

POSTGRADUATE RULES — RESEARCH

Higher Doctoral Degree Rules

1. (1) Pursuant to Chapter X of the By-laws there shall be the degrees of

- (a) Doctor of Laws (LLD);
- (b) Doctor of Letters (DLitt);
- (c) Doctor of Science (DSc).

(2) Any one of the degrees referred to in Rule 1(1) may be conferred by the Council on a candidate who has to the satisfaction of the Academic Senate made an original contribution (or contributions) of distinguished merit adding to the knowledge and understanding of any branch of learning with which the University is concerned.

(3) The Higher Doctoral Degrees Committee of the Academic Senate shall consist of such persons as the Academic Senate may nominate and determine from time to time. Any approval, recommendation, decision or other determination whatsoever given or made by a majority of those members of the Higher Doctoral Degrees Committee present and voting at a duly convened meeting of the Committee shall, for the purposes of these rules, be deemed to be an approval, recommendation, decision or determination of the Higher Doctoral Degrees Committee.

2. A candidate for a higher doctoral degree shall hold a degree of Macquarie University or shall have been a full-time member of the academic staff of the University for a period of at least five years or shall have been admitted to the status of a degree of Macquarie University. No candidate shall make application for the degree of Doctor until eight years after the award of the first degree.

3. (1) A candidate for a higher doctoral degree shall forward to the Deputy Vice Chancellor (Research) an application together with four copies (wherever possible) of the published work which the candidate wishes to have examined. The publications, which shall have been published at least one year before lodgement, shall be a record of original research or critical inquiry undertaken by the candidate, who shall state the sources from which the information was derived, and the extent to which the candidate has used the work of others.

(2) If the publications submitted, whether published in the candidate's sole name or under

conjoint authorship, record work carried out conjointly, the candidate shall state the extent to which she or he was responsible for the initiation, conduct and direction of such conjoint research or enquiry.

(3) Where the principal publications, as distinct from supporting papers, incorporate work previously submitted for a degree in this or any other university, the candidate shall clearly indicate which portion of the publications was so submitted.

(4) A candidate may submit additional work, published or unpublished, in support of the application.

4. (1) The application shall be referred by the Deputy Vice Chancellor (Research) to the Dean of the Division most closely related to the branch of learning involved, for a recommendation as to whether the published work is *prima facie* worthy of examination for the degree and if so a recommendation for the appointment of examiners.

(2) The recommendations from the Dean referred to under Rule 4(1) shall be considered by the Higher Doctoral Degrees Committee which shall recommend to Academic Senate whether the published work is *prima facie* worthy of examination for the degree and, if so, shall also recommend the appointment of at least three examiners not less than two of whom shall be external examiners.

(3) The Academic Senate after considering the recommendations of the Higher Doctoral Degrees Committee shall decide whether the published work is *prima facie* worthy of examination for the degree and, if so, shall appoint at least three examiners including not less than two of whom shall be external examiners.

5. Each examiner shall recommend, on the basis of the published work, whether the candidate is regarded as a recognised authority, commanding international recognition in the branch of learning and to have contributed significantly to the advancement of learning by extensive original contributions to the field with evidence of innovative work on principles.

6. The Higher Doctoral Degrees Committee shall consider the reports of the examiners and formulate a recommendation for Academic Senate.

Doctoral Degree Rules

1. (1) There shall be the following doctoral degrees:

- (a) Doctor of Philosophy (PhD);
- (b) Doctor of Education (EdD);
- (c) Doctor of Business Administration (DBA);
- (d) Doctor of Applied Linguistics (DAppLing);
- (e) Doctor of Philosophy/Master of Clinical Psychology (PhD/MClinPsych);
- (f) Doctor of Philosophy/Master of Clinical Neuropsychology (PhD/MClinNeuPsych);
- (g) Doctor of Philosophy/Master of Organisational Psychology (PhD/MOrgPsych);
- (h) Doctor of Philosophy/Master of Counselling Psychology (PhD/MCounsPsych);
- (i) Doctor of Psychology (Clinical Psychology) (DPsych[ClinPsych]);
- (j) Doctor of Psychology (Clinical Neuropsychology) (DPsych[ClinNeuro]);
- (k) Doctor of Psychology (Counselling Psychology) (DPsych[CounsPsych]);
- (l) Doctor of Psychology (Organisational Psychology) (DPsych[OrgPsych]).

(2) Any of the degrees referred to in Rule 1(1) may be conferred by the Council on a candidate who has to the satisfaction of the Academic Senate complied with the requirements of these rules.

(3) In these rules the Higher Degree Research Committee means the Higher Degree Research Committee of the Academic Senate referred to under Rule 1 of the Master Degree by Research Rules.

(4) Any approval, recommendation, decision or other determination whatsoever given or made by a majority of those members of the Higher Degree Research Committee present and voting at a duly convened meeting of the Committee shall for the purposes of these rules be deemed to be an approval, recommendation, decision or determination of the Higher Degree Research Committee.

(5) Any approval, recommendation, decision or other determination authorised in any of these rules to be given or made by a Dean of a Division, may be given or made by a member of the academic staff who has been duly delegated by that Dean to give or make approvals, recommendations, decisions or determinations for the purpose of that rule.

Admission to Candidature

2. (1) To be admitted to candidature for a doctoral degree an applicant:

- (a) shall have qualified for admission in this University to
 - (i) an Honours Degree of Master, or
 - (ii) a Degree of Master by Research, or
 - (iii) a Degree of Master by Coursework with a substantial research component, or

- (iv) an Honours Degree of Bachelor with Honours Class I or Honours Class II Division 1, or
- (v) the Degree of Bachelor of Laws with Honours Class I or Class II or the degree of Bachelor of Legal Studies with Honours Class I or Class II, or
- (vi) a Degree of Master by Coursework together with a doctoral qualifying course involving substantial research experience; or

(b) shall hold, from another university or tertiary institution, qualification approved by the Higher Degree Research Committee on the recommendation of the Dean of the Division in which the applicant seeks to be registered, as equivalent to the requirements set out in paragraph (a) of this clause.

(2) To be admitted to candidature to the degree of Doctor of Education the candidate shall have at least five years of professional experience in an educational setting or a closely related field of employment (or some other appropriate connection) in a field or situation which provides the opportunity to focus research attention on a professional practice or policy.

(3) To be admitted to candidature to the degree of Doctor of Business Administration, the candidate shall also have at least five years of professional experience in a management position in an organisation or situation which provides the opportunity to focus research attention on professional practice or policy.

(4) To be admitted to candidature to the degree of Doctor of Applied Linguistics the candidate shall also have at least five years of professional experience in a language-related educational setting or a closely related field of employment in a field or situation which provides the opportunity to focus research attention on professional practice or policy.

(5) To be admitted to candidature to the combined program for the degree of Doctor of Philosophy together with the Master of Clinical Psychology, the Master of Counselling Psychology, the Master of Clinical Neuropsychology or the Master of Organisational Psychology, the candidate shall have an Honours Degree of Bachelor with Honours Class I in Psychology and be accepted for admission to candidature to one of these Master degrees.

(6) Notwithstanding the provisions of this rule the Higher Degree Research Committee may require an applicant to demonstrate suitability for admission by carrying out such work and sitting for such examinations as the Committee may determine.

(7) In exceptional cases an applicant may be admitted as a candidate if the applicant submits evidence of academic and professional attainments and demonstrates in an appropriate discipline or disciplines a capacity for research deemed by the Higher Degree Research Committee to be acceptable for the purpose of proceeding to the degree.

(8) Before recommending an applicant as a candidate the Dean of the Division in which the candidate is to be registered shall be satisfied that adequate supervision and facilities are available.

(9) The Higher Degree Research Committee may, on the recommendation of the Dean of the Division in which a candidate for a Master degree or an Honours Master degree is registered, permit that candidate to transfer candidature to that for a doctoral degree after a minimum of one year and a maximum of one and a half years full-time study (or the part-time equivalent) following admission to candidature for a degree of Master.

(10) A candidate for the degree of Doctor of Philosophy shall not be permitted to transfer to candidature for a Professional Doctorate degree.

(11) A candidate for a Professional Doctorate degree shall not be permitted to transfer to candidature for the degree of Doctor of Philosophy.

Program of Studies

3. (1) A candidate shall be enrolled for an award referred to in Rule 1(1) and shall be registered in a Division of the University as determined by the Deputy Vice-Chancellor (Academic).

(2) The Higher Degree Research Committee shall, on the recommendation of the Dean of the Division in which the candidate is registered, approve the enrolment in the award specified in Rule 1(1) to which a candidate may be permitted to proceed.

(3) A candidate for a doctoral degree shall be designated by the Dean of the Division in which the candidate is registered as full-time or part-time. The designation as a full-time or part-time candidate shall be made after an assessment of the extent of the candidate's commitments other than those related to the program of study.

(4) A candidate shall pursue a program of advanced study and research approved by the Dean of the Division. Such program shall include the submission of a thesis embodying the results of the candidate's work, of which at least half shall have been completed whilst a candidate for a research degree in Macquarie University. In special cases work done conjointly with other persons may be accepted, provided that the Higher Degree Research Committee is satisfied as to the candidate's part in the conjoint research.

Where a substantial part of the research for the degree requires facility in a language other than English, the candidate may be required to undertake an approved course of study in the relevant language(s).

Candidates for the degree of Doctor of Business Administration shall be required to complete prescribed coursework and their thesis must make a distinctive contribution to the improvement of professional practice or policy in the field of business administration.

Candidates for the degree of Doctor of Applied Linguistics shall be required to complete prescribed coursework and their thesis must make a distinctive contribution to the improvement of professional

practice or policy in the field of language teaching and/or administration.

Candidates for the degrees of Doctor of Psychology (Clinical Psychology), Doctor of Psychology (Clinical Neuropsychology), Doctor of Psychology (Counselling Psychology), Doctor of Psychology (Organisational Psychology) shall be required to complete prescribed coursework, an extended professional placement and their thesis must make a distinctive contribution to the improvement of professional practice or policy in the field of psychology.

Candidates in the combined program for the degree of Doctor of Philosophy together with the Master of Clinical Psychology, the Master of Counselling Psychology, the Master of Clinical Neuropsychology or the Master of Organisational Psychology, shall be required to complete concurrently the programs for both degrees as prescribed by the Dean of the Division of Linguistics and Psychology.

(5) In the case of the degree of Doctor of Philosophy the thesis must form a distinct contribution to the knowledge of the subject and afford evidence of coherence and of originality shown either by the discovery of new facts or by the exercise of independent critical power. Candidates for the Professional Doctorates shall be required to complete prescribed coursework and their thesis must make a distinct contribution to the improvement of professional practice or policy in the field of study.

(6) Not later than one year after admission to candidature the candidate shall submit a tentative short title of the thesis for approval by the Dean of the Division. After the tentative short title has been approved the research project may not be substantially varied except with the permission of the Dean of the Division.

(7) The Dean of the Division in which the candidate is registered shall appoint one or more persons who each hold an appointment with the University to supervise the program of study of the candidate. Such persons should, in the view of the Dean of Division, be competent to supervise the program of study of the candidate and be expected to be available for the expected period of candidature. A Supervisor must be a member of academic staff, either full-time or part-time with an appointment of three years or longer.

(8) The Division will appoint an Acting Supervisor when the Supervisor is absent for extended periods. In consultation with the candidate, further supervisory assistance may be available at any time to the candidate through the appointment of a Co-Supervisor, Adjunct Supervisor and/or Associate Supervisor.

(9) If a student discontinues studies the student is required to apply for re-admission. The Dean of the Division in which the candidate seeks to register shall determine such application and may specify conditions for enrolment.

(10) *Repealed*

(11) In exceptional circumstances where thesis submission has been delayed and the student is no

longer enrolled the Dean of Division may authorise a period of enrolment suitable for the thesis to be submitted therein.

Period of Candidature

4. (1) The minimum period of candidature for the degree of Doctor of Philosophy or Doctor of Education shall be two years provided that in cases specially approved by the Higher Degree Research Committee this may be reduced to one year.

(2) The minimum period of candidature for the degree of Doctor of Business Administration or Doctor of Applied Linguistics or the degrees of Doctor of Psychology (Clinical Psychology), Doctor of Psychology (Clinical Neuropsychology), Doctor of Psychology (Counselling Psychology), Doctor of Psychology (Organisational Psychology) shall be three years provided that in special circumstances approved by the Higher Degree Research Committee this may be reduced to two years.

(3) The maximum period of candidature for the degree of Doctor of Philosophy or Doctor of Education shall be four years full-time or eight years part-time provided that in special circumstances the Higher Degree Research Committee may grant an extension of the period.

(4) The maximum period of candidature for the degree of Doctor of Business Administration or Doctor of Applied Linguistics or the degrees of Doctor of Psychology (Clinical Psychology), Doctor of Psychology (Clinical Neuropsychology), Doctor of Psychology (Counselling Psychology), Doctor of Psychology (Organisational Psychology) shall be three years full-time and six years part-time, provided that in special circumstances the Higher Degree Research Committee may grant an extension of the period.

(5) Candidates may apply for a leave of absence or accumulated periods of leave of absence of up to twelve months. The Higher Degree Research Committee may grant further periods of absence if there are exceptional circumstances beyond the student's control which warrant a further suspension.

Place of Research

5. Subject to the exceptions set out in paragraphs (a) and (b) hereof, a candidate shall pursue an approved program of advanced study and research by supervised study within the University.

(a) A candidate may be permitted subject to the approval of the Higher Degree Research Committee to follow an approved program of study and research outside the University in accordance with the following conditions:

(i) before submitting a thesis the candidate shall have followed an approved program of advanced study and research within the University for a period determined by the Higher Degree Research Committee to be equivalent to one month per year of equivalent full-time enrolment and

not less than three months, sufficient part of which must be during the final phase of thesis preparation;

- (ii) the place of study and research outside the University shall be approved in each case by the Higher Degree Research Committee on the recommendation of the Dean of the Division concerned;
- (iii) the Higher Degree Research Committee shall, on the recommendation of the Dean of the Division concerned, appoint a person at the place of study and research as adjunct supervisor for the candidate, unless the committee determines, in special circumstances, that an adjunct supervisor be not appointed;
- (iv) the adjunct supervisor, where appointed, shall report regularly to the candidate's University supervisor on the progress of the candidate's work.
- (v) the Dean of Division shall satisfy the Higher Degree Research Committee that adequate arrangements have been made for the candidate's University supervisor and the candidate to meet, unless in special circumstances the Committee determines otherwise.

(b) For purposes such as the collection of research material in the field, a candidate may be permitted by the Higher Degree Research Committee, on the recommendation of the Dean of the Division concerned, to spend specific periods away from the University without supervision, provided that while away the candidate reports to the University supervisor at such times as are required by the Dean of the Division concerned and provided further that any time in excess of a total of one academic year spent away from the University, without supervision, on activities forming part of an approved program of advanced study and research shall not be counted towards the minimum period of candidature for the degree.

Termination of Candidature

6. (1) At least once a year and at any other time considered desirable, the supervisor appointed under Rule 3(6) hereof shall present to the Dean of the Division in which the candidate is registered a report on the candidate's work.

(2) If, in the opinion of the Dean of the Division in which the candidate is registered, the candidate's work is unsatisfactory, the Dean of the Division shall advise the candidate of the reasons and shall ask the candidate to show cause why candidature should not be terminated.

(3) Any show cause submission from the candidate shall be considered by the Dean of the Division or by a committee of the Division. Acting on the recommendation of the committee, the Dean of the Division may confirm the termination of candidature or permit the candidate to re-enrol and may impose conditions upon such re-enrolment.

(4) If the candidate does not show cause, or the Dean of the Division confirms the termination of candidature, the Dean shall report accordingly to the Deputy Vice Chancellor (Research) who shall advise the candidate of termination. The advice to the candidate shall include the reasons for such decision.

(5) A candidate excluded pursuant to Rule 6(4) may appeal to the Higher Degree Research Committee. Such appeal shall be submitted in writing by the date specified by the Deputy Vice Chancellor (Research), except that the Higher Degree Research Committee may agree to consider an appeal lodged at a later date. The Higher Degree Research Committee may dismiss the appeal or permit the candidate to re-enrol and may impose conditions upon such re-enrolment.

Examination of Thesis

7. (1) The candidate will be required to submit to the Deputy Vice Chancellor (Research) three copies of a thesis embodying the results of the candidate's investigational work. (These three copies shall be retained by the University.) All copies of the thesis shall be prepared and bound in a form approved by the Higher Degree Research Committee and shall include a summary of approximately 200 words. The length of the thesis shall conform to the requirements as to length prescribed by the Dean of the Division in which the candidate is registered.

(2) The thesis must be the candidate's own account of the work and must be written in English and reach a satisfactory standard of literary presentation; but a candidate from the Departments of Asian and European Languages may be permitted to submit a thesis in a language other than English.

(3) The examination of the thesis will assess the candidate's contribution to the work reported in the thesis excluding any work which formed part of another degree successfully completed at this University or elsewhere; the candidate will be responsible for indicating clearly such contribution.

(4) Before a candidate may submit a thesis the supervisor appointed under Rule 3(7) must be satisfied that the thesis conforms to the requirements of Rules 7(1) and 7(2) and a certificate to this effect from the supervisor shall accompany the thesis when it is submitted. If the supervisor does not so certify, the Higher Degree Research Committee shall determine whether the thesis shall be submitted for examination after considering submissions from the supervisor and the candidate.

(5) No more than three months prior to the expected submission of a thesis, the Higher Degree Research Committee, on the recommendation of the Dean of the Division concerned, shall appoint three examiners at least two of whom shall be external examiners, and may if it thinks fit appoint additional examiners.

(6) The examiners shall report in writing in a form approved by the Higher Degree Research Committee indicating their assessment of the thesis and their recommendation as to whether the degree should or should not be awarded or whether additional work should be undertaken by the candidate. They may recommend to the Higher Degree Research Committee that the candidate undergo such oral, written or practical examination as they may specify.

(7) After considering the report of each examiner appointed pursuant to Rule 7(5) and any other report of the candidate's program of study as it may deem appropriate, the Higher Degree Research Committee may decide-

- (a) to recommend that the degree be awarded to the candidate; or
- (b) to recommend that the degree be not awarded to the candidate; or
- (c) to require that the candidate undertake additional work on the thesis and submit a revised thesis within a specified period; or
- (d) to require that the candidate undertake further study and research and submit a revised thesis for re-examination by one or more examiners; or
- (e) to take such action as it deems appropriate before making a recommendation; or
- (f) where a candidate has been required by the Higher Degree Research Committee to revise and resubmit a thesis for further examination under clause (d) and has died before being able to do so, then the Committee may advise the Examiners of the circumstances and enquire of them whether, in their opinions, the thesis would have merited a pass as a Masters Honours or Masters thesis had it been so submitted. The Committee shall consider the Examiners' responses and determine whether it is appropriate to recommend to the Academic Senate that special consideration be given to the posthumous award of the degree of Honours Master or Master.

(8) A candidate who is required to resubmit a revised thesis for re-examination, will be required to be enrolled whilst undertaking such revision, for a period of not less than one half-year prior to resubmission.

(9) Only one submission for re-examination may be permitted. Following re-submission and re-examination, a final decision on the thesis, as specified in Rule 7(7)(a) through 7(7)(c) and 7(7)(f) above, will be made by the Higher Degree Research Committee.

(10) A copy of the thesis deposited in the Library will be available for consultation, loan and photocopying forthwith; provided that, in exceptional cases, the Higher Degree Research Committee, on the application of the candidate and on the recommendation of the Dean of the Division, determine that it shall not be available until after the expiry of a period, which period shall not exceed six months except that Higher Degree Research

Committee shall allow at its discretion and on application by the author an initial period of one year with an annually renewable extension to a maximum of three years from the date of first submission in total.

Saving Clause

8. Notwithstanding anything to the contrary herein contained, the Academic Senate may, in any exceptional case in which it may deem it appropriate to do so, dispense with or suspend any requirements of or prescription by these rules. Any such action by the Academic Senate is to be reported forthwith to the Council.

Rules for the Degree of Master by Research

1. (1) These rules may be cited as the Master Degree by Research Rules.

(2) There shall be the following degrees and honours degrees of Master -

- Master of Arts (MA);
- Honours Degree of Master of Arts (MA(Hons));
- Honours Degree of Master of Applied Anthropology (MAppAnth[Hons]);
- Master of Commerce (MCom);
- Honours Degree of Master of Commerce (MCom(Hons));
- Master of Economics (MEc);
- Honours Degree of Master of Economics (MEc(Hons));
- Master of Education (MEd)
- Honours Degree of Master of Education (MEd(Hons));
- Master of Education and Work (MEdWk)
- Honours Degree of Master of Education and Work (MEdWk(Hons));
- Master of Special Education (MSpecEd)
- Honours Degree of Master of Special Education (MSpecEd(Hons));
- Master of Laws (LLM);
- Honours Degree of Master of Laws (LLM(Hons));
- Master of Science (MSc);
- Honours Degree of Master of Science (MSc(Hons));
- Master of Philosophy (MPhil).

(3) With the exception of the Master of Philosophy, any of the degrees referred to in Rule 1(2) may be conferred by the Council on a candidate who has to the satisfaction of the Academic Senate complied with the requirements of these rules and whose initial enrolment in the degree commenced prior to 31 December 2005. A Master of Philosophy may be conferred by the Council on a candidate who has, to the satisfaction of the Academic Senate complied with the requirements of these rules.

(4) In these rules the Higher Degree Research Committee means the Higher Degree Research Committee of the Academic Senate constituted under Rule 1(5).

(5) The Higher Degree Research Committee of the Academic Senate shall consist of such persons as the Academic Senate may nominate and determine from time to time.

(6) Any approval, recommendation, decision or other determination whatsoever given or made by a majority of those members of the Higher Degree Research Committee and present voting at a duly convened meeting of the Committee shall for the purposes of these rules be deemed to be an approval, recommendation, decision or determination of the Higher Degree Research Committee.

(7) Any approval, recommendation, decision or other determination authorised in any of these rules to be given or made by a Dean of a Division, may be given or made by a member of the academic staff who has been duly delegated by that Dean to give or make approvals, recommendations, decisions or determinations for the purpose of that rule.

Admission to Candidature and Registration

2. (1) To be admitted to candidature for a course leading to a degree of Master by research an applicant

(a) (i) shall have qualified for admission to a degree of Bachelor of this University or to an Honours Degree of Bachelor of this University and have achieved a level of attainment in an appropriate area of study or areas of study considered by the Higher Degree Research Committee on the recommendation of the Dean of the Division in which the course is offered, to be acceptable for the specific degree of Master by research; or

(ii) shall hold, from another university or other tertiary institution, qualifications approved by the Higher Degree Research Committee on the recommendation of the Dean of the Division in which the applicant seeks to be registered as equivalent to the requirements set out in paragraph (i) of this clause.

(2) To be admitted to candidature for a course leading to an Honours Degree of Master by research, an applicant

(a) shall have qualified for admission to an Honours Degree of Bachelor with Honours Class I or Honours Class II of this University and have achieved a level of attainment in an appropriate area of study or areas of study considered, by the Higher Degree Research Committee on the recommendation of the Dean of the Division in which the applicant seeks to register, to be acceptable for the purpose of proceeding to an Honours Degree of Master; or

(b) shall hold, from another university, or other tertiary institution qualifications approved by the Higher Degree Research Committee on the recommendation of the Dean of the Division in which the applicant seeks to be registered as equivalent to the requirements set out in clause (a) of this sub-regulation.

(3) Notwithstanding the provisions of this rule the Dean of the Division in which the applicant seeks to register may require an applicant to demonstrate fitness for admission by carrying out such work and sitting for such examinations as the Dean may determine.

(4) In exceptional cases an applicant may be admitted as a candidate for a Degree of Master or an Honours Degree of Master if the applicant submits

other evidence of academic and professional attainments and the candidature is approved by the Higher Degree Research Committee.

(5) Subject to the approval of the Higher Degree Research Committee on the recommendation of the Dean of the Division in which the candidate is registered, candidates for a Degree of Master may be permitted to transfer their candidature to the Honours Degree of Master. Such transfers may be granted only when a candidate has completed qualifying work at a level acceptable to the Higher Degree Research Committee extending over a minimum of one year full-time (or the part-time equivalent) following admission to candidature for a Degree of Master.

(6) Before recommending an applicant as a candidate for a Degree of Master or an Honours Degree of Master, the Dean of the Division in which the candidate is to be registered shall be satisfied that adequate supervision and facilities are available.

Program of Studies

3. (1) A candidate shall be enrolled for an award referred to in Rule 1(2) and shall be registered in a Division of the University as determined by the Deputy Vice-Chancellor (Academic).

(2) The Higher Degree Research Committee shall, on the recommendation of the Dean of the Division in which the candidate is to be registered, approve the enrolment in the award specified in Rule 1(2) to which a candidate may be permitted to proceed.

(3) A candidate for a Degree of Master or an Honours Degree of Master shall be designated by the Dean of the Division in which the candidate is registered as full-time or part-time. The designation as a full-time or part-time candidate shall be made after an assessment of the extent of the candidate's commitments other than those related to the program of study.

(4) A candidate shall pursue a program of advanced study and research approved by the Dean of the Division. Where a substantial part of the research for the degree requires facility in a language other than English, the candidate may be required to undertake an approved course of study in the relevant language(s).

(5)(a) For candidates commencing prior to 1995, the program of study shall include the submission of a thesis embodying the results of the candidate's work and this component shall comprise at least half of the program.

(b) For candidates commencing from 1995, the program of study shall include the submission of a thesis embodying the results of the candidate's work and this component shall comprise at least 67% of the program.

(c) At least half of the candidate's work for the thesis shall have been completed whilst a candidate for a research degree in Macquarie University.

- (6)(a) For a degree of Master, the thesis must have adequately placed the topic in the context of current knowledge from the appropriate theoretical and/or professional perspective and must have satisfactorily linked empirical outcomes or new evaluations with the relevant literature.
- (b) For an honours degree of Master the thesis must form a contribution to knowledge in the area with which it deals by presenting new interpretations of facts or by demonstrating an independent critical ability to evaluate existing material in a new light.
- (c) For a Master of Philosophy the thesis must form a contribution to knowledge in the area with which it deals by presenting new interpretations of facts or by demonstrating an independent critical ability to evaluate existing material in a new light.

(7) The Dean of the Division in which the candidate is registered shall appoint one or more persons, who each hold an appointment with the University, to supervise the program of study of the candidate. Such persons should, in the view of the Dean of Division, be competent to supervise the program of study of the candidate and be expected to be available for the expected period of candidature. A Supervisor must be a member of academic staff, either full-time or part-time with an appointment of three years or longer.

(8) The Division will appoint an Acting Supervisor when the Supervisor is absent for extended periods. In consultation with the candidate, further supervisory assistance may be available at any time to the candidate through the appointment of a Co-Supervisor, Adjunct Supervisor and/or Associate Supervisor.

(9) The program of study may include a number of units of study either at the postgraduate level designated as 800 or 900 level or from the Schedule of Units of Study specified in the Bachelor Degree Rules. Enrolment in such units shall be subject to Rules 5, 6 and 7 of the Master Degree by Coursework Rules.

(10) Where a candidate has completed successfully one or more units at postgraduate level in another tertiary institution, the candidate may be granted credit therefore as determined by the Higher Degree Research Committee on the recommendation of the Dean of the Division in which the candidate is registered.

(11) If a student discontinues studies the student is required to apply for re-admission. The Dean of the Division in which the candidate seeks to register shall determine such application and may specify conditions for enrolment.

(12) *Repealed*

(13) In exceptional circumstances thesis submission has been delayed and the student is no longer enrolled the Dean of Division may authorise a period of enrolment suitable for the thesis to be submitted therein.

Period of Candidature

4. (1) The minimum period of candidature shall be one year full-time or two years part-time provided that in cases specially approved by the Higher Degree Research Committee the minimum period of candidature for a part-time candidate may be reduced to one year.

(2) The maximum period of candidature shall be two years full-time or four years part-time provided that in special circumstances the Higher Degree Research Committee may grant an extension of the period.

(3) Candidates may apply for a leave of absence or accumulated periods of leave of absence of up to twelve months. The Higher Degree Research Committee may grant further periods of absence if there are exceptional circumstances beyond the student's control which warrant a further suspension. **[Subject to final approval.]**

Place of Research

5. Subject to the exceptions set out in paragraphs (a) and (b) hereof, a candidate shall pursue an approved program of advanced study and research by supervised study within the University.

(a) A candidate may be permitted subject to the approval of the Higher Degree Research Committee to follow an approved program of study and research outside the University in accordance with the following conditions:

- (i) before submitting a thesis the candidate shall have followed an approved program of advanced study and research within the University for a period determined by the Higher Degree Research Committee to be equivalent to one month per year of equivalent full-time enrolment and not less than two months, sufficient part of which must be during the final phase of thesis preparation;
- (ii) the place of study and research outside the University shall be approved in each case by the Higher Degree Research Committee on the recommendation of the Dean of the Division concerned;
- (iii) the Higher Degree Research Committee shall, on the recommendation of the Dean of the Division concerned, appoint a person at the place of study and research as adjunct supervisor for the candidate, unless the committee determines, in special circumstances, that an adjunct supervisor be not appointed;
- (iv) the adjunct supervisor, where appointed, shall report regularly to the candidate's University supervisor on the progress of the candidate's work.

- (v) the Dean of the Division shall satisfy the Higher Degree Research Committee that adequate arrangements have been made for the candidate's University supervisor and the candidate to meet, unless in special circumstances the Committee determines otherwise.
- (b) For purposes such as the collection of research material in the field, a candidate may be permitted by the Higher Degree Research Committee, on the recommendation of the Dean of the Division concerned, to spend specific periods away from the University without supervision, provided that while away the candidate reports to the University supervisor at such times as are required by the Dean of the Division concerned and provided further that any time in excess of a total of one academic year spent away from the University, without supervision, on activities forming part of an approved program of advanced study and research shall not be counted towards the minimum period of candidature for the degree.

Termination of Candidature

6. (1) At least once a year and at any other time considered desirable, the supervisor appointed under Rule 3(5) hereof shall present to the Dean of the Division in which the candidate is registered a report on the candidate's work.
- (2) If, in the opinion of the Dean of the Division in which the candidate is registered, the candidate's work is unsatisfactory, the Dean of the Division shall advise the candidate of the reasons and shall ask the candidate to show cause why candidature should not be terminated.
- (3) After considering any show cause submission by the candidate, the Dean of the Division may confirm the termination of candidature or permit the candidate to re-enrol and may impose conditions upon such re-enrolment.
- (4) If the candidate does not show cause, or the Dean of the Division confirms the termination of candidature, the Dean shall report accordingly to the Deputy Vice Chancellor (Research) who shall advise the candidate of termination. The advice to the candidate shall include the reasons for such decision.
- (5) A candidate excluded pursuant to Rule 6(4) may appeal to the Higher Degree Research Committee. Such appeal shall be submitted in writing by the date specified by the Registrar, except that the Higher Degree Research Committee may agree to consider an appeal lodged at a later date. The Higher Degree Research Committee may dismiss the appeal or permit the candidate to re-enrol and may impose conditions upon such re-enrolment.

Examination of Thesis

7. (1) The candidate will be required to submit to the Deputy Vice Chancellor (Research) three copies of a thesis embodying the results of the candidate's investigational work. (These three copies shall be retained by the University.) All copies of the thesis shall be prepared and bound in a form approved by the Higher Degree Research Committee and shall include a summary of approximately 200 words. The length of the thesis shall conform to the requirements as to length prescribed by the Dean of the Division in which the candidate is registered.
- (2) The examination of the thesis will assess the candidate's contribution to the work reported in the thesis excluding any work which formed part of another degree successfully completed at this University or elsewhere; the candidate will be responsible for indicating clearly such contribution.
- (3) The thesis must be the candidate's own account of the work and must be written in English and reach a satisfactory standard of literary presentation; but a candidate from the Department of Asian and European Languages may be permitted to submit a thesis in a language other than English.
- (4) Before a candidate may submit a thesis the supervisor appointed under Rule 3(5) must be satisfied that the thesis conforms to the requirements of Rules 7(1) and 7(2) and a certificate to this effect from the supervisor shall accompany the thesis when it is submitted. If the supervisor does not so certify, the Higher Degree Research Committee shall determine whether the thesis shall be submitted for examination after considering submissions from the supervisor and the candidate.
- (5) No more than three months prior to the expected submission of a thesis, the Higher Degree Research Committee, on the recommendation of the Dean of the Division concerned, shall appoint two examiners both of whom shall normally be external.
- (6) The examiners shall report in writing in a form approved by the Higher Degree Research Committee indicating their assessment of the thesis and their recommendation as to whether the degree should or should not be awarded or whether additional work should be undertaken by the candidate. They may recommend to the Higher Degree Research Committee that the candidate undergo such oral, written or practical examination as they may specify.
- (7) After considering the report of each examiner appointed pursuant to Rule 7(5) and any other report of the candidate's program of study as it may deem appropriate, the Higher Degree Research Committee may decide-
- (a) to recommend that the degree be awarded to the candidate; or
 - (b) to recommend that in the case of Masters Honours programs, which have been approved for the award of the degree with a class of Honours, the degree be awarded with one of the following classes of Honours: Honours Class I, Honours Class II Division 1, Honours Class II Division 2, Honours Class III.

- (c) to recommend that the degree be not awarded to the candidate; or
- (d) to recommend that, in the case of a candidate for an honours degree, the candidate be awarded a Degree of Master; or
- (e) to require that the candidate undertake additional work on the thesis and submit a revised thesis within a specified period; or
- (f) to require that the candidate undertake further study and research and submit a revised thesis for re-examination by one or more examiners; or
- (g) to take such action as it deems appropriate before making a recommendation.
- (h) A candidate who is required to resubmit a revised thesis will be required to be enrolled during the period in which this is to be undertaken.

(8) Only one submission for re-examination will be permitted. Following re-submission and re-examination, a final decision on the thesis, as specified in Rule 7(7)(a) through 7(7)(d) and 7(7)(f) above, will be made by the Higher Degree Research Committee.

(9) A copy of the thesis deposited in the Library will be available for consultation, loan and photocopying forthwith; provided that, in exceptional cases, the Higher Degree Research Committee, on the application of the candidate and on the recommendation of the Dean of the Division, determine that it shall not be available until after the expiry of a period, which period shall not exceed six months except that Higher Degree Research Committee shall allow at its discretion and on application by the author an initial period of one year with an annually renewable extension to a maximum of three years from the date of first submission in total.

Saving Clause

8. Notwithstanding anything to the contrary herein contained, the Academic Senate may, in any exceptional case in which it may deem it appropriate to do so, dispense with or suspend any requirements of or prescription by these rules. Any such action by the Academic Senate is to be reported forthwith to the Council.

POSTGRADUATE RULES — COURSEWORK

Rules for the Degree of Master by Coursework

1. (1) These rules may be cited as the Master Degree by Coursework Rules.

(2) There shall be the following degrees of Master:

Master of Accounting (MAcc)
Master of Accounting (CPA Extension) (MAcc (CPA))
Master of Actuarial Practice (MAcstPrac)
Master of Advanced Translation (MAdvTrans)
Master of Ageing and Health (MAgeHlth)
Master of Applied Anthropology (MAppAnth)
Master of Applied Finance (MAppFin)
Master of Applied Linguistics (MAppLing)
Master of Applied Linguistics (Advanced Applied Linguistic Studies) (MAppLing [AdvAppLingSt])
Master of Applied Linguistics (Language Program Management) (MAppLing[LangProgMgt])
Master of Applied Linguistics (Literacy) (MAppLing[Lit])
Master of Applied Linguistics (TESOL) (MAppLing[TESL])
Master of Applied Linguistics (TESP) (MAppLing[TESP])
Master of Applied Statistics (MAppStats)
Master of Arts (MA)
Master of Arts Master of International Relations (MA MintRel)
Master of Audiology (MAudiology)
Master of Banking and Financial Regulation (MBFR)
Master of Business Administration (MBA)
Master of Biostatistics (MBiostat)
Master of Biotechnology (MBiotech)
Master of Biotechnology/Master of Commerce (MBiotech/MCom)
Master of Chiropractic (MChiroprac)
Master of Chiropractic Science (MChiroSc)
Master of Chiropractic Sports Science (MChiroSportsSc)
Master of Clinical Audiology (MClinAudiology)
Master of Clinical Neuropsychology (MClinNeuroPsy)
Master of Clinical Psychology (MClinPsych)
Master of Commerce (MCom)
Master of Commerce/Master of Information Technology (MCom MIT)

Master of Commercial Law (MComLaw)
Master of Communication Disorders (MCommDis)
Master of Communication in Professions and Organisations (MCommProfOrg)
Master of Computing (MComp)
Master of Conference Interpreting (M ConfInt)
Master of Conservation Biology (MConsBiol)
Master of Counselling Psychology (MCounselPsy)
Master of Development Studies and Culture Change (MDevCult)
Master of Early Childhood (MECh)
Master of Economics (MEc)
Master of Education (MED)
Master of Education and Work (MEdWk)
Master of Educational Leadership (Early Childhood Education) (MEdLead[ECE])
Master of Educational Leadership (Higher Education) (MEdLead[HE])
Master of Educational Leadership (School Education) (MEdLead[SE])
Master of Educational Leadership (Education and Work) (MEdLead[EdWk])
Master of Electronic Commerce Management (MEComMgt)
Master of Environmental and Local Government Law (MEnvLocGovLaw)
Master of Environmental Economics (MEnvEc)
Master of Environmental Education (MEnvEd)
Master of Environmental Law (MEnvLaw)
Master of Environmental Management (MEnvMgt)
Master of Environmental Planning (MEnvPlan)
Master of Environmental Science (MEnvSci)
Master of Environmental Studies (MEnvStud)
Master of Financial Services Law (MFinServLaw)
Master of Geoscience (MGeoscience)
Master of Higher Education (MHED)
Master of Information Technology (MInfoTech)
Master of International Business (MIntBus)
Master of International Business/Master of Arts (MIntBus/MA)
Master of International Business/Master of International Relations (MIntBus/MIntRel)
Master of International Environmental Law (MIntEnvLaw)
Master of International Relations (MIntRel)
Master of International Relations Master of International Environmental Law (MIR MIEL)

Master of International Relations Master of International Trade and Commerce Law (MIR MITCL)

Master of International Security Studies (MIntSecStuds)

Master of International Trade and Commerce Law (MIntTrdeComLaw)

Master of Laws (LLM)

Master of Management (MMgt)

Master of Media and Cultural Studies (MMdCltSt)

Master of Mineral and Energy Economics (MMEE)

Master of Mineral Exploration Technologies (MMET)

Master of Museum Studies (MMusStud)

Master of Organisational Psychology (MOrgPsych)

Master of Policing, Intelligence and Counter Terrorism (MPICT)

Master of Policing, Intelligence and Counter Terrorism with the degree of Master of International Security Studies (MPICTMIntSecSt)

Master of Politics and Public Policy (MPP)

Master of Policy and Applied Social Research (MPASR)

Master of Recording Arts (MRecordArts)

Master of Science (MSc)

Master of Science (Education) (MSc[Ed])

Master of Social Health (MSocHlth)

Master of Speech and Language Pathology)

Master of Special Education (MSpecEd)

Master of Sustainable Development (MSusDev)

Master of Teaching (Birth to Five Years) (MTeach [Birth to Five Years])

Master of Technology (MTech)

Master of Translating and Interpreting (MTransInter)

Master of Translating and Interpreting with the degree of Master of International Relations (MTransInterMIR)

Master of Translation (MTrans)

Master of Translation and Interpreting (MTransInt)

Master of Translation and Interpreting with the degree of Master of International Relations (MTransIntMIR)

Master of Wildlife Conservation (MWildCons)

Master of Wildlife Management (MWldMgt)

(3) Any one of the degrees referred to in Rule 1(2) may be conferred by the Council on a candidate who has to the satisfaction of the Academic Senate complied with the requirements of these rules.

(4) Any approval, recommendation, decision or other determination authorised in any of these rules to be given or made by a Dean of a Division may be given or made by a member of the academic staff who has been duly delegated by that Dean to give or make approvals, recommendations, decisions or determinations for the purposes of that rule.

(5) To qualify for an award referred to in Rule 1(2), a candidate must complete a Program of Study approved by the Academic Senate for that award.

Admission to Candidature and Registration

2. (1) To be admitted to candidature for a course leading to a degree of Master by coursework, an applicant, subject to any conditions determined by Academic Senate-

(a)(i) shall have qualified for admission to a degree of Bachelor of this University or to an honours degree of Bachelor of this University and have achieved a level of attainment in an appropriate area of study or areas of study considered by Academic Senate, on the recommendation of the designated Dean of Division for the course, to be acceptable for that specific course; or

(ii) shall hold, from another university or other tertiary institution, qualifications approved by Academic Senate, on the recommendation of the Dean of Division for the course in which the applicant seeks to be enrolled, as equivalent to the requirements set out in paragraph (i) of this clause; and

(b) in respect of such courses as are determined by the Academic Senate, on the recommendation of the designated Dean of Division for the course, shall have such additional qualifications and experience as may be considered by the Academic Senate to be adequate preparation for admission to candidature.

(2) Notwithstanding the provisions of this rule, the designated Dean of Division for the course in which an applicant seeks to enrol may require the applicant to demonstrate fitness for admission as a candidate by carrying out such work and/or sitting for such examinations as the Dean may determine.

(3) In exceptional cases an applicant may be admitted as a candidate for a specific course if the applicant submits other evidence of academic and/or professional attainments and the admission is approved by the Academic Senate on the recommendation of the designated Dean of Division for the course in which the applicant seeks to enrol.

(4) A candidate shall be enrolled for an award referred to in Rule 1(2) and shall be registered in a Division of the University as determined by the Deputy Vice-Chancellor (Academic).

(5) In these Rules, unless otherwise stated or implied, a "designated" Dean of Division means the Dean of the Division which the Deputy Vice-Chancellor (Academic) has determined pursuant to Rule 2(4).

(6) A candidate may, under conditions determined by the Academic Senate, change the award for which they are enrolled.

- (7) (a) Where a candidate is enrolled in any study period in units the total of whose weighting is not less than 0.75, the candidate shall be designated as a full-time student.
- (b) Where a candidate is enrolled in any study period in units the total of whose weighting is less than 0.75, the candidate shall be designated as a part-time student.
- (8) Where a candidate has completed successfully one or more units at postgraduate level in another higher education institution, and where the unit or units do not form part of a completed course, the candidate may be granted credit therefor as determined by the designated Dean of Division. The credit granted shall be for not more than one-half of the total credit points for the course.

(9) Where a candidate has completed an award at postgraduate level in this University or in another higher education institution, the candidate may be granted credit therefor as determined by the designated Dean of Division. The credit granted shall be for not more than one-quarter of the total credit points for the course.

(10) Academic Senate may, Rule 2(9) notwithstanding, approve articulated awards which permit candidates who complete one award in the set to receive full credit from their study in that award towards one other award in the set.

Schedules to the Rules

3. (1) The Academic Senate prescribes a Schedule of General Requirements for the awards specified in these Rules.

- (2) (a) The Academic Senate prescribes a Schedule of Programs of Study approved for candidates seeking to qualify for an award under these Rules.
- (b) One or more of the units making up such a Program of Study may be a research project but such unit or units shall make up less than two-thirds of the total credit points for the course.
- (c) *Repealed*
- (3) (a) The Academic Senate prescribes a Schedule of Postgraduate Units approved as units under these Rules.
- (b) Units of study at the postgraduate level shall be designated as at 800 or 900 level.

Programs of Study

4. (1) A candidate shall select a Program of Study approved by Academic Senate pursuant to Rule 3(2) for the award for which the candidate is enrolled, and shall enrol in units to complete that Program.

(2) Unless determined otherwise by resolution of Academic Senate:

- (a) a candidate's selection of an approved Program of Study and enrolment in units to complete that Program of Study will require the approval of the designated Dean of Division, or where the Academic Senate

has so determined, the Dean of another Division;

- (b) any subsequent change to a candidate's enrolment will require the approval of the designated Dean of Division, or where the Academic Senate has so determined, the Dean of another Division.

(3) A candidate who wishes to add an internal unit may do so only in the first two weeks of the study period. A candidate who wishes to add an external unit may do so only in the first week of the study period. No approval is required to add a unit within these time periods.

Prerequisite Studies

5. (1) A candidate may not enrol in a unit unless the conditions for enrolment therein specified in the Schedule of Postgraduate Units are satisfied or the Dean of the Division providing the unit has granted permission for enrolment.

(2) A candidate who has enrolled in a unit in breach of Rule 5(1) shall nevertheless be treated as a candidate enrolled in that unit for the purposes of Rule 8.

Completion of Units

6. (1) Subject to the rules, the determination whether a candidate has completed satisfactorily a unit forming part of the course shall be made by the Dean of the Division in which the unit is offered.

(2) The Dean of the Division in which the unit is offered shall determine the required academic work for satisfactory completion of the unit by a candidate.

(3) Where a candidate is prevented by unavoidable disruption from satisfying unit requirements, the candidate shall report the circumstances in writing (supported by a medical certificate or other proper evidence) by no later than the first day of the examination period to the Registrar, and the Dean of the Division in which the unit is provided may take into account such disruption when assessing the candidate's performance.

(4) Unavoidable disruption to studies is defined as resulting from an event or set of circumstances which:

- (a) could not have reasonably been anticipated, avoided or guarded against by the student and
- (b) was beyond the student's control and
- (c) caused substantial disruption to the student's capacity for effective study and/or the completion of required work and
- (d) interfered with the otherwise satisfactory fulfillment of unit or course requirements.

Grades

7. (1) A candidate's grade for a unit offered by the university is determined upon an assessment of performance in required coursework and/or examinations.

(2) Save as provided in Rule 6(3) and Rule 6(4), the grade of a candidate is recorded as follows:

- HD* High Distinction which denotes work of outstanding quality. This may be demonstrated in areas such as criticism, logical argument, interpretation of materials or use of methodology. This grade may also be awarded to recognize a high order of originality or creativity in student performance;
- D* Distinction which denotes work of superior quality in the same areas of performance as above. This grade may be awarded to recognize evidence of originality or creativity in student performance;
- Cr* Credit which denotes work of predominantly good quality, demonstrating a sound grasp of content together with efficient organisation, selectivity and use of techniques;
- P* Pass which denotes a clear pass and satisfactory achievement of unit objectives;
- PC* Conceded pass which denotes a pass which is marginal;
- F* Fail which denotes that a candidate has failed to complete a unit satisfactorily.

(3) After considering the recommendation of the Dean of the Division in which a unit is offered and having regard to the subject matter of the unit and to the method of teaching it, the Academic Senate may determine that the grades specified in Rule 6(2) are not appropriate to that unit. In this case, the grade of a candidate is recorded as follows:

- Pass (S) which indicates that the candidate has completed the unit satisfactorily; or
- Fail (F) which indicates that the candidate has failed to complete the unit satisfactorily.

(4) Where a candidate has undertaken a unit at another tertiary institution as part of the program of study, the grade for the candidate shall be recorded as follows:

- Pass (S) which indicates that the candidate has completed the unit satisfactorily; or
- Fail (F) which indicates that the candidate has failed to complete the unit satisfactorily.

(5) The Academic Senate may determine the range of Standardised Numerical Grades which apply to the grades referred to above.

(6) Once a grade has been determined by the relevant Division and/or Academic Senate it shall not be exchanged except:

- (a) following an appeal by the student pursuant to the provisions set down by the Academic Senate; or
- (b) in exceptional circumstances, a change is approved by the Deputy Vice-Chancellor (Academic) on behalf of the Academic Senate or the Dean of the Division in which the unit is offered, provided that the application for a change is submitted to the Registrar not later than six weeks after the notification of examination results for the

study period; or in exceptional circumstances, the Deputy Vice-Chancellor (Academic) may approve on behalf of the Academic Senate an application submitted at a later date but before the commencement of the next succeeding examination period.

Non-compliance with Unit Requirements

8. (1) If a candidate has not complied with the requirements for satisfactory progress in a particular unit as determined by the Dean of the Division in which the unit is provided, the candidate may be excluded from further participation in and from attendance at any examination for that unit. A candidate who is excluded under this Rule is deemed to have failed the unit.

(2) Where, notwithstanding a candidate's failure to comply with the requirements, the candidate is not excluded, the Academic Senate may, on the recommendation of the Dean of the Division in which the unit is provided, permit the candidate to meet the requirements for its satisfactory completion by such date as determined by the Dean of Division: provided that such date must be not later than 30 August in the same year for first-half year units and 30 January in the succeeding year for second-half year and full-year units. In special circumstances, the Academic Senate, on the recommendation of the Dean of Division, may determine a later date but before the commencement of the next succeeding regular examination period.

Discontinuance

9. Where a candidate is permitted to change the enrolment in units of study pursuant to Rule 4(2)(b) following application in writing to the Registrar and such change includes discontinuance of a unit or units offered by the University, or where a candidate discontinues all the units enrolled:

- (a) The candidate is deemed not to have been effectively enrolled in a unit if they discontinue before the unit census date;
- (b) The candidate is deemed to have withdrawn from a unit if the candidate discontinues after the unit census date but no later than 4 weeks after the unit census date. In such cases, the candidate's record is endorsed with the letter "W" denoting "Withdrawn".
- (c) The candidate is deemed to have failed in any unit where the candidate's discontinuance is other than as provided in clauses (a) or (b) in this Rule. In such cases the candidate's record is endorsed with the letter "F" denoting "Failed".
- (d) A candidate whose record in a unit has been endorsed with the letter "W" or the grade "F" may, if the candidate has not been terminated therefrom pursuant to Rule 9, re-enrol in such a unit in a later year provided that such enrolment is subject to the provision of Rule 4, including any limitation

imposed upon the enrolment in that unit. A candidate re-enrolling shall not receive credit for any work previously performed in that unit.

Termination of Candidature

10. (1) At the commencement of the course the designated Dean of Division shall indicate to candidates the requirements for satisfactory progress.

(2) If a candidate does not meet the requirements specified pursuant to Rule 8(1), the designated Dean of Division shall ask the candidate to show cause why candidature should not be terminated.

(3) After considering any show-cause submission by the candidate, the designated Dean of Division may confirm the termination of candidature or permit the candidate to re-enrol and may impose conditions upon such re-enrolment.

(4) If the candidate does not show cause, or the designated Dean of Division confirms the termination of candidature, the Dean shall report accordingly to the Registrar who shall advise the candidate of exclusion from the course.

(5) A candidate excluded pursuant to Rule 8(4) may appeal to the Academic Appeals Committee. Such appeal shall be submitted in writing by the date specified by the Registrar, except that the Academic Appeals Committee may agree to consider an appeal lodged at a later date. The Academic Appeals Committee may dismiss the appeal or permit the candidate to re-enrol and may impose conditions upon such re-enrolment.

Not to Count for Credit

11. (1) A candidate may not count for credit towards any award under these Rules the credit points of a unit if the candidate has already successfully completed a unit designated by the same unit code in the Schedule of Postgraduate Units.

(2) Except with the approval of the Academic Senate, on the recommendation of the Dean of the Division concerned, a candidate may not count for credit towards any award under these rules the credit points in respect of a unit:

- (a) if the candidate has successfully completed and is counting for credit another unit designated in the Schedule of Postgraduate Units as not to count for credit with that unit; or
- (b) if the candidate has been granted credit pursuant to Rule 2(8) for one or more units in a program of study at another tertiary institution, and has successfully completed in that program a unit which, in the opinion of the Dean of the Division concerned, is a similar unit.

(3) If two or more units are designated in the Schedule of Postgraduate Units as not to count for credit with each other, a student may include no more than one of these units in a program of study.

Deeming Provision

12. The Academic Senate may recommend the conferring of a degree of the University upon any person who has completed a course of studies in another tertiary institution which the Academic Senate, on the recommendation of the Deputy Vice-Chancellor (Academic), may from time to time deem to be the equivalent of a degree of this University.

13. The Coursework Studies Committee may declare that a candidate has completed the specified prescribed unit where other work completed by the candidate is deemed by the designated Dean of Division to be equivalent to the prescribed unit.

Saving Clause

14. Notwithstanding anything to the contrary herein contained, the Academic Senate may, in any exceptional case in which it may deem it appropriate to do so, dispense with or suspend any requirements of or prescriptions by these rules. Any such action by the Academic Senate is to be reported forthwith to the Council.

Postgraduate Diploma Rules

1. (1) There shall be the following postgraduate diplomas:

- Postgraduate Diploma in Accounting (PGDipAcc)
- Postgraduate Diploma in Ageing and Health (PGDipAgeing and Health)
- Postgraduate Diploma in Ancient History (PGDipAhst)
- Postgraduate Diploma in Applied Anthropology (PGDipAppAnth)
- Postgraduate Diploma in Applied Economics (PGDipAppEc)
- Postgraduate Diploma in Applied Linguistics (PGDipAppLing)
- Postgraduate Diploma in Applied Linguistics (Literacy) (PGDipAppLing[Lit])
- Postgraduate Diploma in Applied Linguistics (TESOL) (PGDipAppLit[TES])
- Postgraduate Diploma in Applied Linguistics (Teaching English for Special Purposes) (PGDipAppLing[TESP])
- Postgraduate Diploma in Applied Statistics (PGDipAppStat)
- Postgraduate Diploma in Applied Psychology (PGDipAppPsy)
- Postgraduate Diploma in Audiology (PGDipAudiology)
- Postgraduate Diploma in Auslan/English Interpreting (PGDipAusEngInt)
- Postgraduate Diploma in Banking Management (PGDipBankMgt)
- Postgraduate Diploma in Biostatistics (PGDipBiostat)

Postgraduate Diploma in Children’s Literature (PGDipChildLit)	Postgraduate Diploma in Funds Management (PGDipFundMgt)
Postgraduate Diploma in Chiropractic Sports Science (PGDipChiroSportsSc)	Postgraduate Diploma in Geoscience (PGDipGeoscience)
Postgraduate Diploma in Clinical Drug Dependence Studies (PGDipCDDS)	Postgraduate Diploma in Higher Education (PGDipHEd)
Postgraduate Diploma in Clinical Psychology (PGDipClinPsych)	Postgraduate Diploma in Higher Education anagement (PGDipHEdMgt)
Postgraduate Diploma in Communication in Professions and Organisation (PGDipCommProfOrg)	Postgraduate Diploma in Hospitality and Tourism Management (PGDipHTMgt)
Postgraduate Diploma in Computing (PGDipComputing)	Postgraduate Diploma in Human Resource Management (PGDipHumResMgt)
Postgraduate Diploma in Conflict Management (PGDipCnflctMgt)	Postgraduate Diploma in Information Systems (PGDipInfoSys)
Postgraduate Diploma in Counselling Psychology (PGDipCounsel)	Postgraduate Diploma in Information Technology (PGDipInfoTech)
Postgraduate Diploma in Development Studies and Culture Change (PGDipDevCult)	Postgraduate Diploma in Information Technology Management (PGDipITMgt)
Postgraduate Diploma in Early Childhood (PGDipEChild)	Postgraduate Diploma in Insurance Management (PGDipInsMgt)
Postgraduate Diploma in Early Christian and Jewish Studies (PGDipECJS)	Postgraduate Diploma in International Environmental Law (PGDipIntEnvLaw)
Postgraduate Diploma in Editing and Publishing (PGDipEditPubl)	Postgraduate Diploma in International Relations (PGDipIR)
Postgraduate Diploma in Education (PGDipEd)	Postgraduate Diploma in International Security Studies (PGDipIntSecStuds)
Postgraduate Diploma in Education and Work (PGDipEdWork)	Postgraduate Diploma in International Trade and Commerce Law (PGDipTrdeComLaw)
Postgraduate Diploma in Educational Leadership (Early Childhood Education) (PGDipEdLead[ECE])	Postgraduate Diploma in Learning and Instruction (PGDipLearnInst)
Postgraduate Diploma in Educational Leadership (Higher Education)(PGDipEdLead[HE])	Postgraduate Diploma in Logistics Management (PGDipLogisticsMgt)
Postgraduate Diploma in Educational Leadership (School Education)(PGDipEdLead[SE])	Postgraduate Diploma in Management (PGDipMgt)
Postgraduate Diploma in Educational Leadership (Education and Work) (MEdLead[EdWk])	Postgraduate Diploma in Marketing Management (PGDipMarketMgt)
Postgraduate Diploma in Education Studies (PGDipEdS)	Postgraduate Diploma in Media Management (PGDipMediaMgt)
Postgraduate Diploma in Electronic Commerce Management (PGDipEComMgt)	Postgraduate Diploma in Museum Studies (PGDipMusStud)
Postgraduate Diploma in Entrepreneurship (PGDipEntrep)	Postgraduate Diploma in Operations Management (PGDipOpsMgt)
Postgraduate Diploma in Environmental Law (PGDipEnvLaw)	Postgraduate Diploma in Organisational Behaviour (PGDipOrgBeh)
Postgraduate Diploma in Environmental and Local Government Law (PGDipLGovLaw)	Postgraduate Diploma in Police Management (PGDipPoliceMgt)
Postgraduate Diploma in Environmental Studies (PGDipEnvStud)	Postgraduate Diploma in Policing, Intelligence and Counter Terrorism (PGDipPICT)
Postgraduate Diploma in Environmental Education (PGDipEnvEd)	Postgraduate Diploma in Policy and Applied Social Research (PGDipPASR)
Postgraduate Diploma in Financial Management (PGDipFinMgt)	Postgraduate Diploma in Psychology (PGDipPsych)
Postgraduate Diploma in Financial Services Law (PGDipFinServLaw)	Postgraduate Diploma in Risk Management (PGDipRiskMgt)
Postgraduate Diploma in Financial Services Management (PGDipFinServMgt)	Postgraduate Diploma in Science (Education) (PGDipSc[Ed])
	Postgraduate Diploma in Social Health (PGDipSocHlth)
	Postgraduate Diploma in Special Education (PGDipSpecEd)

Postgraduate Diploma in Sustainable Development (PGDipSusDev)
Postgraduate Diploma in Technology (Communication Systems) (PGDipTech[CSys])
Postgraduate Diploma in Technology (Optoelectronics) (PGDipTech[Opt])
Postgraduate Diploma in Technology (Software Engineering) (PGDipTech[SEng])
Postgraduate Diploma in Technology Management (PGDipTechMgt)
Postgraduate Diploma in Translating and Interpreting (PGDipTrInt)
Postgraduate Diploma in Wildlife Conservation (PGDipWildCons)
Postgraduate Diploma in Wildlife Management (PGDipWldMgt)
Postgraduate Diploma in Women's Studies (PGDipWSt)

(2) Any one of the postgraduate diplomas referred to in Rule 1(1) may be conferred by the Council on a candidate who has to the satisfaction of the Academic Senate complied with the requirements of these rules.

(3) Any approval, recommendation, decision or other determination authorised in any of these rules to be given or made by a Dean of a Division may be given or made by a member of the academic staff who has been duly delegated by that Dean to give or make approvals, recommendations, decisions or determinations for the purposes of that rule.

(4) To qualify for an award referred to in Rule 1(1), a candidate must complete a Program of Study approved by the Academic Senate for that award.

Admission to Candidature and Registration

2. (1) To be admitted to candidature for a course leading to a postgraduate diploma, an applicant, subject to any conditions determined by Academic Senate:

- (a)(i) shall have qualified for admission to a degree of Bachelor of this University or to an honours degree of Bachelor of this University and have achieved a level of attainment in an appropriate area of study or areas of study considered by Academic Senate, on the recommendation of the designated Dean of Division, to be acceptable for the specific postgraduate diploma; or
- (ii) shall hold, from another university or other tertiary institution, qualifications approved by Academic Senate, on the recommendation of the designated Dean of Division for the course in which the applicant seeks to be enrolled, as equivalent to the require-

ments set out in paragraph (i) of this clause; and

- (b) in respect of such courses as are determined by Academic Senate, on the recommendation of the designated Dean of Division, shall have such additional qualifications and experience as may be considered by Academic Senate to be adequate preparation for admission to candidature.

(2) Notwithstanding the provisions of this rule, the designated Dean of Division may require an applicant to demonstrate fitness for admission as a candidate by carrying out such work and/or sitting for such examinations as the Dean may determine.

(3) In exceptional cases an applicant may be admitted as a candidate for a specific postgraduate diploma if the applicant submits other evidence of academic and/or professional attainments and the admission is approved by Academic Senate on the recommendation of the designated Dean of Division.

(4) A candidate shall be enrolled for an award referred to in Rule 1(1) and shall be registered in a Division of the University as determined by the Deputy Vice-Chancellor (Academic).

(5) In these Rules, unless otherwise stated or implied, a "designated" Dean of Division means the Dean of the Division which the Deputy Vice-Chancellor (Academic) has determined pursuant to Rule 2(4).

(6) A candidate may, under conditions determined by the Academic Senate, change the award for which they are enrolled.

(7) (a) Where a candidate is enrolled in any study period in units the total of whose weighting is not less than 0.75, the candidate shall be designated as a full-time student.

(b) Where a candidate is enrolled in any study period in units the total of whose weighting is less than 0.75, the candidate shall be designated as a part-time student.

(8) Where a candidate has completed successfully one or more units at postgraduate level in another tertiary institution, and where the unit or units do not form part of a completed course, the candidate may be granted credit therefor as determined by the designated Dean of Division. The credit granted shall be for not more than one-half of the total credit points for the course.

(9) Where a candidate has completed an award at postgraduate level in this University or in another higher education institution, the candidate may be granted credit therefor as determined by the designated Dean of Division. The credit granted shall be for not more than one-quarter of the total credit points for the course.

(10) Academic Senate may, Rule 2(9) notwithstanding, approve articulated awards which permit candidates who complete one award in the set to receive full credit from their study in that award towards one other award in the set.

Schedules to the Rules

3. (1) The Academic Senate prescribes a Schedule of General Requirements for the awards specified in these Rules.

(2) (a) The Academic Senate prescribes a Schedule of Programs of Study approved for candidates seeking to qualify for an award under these Rules.

(b) *Repealed*

(3) (a) The Academic Senate prescribes a Schedule of Postgraduate Units approved as qualifying units under these Rules.

(b) Units of study at the postgraduate level shall be designated as at 800 or 900 level.

Programs of Study

4. (1) A candidate shall select a Program of Study approved by Academic Senate pursuant to Rule 3(2) for the award for which the candidate is enrolled, and shall enrol in units to complete that Program.

(2) Unless determined otherwise by resolution of Academic Senate:

(a) a candidate's selection of an approved Program of Study and enrolment in units to complete that Program of Study will require the approval of the designated Dean of Division, or where the Academic Senate has so determined, the Dean of another Division;

(b) any subsequent change to a candidate's enrolment will require the approval of the designated Dean of Division, or where the Academic Senate has so determined, the Dean of another Division.

(3) A candidate who wishes to add an internal unit may do so only in the first two weeks of the study period. A candidate who wishes to add an external unit may do so only in the first week of the study period. No approval is required to add a unit within these time periods.

Prerequisite Studies

5. (1) A candidate may not enrol in a unit unless the conditions for enrolment therein specified in the Schedule of Postgraduate Units are satisfied or the Dean of the Division providing the unit has granted permission for enrolment.

(2) A candidate who has enrolled in a unit in breach of Rule 5(1) shall nevertheless be treated as a candidate enrolled in that unit for the purposes of Rule 8.

Completion of Units

6. (1) Subject to the rules, the determination whether a candidate has completed satisfactorily a unit forming part of the program of study shall be made by the Dean of the Division in which the unit is offered.

(2) The Dean of the Division in which the unit is offered shall determine the required academic work for satisfactory completion of the unit by a candidate.

(3) Where a candidate is prevented by unavoidable disruption from satisfying unit requirements, the candidate shall report the circumstances in writing (supported by a medical certificate or other proper evidence) by no later than the first day of the examination period to the Registrar, and the Dean of the Division in which the unit is provided may take into account such disruption when assessing the candidate's performance.

(4) Unavoidable disruption to studies is defined as resulting from an event or set of circumstances which:

(a) could not have reasonably been anticipated, avoided or guarded against by the student and

(b) was beyond the student's control and

(c) caused substantial disruption to the student's capacity for effective study and/or the completion of required work and

(d) interfered with the otherwise satisfactory fulfillment of unit or course requirements.

Grades

7. (1) A candidate's grade for a unit offered by the university is determined upon an assessment of performance in required coursework and/or examinations.

(2) Save as provided in Rule 6(3) and Rule 6(4), the grade of a candidate is recorded as follows:

HD High Distinction which denotes work of outstanding quality. This may be demonstrated in areas such as criticism, logical argument, interpretation of materials or use of methodology. This grade may also be awarded to recognize a high order of originality or creativity in student performance;

D Distinction which denotes work of superior quality in the same areas of performance as above. This grade may be awarded to recognize evidence of originality or creativity in student performance;

Cr Credit which denotes work of predominately good quality, demonstrating a sound grasp of content together with efficient organisation, selectivity and use of techniques;

P Pass which denotes a clear pass and satisfactory achievement of unit objectives;

PC Conceded pass which denotes a pass which is marginal;

F Fail which denotes that a candidate has failed to complete a unit satisfactorily.

(3) After considering the recommendation of the Dean of the Division in which a unit is offered and having regard to the subject matter of the unit and to the method of teaching it, the Academic Senate may determine that the grades specified in Rule 6(2) are not appropriate to that unit. In this case, the grade of a candidate is recorded as follows:

Pass (S) which indicates that the candidate has completed the unit satisfactorily; or

Fail (F) which indicates that the candidate has failed to complete the unit satisfactorily.

(4) Where a candidate has undertaken a unit at another tertiary institution as part of the program of study, the grade for the candidate shall be recorded as follows:

Pass (S) which indicates that the candidate has completed the unit satisfactorily; or

Fail (F) which indicates that the candidate has failed to complete the unit satisfactorily.

(5) The Academic Senate may determine the range of Standardised Numerical Grades which apply to the grades referred to above.

(6) Once a grade has been determined by the relevant Division and/or Academic Senate it shall not be exchanged except:

(a) following an appeal by the student pursuant to the provisions set down by the Academic Senate; or

(c) in exceptional circumstances, a change is approved by the Deputy Vice-Chancellor (Academic) on behalf of the Academic Senate or the Dean of the Division in which the unit is offered, provided that the application for a change is submitted to the Registrar not later than six weeks after the notification of examination results for the study period; or in exceptional circumstances, the Deputy Vice-Chancellor (Academic) may approve on behalf of the Academic Senate an application submitted at a later date but before the commencement of the next succeeding examination period.

Non-compliance with Unit Requirements

8. (1) If a candidate has not complied with the requirements for satisfactory progress in a particular unit as determined by the Dean of the Division in which the unit is provided, the candidate may be excluded from further participation in and from attendance at any examination for that unit. A candidate who is excluded under this Rule is deemed to have failed the unit.

(2) Where, notwithstanding a candidate's failure to comply with the requirements, the candidate is not excluded, the Academic Senate may, on the recommendation of the Dean of the Division in which the unit is provided, permit the candidate to meet the requirements for its satisfactory completion by such date as determined by the Dean of Division: provided that such date must be not later than 30 August in the same year for first-half year units and 30 January in the succeeding year for second-half year and full-year units. In special circumstances, the Academic Senate, on the recommendation of the Dean of Division, may determine a later date but before the commencement of the next succeeding regular examination period.

Discontinuance

9. Where a candidate is permitted to change the enrolment in units of study pursuant to Rule 4(2)(b) following application in writing to the Registrar and such change includes discontinuance of a unit or units offered by the University, or where a candidate discontinues all the units enrolled:

(a) The candidate is deemed not to have been effectively enrolled in a unit if they discontinue before the unit census date;

(b) The candidate is deemed to have withdrawn from a unit if the candidate discontinues after the unit census date but no later than 4 weeks after the unit census date. In such cases, the candidate's record is endorsed with the letter "W" denoting "Withdrawn";

(c) The candidate is deemed to have failed in any unit where the candidate's discontinuance is other than as provided in clauses (a) or (b) in this Rule. In such cases the candidate's record is endorsed with the letter "F" denoting "Failed";

(d) A candidate whose record in a unit has been endorsed with the letter "W" or the grade "F" may, if the candidate has not been terminated therefrom pursuant to Rule 9, re-enrol in such a unit in a later year provided that such enrolment is subject to the provision of Rule 4, including any limitation imposed upon the enrolment in that unit. A candidate re-enrolling shall not receive credit for any work previously performed in that unit.

Termination of Candidature

10. (1) At the commencement of any postgraduate diploma the designated Dean of Division shall indicate to candidates the requirements for satisfactory progress.

(2) If a candidate does not meet the requirements specified pursuant to Rule 8(1), the designated Dean of Division shall ask the candidate to show cause why candidature should not be terminated.

(3) After considering any show-cause submission by the candidate, the designated Dean of Division may confirm the termination of candidature or permit the candidate to re-enrol and may impose conditions upon such re-enrolment.

(4) If the candidate does not show cause, or the designated Dean of Division confirms the termination of candidature, the Dean shall report accordingly to the Registrar who shall advise the candidate of exclusion from the postgraduate diploma.

(5) A candidate excluded pursuant to Rule 8(4) may appeal to the Academic Program Committee. Such appeal shall be submitted in writing by the date specified by the Registrar, except that the Academic Program Committee may agree to consider an appeal lodged at a later date. The Academic Program Committee may dismiss the appeal or permit the candidate to re-enrol and may impose conditions upon such re-enrolment.

Not to Count for Credit

11. (1) A candidate may not count for credit towards any award under these Rules the credit points of a unit if the candidate has already successfully completed a unit designated by the same unit code in the Schedule of Postgraduate Units.

(2) Except with the approval of the Academic Senate, on the recommendation of the Dean of the Division concerned, a candidate may not count for credit towards any award under these rules the credit points in respect of a unit:

- (a) if the candidate has successfully completed and is counting for credit another unit designated in the Schedule of Postgraduate Units as not to count for credit with that unit; or
- (b) if the candidate has been granted credit pursuant to Rule 2(8) for one or more units in a program of study at another tertiary institution, and has successfully completed in that program a unit which, in the opinion of the Dean of the Division concerned, is a similar unit.

(3) If two or more units are designated in the Schedule of Postgraduate Units as not to count for credit with each other, a student may include no more than one of these units in a program of study.

Deeming Provision

12. The Academic Senate may recommend the conferring of a postgraduate diploma of the University upon any person who has completed a course of studies in another tertiary institution which the Academic Senate, on the recommendation of the Deputy Vice-Chancellor (Academic), may from time to time deem to be the equivalent of a postgraduate diploma of this University.

13. The Coursework Studies Committee may declare that a candidate has completed the specified prescribed unit where other work completed by the candidate is deemed by the designated Dean of Division to be equivalent to the prescribed unit.

Saving Clause

14. Notwithstanding anything to the contrary herein contained, the Academic Senate may, in any exceptional case in which it may deem it appropriate to do so, dispense with or suspend any requirements of or prescriptions by these rules. Any such action by the Academic Senate is to be reported forthwith to the Council.

Postgraduate Certificate Rules

1. (1) There shall be the following postgraduate certificates:

- Postgraduate Certificate in Ageing and Health (PGCertAgeing and Health)
- Postgraduate Certificate in Applied Anthropology (PGCertAppAnth)
- Postgraduate Certificate in Applied Economics (PGCertAppEc)
- Postgraduate Certificate in Applied Finance (PGCertAppFin)
- Postgraduate Certificate in Applied Linguistics (TESP) (PGCertAppLing(TESP))
- Postgraduate Certificate in Applied Psychology (PGCertAppPsy)
- Postgraduate Certificate in Applied Statistics (PGCertAppStat)
- Postgraduate Certificate in Archaeology (PGCertArcheol)
- Postgraduate Certificate in Biostatistics (PGCertBiostat)
- Postgraduate Certificate in Clinical Psychology (PGCertClinPsych)
- Postgraduate Certificate in Communication in Professions and Organisations (PGCertCommProfOrg)
- Postgraduate Certificate in Computing (PGCertComp)
- Postgraduate Certificate in Conflict Management (PGCertConfMgt)
- Postgraduate Certificate in Counselling Psychology (PGCertCounsel)
- Postgraduate Certificate in Creative Writing (PGCertCrWrtg)
- Postgraduate Certificate in Development Studies and Culture Change (PGCertDevCult)
- Postgraduate Certificate in Early Childhood (PGCertEChild)
- Postgraduate Certificate in Editing (PGCertEdit)
- Postgraduate Certificate in Education (PGCertEd)
- Postgraduate Certificate in Educational Leadership (Early Childhood Education) (PGCertEdLead[ECE])
- Postgraduate Certificate in Educational Leadership (Higher Education) (PGCertEdLead[HE])
- Postgraduate Certificate in Educational Leadership (School Education) (PGCertEdLead[SE])
- Postgraduate Certificate in Educational Leadership (Education and Work) (PGCertEdLead[EdWk])
- Postgraduate Certificate in Education Studies (PGCertEdS)

Postgraduate Certificate in Education Studies (Higher Education) (PGCertEdS[HEd])
 Postgraduate Certificate in Electronic Commerce Management (PGCertEComMgt)
 Postgraduate Certificate in Entrepreneurship (PGCertEntrep)
 Postgraduate Certificate in Environmental Law (PGCertEnvLaw)
 Postgraduate Certificate in Environmental and Local Government Law (PGCertEnLGovLaw)
 Postgraduate Certificate in Environmental Education (PGCertEnvEd)
 Postgraduate Certificate in Environmental Management (PGCertEnvMgt)
 Postgraduate Certificate in Higher Education (PGCertHEd)
 Postgraduate Certificate in Information Systems (PGCertInfoSys)
 Postgraduate Certificate in International Communication (PGCertIntCom)
 Postgraduate Certificate in International Environmental Law (PGCertIntEnvLaw)
 Postgraduate Certificate in International Relations (PGCertIR)
 Postgraduate Certificate in International Security Studies (PGCertIntSecStuds)
 Postgraduate Certificate in International Trade and Commerce Law (PGCertIntTrdeComLaw)
 Postgraduate Certificate in Linguistics Research (PGCertLingRes)
 Postgraduate Certificate in Management (PGCertMgt)
 Postgraduate Certificate in Managing Language Programs (PGCertMngLangProg)
 Postgraduate Certificate in Organisational Behaviour (PGCertOrgBeh)
 Postgraduate Certificate in Policing, Intelligence and Counter Terrorism (PGCertPICT)
 Postgraduate Certificate in Policy and Applied Social Research (PGCertPASR)
 Postgraduate Certificate in Professional Accounting (PGCertProfAcc)
 Postgraduate Certificate in Research Methods (ACES) (PGCertResMeth(ACES))
 Postgraduate Certificate in Research Methods (International Relations) (PGCertResMeth(IR))
 Postgraduate Certificate in Research Preparation (Egyptology) (PGCertResPrep[Egypt])
 Postgraduate Certificate in Research Preparation (ELS) (PGCertResPrep[ELS])
 Postgraduate Certificate in Research Preparation (Humanities) (PGCertResPrep[HUM])

Postgraduate Certificate in Science (Education) (PGCertSc[Ed])
 Postgraduate Certificate in Social Health (PGCertSocHlth)
 Postgraduate Certificate in Special Education (Behavioural Problems) (PGCertSpEd[BP])
 Postgraduate Certificate in Special Education (Early Intervention) (PGCertSpEd[EI])
 Postgraduate Certificate in Special Education (Gifted Education) (PGCertSpEd[GE])
 Postgraduate Certificate in Special Education (Learning Difficulties) (PGCertSpEd[LD])
 Postgraduate Certificate in Special Education (High Support Needs) (PGCertSpEd[HS])
 Postgraduate Certificate in Special Education (Research Methods) (PGCertSpEd[ResMeth])
 Postgraduate Certificate in Stormwater Management (PGCertStormMgt)
 Postgraduate Certificate in Sustainable Development (PGCertSusDev)
 Postgraduate Certificate in Technology (PGCertTech)
 Postgraduate Certificate in Technology (Financial Systems) (PGCertTech[FinSys])
 Postgraduate Certificate in TESOL (PGCertTESOL)
 Postgraduate Certificate in Wildlife Conservation (PGCertWildCons)
 Postgraduate Certificate in Wildlife Management (PGCertWldMgt)
 Postgraduate Certificate in Women's Studies (PGCertWSt)

(2) Any one of the postgraduate certificates referred to in Rule 1(1) may be conferred by the Council on a candidate who has to the satisfaction of the Academic Senate complied with the requirements of these rules.

(3) Any approval, recommendation, decision or other determination authorised in any of these rules to be given or made by a Dean of a Division may be given or made by a member of the academic staff who has been duly delegated by that Dean to give or make approvals, recommendations, decisions or determinations for the purposes of that rule.

(4) To qualify for an award referred to in Rule 1(1), a candidate must complete a Program of Study approved by the Academic Senate for that award.

Admission to Candidature and Registration

2. (1) To be admitted to candidature for a course leading to a postgraduate certificate an applicant, subject to any conditions determined by Academic Senate-

(a)(i) shall have qualified for admission to a degree of Bachelor of this University or to an honours degree of Bachelor of this University and have achieved a level of attainment in an appropriate area of study or areas of study considered by the Academic

Senate, on the recommendation of the designated Dean of Division for the course, to be acceptable for admission to candidature for the specific postgraduate certificate; or

- (ii) shall hold, from another university or other tertiary institution, qualifications approved by the Academic Senate, on the recommendation of the designated Dean of Division for the course in which the applicant seeks to be enrolled, as equivalent to the requirements set out in paragraph (i) of this clause; and

- (b) in respect of such courses as are determined by the designated Dean of Division for the course, shall have such additional qualifications and experience as may be considered by the Dean of Division to be adequate preparation for admission to candidature.

(2) Notwithstanding the provisions of this rule, the designated Dean of Division for the course in which the applicant seeks to enrol may require an applicant to demonstrate fitness for admission as a candidate by carrying out such work and/or sitting for such examinations as the Dean may determine.

(3) In exceptional cases an applicant may be admitted as a candidate for a specific postgraduate certificate if the applicant submits other evidence of academic and/or professional attainments and the admission is approved by the designated Dean of Division for the course in which the candidate seeks to enrol.

(4) A candidate shall be enrolled for an award referred to in Rule 1(2) and shall be registered in a Division of the University as determined by the Deputy Vice-Chancellor (Academic).

(5) In these Rules, unless otherwise stated or implied, a "designated" Dean of Division means the Dean of the Division which the Deputy Vice-Chancellor (Academic) has determined pursuant to Rule 2(4).

(6) A candidate may, under conditions determined by the Academic Senate, change the award for which they are enrolled.

(7) Where a candidate has completed successfully one or more units at postgraduate level in another tertiary institution, and where the unit or units do not form part of a completed course, the candidate may be granted credit therefor as determined by the designated Dean of Division. The credit granted shall be for not more than one-half of the total credit points for the course.

(8) Where a candidate has completed an award at postgraduate level in this University or in another higher education institution, the candidate may be granted credit therefor as determined by the designated Dean of Division. The credit granted shall be for not more than one-quarter of the total credit points for the course.

(9) Academic Senate may, Rule 2(8) notwithstanding, approve articulated awards which permit candidates who complete one award in the

set to receive full credit from their study in that award towards one other award in the set.

Schedules to the Rules

3. (1) The Academic Senate prescribes a Schedule of General Requirements for the awards specified in these Rules.

- (2)(a) The Academic Senate prescribes a Schedule of Programs of Study approved for candidates seeking to qualify for an award under these Rules.

(b) *Repealed*

- (3)(a) The Academic Senate prescribes a Schedule of Postgraduate Units approved as qualifying units under these Rules.

- (b) Units of study at the postgraduate level shall be designated as at 800 or 900 level.

Programs of Study

4. (1) A candidate shall select a Program of Study approved by Academic Senate pursuant to Rule 3(2) for the award for which the candidate is enrolled, and shall enrol in units to complete that Program.

(2) Unless determined otherwise by resolution of Academic Senate:

- (a) a candidate's selection of an approved Program of Study and enrolment in units to complete that Program of Study will require the approval of the designated Dean of Division, or where the Academic Senate has so determined, the Dean of another Division;

- (b) any subsequent change to a candidate's enrolment will require the approval of the designated Dean of Division, or where the Academic Senate has so determined, the Dean of another Division.

(3) A candidate who wishes to add an internal unit may do so only in the first two weeks of the study period. A candidate who wishes to add an external unit may do so only in the first week of the study period. No approval is required to add a unit within these time periods.

Prerequisite Studies

5. (1) A candidate may not enrol in a unit unless the conditions for enrolment therein specified in the Schedule of Postgraduate Units are satisfied or the Dean of the Division providing the unit has granted permission for enrolment.

(2) A candidate who has enrolled in a unit in breach of Rule 5(1) shall nevertheless be treated as a candidate enrolled in that unit for the purposes of Rule 8.

Completion of Units

6. (1) Subject to the rules, the determination whether a candidate has completed satisfactorily a unit forming part of the course shall be made by the Dean of the Division in which the unit is offered.

(2) The Dean of the Division in which the unit is offered shall determine the required academic work

for satisfactory completion of the unit by a candidate.

(3) Where a candidate is prevented by unavoidable disruption from satisfying unit requirements, the candidate shall report the circumstances in writing (supported by a medical certificate or other proper evidence) by no later than the first day of the examination period to the Registrar, and the Dean of the Division in which the unit is provided may take into account such disruption when assessing the candidate's performance.

(4) Unavoidable disruption to studies is defined as resulting from an event or set of circumstances which:

- (a) could not have reasonably been anticipated, avoided or guarded against by the student and
- (b) was beyond the student's control and
- (c) caused substantial disruption to the student's capacity for effective study and/or the completion of required work and
- (d) interfered with the otherwise satisfactory fulfillment of unit or course requirements.

Grades

7. (1) A candidate's grade for a unit offered by the university is determined upon an assessment of performance in required coursework and/or examinations.

(2) Save as provided in Rule 6(3) and Rule 6(4), the grade of a candidate is recorded as follows:

- HD* High Distinction which denotes work of outstanding quality. This may be demonstrated in areas such as criticism, logical argument, interpretation of materials or use of methodology. This grade may also be awarded to recognize a high order of originality or creativity in student performance;
- D* Distinction which denotes work of superior quality in the same areas of performance as above. This grade may be awarded to recognize evidence of originality or creativity in student performance;
- Cr* Credit which denotes work of predominately good quality, demonstrating a sound grasp of content together with efficient organisation, selectivity and use of techniques;
- P* Pass which denotes a clear pass and satisfactory achievement of unit objectives;
- PC* Conceded pass which denotes a pass which is marginal;
- F* Fail which denotes that a candidate has failed to complete a unit satisfactorily.

(3) After considering the recommendation of the Dean of the Division in which a unit is offered and having regard to the subject matter of the unit and to the method of teaching it, the Academic Senate may determine that the grades specified in Rule 6(2) are not appropriate to that unit. In this case, the grade of a candidate is recorded as follows:

- Pass (S) which indicates that the candidate has completed the unit satisfactorily; or
- Fail (F) which indicates that the candidate has failed to complete the unit satisfactorily.

(4) Where a candidate has undertaken a unit at another tertiary institution as part of the program of study, the grade for the candidate shall be recorded as follows:

- Pass (S) which indicates that the candidate has completed the unit satisfactorily; or
- Fail (F) which indicates that the candidate has failed to complete the unit satisfactorily.

(5) The Academic Senate may determine the range of Standardised Numerical Grades which apply to the grades referred to above.

(6) Once a grade has been determined by the relevant Division and/or Academic Senate it shall not be exchanged except:

- (a) following an appeal by the student pursuant to the provisions set down by the Academic Senate; or
- (b) in exceptional circumstances, a change is approved by the Deputy Vice-Chancellor (Academic) on behalf of the Academic Senate or the Dean of the Division in which the unit is offered, provided that the application for a change is submitted to the Registrar not later than six weeks after the notification of examination results for the study period; or in exceptional circumstances, the Deputy Vice-Chancellor (Academic) may approve on behalf of the Academic Senate an application submitted at a later date but before the commencement of the next succeeding examination period.

Non-compliance with Unit Requirements

8. (1) If a candidate has not complied with the requirements for satisfactory progress in a particular unit as determined by the Dean of the Division in which the unit is provided, the candidate may be excluded from further participation in and from attendance at any examination for that unit. A candidate who is excluded under this Rule is deemed to have failed the unit.

(2) Where, notwithstanding a candidate's failure to comply with the requirements, the candidate is not excluded, the Academic Senate may, on the recommendation of the Dean of the Division in which the unit is provided, permit the candidate to meet the requirements for its satisfactory completion by such date as determined by the Dean of Division: provided that such date must be not later than 30 August in the same year for first-half year units and 30 January in the succeeding year for second-half year and full-year units. In special circumstances, the Academic Senate, on the

recommendation of the Dean of Division, may determine a later date but before the commencement of the next succeeding regular examination period.

Discontinuance

9. Where a candidate is permitted to change the enrolment in units of study pursuant to Rule 4(2)(b) following application in writing to the Registrar and such change includes discontinuance of a unit or units offered by the University, or where a candidate discontinues all the units enrolled:

- (a) The candidate is deemed not to have been effectively enrolled in a unit if they discontinue before the unit census date;
- (b) The candidate is deemed to have withdrawn from a unit if the candidate discontinues after the unit census date but no later than 4 weeks after the unit census date. In such cases, the candidate's record is endorsed with the letter "W" denoting "Withdrawn".
- (c) The candidate is deemed to have failed in any unit where the candidate's discontinuance is other than as provided in clauses a) or b) in this Rule. In such cases the candidate's record is endorsed with the letter "F" denoting "Failed".
- (d) A candidate whose record in a unit has been endorsed with the letter "W" or the grade "F" may, if the candidate has not been terminated therefrom pursuant to Rule 9, re-enrol in such a unit in a later year provided that such enrolment is subject to the provision of Rule 4, including any limitation imposed upon the enrolment in that unit. A candidate re-enrolling shall not receive credit for any work previously performed in that unit.

Termination of Candidature

10. (1) At the commencement of the postgraduate certificate the designated Dean of Division shall indicate to candidates the requirements for satisfactory progress.

(2) If a candidate does not meet the requirements specified pursuant to Rule 8(1), the designated Dean of Division shall ask the candidate to show cause why candidature should not be terminated.

(3) After considering any show-cause submission by the candidate, the designated Dean of Division may confirm the termination of candidature or permit the candidate to re-enrol and may impose conditions upon such re-enrolment.

(4) If the candidate does not show cause, or the designated Dean of Division confirms the termination of candidature, the Dean shall report accordingly to the Registrar who shall advise the candidate of exclusion from the postgraduate certificate.

(5) A candidate excluded pursuant to Rule 8(4) may appeal to the Academic Appeals Committee. Such appeal shall be submitted in writing by the date specified by the Registrar, except that the Academic Appeals Committee may agree to

consider an appeal lodged at a later date. The Academic Appeals Committee may dismiss the appeal or permit the candidate to re-enrol and may impose conditions upon such re-enrolment.

Not to Count for Credit

11. (1) A candidate may not count for credit towards any award under these Rules the credit points of a unit if the candidate has already successfully completed a unit designated by the same unit code in the Schedule of Postgraduate Units.

(2) Except with the approval of the Academic Senate, on the recommendation of the Dean of the Division concerned, a candidate may not count for credit towards any award under these rules the credit points in respect of a unit:

- (a) if the candidate has successfully completed and is counting for credit another unit designated in the Schedule of Postgraduate Units as not to count for credit with that unit; or
- (b) if the candidate has been granted credit pursuant to Rule 2(8) for one or more units in a program of study at another tertiary institution, and has successfully completed in that program a unit which, in the opinion of the Dean of the Division concerned, is a similar unit.

(3) If two or more units are designated in the Schedule of Postgraduate Units as not to count for credit with each other, a student may include no more than one of these units in a program of study.

Deeming Provision

12. The Academic Senate may recommend the conferring of a postgraduate certificate of the University upon any person who has completed a course of studies in another tertiary institution which the Academic Senate, on the recommendation of the Deputy Vice-Chancellor (Academic), may from time to time deem to be the equivalent of a postgraduate certificate of this University.

13. The Coursework Studies Committee may declare that a candidate has completed the specified prescribed unit where other work completed by the candidate is deemed by the designated Dean of Division to be equivalent to the prescribed unit.

Saving Clause

14. Notwithstanding anything to the contrary herein contained, the Academic Senate may, in any exceptional case in which it may deem it appropriate to do so, dispense with or suspend any requirements of prescriptions by these rules. Any such action by the Academic Senate is to be reported forthwith to the Council.