

## Rules Governing the Enrolment of Students

1. The Council may, after considering a recommendation by the Academic Senate, determine the maximum number of students who may be permitted to enrol in any given year for any course or any group of courses.

2. The Council may, after considering a recommendation by the Academic Senate, determine the maximum number of students who may be permitted to enrol in any year for any offering of a unit, for any unit or for any group of units.

3. (1) Candidates for any of the awards under the Bachelor Degree Rules or the Graduate Diploma Rules or for any of the undergraduate diplomas awarded by the University shall satisfy such requirements for admission to candidature as may be prescribed from time to time by the Academic Senate after considering a recommendation by the Undergraduate Studies Committee.

(2) Where the number of applicants who have satisfied the requirements determined under paragraph (1) of this rule exceeds the number of students who may be admitted to candidature for a course as determined by the Council pursuant to Rule 1, the Academic Senate, after considering a recommendation by the Undergraduate Studies Committee, shall determine the basis on which the applicants are to be selected.

4. (1) Candidates for any of the awards under the Doctoral Rules, Master Degree by Research Rules, Master Degree by Coursework Rules, Postgraduate Diploma Rules, or the Postgraduate Certificate Rules shall satisfy such requirements for admission to candidature as may be prescribed pursuant to those rules.

(2) Where the number of applicants who have satisfied the requirements determined under paragraph (1) of this rule exceeds the number of students who may be admitted to candidature for a course as determined by the Council pursuant to Rule 1, the Postgraduate Studies Committee, after considering a recommendation by the Dean of the Division in which the course is offered, shall determine the basis on which such applicants are to be selected.

## Graduate Diploma Rules

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

- Graduate Diploma in Anthropology (GDipAnth);
- Graduate Diploma in Atmospheric Science (GDipAtmSc);
- Graduate Diploma in Chinese (GDipChinese);
- Graduate Diploma in Croatian (GDipCroatian);
- Graduate Diploma in Early Childhood (GDipEarlyChildhood);
- Graduate Diploma in Education (GDipEd);
- Graduate Diploma in French (GDipFrench);
- Graduate Diploma in Gender Studies (GDipGStds);
- Graduate Diploma in Geographic Information Science (GDipGInfS);
- Graduate Diploma in German (GDipGerman);
- Graduate Diploma in Information Technology (GDipIT);
- Graduate Diploma in Italian (GDipItalian);
- Graduate Diploma in Japanese (GDipJapanese);
- Graduate Diploma in Macedonian (GDipMacedonian);
- Graduate Diploma in Modern Greek (GDipModGreek);
- Graduate Diploma in Philosophy (GDipPhil);
- Graduate Diploma in Psychology (GDipPsych);
- Graduate Diploma in Russian (GDipRussian);
- Graduate Diploma in Serbian (GDipSerbian);
- Graduate Diploma in Ukrainian (GDipUkrainian);
- Graduate Diploma in Women's Studies (GDipWSt);
- Graduate Diploma in Critical and Cultural Studies (GDipCritCul).

(2) Any one of the graduate 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 designated Dean of Division to give or make approvals, recommendations, decisions or determinations for the purposes of that rule.

## GENERAL PROVISIONS

### Admission to Candidature

2. (1) To be admitted to candidature for a course leading to a graduate diploma, 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 Undergraduate Studies Committee, on the recommendation of the designated Dean of Division, to be acceptable for admission to the graduate diploma; or

(ii) shall hold, from another university or other tertiary institution, qualifications approved by the Undergraduate Studies Committee, on the recommendation of the Dean of the Division in which the course is offered, 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 Undergraduate Studies Committee, on the recommendation of the designated Dean of the Division in which the course is offered, shall have such additional qualifications and experience as may be considered by the Undergraduate Studies Committee to be adequate preparation for admission to candidature.

(2) Notwithstanding the provisions of this Rule, the designated Dean of the Division in which the applicant seeks to register 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 of Division may determine.

(3) In exceptional cases an applicant may be admitted as a candidate for a specific graduate diploma if the applicant submits other evidence of academic and/or professional attainments and the admission is approved by the Undergraduate Studies Committee on the recommendation of the Dean of the Division in which the candidate may be registered.

### Courses and Units of Study

3. (1) The course leading to the award of one of the graduate diplomas specified in Rule 1 shall be approved by the Academic Senate on the recommendation of the Undergraduate Studies Committee.

(2) The course shall consist of a number of units of study, some of which may be prescribed and some optional. The credit points for the units of study must total at least 23.

(3) The course shall normally consist of units of study in the Schedule of Units of Study specified in the Bachelor Degree Rules but the Academic Senate may approve of the inclusion of other units of study on the recommendation of the relevant Dean of Division. For each other unit of study there shall be specified the number of credit points, the level, the duration and the conditions for enrolment.

### Program of Studies

4. (1) A candidate shall enrol for an award or a graduate diploma referred to in Rule 1(1) and shall be registered for an award referred to in Rule 1(1) in the Division of the University determined by the Deputy Vice-Chancellor (Provost).

(2) In these rules, unless otherwise stated or implied, a designated Dean of Division means the Dean of the Division which the Deputy Vice-Chancellor (Provost) has determined pursuant to Rule 4(1).

(3) A candidate shall be designated as a full-time student if the candidate enrolls in any year for such units as would, if satisfactorily completed, result in the candidate obtaining not less than 17 credit points; otherwise the candidate shall be designated as a part-time student.

(4) The program of studies which a candidate for a specific graduate diploma must complete satisfactorily shall consist of units selected from those approved by the Academic Senate as comprising that graduate diploma and shall be subject to the approval of the designated Dean of Division. Such units may not have been counted for credit for any other award under these rules or the Bachelor Degree Rules.

(5) Where a candidate has completed successfully one or more prescribed units for a specific graduate diploma or has, in the opinion of the designated Dean of Division, completed a similar unit in another tertiary institution, the Dean of Division may deem the candidate to have completed the prescribed unit or units.

(6) 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.

### Completion of Units

5. The determination whether a candidate has completed satisfactorily a unit forming part of the program of study shall be made in accordance with Rules 7, 8, 9 and 11 of the Bachelor Degree Rules.

### Grades

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

(2) The grade of a candidate shall be recorded in accordance with Bachelor Degree Rule 10.

### Discontinuance

7. Where a candidate discontinues one or more units in the program of studies such discontinuance shall be determined in accordance with Bachelor Degree Rule 12.

### Exclusion from Enrolment

8. A candidate who has twice had a grade recorded for a unit pursuant to Rule 6 may not enrol again in that unit, save with the permission of the Dean of the Division offering the unit; provided that a candidate not permitted to enrol again may appeal to the Academic Appeals Committee which may determine the matter as it thinks fit.

9. (1) A candidate who is taking an unduly long time to complete the program of studies for a specific graduate diploma shall be excluded from further enrolment in that graduate diploma.

(2) For the purpose of this Rule, a candidate will be deemed to be taking an unduly long time to complete a program of study if the candidate has been enrolled for the graduate diploma for more than 4 equivalent part-time years aggregated by counting each year of full-time candidature as equivalent to two part-time years.

(3) A candidate excluded pursuant to Rule 9(1) or 9(7) may appeal to the Academic Appeals Committee. The appeal shall be submitted in writing no later than the date specified by the Registrar, provided that the Committee may consider an appeal submitted after the specified date if the Committee is satisfied with the candidate's explanation for the late submission. The Academic Appeals Committee may dismiss the appeal, determine that the candidate may apply for permission to re-enrol after the expiration of one calendar year, or permit the candidate to re-enrol, and may impose conditions upon such re-enrolment.

(4) A candidate who, following an appeal pursuant to Rule 9(3), is not permitted to re-enrol by the Academic Appeals Committee may appeal to the Academic Appeals Committee. The appeal shall be submitted in writing to the Registrar no later than the date specified by the Registrar, provided that the Academic Appeals Committee may consider an appeal submitted after the specified date if the Committee is satisfied with the candidate's explanation for the late submission. The Academic Appeals Committee may dismiss the appeal, determine that the candidate may apply for permission to re-enrol for that award after the expiration of one calendar year, or permit the candidate to re-enrol for that award, and may impose conditions upon such re-enrolment.

(5) A candidate excluded pursuant to Rule 9(1) may apply for permission to re-enrol after the expiration of two calendar years following such exclusion, or after the expiration of one calendar year if so determined by the Academic Appeals Committee pursuant to Rule 9(3) or by the Academic Appeals Committee pursuant to Rule 9(4). Any application for permission to re-enrol after the expiration of the period of exclusion shall be determined by the Ranking Committee in terms of any guidelines specified by the Undergraduate Studies Committee.

(6) Any applicant who is refused permission to enrol again pursuant to Rule 9(5) may appeal to the Academic Appeals Committee which may determine the matter as it thinks fit.

(7) A student who commenced candidature after 1 January 2000 for the Graduate Diploma in Education or the Graduate Diploma in Early Childhood, and who has failed to complete a unit (these units are listed in the schedule of prescribed practicum units for the diplomas listed above) offered by the Australian Centre for Educational Studies, after having been enrolled therein twice, because of failure in the practicum component of that unit is excluded from the Graduate Diploma in Education, the Graduate Diploma in Early Childhood and the degrees listed in Bachelor Degree Rule 14(2).

## REQUIREMENTS FOR AWARDS

### The Graduate Diploma in Anthropology

10. To qualify for the Graduate Diploma in Anthropology a candidate must obtain an aggregate of at least 23 credit points in anthropology units with the code ANTH.

### The Graduate Diploma in Atmospheric Science

11. To qualify for the Graduate Diploma in Atmospheric Science a candidate must obtain an aggregate of at least 24 credit points including not less than 21 credit points at 200 level or above in units in Earth Sciences with the code GEOS of which not less than 12 credit points must be at 300 level or above and including such units as may have been prescribed by the Academic Senate on the recommendation of the designated Dean of Division.

### The Graduate Diploma in Chinese\*

12. To qualify for the Graduate Diploma in Chinese a candidate must obtain an aggregate of at least 23 credit points in Chinese units with the code CHN, including at least 12 credit points at 300 level or above, and such units as have been prescribed by the Academic Senate on the recommendation of the designated Dean of Division.

### The Graduate Diploma in Croatian\*

13. To qualify for the Graduate Diploma in Croatian a candidate must obtain an aggregate of at least 23 credit points in Croatian units with the code CRO including such units as have been prescribed by the Academic Senate on the recommendation of the designated Dean of Division.

### The Graduate Diploma in Early Childhood

14. To qualify for the Graduate Diploma in Early Childhood a candidate must obtain an aggregate of at least 23 credit points in units with the code ECH or ECHP including such units as have been prescribed for any one of the specialisations approved by the Academic Senate on the recommendation of the designated Dean of Division.

### The Graduate Diploma in Education

15. To qualify for the Graduate Diploma in Education a candidate must obtain an aggregate of at least 24 credit points in units which are provided by the School of Education, including:

- not less than 12 credit points in units in teacher education with the code TEP;
- not less than 6 credit points at 200 level or above in units in education with the code EDUC; and
- such units as have been prescribed by the Academic Senate on the recommendation of the designated Dean of Division.

### **The Graduate Diploma in French\***

16. To qualify for the Graduate Diploma in French a candidate must obtain an aggregate of at least 23 credit points in French units with the code FRN including not less than 12 credit points at 300 level or above and such units as have been prescribed by the Academic Senate on the recommendation of the designated Dean of Division.

### **The Graduate Diploma in Gender Studies**

17. To qualify for the Graduate Diploma in Gender Studies a candidate must obtain an aggregate of at least 23 credit points, including at least 11 credit points in units with the code WST and 12 credit points at 300 level or above, including such units as have been prescribed by the Academic Senate on the recommendation of the designated Dean of Division.

### **The Graduate Diploma in Geographic Information Science**

18. To qualify for the Graduate Diploma in Geographic Information Science a candidate must obtain an aggregate of at least 24 credit points in units with the code GEOS or with the code COMP or with the code ISYS, of which at least 18 credit points must be at 200 level or above including such units as may be prescribed by the Academic Senate on the recommendation of the designated Dean of Division.

### **The Graduate Diploma in German\***

19. To qualify for the Graduate Diploma in German a candidate must obtain an aggregate of at least 23 credit points in German units with the code GMN including at least 12 credit points at 300 level or above and such units as have been prescribed by the Academic Senate on the recommendation of the designated Dean of Division.

### **The Graduate Diploma in Italian\***

20. To qualify for the Graduate Diploma in Italian a candidate must obtain an aggregate of at least 23 credit points in Italian units with the code ITL including not less than 12 credit points at 300 level or above and such units as have been prescribed by the Academic Senate on the recommendation of the designated Dean of Division.

### **The Graduate Diploma in Japanese**

21. To qualify for the Graduate Diploma in Japanese a candidate must obtain an aggregate of at least 23 credit points in Japanese units with the code JPN including not less than 12 credit points at 300 level or above and such units as have been prescribed by the Academic Senate on the recommendation of the designated Dean of Division.

### **The Graduate Diploma in Macedonian\***

22. To qualify for the Graduate Diploma in Macedonian a candidate must obtain an aggregate of at least 23 credit points in Macedonian units with the code MCD including such units as have been prescribed by the Academic Senate on the recommendation of the designated Dean of Division.

### **The Graduate Diploma in Modern Greek\***

23. To qualify for the Graduate Diploma in Modern Greek a candidate must obtain an aggregate of at least 24 credit points in Modern Greek units with the code MGK including not less than 12 credit points at 300 level or above and such units as have been prescribed by the Academic Senate on the recommendation of the designated Dean of Division.

### **The Graduate Diploma in Philosophy**

24. To qualify for the Graduate Diploma in Philosophy a candidate must obtain an aggregate of at least 24 credit points at 200 level or above in Philosophy units with the code PHIL including not less than 12 credit points at 300 level.

### **The Graduate Diploma in Psychology**

25. To qualify for the Graduate Diploma in Psychology a candidate must obtain an aggregate of at least 28 credit points at 200 level or above in Psychology units with the code PSY including not less than 12 credit points at 300 level and such units as have been prescribed by the Academic Senate on the recommendation of the designated Dean of Division.

### **The Graduate Diploma in Russian\***

26. To qualify for the Graduate Diploma in Russian a candidate must obtain an aggregate of at least 23 credit points in Russian units with the code RSN including such units as have been prescribed by the Academic Senate on the recommendation of the designated Dean of Division.

### **The Graduate Diploma in Serbian\***

27. To qualify for the Graduate Diploma in Serbian a candidate must obtain an aggregate of at least 23 credit points including not less than 20 credit points in Serbian units with the code SRB and such units as have been prescribed by the Academic Senate on the recommendation of the designated Dean of Division.

### **The Graduate Diploma in Ukrainian\***

28. To qualify for the Graduate Diploma in Ukrainian a candidate must obtain an aggregate of at least 23 credit points including not less than 16 credit points in Ukrainian units with the code UKR and such units as have been prescribed by the Academic Senate on the recommendation of the designated Dean of Division.

## The Graduate Diploma in Women's Studies

29. To qualify for the Graduate Diploma in Women's Studies a candidate must obtain an aggregate of at least 23 credit points, including at least 11 credit points in units with the code WST and 12 credit points at 300 level or above, including such units as have been prescribed by Academic Senate on the recommendation of the designated Dean of Division.

## The Graduate Diploma in Information Technology

30. To qualify for the Graduate Diploma in Information Technology a candidate must obtain an aggregate of at least 32 credit points in Information Technology units with a code of ITEC including such units as have been prescribed by the Academic Senate on the recommendation of the designated Dean of Division.

## The Graduate Diploma in Critical and Cultural Studies

31. To qualify for the Graduate Diploma in Critical and Cultural Studies a candidate must obtain an aggregate of at least 24 credit points in units with a code of CUL including such units as have been prescribed by the Academic Senate on the recommendation of the designated Dean of Division.

## Saving Clause

32. 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 requirement of or prescription by these rules. Any such action by the Academic Senate is to be reported forthwith to the Council.

*\* not offered in 2008*

---

## Diploma Rules

1. (1) There shall be the following Diplomas;  
the Diploma in Languages (DipLang),  
the Diploma in Ancient Languages  
(DipAncLang)  
(2) A candidate for the Diploma shall complete a program of 24 credit points in units of study approved by the Academic Senate.  
(3) The Council may award the Diploma to a candidate who has met the requirements of these rules to the satisfaction of the Academic Senate.  
(4) Any approval authorised by any of these Rules to be given by the Dean of the Division of Humanities may be given by a member of the academic staff who has been duly delegated by that Dean of Division to give approval for the purpose of that rule.
2. (1) In these Rules, unless otherwise stated or implied, a "designated" Dean of Division means the Dean of the Division which the Deputy Vice-Chancellor (Provost) has determined pursuant to Bachelor Degree Rule 2 (2).  
(2) 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 (Provost).
  - (a) Where a candidate is enrolled in nine or more credit points in a study period, the candidate shall be designated as a full-time student;
  - (b) Where a candidate is enrolled in less than nine credit points in a study period, the candidate shall be designated as a part-time student;
  - (c) Where a candidate's total enrolment is in units which are classified external, the candidate shall be designated as an external student.
3. To be admitted to candidature for the Diploma, an applicant -
  - (1) shall be admitted to candidature for a course leading to a degree at this University; or.
  - (2) shall have qualified for admission to a degree at the University, or
  - (3) shall hold, from another university or other tertiary institution, qualifications approved by the Undergraduate Studies Committee as equivalent to the requirements set out in paragraph (2) of this clause.
4. (1) The Academic Senate shall approve and prescribe units of study within an approved program of study on the recommendation of the Dean of Division of Humanities.  
(2) 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.

**5.** (1) The determination whether a candidate has completed satisfactorily a unit forming part of the program of study shall be made in accordance with Rules 7, 8, 9 and 11 of the Bachelor Degree Rules.

(2) Where the candidate has completed satisfactorily one or more units prescribed for this Diploma, or has, in the opinion of the designated Dean of the Division, completed a similar unit or units in another tertiary institution, and where the unit or units do not form part of a completed award, the candidate may be granted credit therefore as determined by the Undergraduate Studies Committee on the recommendation of the Dean of Division. The credit granted shall be for not more than one-half of the total program of studies for the Diploma.

(3) Completed Diploma are not eligible for credit for previous studies under the provisions of Bachelor Degree Rule 17

**6.** The determination whether a candidate has completed satisfactorily a unit forming part of the program of study shall be made in accordance with Rules 6,7,8 and 10 of the Bachelor Degree Rules.

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

(2) A grade of a candidate shall be recorded in accordance with Bachelor Degree Rule 9.

**8.** Where a candidate discontinues one or more units in the program of studies such discontinuance shall be determined in accordance with Bachelor Degree Rule 12.

**9.** Subject to these rules a candidate whose record in a unit has been endorsed with the letter "W" or the letter "F" may re-enrol in that unit except that a candidate who has twice had the grade "F" recorded for a unit may not enrol again in that unit, save with the permission of the Dean of the Division of Humanities; provided that a candidate not permitted to enrol again in a unit may appeal to the Academic Appeals Committee which may determine the matter as it thinks fit. A candidate re-enrolling shall not receive credit for any work previously performed in that unit.

**10.** A candidate who is taking an unduly long time to complete the Diploma may be excluded from further enrolment in any units. For the purpose of this Rule, an unduly long time will be regarded as 4 years of effective enrolment.

**11.** (1) A candidate who is excluded pursuant to Rule 10 may appeal to the Academic Senate. The appeal is to be submitted in writing to the Registrar no later than the date specified by the Registrar.

(2) The Academic Senate shall establish the Academic Appeals Committee, which may dismiss the appeal, determine that the candidate may apply for permission to re-enrol after the expiration of one calendar year, or permit the candidate to re-enrol, and may impose conditions upon such re-enrolment.

(3) A candidate excluded pursuant to Rule 10 may apply to re-enrol after the expiration of two calendar years following such exclusion, or after the expiration of one calendar year if so determined pursuant to Rule 11(2). Any application for permission to re-enrol after the expiration period of exclusion shall be determined by Academic Senate. Any applicant who is refused permission to enrol again pursuant to Rule 11 may appeal to the Academic Appeals Committee which may determine the matter as it thinks fit.

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

## Certificate Rules

1. (1) There shall be the following Certificates;
  - the Certificate in Languages (CertLang)
  - the Certificate in Ancient Languages (CertAncLang)
 (2) A candidate for the Certificate shall complete a program of 12 credit points in units of study approved by the Academic Senate.
 (3) The Council may award the Certificate to a candidate who has met the requirements of these rules to the satisfaction of the Academic Senate.
 (4) Any approval authorised by any of these rules to be given by the Dean of the Division of Humanities may be given by a member of the academic staff who has been duly delegated by that Dean of Division to give approval for the purpose of that rule.
2. (1) In these Rules, unless otherwise stated or implied, a “designated” Dean of Division means the Dean of the Division which the Deputy Vice-Chancellor (Provost) has determined pursuant to Bachelor Degree Rule 2 (2).
 (2) 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 (Provost).
  - (a) Where a candidate is enrolled in nine or more credit points in a study period, the candidate shall be designated as a full-time student;
  - (b) Where a candidate is enrolled in less than nine credit points in a study period, the candidate shall be designated as a part-time student;
  - (c) Where a candidate’s total enrolment is in units which are classified external, the candidate shall be designated as an external student.
3. (1) The Academic Senate shall approve and prescribe units of study within an approved program of study on the recommendation of the Dean of the Division of Humanities.
 (1A) 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.
 (2) Where the candidate has completed satisfactorily one or more units prescribed for this Certificate, or has, in the opinion of the designated Dean of Division, complete a similar unit or units in another tertiary institution, and where the unit or units do not form part of a completed award, the candidate may be granted credit as determined by the Undergraduate Studies Committee on the recommendation of the Dean of Division. The credit granted shall be for not more than one-half of the total program of studies for the Certificate.
 (3) Completed Certificates are not eligible for credit for previous studies under the provisions of Bachelor Degree Rule 17.

4. The determination whether a candidate has completed satisfactorily a unit forming part of the program of study shall be made in accordance with Rules 7, 8, 9 and 11 of the Bachelor Degree Rules.
5. (1) A candidate’s grade for a unit offered by Macquarie University is determined upon an assessment of performance in required coursework and/or examinations.
 (2) A grade of a candidate shall be recorded in accordance with Bachelor Degree Rule 10.
6. Where a candidate discontinues one or more units in the program of studies such discontinuance shall be determined in accordance with Bachelor Degree Rule 12.
7. Subject to these rules a candidate whose record in a unit has been endorsed with the letter “W” or the letter “F” may re-enrol in that unit except that a candidate who has twice had the grade “F” recorded for a unit may not enrol again in that unit, save with the permission of the Dean of the Division of Humanities; provided that a candidate not permitted to enrol again in a unit may appeal to the Academic Appeals Committee which may determine the matter as it thinks fit. A candidate re-enrolling shall not receive credit for any work previously performed in that unit.
8. A candidate who is taking an unduly long time to complete the Certificate may be excluded from further enrolment in any units. For the purpose of this Rule, an unduly long time will be regarded as 2 years of effective enrolment.
9. (1) A candidate who is excluded pursuant to Rule 8 may appeal to the Academic Senate. The appeal is to be submitted in writing to the Registrar no later than the date specified by the Registrar.
 (2) The Academic Senate shall establish the Academic Appeals Committee, which may dismiss the appeal, determine that the candidate may apply for permission to re-enrol after the expiration of one calendar year, or permit the candidate to re-enrol, and may impose conditions upon such re-enrolment.
 (3) A candidate excluded pursuant to Rule 8 may apply to re-enrol after the expiration of two calendar years following such exclusion, or after the expiration of one calendar year if so determined pursuant to Rule 9(2). Any application for permission to re-enrol after the expiration period of exclusion shall be determined by Academic Senate. Any applicant who is refused permission to enrol again pursuant to Rule 9 may appeal to the Academic Appeals Committee which may determine the matter as it thinks fit.
10. Notwithstanding anything to the contrary herein contained, the Academic Senate may, in any case in which it may deem it appropriate to do so, dispense with or suspend any requirements of or prescription of these rules. Any such action by the Academic Senate shall in every instance be reported forthwith to the Council.

# Graduate Certificate Rules

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

- Graduate Certificate in Information Technology (GradCertIT)
- Graduate Certificate in Introductory Japanese Teaching (GradCertIntroJpnTeaching)
- Graduate Certificate in Japanese Corporate Training (GradCertJpnCorpTraining)
- Graduate Certificate in Biotechnology (GradCertBiotech)
- Graduate Certificate in Critical and Cultural Studies (GradCertCritCul)
- Graduate Certificate in Statistics (GradCertStats);
- Graduate Certificate in Business (GradCertBus);
- Graduate Certificate in Marketing (GradCertMktg);
- Graduate Certificate in Information Systems and Technology (GradCertInfSysTech).

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

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

## GENERAL PROVISIONS

### Admission to Candidature

2. (1) To be admitted to candidature for a course leading to a graduate certificate, 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 Academic Senate, on the recommendation of the designated Dean of Division, to be acceptable for admission to the graduate 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, to be acceptable for admission to the graduate certificate; or

(iii) shall hold, from another university or other tertiary institution, qualifications approved by the Academic Senate, on the recommendation of the Dean of the Division in which the course is offered, 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 Undergraduate Studies Committee, on the recommendation of the Dean of the Division in which the course is offered, shall have such additional qualifications and experience as may be considered by the Undergraduate Studies Committee to be adequate preparation for admission to candidature.

(2) 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 as a candidate by carrying out such work and/or sitting for such examinations as the Dean of Division may determine.

(3) In exceptional cases an applicant may be admitted as a candidate for a specific graduate certificate if the applicant submit other evidence of academic and/or professional attainments and the admission is approved by the Dean of the Division in which the candidate may be registered.

### Courses and Units of Study

3. (1) The courses leading to the award of one of the graduate certificates specified in Rule 1 shall be approved by the Academic Senate.

(2) The course shall consist of a number of units of study, some of which may be prescribed and some optional. The credit points for the course must total at least 12.

(3) The course shall normally consist of units of study in the Schedule of Units of Study specified in the Bachelor Degree Rules but the Academic Senate may approve of the inclusion of other units of study on the recommendation of the relevant Dean of Division. For each other unit of study there shall be specified the number of credit points, the level, the duration and the conditions for enrolment.

### Program of Studies

4. (1) A candidate shall enrol for a graduate certificate referred to in Rule 1(1) and shall be registered for the award in the Division of the University determined by the Deputy Vice-Chancellor (Provost).

(2) In these rules, unless otherwise stated or implied, a designated Dean of Division means the Dean of Division in which the Deputy Vice-Chancellor (Provost) has determined pursuant to Rule 4(1).

(3) A candidate shall be designated as a part-time student if the candidate enrolls in any year for such units as would, if satisfactorily completed, result in the candidate obtaining not more than 12 credit points.

(4) The program of studies which a candidate for a specific graduate certificate must complete satisfactorily shall consist of units selected from those approved by the Academic Senate as comprising that graduate certificate and shall be subject to the approval of the designated Dean of Division. Such units may not include those counted for credit for any other award under these Rules or the Bachelor Degree Rules.

(5) Where a candidate has completed successfully one or more prescribed units for a specific graduate certificate or has, in the opinion of the designated Dean of Division, completed a similar unit in another tertiary institution, the Dean of Division may deem the candidate to have completed the prescribed unit or units.

(6) 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.

### **Completion of Units**

5. The determination whether a candidate has completed a unit forming part of the program of study shall be made in accordance with Rules 7, 8, 9 and 11 of the Bachelor Degree Rules.

### **Grades**

6. (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) The grade of a candidate shall be recorded in accordance with Bachelor Degree Rule 10.

### **Discontinuance**

7. Where a candidate discontinues one or more units in the program of studies such discontinuance shall be determined in accordance with Bachelor Degree Rule 12.

### **Exclusion from Enrolment**

8. A candidate who has twice had a grade recorded for a unit pursuant to Rule 6 may not enrol again in that unit, save with the permission of the Dean of the Division offering the unit; provided that a candidate not permitted to enrol again may appeal to the Academic Appeals Committee which may determine the matter as it thinks fit.

### **Saving Clause**

9. 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 requirement of or prescription by these rules. Any such action by the Academic Senate is to be reported forthwith to the Council.

## **REQUIREMENTS FOR AWARDS**

### **Graduate Certificate in Introductory Japanese Teaching**

10. To qualify for the Graduate Certificate in Introductory Japanese Teaching (GradCertIntroJpn Teaching) a candidate must obtain an aggregate of at least 12 credit points comprising such units as have been prescribed by the Academic Senate on the recommendation of the designated Dean of Division.

### **Graduate Certificate in Japanese Corporate Training**

11. To qualify for the Graduate Certificate in Japanese Corporate Training (GradCertJpnCorpTraining) a candidate must obtain an aggregate of at least 12 credit points comprising such units as have been prescribed by the Academic Senate on the recommendation of the designated Dean of Division.

### **Graduate Certificate in Biotechnology**

12. To qualify for the Graduate Certificate in Biotechnology (GradCertBiotech) a candidate must obtain an aggregate of at least 12 credit points comprising such units as have been prescribed by the Academic Senate on the recommendation of the designated Dean of Division.

### **Graduate Certificate in Critical and Cultural Studies**

13. To qualify for the Graduate Certificate in Critical and Cultural Studies (GradCertCritCul) a candidate must obtain an aggregate of at least 12 credit points comprising such units as have been prescribed by the Academic Senate on the recommendation of the designated Dean of Division.

### **Graduate Certificate in Statistics**

14. To qualify for the Graduate Certificate in Statistics (GradCertStats) a candidate must obtain an aggregate of at least 12 credit points comprising such units as have been prescribed by the Academic Senate on the recommendation of the designated Dean of Division.

### **Graduate Certificate in Information Technology**

15. To qualify for the Graduate Certificate in Information Technology (GradCertIT) a candidate must obtain an aggregate of at least 16 credit points comprising such units as have been prescribed by the Academic Senate on the recommendation of the designated Dean of Division.

### Graduate Certificate in Business

16. To qualify for the Graduate Certificate in Business (GradCertBus) a candidate must obtain an aggregate of at least 12 credit points comprising such units as have been prescribed by the Academic Senate on the recommendation of the designated Dean of Division.

### Graduate Certificate in Marketing

17. To qualify for the Graduate Certificate in Marketing (GradCertMktg) a candidate must obtain an aggregate of at least 12 credit points comprising such units as have been prescribed by the Academic Senate on the recommendation of the designated Dean of Division.

### Graduate Certificate in Information Systems and Technology

18. To qualify for the Graduate Certificate in Information Systems and Technology (GradCertInfSysTech) a candidate must obtain an aggregate of at least 12 credit points comprising such units as have been prescribed by the Academic Senate on the recommendation of the designated Dean of Division.

## Diploma in Community Management Rules

### (Aboriginal and Torres Strait Islander Communities)

1. (1) There shall be programs of study leading to the awards of the Diploma and Advanced Diploma in Community Management.

(2) (a) A candidate for the Diploma shall complete a program of 12 units of study approved by the Academic Senate, after considering a recommendation from the Undergraduate Studies Committee.

(b) A candidate for the Advanced Diploma shall complete a program of 18 units of study approved by the Academic Senate, after considering a recommendation from the Undergraduate Studies Committee.

(3) The Council may award the Diploma or the Advanced Diploma to a candidate who has met the requirements of these rules to the satisfaction of the Academic Senate.

(4) Any approval authorised in any of these rules to be given by the Dean of the Division of Society, Culture, Media and Philosophy may be given by a member of the academic staff who has been duly delegated by that Dean of Division to give approvals for the purpose of that rule.

2. The Undergraduate Studies Committee shall determine the qualifications required for entry into the Diploma and the Advanced Diploma.

3. (1) A candidate for an award referred to in Rule 1(1) of the Diploma or Advanced Diploma shall be registered in the Division of Society, Culture, Media and Philosophy.

(2) A candidate shall be enrolled in a program of units of study approved by the Dean of the Division of Society, Culture, Media and Philosophy.

(3) A candidate shall be designated as a full-time student in any half-year if the candidate enrolls in that half-year in three or more units, otherwise the candidate shall be designated as a part-time student.

4. (1) The Academic Senate shall approve and prescribe units of study within an approved program of study on the recommendation of the Dean of Division offering such units.

(2) Where the Dean of the Division in which a unit is offered is satisfied that a student has satisfactorily completed elsewhere studies equivalent to that unit, the Undergraduate Studies Committee may exempt the student from completing that unit. A student may be exempted from no more than three units.

5. (1) The Academic Senate, on the recommendation of the Division in which the unit is offered, shall determine whether a candidate has satisfactorily completed that unit.

(2) To complete a unit a candidate shall

(a) attend such classes;

(b) complete such essays, exercises and practical work and sit for such tests and examinations; and

(c) reach a satisfactory level of achievement in such essays, exercises, practical work, tests and examinations as may be determined by the Dean of the Division in which the unit is offered.

(3) Where a candidate is prevented by unavoidable disruption from meeting the requirements of Rule 5(2) the candidate may report the circumstances in writing with documentary evidence 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) Examinations for a unit shall be conducted by such means and at such times as the Dean of the Division in which the unit is offered shall determine.

6. (1) A candidate's grade for a unit offered in the Diploma or the Advanced Diploma shall be determined upon an assessment of performance in required work for the unit as specified in Rule 5(2).

(2) The grade received by a candidate shall be recorded as follows:

HD	High Distinction – 85-100
D	Distinction – 75-84
Cr	Credit – 65-74
P	Pass – 50-64
PC	Marginal Pass – 44-49
F	Fail – 0-44
S	Satisfactory (used for units where grading is on a pass or fail basis only)

7. (1) A candidate who has not complied with the requirements of Rule 5(2)(a) and (b) relating to a particular unit may be excluded, by the Dean of the Division in which the unit is provided, from further participation in that unit and shall have the grade of 'F' recorded for that unit.

(2) Alternatively, a candidate may, on the recommendation of the Dean of the Division in which the unit is provided, be permitted by the Academic Senate to meet the requirements for its satisfactory completion by such date as determined by the Dean of the 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; except that, in special circumstances, the Academic Senate, on the recommendation of the Dean of the Division, may determine a later date.

8. (1) A candidate enrolled in a program of units of study may apply in writing to the Registrar to change that program. The change is subject to the approval of the Dean of the Division of Society, Culture, Media and Philosophy and, where the candidate is adding a unit, the addition is also subject to the approval of the Dean of the Division in which the unit is offered.

(2) Where a change of program entails discontinuance of a unit or units

- (a) the candidate shall be deemed not to have been effectively enrolled in
  - (i) a first-half year or full-year unit if the candidate discontinues on or before 31 March
  - (ii) a second-half year unit if the candidate discontinues on or before 31 August
  - (iii) any other unit if the candidate discontinues before the date specified by the Dean of the Division in which the unit is offered.

- (b) In any other case of discontinuance the candidate shall be deemed to have failed in the unit. Notwithstanding this, the candidate may claim that the discontinuance was due to unavoidable disruption. This claim must be made in writing with documentary evidence to the Registrar by not later than the end of the half-year in which the unit was offered. After due consideration of the claim the Dean of the Division in which the unit is offered may determine that the candidate be not recorded as having failed in the unit and the candidate's record shall be annotated 'W' denoting 'Withdrawn'.

(3) A candidate who has discontinued all the units in any one year of study shall not subsequently be permitted to enrol except with the permission of the Undergraduate Studies Committee, and subject to such conditions as that Committee may determine.

(4) Subject to these rules a candidate whose record in a unit has been endorsed with the letter 'W' or the letter 'F' may re-enrol in that unit except that a candidate who has twice had the grade 'F' recorded for a unit may not enrol again in that unit, save with the permission of the Dean of the Division in which the unit is offered; provided that a candidate not permitted to enrol again in a unit may appeal to the Academic Appeals Committee which may determine the matter as it thinks fit. A candidate re-enrolling shall not receive credit for any work previously performed in that unit.

9. Notwithstanding anything to the contrary herein contained, the Academic Senate may, in any 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 shall in every instance be reported forthwith to the Council.

10. From 1 January 2006 no new candidates will be admitted to candidature for the Diploma in Community Management or to the Advanced Diploma in Community Management. Candidates enrolled for the Diploma in Community Management or for the Advanced Diploma in Community Management prior to 1 January 2006 may qualify for either of these awards under this rule until 31 December 2005.

---

# Open Universities Australia Rules

1. (1) There shall be the following awards which may be conferred by Council on candidates who have been deemed by the Academic Senate to have complied with these Rules:

- the degree of Bachelor of Arts (BA)
- the Graduate Certificate in Policy and Applied Social Research (GradCertPASR)
- the Master of Policing, Intelligence and Counter Terrorism (MPICT)
- the Postgraduate Diploma in Policing, Intelligence and Counter Terrorism (PGDipPICT)
- the Postgraduate Certificate in Policing, Intelligence and Counter Terrorism (PGCertPICT).

(2) In no case shall the award be conferred more than once on the same candidate.

(3) To qualify for an award referred to in Rule 1(1) a candidate must complete a program of study approved by Academic Senate for that award.

## Schedule to the Rules

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

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

## Saving Clause

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 Academic Senate is to be reported forthwith to the Council.

---

# GENERAL REQUIREMENTS FOR OPEN UNIVERSITIES AUSTRALIA AWARDS

## Schedule to the Open Universities Australia Rules

### Bachelor of Arts

<b>Requirements:</b>	1. Minimum number of units to be completed	24
	2. Minimum number of units to be chosen from the Macquarie OUA Schedule of Units	8
	3. Minimum number of units at 200 level or above, including at least 6 units from the Macquarie OUA Schedule of Units available through OUA	12
	4. Minimum number of units at 300 level or above, including at least three units from the Macquarie OUA Schedule of Units	6
	5. Completion of an approved coherent study at 300 level or above or an approved major	

### Graduate Certificate in Policy and Applied Social Research

<b>Requirements:</b>	1. Minimum number of units to be completed	4
	2. and completion of other specific requirements as approved by Academic Senate.	

### Master of Policing, Intelligence and Counter Terrorism

<b>Requirements:</b>	1. Minimum number of units to be completed	8
	2. and completion of other specific requirements as approved by Academic Senate.	

### Postgraduate Diploma in Policing, Intelligence and Counter Terrorism

<b>Requirements:</b>	1. Minimum number of units to be completed	6
	2. and completion of other specific requirements as approved by Academic Senate.	

### Postgraduate Certificate in Policing, Intelligence and Counter Terrorism

<b>Requirements:</b>	1. Minimum number of units to be completed	3
	2. and completion of other specific requirements as approved by Academic Senate.	