

## **RULE 3**

### **ADMISSION AND STUDENT PROGRESS**

**The Academic Senate of the University of Tasmania makes these rules under the University of Tasmania Act 1992 and Ordinance 13.**

#### **PART 1 - PRELIMINARY**

##### **1.1 Commencement and revocation**

1.1.1 These rules take effect on 16 September 2006.

1.1.2 These rules replace Rule 112 (Admission and Student Progress) made by Council on 28 February 2003, following the delegation of this rule making power by Council to Academic Senate under Ordinance 13.

##### **1.2. Definitions**

**“Academic Registrar”** includes a delegate of the Academic Registrar.

**“Applicable fee”** means the fee as set from time to time by the Academic Registrar.

**“Award”** means any degree, diploma or certificate listed in the Table to Academic Senate Rule 1 (Rules of Awards).

**“census date”** means the same as it does in section 34(1) of the Higher Education Funding Act 1988 of the Commonwealth.

**“Course”** means a course of study prescribed in the specifications of a particular award, or a course of study comprising units specified for a non-award or enabling course.

**“Credit”** means standing granted in a course for specified units, or a specified component of a course, on the basis of previous study or relevant professional experience.

**“Days”** means working days, that is days on which the University is ordinarily open for business, unless otherwise stated.”

**“Dean”** includes an authorised delegate of a dean.

“**Director, Governance & Legal**” includes a person authorised by the Director, Governance & Legal for the relevant purpose.

“**Faculty**” means faculty under Ordinance 99 (Academic Structure).

“**Head of School**” includes an authorised delegate of a head of school.

“**HECS**” means Higher Education Contribution Scheme.

“**Non-award unit**” means a unit, normally from a course, taken by a person who has not applied for admission to the relevant course.

“**Postgraduate**” means a coursework course leading to an award of Graduate Certificate, Graduate Diploma, Master’s degree or Professional doctorate, or a student enrolled in any of those courses.

“**Specifications**” means prescriptions for courses determined by faculties in relation to specific awards and published in the University Calendar.

“**teaching and learning committee**” means a teaching and learning committee established under Ordinance 99 (Academic Structure).

“**Undergraduate**” means a course leading to an award of Diploma, Bachelor’s degree, or Bachelor’s degree with honours, or a student enrolled in any of those courses.

“**Unit**” means a set of lectures, seminars, tutorials or practical sessions (or any combination of those) on a particular topic within a course, that is assigned a weight for the purposes of credit in the course and that attracts an assessment grade.

### **1.3 Application of these rules**

1.3.1 These rules apply to student progress through undergraduate and postgraduate coursework courses and units taken as non-award units.

## **PART 2 - ADMISSION**

### **2.1 Requirements for admission**

2.1.1 Academic Senate is to determine from time to time the entrance requirements of the University and the associated procedures to establish eligibility for admission to undergraduate and postgraduate coursework courses and units taken as non-award units.

2.1.2 Academic Senate on the recommendation of the dean of the relevant

faculty is to determine from time to time pre-requisites and co-requisites for specified courses or units within courses.

## **2.2 Application for admission**

- 2.2.1 A person seeking admission to a course at the University or a unit of a course must do so in accordance with these rules.
- 2.2.2 A person intending to commence a course at the University, or to resume a course after a period of exclusion or an unapproved period of non-enrolment of one year or more, must apply in writing to the Academic Registrar for admission to a course on the relevant application form, and by the specified date.
- 2.2.3 Applications received after the specified date will only be considered at the discretion of the Academic Registrar.

## **2.3 Admission**

- 2.3.1 An applicant is eligible for admission to an undergraduate course if the applicant satisfies admission requirements approved by Academic Senate.
- 2.3.2 An applicant is eligible for admission to a graduate entry bachelor's degree course, a bachelor's degree with honours course or a postgraduate coursework course if the applicant satisfies the entry requirements determined by the responsible faculty and approved by Academic Senate.
- 2.3.3 Admission to courses is subject to any restrictions determined by the University on the total number of applicants, or the number of a particular category of applicant to be admitted to any course in the relevant year.
- 2.3.4 Eligibility for admission to the University does not confer the automatic right to a place in the University.
- 2.3.5 The Academic Registrar will notify applicants in writing of their admission to a course and of any conditions that apply to their admission.
- 2.3.6 An offer of admission to a course lapses if an applicant fails to lodge a completed Application for Enrolment form with the Academic Registrar by the date specified on the notice of admission.

2.3.7 The Academic Registrar will notify applicants in writing of their non-admission to a course.

#### **2.4 Clarification of non-admission**

2.4.1 A person who is unsuccessful in an application for admission to a course may seek clarification of the reasons for the decision from the Academic Registrar.

#### **2.5 Change of course**

2.5.1 A student admitted to a course who subsequently seeks admission to a different course must -

- (a) submit a new application for admission; or
- (b) get written approval from the relevant dean supporting the change of course.

### **PART 3 - ENROLMENT**

#### **3.1 Enrolment necessary to undertake study**

3.1.1 A person must not undertake any course or unit of a course without being enrolled, in accordance with these rules, at the relevant time.

3.1.2 A person must not enrol in a course leading to an award to which they have been admitted, without the express approval of the relevant dean.

3.1.3 A student admitted to a course must re-enrol for each academic year during which they undertake that course.

#### **3.2 Enrolment eligibility**

3.2.1 A person may apply to enrol in a course -

- (a) after receiving notification from the Academic Registrar of admission to the relevant course; or
- (b) if the person seeks to enrol in a non-award unit; or
- (c) if the person satisfies the conditions applying to re-enrolment.

3.2.2 To be eligible for re-enrolment in a course a student -

- (a) must have been enrolled in at least one unit specified in the relevant course schedule in the previous year, unless a leave of absence has been approved by the dean of the relevant faculty; and
- (b) must not be currently excluded from that course as a result of an academic progress review; and
- (c) must have met all financial obligations for fees and charges related to previous enrolment; and
- (d) must not be currently excluded under the Ordinance of Student Discipline.

### **3.3 Enrolment procedures**

- 3.3.1 An application for enrolment must be made to the Academic Registrar in writing on the prescribed form and submitted by the specified closing date.
- 3.3.2 Applications received after the specified closing date may not be accepted unless accompanied by any applicable late fee. In exceptional circumstances the Academic Registrar may waive payment of any fee.
- 3.3.3 Each applicant is responsible for checking the completeness and accuracy of their application for enrolment and for seeking confirmation that their enrolment complies with the relevant course specifications.
- 3.3.4 All applications for enrolment in specific units are subject to any restrictions determined by the University on the availability of units and student numbers in units.
- 3.3.5 All enrolments require the written approval of:
  - (a) the relevant dean; and
  - (b) the head of the school responsible for teaching the unit, if the faculty offering the course does not teach it.

### **3.4 Valid enrolment**

- 3.4.1 A valid enrolment requires that -
  - (a) the student has been admitted to a course or has enrolled in a unit or units of a course; and

- (b) the enrolment in a unit or units, if relevant, has been approved by the relevant dean or head of school ; and
- (c) the student has fulfilled their obligations under HECS and paid any applicable fees; and
- (d) the student has not withdrawn from a course or unit by the specified census date.

### **3.5 Notification of enrolment**

- 3.5.1 The Academic Registrar is to issue an enrolment statement before the start of the first semester in the academic year, or as soon as practicable after late enrolment or enrolment for second semester, to each enrolled student.
- 3.5.2 Each student is responsible for checking that their enrolment statement is current and correct; for seeking advice as necessary; for making sure that their enrolment complies with the relevant course specifications; and for notifying the Academic Registrar by the prescribed date of any errors or omissions.

### **3.6 Variation of enrolment**

- 3.6.1 A student may vary or withdraw from their enrolment by submitting the prescribed form to the Academic Registrar. If units are added, or a course variation is made, the variation must be approved by the dean of the relevant faculty.
- 3.6.2 Withdrawal from units after the HECS census dates will not alter HECS or course fees liability at the census dates.
- 3.6.3 The Academic Registrar will issue a revised statement of enrolment following the receipt of an enrolment variation.
- 3.6.4 Each student is responsible for checking that any revised enrolment statement is current and correct; for seeking advice as necessary; for making sure that their enrolment complies with the relevant course specifications; and for notifying the Academic Registrar of any errors or omissions.
- 3.6.5 The Associate Dean (Teaching and Learning) of a faculty may, in extenuating circumstances, approve the withdrawal by a student in that faculty from a unit after the HECS census date without incurring academic penalty. A student seeking that approval must submit the prescribed form to the Academic Registrar.

### **3.7 Deferral of enrolment**

- 3.7.1 A student who has been admitted to, but has not enrolled in, a course of the University may apply in writing to the Academic Registrar, stating the circumstances necessitating such an application to defer enrolment in the course to which the student has been admitted.
- 3.7.2 The Academic Registrar may grant a request to defer enrolment for a period up to but not exceeding 1 year.
- 3.7.3 The Academic Registrar may grant a request to defer enrolment in the course for a period exceeding 1 year after consultation with the Dean of the relevant faculty, having regard to the circumstances concerned.
- 3.7.4 The Academic Registrar will notify the student of the decision.
- 3.7.5 A student granted a deferral of enrolment who fails to apply to enrol in the course from which they have deferred by the date specified in the deferral approval must reapply for admission before they can enrol.

### **3.8. Leave of absence**

- 3.8.1 A student enrolled in a course who has completed at least one semester (or who has been enrolled on at least one census day) may apply in writing to the dean of the relevant faculty for leave of absence from enrolment in the course, stating the reasons for the application.
- 3.8.2 The dean will advise the Academic Registrar on the application, and the Academic Registrar will notify the student of the decision.
- 3.8.3 Other than in exceptional circumstances, the maximum consecutive period permitted for leave of absence is one year.

## **PART 4 - CREDIT**

### **4.1 Application & approval**

- 4.1.1 An application for credit in a course is to be submitted to the Academic Registrar at the time of application for admission or as soon as possible after that.
- 4.1.2 Credit is to be approved by the dean of the relevant faculty, within any guidelines approved by the relevant teaching and learning

committee and Academic Senate.

- 4.1.3 Faculties will maintain a record of precedents to facilitate prompt and consistent determination of credit.

## **4.2 Role of teaching and learning committees**

- 4.2.1 A teaching and learning committee may recommend to the relevant Dean in keeping with the guidelines provided in clause **4.3-**

- (a) credit to be granted to enrolled students on the basis of studies completed; and
- (b) conditions under which credit may be granted.

## **4.3. Maximum credit**

- 4.3.1 Credit granted for a completed award from this University or another approved institution of the same level as that in which credit is being sought will not normally exceed one third of the coursework requirements of the course in which credit is being sought.
- 4.3.2 Credit granted for studies towards an uncompleted award from this University or another approved institution of the same level as that in which credit is being sought will not normally exceed two thirds of the coursework requirements of the course in which credit is being sought.
- 4.3.3 Credit granted for a completed award from this University or another approved institution at a lower level than that in which credit is being sought will not normally exceed an amount equivalent to two-thirds of the total coursework of the lower level award, except as provided in clause **4.3.4**.
- 4.3.4 If the Academic Senate has approved a sequence of University awards designed to articulate across levels of course, full credit may be granted in a higher level award for all corresponding coursework completed in the lower level award of the articulated sequence. In such cases candidates will not be required to surrender an award that has already been granted by the University.
- 4.3.5 A student enrolled in an uncompleted award who has satisfied all the necessary requirements for another award of a lower or equivalent level may, on application to the Academic Registrar and subject to any provisions that may be imposed by the relevant teaching and

learning committee or the Academic Senate, be eligible to graduate from the award of a lower or equivalent level for which all requirements have been fulfilled.

- 4.3.6 Academic Senate must approve the granting of credit -
- (a) exceeding the normal levels outlined in clauses **4.3.1 – 4.3.3**,
  - or
  - (b) for part of the final year of a University course.

#### **4.4 Notification**

- 4.4.1 The dean will advise the Academic Registrar on an application for credit, and the Academic Registrar will notify the student in writing of the decision.

#### **4.5 Credit for non-award units**

- 4.5.1 A person will only be given credit towards an award for a unit taken as a non-award unit when the person is enrolled as a student in an award course, and only with the approval of the dean of the relevant faculty.

### **PART 5 - COMPLETION AND GRADUATION**

#### **5.1 Information to be published -**

- 5.1.1 In accordance with Academic Senate Rule 1 (Rules of Awards):
- (a) Academic Senate (on the recommendation of the dean of the relevant faculty) is to determine from time to time the course of study that students are to complete, and any conditions pertaining to the award that students shall satisfy in order to qualify for an award; and
  - (b) that information is to be published annually by the University in either electronic or print format.

#### **5.2 Maximum and minimum time for completion**

- 5.2.1 Academic Senate on the recommendation of the relevant dean may determine the maximum time, taking into account any articulation arrangement approved by the faculty, for completion of a course leading to an award.

- 5.2.2 The dean of the relevant faculty may, having regard to the maximum time set by Academic Senate for the completion of the course and taking into account any credit granted, determine the maximum time in which a student must complete a course administered by that faculty.
- 5.2.3 In setting a time under clause **5.2.2**, normally allowance will only be made for part-time study and not for periods of leave of absence, exclusion from enrolment in the course after an academic progress review or suspension under the Ordinance of Student Discipline
- 5.2.4 A student may apply in writing to the dean of the relevant faculty for an extension of time for the completion of a course leading to an award, stating the reasons for the application.
- 5.2.5 The dean of the relevant faculty may grant or refuse an extension of time for the completion of a course leading to an award and must notify the Academic Registrar who will notify the student in writing accordingly.
- 5.2.6 Academic Senate on the recommendation of the relevant dean may determine the minimum time for completion of a course leading to an award, subject to any credit granted towards the relevant course.

### **5.3 Eligibility for award**

- 5.3.1 A student is eligible for an award when -
- (a) the dean confirms that the student has completed the academic requirements leading to an award; and
  - (b) the Academic Registrar notifies the student that they have completed the academic requirements leading to an award; and
  - (c) the student does not owe the University any outstanding fee or other money, other than any fee or money that is subject to an agreed repayment arrangement.
- 5.3.2 A student who meets all the requirements for an award is eligible for that award even though the coursework for the award may subsequently be credited to a higher level award course in recognition of an approved articulation arrangement.

## **5.4 Graduation**

5.4.1 A student who is eligible for an award will normally receive that award, in person or in their absence, at a ceremony held for conferring degrees and awarding diplomas. A student who has not qualified for an award by the deadline required for inclusion in ceremonies for the conferral of degrees and awarding of diplomas has the option of receiving the award at the next available ceremony or of having the degree conferred or diploma awarded in their absence.

## **5.5 Revocation of awards**

5.5.1 The Council may, on the recommendation of the relevant dean and the Chair of the Academic Senate, revoke an award:

- (a) for which the recipient was not eligible; or,
- (b) that has been conferred by reason of fraud or dishonesty.

5.5.2 If the Council revokes an award, the recipient must return to the Academic Senate any certificate or other document in the recipient's possession that testifies to admission to the revoked award.

## **5.6 Transcript of academic record**

5.6.1 On receipt of the applicable fee, the Academic Registrar is to issue to a person a certified transcript of their academic record, setting out

- (a) the units undertaken and grades obtained, and any major prizes, levels of honours, Dean's roll of excellence, scholarships and courses completed by that person; and
- (b) any awards granted by the University to that person.

5.6.2 A transcript of academic record will not be issued to anyone other than to the student to whom it relates (or the legal personal representatives of the student) without the prior consent, in writing, of the student.

## **PART 6 - REVIEW OF DECISIONS UNDER THESE RULES**

### **6.1 Application for review**

6.1.1 A student may ask for a review of a decision made under these Rules including -

- (a) refusing enrolment in a unit or course, or
- (b) refusing credit on academic grounds, or
- (c) concerning the academic requirements to complete an award,

by written request given to the Director, Governance & Legal within 10 days after the date of notification to the student of the decision.

6.1.2 The student's request for review must set out clearly what the complaint is and on the grounds on which review is sought.

6.1.3 The student must provide any supporting documentation with the request.

6.1.4 A review of the decision will be undertaken by a faculty academic progress review committee chaired by the dean of the faculty or a nominee of the dean and will comprise at least two members of the academic staff of the faculty who have not had any previous dealings with the student. In the case of a single school faculty, where the dean is the head of school, the chair of the faculty academic progress review committee will be the chair of the teaching and learning committee.

6.1.5 The process for conducting the review must follow that outlined in Part 3 of the Ordinance of Student Complaints as if references therein to the student complaints tribunal were references to the faculty academic progress review committee and as if any reference to a staff member who is the subject of the complaint was omitted.

6.1.6 A student dissatisfied with the decision of a faculty academic progress review committee may give notice in writing to the Director, Governance & Legal within 10 days that they require the decision of the faculty academic progress review committee to be considered by an appeals committee of the Academic Senate under Part 4 of the Ordinance of Student Complaints.

**Made by Academic Senate on 15 September 2006.**

Professor John Williamson  
**Chair, Academic Senate**

**Witness**