Academic Regulations

Section 1 - Definitions

(1) Terms used in these Academic Regulations are consistent with the Glossary of Student and Course Terms.

Section 2 - Roles and Responsibilities

Student Responsibilities

(2) It is the responsibility of students to familiarise themselves and comply with University statutes, regulations, policies and associated procedures.

Staff Roles and Responsibilities

(3) The roles and responsibilities for Academic and Student Matters are subject to the Delegations of Authority Policy and Register.

(4) These Academic Regulations delegate the following roles to the Head of School or equivalent as follows:

a. determine minimum rate of progress in a program of study;
b. approve recognition of prior learning and credit transfer for coursework students;
c. determine that the requirements for a degree have been satisfied for coursework students; and
d. terminate candidature of a coursework student for failure to progress.

(5) A Course Coordinator may undertake roles under these Academic Regulations in accordance with delegations from the Head of School, or equivalent, in a particular program.

Section 3 - Formal Communications

Correspondence to Applicants / Students

(6) The preferred method of correspondence with an applicant/student is email unless another form is required under specific ACU policies.

(7) A notice or advice to an applicant/student is sufficient if it is in writing and is:

a. emailed to the applicant/student:
    i. for admission purposes, at the email address provided on the application for admission;
    ii. for other purposes, to the student's University email address;
    OR
b. posted to the student:
    i. for admission purposes, at the address provided on the application for admission;
    ii. at the mailing or semester address shown on the student's most recent enrolment, if posted during a

study period;

iii. at the mailing address shown on the student's most recent enrolment, if posted outside a study period; OR

c. sent via electronic communication to a mobile phone number supplied by the student; or
d. posted for students, on ACU's learning management system, during any study period.

(8) Unless a later delivery date can be proven, any notice or advice is deemed to have been received:

a. if sent by email or electronic communication on the first working day after it was sent;
b. if sent by post to an address within Australia, on the fifth working day after it was sent, subject to any published service disruption alerts;
c. if sent by post to an address outside Australia by airmail, on the fifteenth working day after it was sent, subject to any published service disruption alerts;
d. if posted on ACU's learning management system, on the first working day from the date and time at which it was posted.

Correspondence from Student

(9) Correspondence from a student will take effect from the date it is received by the University, except where the correspondence is received on a day which is not a business day, when it will be deemed to have been received on the next business day.

Personal or Correspondence Details

(10) A student's full legal name must be recorded on their student record and will be used on all official academic documents.

(11) Students must formally notify the University within 5 working days, in accordance with the prescribed administrative process, of any change of:

a. name; or
b. address; or
c. mobile phone number.

Record Keeping

(12) Any document or form submitted by a student and all correspondence between the University and a student is retained by the University and is disposed of according to the University's Records and Archive Management Policy.

Section 4 - Admission and Readmission

Admission

(13) Applications for admission and applications to defer commencement will be dealt with in accordance with the Admission to Coursework Programs Policy.

(14) A student must reapply for admission in accordance with the Admission to Coursework Programs Policy where they have:

a. abandoned their studies in accordance with clause (38) of these Regulations; or
b. withdrawn from their program of study 2 years or more prior, in accordance with clause (56) of these

Regulations; or

c. failed to re-enrol following an approved interruption of studies in accordance with clause (76)b. of these Regulations.

Readmission

(15) A student is eligible to apply for readmission to the University where they have:

a. withdrawn from their program of study within two years in accordance with clause (56) of these Regulations; or
b. been deemed to be inactive in accordance with clauses (37) and (76)a. of these Regulations; or
c. been cancelled for non-payment of fees under the Student Fees Policy and have subsequently paid those outstanding fees; or
d. completed a period of termination of two standard study periods, or equivalent duration of non-standard study periods, under clause (129) of these Regulations; or
e. completed a period of exclusion of up to two standard study periods under the Student Conduct Policy or Student Academic Integrity and Misconduct Policy.

(16) A student who is eligible for readmission to the University under clause (15) of these Regulations, may apply to return to their previous program or apply for a new program.

(17) An applicant for readmission may be required to demonstrate a capacity to resume study and any request for admission to a new course is subject to the availability of places.

(18) A student who is readmitted to the University in their previous program, will normally be required to complete the program in accordance with the conditions and program rules in force at the time of the return.

Section 5 - Credit for Previous Study or Learning

Types of Credit

(19) Credit may be granted towards an ACU program for formal, non-formal or informal learning in accordance with the Recognition of Prior Learning Policy.

(20) Credit may be in the form of any one or more of the following:

a. Specified Credit: credit granted for one or more units of the program. Specified Credit will only be granted if the student has previously passed units substantially the same as the unit/s for which Specified Credit is sought.
b. Block Credit: credit granted for complete sections of a program in an articulation process, equivalent to at least one semester. Block credit will be applied automatically to students with the agreed completed qualification in an articulation pathway but must be granted against a combination of specified and unspecified (elective) units of programs.
c. Unspecified Credit: credit granted for elective components of programs where previous study does not correspond precisely with components of the program. It cannot be granted in programs which do not contain electives.

Credit Applications

(21) Applications for credit and / or recognised prior learning should be made in accordance with the Recognition of Prior Learning Policy.

Maximum Allowable Credit

(22) There is no maximum credit that may be granted for:

a. a designated suite of courses or courses within a qualification pathway which are designed to allow full credit transfer between the awards; or
b. units undertaken by a student at ACU that have not been used towards the completion of another award.

(23) The maximum credit that may be granted in any other circumstances for recognised prior learning is:

a. Non-award course, a maximum of one-half of the course;
b. Sub-Bachelor programs, a maximum of one-half of the course;
c. Bachelor Degree of 3-years standard length, a maximum of two-thirds of the course;
d. Bachelor Degree of 4-years standard length, a maximum of three quarters of the course;
e. Double Bachelor Degree, a maximum of one-half of each course comprising the double degree;
f. Bachelor Honours Degree, in addition to the maximums applied according to (c) and (d) above, a maximum of one-half of the Honours units, excluding theses, dissertations or research projects;
g. Postgraduate coursework degrees, a maximum of one-half of the course excluding theses, dissertations or research projects.
h. Bachelor and Masters clustered qualifications, the maximums of each component degree at (c)-(g) apply.

Minimum Level of Studies Required for an Award of ACU

(24) Normally a student must complete at least one-quarter of the units required for a program, and at least one-quarter of the units required for a major, double major or specialisation:

a. by studies undertaken at ACU; and
b. in units not credited towards another completed award.

Limits on Credit for Recognised Prior Learning

(25) Credit will only be granted for prior learning acquired within the last 10 years.

(26) Credit for prior study or learning based on any completed award may be granted only once towards an award at ACU.

(27) A student may not seek credit for a failed unit unless the application is based on equivalent tertiary study successfully completed after the failure in the unit.

(28) If a student has been granted the maximum available credit, in accordance with clause (23) in these Regulations, for studies undertaken at another institution or for recognised prior learning, approval will not normally be granted for other units to be undertaken elsewhere on a cross-institutional basis.

(29) Credit will only be granted for a whole unit.

(30) Credit for formal learning can normally only be granted for:

a. successful study in a Diploma, Advanced Diploma or Associate Degree at AQF Level 5 or AQF Level 6 into a Bachelor degree in the same or related discipline; or
b. equivalent (or higher level) of formal study consistent with the Australian Qualifications Framework (AQF); or
c. up to a maximum of 40cp towards any 160cp Masters on the basis of a completed three-year or four-year

Bachelor degree at AQF Level 7, or Bachelor degree with Honours at AQF Level 8, in the same or a related discipline; or

d. Graduate Certificate and Graduate Diplomas at AQF Level 8 into a Masters degree at AQF Level 9.

(31) A student may not be granted credit towards any program for any study, learning, professional experience or community engagement undertaken elsewhere during any period of termination of enrolment or exclusion from this or another University or other educational institution.

(32) A student who transfers from a Double Bachelor Degree to one of the component Bachelor Degrees must meet the requirements of that Bachelor Degree. A student will only receive credit for units that are consistent with the applicable program rules of the Bachelor Degree. This may be less than the total credit points completed within the Double Bachelor Degree.

Section 6 - Enrolment

Program Enrolment

Requirements for Enrolment and Re-enrolment

(33) To become an enrolled or re-enrolled student, a person who has been offered a place or a student who is continuing in a program must, by the prescribed date:

a. complete the required enrolment or re-enrolment process;
b. make a declaration to comply with the Statutes, Regulations and Policies of the University;
c. be enrolled in at least one unit;
d. pay all relevant University and government fees and charges.

(34) The Course Coordinator, on the advice of the Lecturer in Charge, may cancel a student's enrolment in a unit before the relevant census date where the student:

a. has not accessed the unit in the learning management system; or
b. has made no attempt at any assessment due, where relevant; or
c. has not met any participation requirements, where relevant.

(35) A student will have their enrolment in a unit cancelled where the pre-requisite(s) to enrol in the unit have not been met.

Continuing Enrolment

(36) All continuing students are required to re-enrol in at least one unit in any two study periods across each academic year unless they:

a. have applied to interrupt their studies under clauses (72)-(74) in these Regulations; or
b. have completed the requirements for their award; or
c. are a mid-year commencing student in the year of commencement; or
d. are suspended or excluded from study under the relevant University Policy.

(37) A student who has not enrolled in unit(s) at census date for two consecutive standard study periods, or equivalent duration of non-standard study periods, will be deemed to be inactive and will be required to apply for readmission to the University in accordance with clauses (15)-(18) of these Regulations.

(38) A student who has who has not enrolled in unit(s) at census date for four consecutive standard study periods, or equivalent duration of non-standard study periods, will be deemed to have abandoned their studies and will be required to reapply for admission in accordance with clause (14) of these Regulations.

(39) A student must maintain their enrolment by ensuring they:

a. are enrolled in units in accordance with the applicable program rules unless approval to vary has been granted by the Course Coordinator; and
b. will complete the requirements of their program within the maximum time limit under clause (109) in these Regulations; or
c. in the case of an international student will complete their program within the expected duration specified on their Confirmation of Enrolment.

Fee for Late Re-enrolment or Variation

(40) A student who fails to complete the process for re-enrolment or variation of enrolment by the due date will be required to pay a late fee in order to be an enrolled student.

(41) A student who incurs a fee under clause (40) in these Regulations will remain liable for that fee if they withdraw from the relevant unit(s).

Constraints on Enrolment

(42) The University may limit the number of enrolments in any unit in any study period and may make any unit available only to students in a nominated cohort(s) or program(s).

(43) A student may not normally enrol concurrently in more than one award program at ACU. This provision may be waived in exceptional circumstances with the approval of the Academic Registrar. This constraint is not applicable to students enrolled in approved programs where concurrent enrolment is intended and specified in the course rules, or to students enrolled in double degrees who are enrolled in one program of study, but two courses.

(44) International students:

a. may only enrol in up to one-third of the total units of their program in online mode; and
b. must enrol in at least one unit in attendance mode or multi-mode in each standard study period, unless the student is completing the last unit of their course and that unit is only available in online mode.

Non-acceptance of enrolment or variation of enrolment after prescribed date

(45) Enrolment in a program or unit, or variation of enrolment, will not be accepted after the relevant date prescribed in the University Calendar and is subject to clauses (49)-(50) and clauses (55)-(56) in these Regulations.

Cross-institutional Enrolment

(46) With the prior written approval of the Course Coordinator a student may be enrolled concurrently at ACU and another tertiary institution in a unit or units which, if successfully completed, will be credited to the student's program at ACU.

(47) Cross-institutional enrolment will only be approved:

a. if the student has not been granted the maximum credit available in accordance with clause (28); and
b. if the unit is necessary for completion of, or progression in, the student's program and is not available at ACU in the required study period; and

c. where no equivalent unit exists.

(48) Cross-institutional enrolment will only be approved as a substitute for a unit failed at ACU where the unit is necessary for completion of the student's program.

Addition of Units

Period for Adding Units

(49) A student may add a unit to an existing enrolment, provided that such changes are actioned:

a. within the first two weeks in a standard study period; or
b. within the first week of a non-standard study period.

Late Addition of Units

(50) A student may add a unit to an existing enrolment after the periods noted in clause (49) of these Regulations only if authorised by the Lecturer in Charge and approved by the Course Coordinator before the census date; any such late change may incur additional fees and charges.

Credit Point Limit in a Study Period

(51) A student may not enrol in more units than a standard full-time program load in any study period without the approval of the Course Coordinator except where concurrent enrolment in two courses is intended and allowed for in the course rules. The student's previous academic record will be considered in determining the application.

Repeating a Previously Completed Unit

(52) A student may be required by the Course Coordinator to re-enrol in a previously completed unit following an interruption to their studies for two or more standard-study periods under clause (75), or to maintain professional registration recency requirements. Each attempt will be recorded on the transcript and will contribute to the calculation of the GPA.

(53) A student who wishes to re-enrol in a previously completed unit, may do so with the approval of the Course Coordinator on a non-award full fee-paying basis. Each subsequent attempt will be recorded on the transcript but will not contribute to the calculation of the GPA.

Withdrawal

(54) Students are responsible for seeking advice from the Course Coordinator before withdrawing from units or their program of study. Completing the formal withdrawal process and the consequences of the withdrawal are also the responsibility of the student.

Withdrawal from a Program of Study

(55) Enrolment for a study period will not be recorded on the student's transcript if a student withdraws from all units, or their program of study:

a. up to the census date in that study period; or
b. in the case of professional experience or community engagement units, prior to commencement of a placement.

(56) A commencing student who withdraws from all units up to the census date in their first study period will be withdrawn from their program of study.

(57) A commencing student who is withdrawn from their program of study up to the census date in their first study period may apply to defer their offer under the Admission to Coursework Programs Policy

(58) A student who has withdrawn from their program of study, and who has not deferred their offer at clause (57), will be required to re-apply for admission or readmission in accordance with clause (14b or 15a) of these Regulations.

Withdrawal from a Unit Without Academic or Financial Penalty

(59) A student may withdraw from a unit without academic and financial penalty up to the relevant census date of the study period unless clause (60) in these Regulations applies.

(60) A student who has commenced a professional experience placement prior to the relevant census date of the study period may only withdraw from the unit without academic and financial penalty:

a. where 20% or less of the placement has been completed; and
b. if they have not been withdrawn from the placement by the Head of School under clause (67) or (69)a. of these Regulations.

(61) Where a student has withdrawn from a unit in accordance with clause (59) or (60) in these Regulations, the unit will not be recorded on the student's transcript.

(62) Under special circumstances specified under the Higher Education Support Act 2003 (Cth) a student may apply to be withdrawn from a unit without financial penalty.

a. The assessment of applications for withdrawal without financial penalty after census date can only be made by the Academic Progress and Fees section of Student Administration.
b. Where a student has been granted a refund of fees due to special circumstances, the student will be withdrawn from the relevant unit without academic penalty with the exception of any fail grade which has been applied as a penalty under the Student Academic Integrity and Misconduct Policy, Student Conduct Policy or under clause (70) of these Regulations.
c. Where no final grade is assigned, the Academic Progress and Fees section of Student Administration will consult the Course Coordinator before withdrawing the student without academic penalty.

Withdrawal from a Unit Without Academic Penalty

(63) A student may withdraw from a unit without academic penalty and receive a Withdrawn Without Academic Penalty (WW) grade after the dates specified in clause (59) in these Regulations and:

a. up until the end of classes in each study period as published in the Academic Calendar and the Enrolment and Fee dates for the academic year; or
b. in the case of a professional experience or unit containing professional experience where the student can produce evidence that they have completed no more than two-thirds of the placement.

(64) A student will not be able to withdraw from a unit without academic penalty under clause (63) in these Regulations where:

a. the student has been withdrawn from a professional experience placement under clause(67) or (69)a. in these Regulations; or
b. the student has received a penalty of failure in the unit under the Student Academic Integrity and Misconduct Policy.

(65) Withdrawal without academic penalty after the dates specified in clause (63) in these Regulations may be

approved by the Executive Dean or Head of School, or equivalent, as an outcome from an application for formal review or appeal or the resolution of a formal complaint.

(66) A student will be liable for fees relating to a unit if the student withdraws after the census date for the relevant study period.

Withdrawal from a Professional Experience Placement for Unsatisfactory Performance

(67) On the advice of the relevant Course Coordinator or Professional Experience Coordinator, a student may be withdrawn from a professional experience placement by the Head of School, or equivalent if the student:

a. has not satisfactorily completed a course of studies or administrative requirement specified in the unit outline which constitute prerequisites for such a placement; or
b. has failed to maintain a current working with children check or other legislative requirement required to undertake a placement as defined by the relevant state or territory legislation; or
c. is consistently unable, after due instruction and guidance, to perform the skills required at an appropriate standard attainable through supervision by University staff or on-site supervisory staff; or
d. is considered by the supervising organisation or the responsible ACU staff member to be hindering and disrupting the conduct of the business, or the day-to-day activity, of the placement provider; or
e. is considered by the supervising organisation or the responsible ACU staff member to be unsafe or not complying with directions.

(68) In any such case, the Head of School, or equivalent, will advise the student within 10 working days in writing of:

a. the reasons for the withdrawal under clause (67) in these Regulations;
b. the specific detail of the circumstances that have led to the withdrawal;
c. notice that a Fail (NN), Fail Hurdle (NH) or Fail Ungraded (NU) grade will be awarded for the unit under clause (70) in these Regulations; and
d. the regulations pertaining to unsatisfactory progress at Section 11 of these Regulations.

Withdrawal from a Professional Experience Placement for Other Reasons

(69) On the advice of the relevant Course Coordinator or Professional Experience Coordinator, a student may also be withdrawn from a professional experience placement in accordance with:

a. the Student Conduct Policy if the student is alleged to have committed an act of misconduct including a breach of the professional conduct expectations or placement guidelines of the supervising organisation, or the published Faculty or School policy, procedures, protocols and/or guidelines relating to such placements; or
b. the Fitness to Study Policy if the student is in a state of health, whether mental or physical, which makes the student unfit to undertake the placement at that time.

(70) A student who has been withdrawn from a professional experience placement:

a. under clause (67) of these Regulations, will be awarded a Fail (NN), Fail Hurdle (NH) or Fail Ungraded (NU) grade for that unit and will be subject to the requirements under clauses (114)-(115) of these Regulations;
b. under clause (69)a. of these Regulations, will be allocated a Result Withheld (RW) grade until such time a decision has been made under the Student Conduct Policy;
c. under clause (69)b. of these Regulations will be allocated an Incomplete Practicum (IP) grade until such time a decision has been made under the Fitness to Study Policy.

Substitution

(71) In special circumstances the Course Coordinator may approve a student's substituting an equivalent unit from this or another university for a required unit in a program. Where a substitute unit was undertaken at ACU, that unit will be recorded on the student's academic transcript. Where the unit was undertaken at another university, it will be handled as cross-institutional study.

Interruption of Studies

(72) A student who has completed and achieved final results for at least one study period in their current program may interrupt their studies, subject to visa requirements in the case of international students.

(73) A student may formally interrupt their studies for up to a maximum of two standard study periods or equivalent over the duration of their course. This interruption of studies will extend the maximum time in which a student must complete their course under clause (109) in these Regulations.

(74) A student may apply to the Course Coordinator for further interruption of studies under exceptional circumstances. Such an extension:

a. will only be granted for a maximum of two additional standard study periods or equivalent over the duration of their course; and
b. will not extend the maximum time in which a student must complete their course under clause (109) in these Regulations.

(75) Where an interruption of studies is approved for more than two standard-study periods, the Course Coordinator may attach conditions to the student’s return to studies, including requiring the student to:

a. demonstrate professional competence; and / or
b. complete remedial study including repeating a previously completed unit under clause (52) in these Regulations; and / or
c. complete the program in accordance with the conditions and program rules in force at the time of the return; and / or
d. transfer to a new course.

(76) A student who does not re-enrol following their period of interruption:

a. will be deemed to be inactive and be required to apply for readmission to the University in accordance with clauses (15)-(18) of these Regulations provided no more than four consecutive standard study periods, or equivalent duration of non-standard study periods, have elapsed since the commencement of the interruption; or
b. will have their enrolment in the program cancelled and will be required to re-apply for admission in accordance with clause (14) of these Regulations.

Applicable Program Rules

(77) A student should follow the program rules for the year they commence their studies.

(78) If the program rules change during the currency of a student’s enrolment for the program, the student must follow the approved transition plan.

(79) In exceptional circumstances, where the student has pursued the program without interruption and pursuit of the transitional program would substantially disadvantage the student, the Course Coordinator may permit them to

complete the program under the rules applicable at the time of initial enrolment, within a timeframe approved by the Course Coordinator. The maximum period during which a student would be permitted to complete a program under these circumstances would be four standard study periods beyond the minimum time for course completion within the program rules.

(80) Students who transfer from a Double Bachelor Degree to one of the component Bachelor Degrees are required to:

a. meet the requirements of the applicable program rules of that component Bachelor Degree; or
b. where the program rules have changed, follow any approved transition plan in accordance with clauses (78) and (79) in these Regulations.

Right of Correction

(81) A student may apply for a right of correction where they can demonstrate that a university error caused, or significantly contributed to, an error in their enrolment.

Section 7 - Fees

Levying Fees and Charges

(82) ACU will set fees or charges associated with student enrolments, due dates for payment and penalties for failure to adhere to the due date for a nominated course of action, or failure to pay the prescribed amount by the relevant due date.

Payment Requirements

(83) A student who is in debt to the University because of non-payment of any fee, charge or other debt and who fails to make satisfactory settlement of that debt after notice from the University may be prevented from:

a. enrolling or re-enrolling in any program or unit;
b. varying enrolment in any program or unit;
c. receiving a result in any program or unit completed; or
d. graduating from any program or receiving any award of the University:

until the debt is repaid or arrangements, satisfactory to the Academic Registrar, have been made for settlement of the debt.

(84) A student will have their enrolment cancelled if they do not:

a. pay their tuition fees, or
b. provide a Tax File Number to defer their fees to the Australian Taxation Office (eligible students only).

(85) Students who wish to resume study following a cancellation of enrolment will be charged a late payment and reinstatement fee in addition to the outstanding fees and must apply for readmission in accordance with the Student Fees Policy and clause (15) of these regulations.

(86) Any student in a Commonwealth Supported Place or receiving FEE-HELP assistance who believes that the enrolment and/or payment details on their Commonwealth Assistance Notice are incorrect must apply for a right of correction within 14 days of the date of issue of that notice.

Units Not Prescribed in the Course Requirements

(87) A Commonwealth-supported place will be available only for study in units prescribed for completion of the relevant course. If a student seeks to enrol in units not required for their award course, they may do so only on a non-award basis subject to the approval of the Course Coordinator.

Section 8 - Assessment

(88) This section should be read in conjunction with the Assessment Policy and Assessment Procedure.

Unit Completion Requirements

(89) To complete the requirements for a unit a student must:

a. comply with all University statutes, policies, procedures, regulations and rules;
b. pay all relevant fees and charges; and
c. successfully complete the requirements prescribed in the Unit Outline to achieve a passing result.

(90) Failure to complete all the requirements of clause (89) in these Regulations will result in failure of the unit.

Academic Misconduct

(91) Any allegation of academic misconduct will be investigated and resolved in accordance with the Student Academic Integrity and Misconduct Policy.

Section 9 - Examinations

(92) Examinations will be conducted in accordance with the Examination Policy.

Section 10 - Results

Allocation, Change and Release of Results

Allocation of Results

(93) Results in a unit are assigned by the Lecturer in Charge, and must be ratified by the Head of School, or equivalent, or nominee prior to release to student.

Change of Results

(94) A student's result in a unit may be changed:

a. as a result of an outcome from a formal application for review or appeal under the Student Appeals Policy; or
b. as a result of a student's request for clarification of a mark or grade for an assessment under the Assessment Procedure, with the approval of the relevant Head of School, or equivalent; or
c. within six months of the original allocation of the final result, with the approval of the relevant Head of School, or equivalent; or
d. after six months and up to two years of the original allocation of the final result, by the Executive Dean of the relevant Faculty.

Release of Results

(95) Results will be released by Student Administration on the published date.

(96) Results will not be released to a student where they:

a. have failed to provide a valid Unique Student Identifier (USI);
b. have not paid any applicable fee or fine ; or
c. have failed to complete the University's mandatory academic integrity, respectful relationships and safeguarding children and young people training.

Grading and Results

Unit Results

(97) All units will be assessed and unit results will be recorded:

a. as marks and grades which correspond with the codes listed in Table 1; or
b. by grade only where the final unit result is Pass Ungraded (PS) or Fail Ungraded (NU).

Table 1 – Academic Grading for Graded Units

Final Result Grade	Notation	Mark Range (%)	Grade Point Value
High Distinction	HD	85-100	7
Distinction	DI	75-84	6
Credit	CR	65-74	5
Pass	PA	50-64	4
Fail	NN	0-49	0
Fail Hurdle	NH	49	0

Table 2 – Academic Grading for Ungraded Units

Final Result Grade	Notation	Mark Range (%)	Grade Point Value
Pass Ungraded	PS	no mark	
Fail Ungraded	NU	no mark	0

Fail Grade

(98) Subject to clause (129) in these Regulations, a student who fails a unit may either re-enrol in that unit in a subsequent study period in which it is offered or, if the unit is not a core curriculum or compulsory discipline unit, enrol in another unit consistent with the relevant course rules.

(99) A student who re-enrols in a unit that was failed previously must complete the whole unit. This includes the completion of all assessment including any professional experience placement.

No Final Grade Assigned

(100) Where a student cannot be awarded a final result for a unit at the end of the study period, an interim grade will be recorded. If no final grade has been assigned to the unit by the deadline set by the University, a Fail (NN) or Fail Ungraded (NU) grade will be assigned to the unit.

Record of Results for Credit

(101) Credit will be recorded as follows:

a. where approval has been granted to transfer a unit from an incomplete ACU award to another ACU program, the credit will be recorded in the current program with the unit results and will be included in the calculation of the grade point average; or
b. in all other cases, the administrative credit granted (CG) grade will be applied under clause (102) in these Regulations.

Administrative Grades

(102) The following administrative grades will be recorded in accordance with these regulations.

Table 3 – Administrative Grading Codes

Result Grade	Notation	Grade Point Value	Descriptor
Credit Granted	CG		When a student has been granted credit for the unit based on equivalent studies (Section 5 of these Regulations)
Fail absent	NL	0	When a student has made no attempt at any assessment for a unit
Withdrawn Without Academic Penalty	WW		When a student withdraws from a unit in accordance with clauses (63) or (65) in these Regulations

Interim Grading Codes

(103) The following interim grading codes will be temporarily recorded and will be converted to an academic or administrative grade according to the Student Results Procedure.

Table 4 – Interim Grading Codes

Result Grade	Notation	Descriptor
Current External	CE	Interim grade pending a final result when a student is studying an equivalent unit on an onshore cross institutional study or off-shore study abroad arrangement.
Continuing Unit	CU	Interim grade for a research higher degree thesis, dissertation, project, research, performance unit extending over more than one standard study period: 1. where progression criteria that have been prescribed for the unit are achieved and the Principal Supervisor recommends that the student may progress with the work; 2. where no progression criteria have been prescribed, a final result is not available and a finalisation date cannot be determined; 3. where a thesis or dissertation has been submitted for examination, a final result is not available and a finalisation date cannot be determined.
Deferred examination	DE	Interim grade pending a Deferred Examination
Incomplete Practicum	IP	Interim grade pending completion of required professional experience within a unit
Interim Fail	NF	Interim grade pending supplementary assessment.
Result Pending	RP	Interim grade pending completion of an assessment item within a unit.
Result Withheld	RW	Interim grade where a student has been awarded a result for a unit but the result is withheld because a matter concerning the student is under investigation under the Student Academic Integrity and Misconduct Policy or the Student Conduct Policy.

Honours Course Grading Codes

(104) All Honours courses will be assessed and recorded according to the codes listed in Table 5.

(105) The award of the overall Honours Grade will be based on marks obtained in all units required in the Honours course, weighted according to their credit point values (illustrated by the formula below).

> Mark range = SUM (Honours unit marks x unit credit points) / SUM Honours unit credit points

Table 5 – Grading Codes - Honours

Overall Honours Grades	Mark Range %	Code
First Class Honours	85-100	HI
Second Class Honours - Division A	75-84	HIIA
Second Class Honours - Division B	65-74	HIIB
Third Class Honours	50-64	HIII
Fail	0-49	NN

Grade Point Average

(106) The grade point average is calculated as the average of unit grades obtained by the student, weighted by the credit point value of each unit (illustrated by the formula below). The GPA value of grades for this purpose are as listed in Table 1 and Table 2 to clause (97) in these Regulations.

> GPA = SUM (GPA value x unit credit points) / SUM unit credit points

(107) Pass Ungraded (PS), Credit Granted (CG) and Withdrawn Without Academic Penalty (WW) grades are excluded from the calculation of the grade point average.

Section 11 - Academic Progress

Satisfactory Academic Progress

(108) A student must maintain satisfactory academic progress in a program or non-award course.

(109) Unless the program rules otherwise specify, or the Head of School, or equivalent, otherwise approves, a student must complete the requirements of the program within a maximum time limit calculated from the first undertaking of any units counted or the date any credit is granted towards the program requirements, and not including an interruption of studies to a maximum of two standard study periods authorised under clause (73) in these Regulations. The time limits are:

a. Sub-Bachelor, Bachelor Degree, Double Bachelor Degree and Bachelor Honours Degree – according to the formula full time equivalent course length multiplied by two plus one (2n+1); or
b. Graduate Certificate – 2 years; or
c. Graduate Diploma – 4 years; or
d. Masters Degree – 6 years; or
e. Masters Degree leading to an Initial Teacher Education qualification (2n+1).

(110) A student's academic performance will be formally assessed at the completion of the following progression review periods:

a. following Semester 1 results release date inclusive of Semester 1, Summer Term and Professional Term 8 of the previous year and Professional Terms 1-4, ACU Terms 1 and 2, and Foundation Term 4 of the previous year and Foundation Term 1; and
b. following Semester 2 results release date inclusive of Semester 2, Winter Term and Professional Terms 5-7, ACU Terms 3 and 4, and Foundation Terms 2 and 3.

(111) Notwithstanding clause (109) in these Regulations, a student's academic performance may be assessed following any study period where the Head of School, or equivalent, determines it is necessary.

At Risk Process

(112) A student will be warned that they are at risk of not making satisfactory academic progress in the following circumstances:

a. where they have failed 50% or more of enrolled units or credit points during a progression review period for the first time; or
b. where they have failed 50% or more of enrolled units or credit points during any subsequent non-consecutive progression review period; or
c. where they failed the same unit or its equivalent on two occasions.

(113) The student will be formally notified by the Course Coordinator of their at risk status. The notice must be consistent with the correspondence requirements of clauses(6)-(8) in these Regulations and will normally be issued within 20 working days from the date of finalisation of their results for the relevant progression review period to:

a. warn that further failure may lead to termination of their enrolment;
b. recommend they seek academic advice before continuing in their program; and
c. refer them to relevant support services.

Unsatisfactory Academic Progress

(114) A student's academic progress will be determined as being unsatisfactory in the following circumstances:

a. where the student has failed 50% or more of enrolled units or credit points in two consecutive progression review periods; or
b. the student has failed 50% or more of enrolled units or credit points in any three progression review periods; or
c. the student has failed the same unit or its equivalent on three (3) occasions; or
d. the student has failed any professional experience unit or unit containing professional experience; or
e. it is apparent that the student cannot complete the requirements of a program in which they are enrolled either:
    i. within the maximum time limit under clause (109) in these Regulations; or
    ii. in the case of an international student within the expected duration specified on the student's Confirmation of Enrolment.

(115) A student who is assessed as making unsatisfactory academic progress:

a. will be required to show cause as to why their enrolment should not be terminated under clauses (116)-(118) in these Regulations; and

b. may have their enrolment terminated under clause (122) in these Regulations.

Show Cause Process

(116) The student will be formally notified by the Course Coordinator of the requirement to show cause as to why their enrolment should not be terminated. The notice must be consistent with the correspondence requirements of clauses(6)-(8) in these Regulations and will normally be issued within 20 working days from the date of finalisation of their results for the relevant progression review period.

(117) Any submission from a student showing cause why their enrolment should not be terminated must:

a. be in writing;
b. explain the circumstances that led to unsatisfactory performance;
c. demonstrate a strategy to improve academic performance; and
d. be submitted within 20 working days from the receipt of the notification of the requirement to show cause.

(118) Failure to show cause in the format required under clause (117) in these Regulations may result in termination of enrolment.

(119) The student's show cause submission will be assessed by the relevant Course Coordinator who will consider:

a. whether the student has a reasonable prospect of success;
b. the relevance of any evidence of compassionate or compelling circumstances provided by the student to support their case;
c. the maximum time limit for completion of the program; and
d. whether there are any relevant:
    i. regulatory and legislative requirements; and/or
    ii. professional accreditation or registration requirements of a program.

(120) The Course Coordinator will determine whether the student:

a. may continue in their program or non-award course unconditionally; or
b. may continue in their program or non-award course, subject to specified conditions which are limited to additional requirements for:
    i. academic skills development and/or remedial support;
    ii. a reduction in study load for no more than one study period which must not result in a full-time student falling below 75% of the equivalent full time study load;

    or
c. may remain enrolled but must transfer to another program, non-award course, major or specialisation where the student is eligible for admission; or
d. will have their enrolment terminated from their program or non-award course.

(121) The student will be advised of the decision within 20 working days from the date of the student's lodgement of the show cause submission.

Termination of Enrolment for Unsatisfactory Academic Progress

(122) Unless otherwise determined by the Head of School, or equivalent, a student's enrolment in a program or non-award course is terminated if the student:

a. having been required to show cause:
    i. has failed to do so; or
    ii. has been recommended for termination by the Course Coordinator who has determined that the cause shown was not of sufficient merit;
b. has failed 50% or more of enrolled units or credit points in:
    i. three consecutive progression review periods; or
    ii. any four progression review periods; or
c. has failed the same unit or its equivalent on a fourth or subsequent occasion; or
d. has failed the same or any two different professional experience units or units containing professional experience; or
e. fails to meet any conditions previously imposed on the student's enrolment at clause (120)b. in these Regulations; or
f. has exceeded the maximum time limit for completion of their program under clause (109) in these Regulations.

(123) A student who is terminated under clause (122) must be terminated from the program that triggered the termination but may be given the option to be awarded an approved exit qualification if the requirements for such an award have been met.

Effective Date of Termination

(124) Termination under clause (122) will take effect from the end of the study period during which the student became liable for termination where a student:

a. does not apply for a formal review or appeal of the decision to terminate; or
b. has applied for a formal review or appeal of the decision to terminate after 20 working days of the notification of the decision.

(125) Where the decision to terminate under clause (122) is subject to a formal review or appeal lodged within 20 working days of the notification of the decision, the termination will take effect from:

a. the end of the study period in which the student was last enrolled in any units, where the student has not continued in their program of study at any time since becoming liable for termination; or
b. the end of the study period in which the matter is finalised, where the student has continued in their program of study and the census date for the relevant study period has passed.

Request for Formal Review of Termination

(126) A student may apply for a formal review or appeal of any termination of enrolment under the provisions of Section 12 of these Regulations.

(127) Failure to apply for a formal review or appeal within 20 working days of the notification of a termination of enrolment decision may result in an international student receiving a Notice of Intention to Report to the Department of Home Affairs and Department of Education.

(128) Where no application for formal review or appeal of a termination decision has been submitted by an international student, there are no further appeal rights relating to the Notice of Intention to Report to the Department of Home Affairs and Department of Education.

Application for Readmission or Re-enrolment Following Termination

(129) An applicant whose enrolment, at this or another university, has been terminated for unsatisfactory progress,

may only be considered for re-admission into a course or individual unit(s) under Section 4 of these Regulations after two standard study periods have elapsed from the date of termination unless they are applying for admission to remedial or preparatory study at ACU. Such study will not be credited towards any program.

(130) A student who has failed the same unit or its equivalent on four occasions and whose enrolment has been terminated may not enrol in units in that discipline until at least two standard study periods have elapsed from the date of termination; re-enrolment in such units is subject to the approval of the Head of School, or equivalent concerned.

Section 12 - Review and Appeals

(131) A student who wishes to apply for review of or to appeal an academic or administrative decision will do so in accordance with the Student Appeals Policy and Student Appeals Procedure.

Section 13 - Conferral of Awards

Eligibility for Award

(132) To be eligible for conferral in any award of the University, a student must:

a. comply with all University statutes, policies, procedures, regulations and rules;
b. pay all relevant fees and charges; and
c. complete all requirements prescribed for the program.

(133) Failure to complete all the requirements of clause (132) in these Regulations will result in ineligibility for conferral in the relevant award.

(134) Where the course rules provide for an exit point, a student who has satisfied relevant course requirements may apply to take out that exit award.

Revocation or Rescission of an Award

(135) In instances where it has been confirmed that an award was wrongly conferred, either through administrative error or based on provision of fraudulent or misleading information, ACU may rescind or revoke the award in accordance with the Rescission, Revocation or Relinquishment of an Award Procedure.

Conferral of Award

(136) Awards will be conferred in accordance with the Conferral and Graduation Policy.

Section 14 - Saving Clause

(137) Notwithstanding anything to the contrary contained in these Academic Regulations an Executive Dean may, in any case deemed appropriate, vary, dispense with or suspend any requirements of or prescription in these Regulations. Any such action by an Executive Dean must be reported to Academic Board annually.

Status and Details

Status	Historic
Effective Date	1st January 2025
Review Date	1st January 2030
Approval Authority	National Manager, Governance
Approval Date	14th November 2024
Expiry Date	21st July 2025
Responsible Executive	Helen Murnane Academic Registrar
Responsible Manager	Helen Murnane Academic Registrar
Enquiries Contact	Catherine McKiver Policy and Projects Officer Student Administration