

General Regulations and Policies

A. Enrolment

1. (a) A student may only be enrolled for a personal course of study which has been approved by the Dean of the appropriate Faculty or, where specific regulations so require, the Academic Board.
- (b) A student may enrol for a course only after having satisfied the prerequisites for that course, and only while concurrently enrolled in or after having satisfied every co-requisite for that course.
- (c) The Dean of the appropriate Faculty may refuse a student permission to enrol for a personal course of study, which conforms to the regulations, if in the Dean's opinion that course of study is not suitable.
- (d) A student must ensure that their course of study complies with the regulations of the qualification sought. Lack of knowledge of a regulation(s) or schedule(s) does not provide a valid excuse for non-compliance. This clause is not in derogation of the University's obligation to take care in giving advice.
- (e) The University reserves the right to cancel a course where:
 - i. a staff member is unable to teach because of significant illness or prolonged absence for other unanticipated reasons and where the department has no other available suitably qualified staff who might teach the course;
 - ii. applications to enrol fail to reach a predetermined minimum number;
 - iii. applications to enrol meet the predetermined minimum but enrolments at the end of the week (5.00pm Friday) prior to the commencement of teaching in that course do not;
 - iv. other emergency situations or exceptional circumstances, as approved by the Academic Committee acting on behalf of the Academic Board on a case-by-case basis.

Notes:

- 1 *A personal course of study might be considered unsuitable if, for example, it were too heavy for the student, or involved examination or lecture timetable clashes.*
- 2 *Refer also to Admission Regulation A: General for further grounds on which enrolment may be declined or*

3. A student may enrol for no more than two degrees or diplomas in the same year. When a student enrolls for two degrees or diplomas in the

been credited with courses of this University
which:

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Notes:

- 1 *Pass or credit is signified by Pass (P), Special Pass (S), or the letter grades A+, A, A-, B+, B, B-, C+, C, or C- (restricted credit); no credit by Fail (F) or the letter grades D or E. In the determination of a GPA (grade point average), the relative course weightings, as published in the Calendar and/or on the web, will be taken into account together with the following values assigned to letter grades: A+ (9), A (8), A- (7), B+ (6), B (5), B- (4), C+ (3), C (2), C- (1), D (0), E (-1).*
- 2 *In recommending the award of Honours, faculties will normally apply the following guidelines: First Class Honours, GPA in the range 7.00-9.00; Second Class Honours, GPA in the range 4.00-6.99. The calculation of GPA for the purposes of Honours may involve a selection of course material from the degree programme, and special weightings may apply. College Offices (or in the case of Law, the School Office) will be able to provide more information on how the calculations are made in the case of any specific degree or subject, and they will also be able to provide information on how Second Class Honours is divided into Divisions One and Two, and how Third Class Honours (if it exists) is determined.*
- 3 *All undergraduate grades for first semester courses shall be submitted to the Registrar by the end of the first teaching week of the second semester.*
6. In a course at 100 or 200-level examiners may grant restricted credit which shall be equivalent to a pass for all purposes except as a prerequisite. No candidate may receive restricted credit toward any one degree for courses worth more than 88 points.

Note: A student granted restricted credit may

re-enrol in the

same term.

or a

course

Examinations, Graduation and Scholarships) within three months of the release of results in the course for a copy of his or her script for a final test except in the case of multi-choice scripts where the Head of Department/School has been authorised by the Academic Board to not release scripts. The application must be in writing and must be accompanied by the prescribed fee. Thereafter and until the r demic Borese

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and supporting evidence in confidence to the Head of Department/School concerned. The Head of Department/School may submit the supporting evidence to the Director of the Student Health and Counselling Service for comment. The applicant will be informed within 14 days if the grounds for the application are accepted or not accepted, in the former case by the Head of Department/School, and in the latter case by the Manager (Records, Examinations, Graduation and Scholarships).

5. If the application is accepted, the Head of Department/School may, in the case of assessed work other than tests or examinations, offer a specified extension of time without penalty to complete the work. Where an offer of extension is not appropriate or accepted, and in the case of tests and examinations, the aegrotat for the course will be i ̄oteteggggg

- of the courses for which he or she was enrolled in that year; or
- ii. in the year of study preceding the year of study under review he or she has been credited with courses worth more than half the total points value of the courses for which he or she was enrolled in that preceding year; or
 - iii. he or she has been credited with the equivalent of a full-time course in the two years comprising the year of study under review and the preceding year of study.
- (d) For the purposes of this Regulation, a student is considered to be “enrolled” in a course if he or she was on the course roll after the following dates:
- i. Full year course: 30 September
 - ii. First semester course: 31 May
 - iii. Second semester course: 30 September
- A “year of study” is a year in which the student was enrolled for at least one course as above. A “full-time course” means a full-time course as defined for Student Allowances purposes (see also GCER T).
3. After considering the recommendations, the Faculty or the Academic Committee may make one or more of the following determinations:
 - (a) that the student be permitted to re-enrol subject to such conditions as may be specified;
 - (b) that the student be permitted only restricted enrolment under Regulation 4;
 - (c) that the student be declined enrolment for the future, or for such future period as may be specified, in a particular course or courses, or, in exceptional circumstances, in the University.

The Academic Committee shall report to the Council the names of all students declined enrolment in the University.
 4. A student subject to restricted enrolment shall have the number of points in which he or she may enrol determined by the Dean of their Faculty.

If a student subject to restricted enrolment is credited with courses worth at least 36 points in the year of study following the year in which the restriction was imposed the restriction shall cease to apply. In all other cases, a student’s record shall be reviewed at the end of each semester or year of study during which enrolment is so restricted.
 5. Any student against whom a decision is given by the Academic Board under Regulation 3 may first seek a review of that decision by the body which made the decision. Such a review will consider any extenuating circumstances, such as ill-health, which might have contributed to the student’s lack of success. If the original decision stands, the student may appeal to the Academic Appeals Committee within the time specified by the Academic Committee, which will thereupon reconsider the student’s case.
 6. Any student against whom a decision is given by a determination of the Academic Committee under Regulation 3 may appeal to the Council, provided that if he or she has not exercised the right to make representations to the Academic Committee under Regulation 5, the leave of the Council to appeal must first be obtained. A decision of the Council under this paragraph shall be final.

All appeals to the Council under this Regulation must be lodged in writing with the Registrar within 14 days of the decision complained of, or such longer period as the Council may allow in a particular case.
 7. Any student against whom a decision has been made under clause 3(c) may apply for readmission to the course, the degree, the Faculty or the University after not less than one year or the number of days specified in the particular case. Applicants should provide evidence of their likelihood of success.
 - (a) Applications for readmission to a course shall be made to the Faculty Dean, who will be advised by the course convenor.
 - (b) Applicants for readmission to a degree or Faculty shall be made to the Academic Committee, acting on behalf of the Academic Board.
 - (c) Applications for readmission to the University shall be made to the University Council (via the Registrar).
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1. In the case of tests and other work being taken for credit (excluding formal examinations):
 - (a) An examiner, with the approval of the Head of Department/School, may decline to mark any work which the examiner is satisfied is the result of some dishonest or improper practice, or does not comply with

instructions formally promulgated.

Note: Plagiarism is a form of dishonest practice

- (b) Before determining that such work shall not be marked the Head of Department/School shall give the student an opportunity to make representations.
 - (c) If the Head of Department/School, after hearing the student's representations, is of the opinion that the student may be guilty of some dishonest or improper practice in connection with the test or other work, the Head of Department/School may, instead of determining that the work shall not be marked, refer the matter to the Proctor for investigation and reference to the Discipline Committee if the Proctor thinks fit.
 - (d) Any student against whom a decision is given by the Head of Department/School that work shall not be marked may appeal to the Discipline Committee within 7 days of such decision.
2. In the case of formal examinations:
- (a) If an examiner is satisfied that a student has committed a breach of instructions not amounting to dishonest or improper practice, the examiner may, with the approval of the Head of Department, decline to mark that student's examination script in whole or in part.
Note: Plagiarism is a form of dishonest practice
 - (b) In such a case the examiner shall submit a written report to the Registrar stating the reason for the refusal to mark, and the Registrar shall, when notifying the student of the results, inform him or her of this reason.
 - (c) Any student against whom a decision is given not to mark his or her examination script may appeal to the Discipline Committee within 14 days of the date of release of results.
 - (d) If an examiner, after consultation with the Head of Department/School, is of the opinion that a student may have engaged in dishonest or improper practice in the examination, the examiner shall refer the matter to the Proctor for investigation, and reference to the Discipline Committee if the Proctor thinks fit.
3. Dishonest or improper practice in examinations, tests or other work shall be deemed to be a breach of discipline, and the Discipline

Regulations shall apply to the proceedings accordingly.

If the Discipline Committee, after giving any student such opportunity as it thinks fit to make representations, finds him or her guilty of any dishonest or improper practice in connection with examinations, tests or other work, including the bringing into an examination or test of any unauthorised material, it may impose all or any of the following penalties:

- (a) expulsion from the University;
 - (b) suspension from enrolment in the University or in particular courses for such period as it thinks fit;
 - (c) denial of credit or partial credit in any course or courses;
 - (d) a fine;
 - (e) a reprimand;
 - (f) unpaid community work.
4. Appeals against decisions made under Regulation J are governed by the Discipline Regulations, clause 6.

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In all cases, whether submission was under Regulation 5(a) or 5(b):

(b) The internal examiner will deposit a digital

- ii. A student who is not satisfied with the outcome of the appeal to the Academic Appeals Committee may appeal that decision to the Council Appeals Committee.
- iii. The decision of the Council Appeals Committee is final.

- i. A student who is aggrieved by a decision made by the Assistant Vice-Chancellor (Academic), or other individual to whom institution-wide powers have been delegated (e.g. the Liaison Manager; International Admissions Officer; Director, UC Opportunity) may appeal to the Academic Appeals Committee (acting on behalf of the Academic Board).

