

General Rules

Section 1 - Overview

(1) These General Rules provide those rules that are generic to the general Student population (with some exceptions as detailed at Rule 3) that are not covered by specific course rules or academic rules or policies.

Section 2 - Scope

(2) These Rules apply to:

- a. all University Representatives and Students; and
- b. all courses awarded by the University unless excluded below.

(3) These Rules do not apply to:

- a. the Joint Medical Program (JMP) with the University of Newcastle, to which the JMP rules and policies apply; and
- b. higher degree by research Students and courses except where marked by an *asterisk.

Section 3 - Rule

Access to Theses*

(4) These rules shall apply to all theses, dissertations, exegeses and/or portfolios submitted as part of the requirements for a higher degree by research.

(5) Section 51 (2) of the Copyright Act 1968 (Cth) gives the University Librarian the right to copy theses under the stated conditions. However, the University has the right to restrict access to theses held by the University Library and is prepared to allow the author of a thesis to restrict access to the thesis for certain purposes. The options open to a Student who submits a thesis are set out in the 'Right of Access to Thesis' Form, which the Student is required to complete on submission of the thesis.

(6) A Student who submits a thesis shall complete the Form stating the restrictions, if any, that the Student wishes placed on access to the thesis. A copy of the Form will be held by the University in the institutional repository.

(7) As a condition of submitting a thesis for examination in the absence of a restriction, the Student shall grant to the University a non-exclusive licence to publish the thesis in whole or in part in the institutional repository.

(8) In consultation with the Head of School, and where it is decided that it is in the University's best interests, the Vice-Chancellor may direct the University Librarian to withhold a thesis from unauthorised inspection for a specified period. The specified period shall not be less than the period that may have been requested by the Student under Rule 6.

(9) In cases where a restriction is placed on a thesis, all copies of the thesis held by the University, regardless of format, shall be deposited in the University Library, which shall be responsible for ensuring that the conditions of the restriction are complied with.

Aegrotat Award*

(10) The University may, under certain circumstances, confer an aegrotat award under the following conditions:

- a. the Student has suffered a permanent incapacitating illness or injury that will prevent the completion of their course;
- b. the Student was enrolled in the course at the time of illness or injury;
- c. the Student has not more than one trimester of full-time study or equivalent to complete to satisfy the requirements for graduation; and
- d. a Pro Vice-Chancellor confirms that the Student would successfully have completed all requirements of the course for graduation.

Census Date*

(11) Each unit offering has a designated statutory census date to meet the requirements of the Higher Education Support Act 2003. A Student who is enrolled in a unit on the census date, is deemed to be legally enrolled, and is liable for the tuition fee or the Student contribution or any other fee or charge that is applicable.

(12) Census dates are published in the Principal Dates.

Communication with Students*

(13) The University uses email to officially communicate with Students. The University issues Students with a University email address. Students are responsible for checking their University email address at least once a week.

(14) A Student is required to provide a reliable mailing address for correspondence with the University. Students must ensure that the mailing address held in the University's Student Management System is the correct and current mailing address for them.

(15) A notice emailed by the University to a Student's University email address or to the mailing address last advised by the Student shall be deemed to have been received by the Student.

(16) Students must access their unit learning management system immediately prior to the commencement of the trimester and at least once a week during the trimester.

Compulsory Withdrawal from a Unit or Course

(17) The University may withdraw a Student with failure from a unit or course or may have conditions imposed on their subsequent unit/course enrolment on the grounds of unsatisfactory progress or unprofessional conduct. Unsatisfactory progress or unprofessional conduct includes:

- a. actions or inactions of Students which raise serious doubts as to their status as bona fide Students, such as failure to submit assigned work, failure to attend compulsory lectures, mandatory intensive schools, seminars, tutorials or other compulsory activities; and
- b. breaches or failure to meet professional standards, as detailed in course rules or appropriate for professional accreditation, not covered by the Student Behavioural Misconduct Rules or unsatisfactory progress during the practical experience component of a unit or course including:
 - i. the Student is unable, after due instruction and guidance, to perform satisfactorily without an inappropriate or an impracticable degree of supervision with respect to:
 - skills involving a client's comfort or safety within a host organisation;
 - the performance of technical procedures already taught, demonstrated and practised in a prior clinical or practical situation; and/or

- the range of skills and abilities necessary in professional practice;
- ii. the Student performs in a manner detrimental to the practical experience of other Students;
- iii. the Student breaches legal, ethical or professional codes of the organisation providing the placement or of the industry concerned; and/or
- iv. the Student demonstrates negligence in the performance of an assigned duty.

(18) The Pro Vice-Chancellor (Academic) shall consider appeals against a unit or course withdrawal applied under this Rule. The decision of the Pro Vice-Chancellor (Academic) is final.

Discretionary Powers of Unit Coordinators*

(19) The Unit Coordinator has discretion within that unit to:

- a. permit lecture attendance (but not laboratories) by a person who is not an enrolled Student;
- b. accept assessed work submitted in a previous enrolment in the same unit;
- c. approve non-UNE Students' cross-institutional or exchange enrolment into a unit;
- d. waive temporarily a co-requisite or pre-requisite to permit enrolment in a unit (but not waiver of a unit from a course);
- e. exempt attendance from a repeat mandatory intensive school for a unit as permitted under the Intensive School Guidelines.

(20) Except where an appeal is provided for under University rules or policy, the Unit Coordinator's decision is final.

Discretionary Powers of Course Coordinators*

(21) The Course Coordinator has discretion to:

- a. permit re-enrolment in a unit failed twice previously;
- b. permit variation, in exceptional circumstances, from the prescribed requirements for majors and courses rules where it can be demonstrated that learning outcomes stipulated by the course or major can be achieved, and accreditation and Australian Qualification Framework requirements will be satisfied;
- c. exclude for a period a Student from a course due to unsatisfactory course progress including twice failing a prescribed unit;
- d. impose conditions on continued course enrolment due to unsatisfactory progress or unprofessional or unethical conduct;
- e. permit enrolment in up to six credit points in a trimester in excess of the normal full-time study load;
- f. grant an extension of time of up to one year (or part time equivalent) beyond the normal maximum period of candidature for a Student to complete a course;
- g. decline a request to transfer into the Coordinator's course;
- h. vary any practical experience requirements;
- i. approve Permission to Enrol Elsewhere; and
- j. grant intermission from a course for up to two years.

(22) Except where an appeal is provided for under other University rules or policy, the Course Coordinator's decision is final.

Discretionary Powers of Heads of Schools*

(23) The Head of School has the discretion to:

- a. cancel a School - based course or unit non-mandatory intensive school once published, in accordance with the Intensive Schools Policy;
- b. temporarily add or suspend a unit from future offerings;
- c. grant a Student a retrospective withdrawal (W) in lieu of any grade of fail (successful applications must meet the same criteria as required for special assessment); and
- d. approve compulsory withdrawal from a unit or course due to unsatisfactory progress and/or unprofessional conduct in the unit and/or course requirements in accordance with Rule 17.

(24) Except where an appeal is provided for under other University rule or policy, the Head of School's decision is final.

Discretionary Powers of Pro Vice-Chancellors *

(25) A Pro Vice-Chancellor has the discretion to:

- a. change a course or unit intensive school (e.g. cancellation, change of dates) in accordance with the Intensive Schools Policy;
- b. suspend for up to two calendar years a major from new enrolments; and
- c. suspend for up to two calendar years a course from future admissions.

(26) The Pro Vice-Chancellor's decision is final.

Elite Athletes and Emergency Services Volunteer Students

(27) The University supports Students who are recognised Elite Athletes or who are an Emergency Services Volunteer undertaking continuous full-time call-out service, and provides strategies that ensure that they are not unduly disadvantaged academically or financially as a consequence of participation in their sporting or full-time volunteer commitments.

(28) Some adjustments and modifications to course and/or unit requirements may be approved consistent with any applicable University Rule, Policy or course rules and the Student satisfying all requirements for the course. A Student subject to this Rule may be granted special assessment for the duration of the Student's sporting or voluntary commitment.

(29) If a Student is forced to withdraw from unit/s after the census date of the unit/s to participate in training or competition commitments or in order to undertake full-time call-out voluntary emergency service, they may apply for special consideration to withdraw from the unit/s without academic penalty and remission of their FEE-HELP or HECS-HELP debt and/or, a refund of their student contribution and tuition fees (if paid up-front), in accordance with University policy and legislation.

Enrolment Variations*

(30) Students may vary their unit and course enrolment up to and until the dates advised by the University in the Principal Dates.

(31) The cut off time for transactions is always 23.59 of the day indicated using the current NSW time zone.

(32) Students may withdraw from units subject to the following conditions:

- a. withdrawal before the statutory census date will not incur either financial or academic penalty;
- b. withdrawal from all units before the statutory census date in the first trimester of enrolment in a course will require Students to defer or re-apply for admission to the course which will be under the current course rules;
- c. withdrawal before the final date for withdrawal without failure is without academic penalty and will be recorded

as a withdrawal (W) but will incur a financial liability;

- d. withdrawal after the final date for withdrawal without academic penalty will be with academic penalty (WN) and will incur a financial liability;
- e. withdrawal from a unit is not permitted after the start of the examination period of the trimester concerned; and
- f. withdrawal from a unit does not grant the right of re-enrolment in that unit.

(33) The University is not responsible for any reduction or withdrawal of income support or similar benefits, or visa issues for voluntary withdrawal from a unit or course.

Graduation*

(34) Students who satisfy all the requirements of a course in which they are enrolled are eligible for formal conferral of the award by the University in accordance with the University of New England Act 1993 No 68 (NSW).

(35) A Student is eligible to graduate from the course in which they are enrolled if:

- a. all course requirements have been met;
- b. no financial debt is owed to the University;
- c. there is no outstanding disciplinary case and/or appeal that has not been completed;
- d. there is no current exclusion or expulsion on their record; and
- e. they have returned all University property.

(36) Students who have completed course requirements must graduate and are not permitted to defer graduation and shall not be permitted to enrol in further units in that course.

(37) Students are not deemed graduates until the University has conferred their degree.

(38) The conferral date for testamur and the Australian Higher Education Graduation Statements (AHEGS) shall be the date of the appropriate graduation ceremony except when the conferment is in absentia, when the date shall be the date of conferral by the University.

(39) Subject to course rules, a completed major will appear on the testamur and academic record (transcript).

Completion of Qualifications More Than Once

(40) Where the rules for a course include specialisations, which represent discrete programs of study and are identified on an academic record (transcript) and testamur as such, then a Student shall be permitted to be awarded with the course more than once.

Information and Communication Technologies Access*

(41) The University requires all Students to have access to Information and Communication Technologies (ICT) to:

- a. manage all aspects of their enrolment;
- b. receive and send electronic communications; and
- c. be able to participate in teaching, learning and assessment activities.

(42) The University does not provide ICT facilities excepting those available to Students who are on campus or at a University Regional Study Centre. The University requires all Students to make suitable arrangements prior to enrolment to meet the requirements of Rule 41.

Intermission

(43) Students may apply for intermission (approved leave of absence) of up to two years. It may not be possible to approve intermission for courses which have external accreditation requirements.

(44) Intermission will not be approved retrospectively other than in exceptional circumstances (i.e. where a Student was completely incapacitated for the period when they were not enrolled).

(45) Students who apply for intermission before the census date will not have that trimester counted for the Student's maximum period of candidature. Intermission granted after census date will have that trimester counted.

(46) A Student who resumes study after intermission will remain under their existing course rules. However, where a course has been revised during the period of intermission a Student may be required to transfer to the current course rules. The Course Coordinator may exercise discretion in the application of the course rules that may have changed during intermission. The Course Coordinator's decision is final.

(47) The University is not responsible for any reduction or withdrawal of income support or similar benefits, or visa issues after grant of intermission.

(48) Students retain access to their University email account for the duration of their intermission, but entitlement to some services and facilities only available to enrolled Students will be suspended (e.g. Library).

(49) Students who do not apply for intermission and do not enrol for a period of two years will be withdrawn from their course and will need to re-apply for admission to the University.

Non-Award and Cross-Institutional Students

(50) A Student who is enrolled as a non-award or cross-institutional Student shall be subject to these General Rules and any other University Rule or Policy, where applicable.

Period of Candidature

(51) Periods of full time candidature for courses are based on the normal full-time study load of 24 credit points in a trimester.

(52) Unless specified in course rules, periods of full-time candidature are based on the following:

24 credit point course one trimester

48 credit point course two trimesters

144 credit point course six trimesters

192 credit point course eight trimesters

240 credit point course ten trimesters

The maximum period for satisfying the requirements for completion of a course are as follows:

Bachelor Degrees

144 credit points or 192 credit points	10 years
240 credit points	12 years
end-on honours (48 credit points)	2 years

Undergraduate Diplomas and Associate Degrees

48 credit points	4 years
72 credit points	6 years
96 credit points	6 years

Graduate Certificates

24 credit points	2 years
48 credit points	4 years

Graduate Diplomas

48 credit points	4 years
72 credit points	6 years
96 credit points	6 years

Masters degrees by Coursework or Coursework and Dissertation

48 credit points	4 years
72 credit points	6 years
96 credit points	6 years

(53) Periods of candidature for higher degrees by research courses are detailed in the respective course rules.

(54) Periods of candidature for part-time candidature are based on half the normal study load for a full-time Student in the course such that the period of candidature for part-time Students will normally be at least double that of full-time Students.

(55) Honours and postgraduate coursework Students will be advised of their period of candidature on admission to the course as either a full-time or part-time Student.

(56) Periods of candidature are calculated pro-rata by trimester for Students whose enrolment varies between part and full-time study.

Principal Dates*

(57) The University publishes an official Principal Dates calendar, which is approved by Council on the recommendation of Academic Board and published on the University's web site.

Prizes and Scholarships*

(58) Prizes and scholarships are awarded by the University under the terms of each prize and scholarship. Selection for an award is made by the person, school or committee as required by the terms of the prize or scholarship. The decision of the awarding person, Head of School or committee chair is final.

Re-enrolment in a Unit and Satisfying Completion of Course Requirements

(59) A Student who has twice failed a unit may not enrol again in that unit without permission of the Course Coordinator.

(60) A Student who has passed a unit may not re-enrol in that unit except by permission of the Course Coordinator and acceptance that Commonwealth fee support may not be available.

(61) A unit can only be counted once towards a course (except for repeatable units e.g. reading or special options units).

Relaxation of a Rule*

(62) The Academic Board, on the delegated authority of Council, may relax a Rule by application from the Head of School through the respective Pro Vice-Chancellor. The Academic Board's decision is final.

Rescission of an Award*

(63) The University Council may rescind conferment of an award for reasons which include, but are not limited to:

- a. a graduate wishes to have their award rescinded;
- b. an administrative error has resulted in the conferral of an award for which the Student was not eligible; or
- c. a Student or former Student is in breach of a rule or policy of the University where rescission of an award is a valid penalty for such a breach.

(64) The decision to rescind the conferral of an award is made by Council on the recommendation of the relevant Pro Vice-Chancellor or the Vice-Chancellor. The Council's decision is final.

(65) A rescission under Rule 63(a), if approved, shall not be valid until the original documentation that attests to the conferral of the award for which rescission is sought has been returned to the University, or acceptable proof is provided to the University that the documentation is destroyed or no longer available. Every attempt will be made by the University to retrieve the original documentation for rescission of an award under Rule 63(b-c).

Student Visa Holders*

(66) University Representatives and Student visa holders must consult with UNE International before actioning any of the General Rules that will affect a Student visa holder's enrolment status, including but not limited to: study load, compulsory withdrawal from a unit, intermission and transfer.

Study Load*

(67) The normal maximum study load for a full-time Student is 24 credit points in one trimester.

(68) A Student enrolled in 18 credit points or more in a trimester is deemed to be a full-time Student for that trimester.

(69) A Student who is enrolled in less than 18 credit points in a trimester is deemed to be a part-time Student for that trimester.

(70) A Student granted permission by the Course Coordinator to exceed the normal maximum study load will not be granted any concession or special assessment arising from the excess study load. The Course Coordinator's decision on an application for excess study load is final.

(71) Where a Student is enrolled in more than one course, the Student's total enrolment in a trimester is subject to the joint agreement of the Course Coordinators concerned.

(72) Student visa holders must:

- a. maintain a study load (usually 24 credit points each compulsory trimester of enrolment, unless they have a reduced study load as part of an Early Intervention Strategy, have an agreed non-standard enrolment plan or other conditions as specified by the Course Coordinator) which will enable them to complete their course within the expected duration as specified by the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS); and
- b. be enrolled in at least one on-campus unit in any compulsory trimester and must not complete more than 25% of the total units in their course in fully online units or as an off-campus Student.

Testamurs*

(73) On the recommendation of the Academic Board, the Council may approve the incorporation of a UNE partner's logo, heraldic achievement [coat of arms] and/or name into an official testamur of the University of New England. Approval shall not be granted by the Council unless the partner's governing body or Chief Executive Officer has officially approved in writing the use of its logo, achievement and/or name and that this approval is provided to the Council at the time of the application to it for its incorporation. The award represented by the testamur remains an award of the University of New England.

Transition to New Courses*

(74) Where the University discontinues or changes the rules of a course, provision will be made to either allow transfer of affected Students to another course without unreasonable disadvantage to the Students concerned or where possible enable the Student to continue under the previous rules for a designated period to allow completion.

(75) Where a Student is allowed to continue under the existing course rules, Course Coordinators will be permitted to exercise discretion in the application of majors and course rules (in accordance with Rule 21(b) to avoid undue disadvantage to the Student concerned.

Records Management*

(76) Electronic records relating to any action or decision made under these rules must be recorded in accordance with the University Records Management Rule.

Authority and Compliance*

(77) The Vice-Chancellor, pursuant to Section 29 of the University of New England Act, makes this University Rule.

(78) University Representatives and Students must observe it in relation to University matters.

(79) The Rule Administrator is authorised to make procedures and guidelines for the operation of this University Rule. The procedures and guidelines must be compatible with the provisions of this Rule.

(80) This Rule operates as and from the Effective Date.

(81) Previous General Rules and related documents are replaced and have no further operation from the Effective Date of this new Rule.

(82) Notwithstanding the other provisions of this University Rule, the Vice-Chancellor may approve an exception to this Rule where the Vice-Chancellor determines the application of the Rule would otherwise lead to an unfair, unreasonable or absurd outcome. Approvals by the Vice-Chancellor under this clause must be documented in writing and must state the reason for the exception.

Section 4 - Definitions

(83) Aegrotat award is an award of a University course awarded without classification (such as 'with Credit' or 'with First Class Honours') as a result of a Student being unable to complete their course by reason of a permanent, incapacitating illness or injury.

(84) Conferral is the act of officially bestowing an award, where a graduands academic achievement is recognised. Students are not considered to have graduated from a course until the University has officially conferred the award at a graduation ceremony, either in person, or in absentia.

(85) Effective Date is the date on which this Rule will take effect.

(86) Elite Athlete is a Student who is identified and recognised by one of the following organisations as an Elite Athlete representing Australia, or a State or Territory of Australia:

- a. Australian Institute of Sport
- b. State Institutes or Academies of Sport
- c. Australian Cricketers' Association
- d. Rugby Union Players' Association
- e. AFL Players Association
- f. Rugby Union Players' Association
- g. Rugby League Professionals' Association
- h. Australian Professional Footballers' Association
- i. alternatively, they must be a national squad member from Australian Sports Commission funded sports

(87) Emergency Service Volunteer means any Student who is registered as a member of any formally endorsed state, territory or federal emergency services or humanitarian organisation or other competent authority under a State Disaster Plan.

(88) Graduand means a Student who has completed their award and been deemed eligible to graduate.

(89) Graduate means a Graduand who has had their award conferred on them by the University.

(90) Rule Administrator means the Vice-Chancellor or Delegate.

(91) Student means an Admitted Student or an Enrolled Student, at the relevant time.

- a. Admitted Student means a Student who has been admitted to a UNE course of study and who is entitled to enrol in a unit of study or has completed all of the units in the UNE course of study.
- b. Enrolled Student means a Student who is enrolled in a unit of study at UNE.

(92) University Representative means a University employee (casual, fixed term and permanent), contractor, agent, appointee, UNE Council member, adjunct, visiting academic and any other person engaged by the University to undertake some activity for or on behalf of the University. It includes corporations and other bodies falling into one or more of these categories

(93) UNE Act means the University of New England Act 1993 No 68 (NSW).

Status and Details

Status	Historic
Effective Date	4th April 2016
Review Date	4th December 2018
Approval Authority	Vice-Chancellor and Chief Executive Officer
Approval Date	11th March 2016
Expiry Date	7th March 2017
Unit Head	Richard Dobek Executive Principal Student Experience
Enquiries Contact	Office of the Deputy Vice-Chancellor +61 2 6773 5050