

Enrolments and Graduation - Procedures

1. Purpose of procedures

1.1 These procedures provide the framework and minimal requirements for determining enrolment in coursework programs at the University.

2. Scope and application

2.1 These procedures apply to students enrolled in, or proposing to enrol in, coursework programs of the University, as well as all staff and decision-making bodies involved in the promotion and delivery of coursework programs

2.2 These procedures should be read in conjunction with the Admissions, Enrolments and Graduation – Academic Policy.

2.3 These procedures do not apply to higher degree by research (HDR) programs, except in relation to the determination of posthumous and aegrotat awards.

3. Definitions

Please refer to the University's Glossary of Terms for policies and procedures.

4. Academic calendar

4.1 The University publishes an official Academic Calendar which is approved by the Deputy Vice-Chancellor (Academic) on the advice of the Academic Registrar and Director, Student Services and published on the University's web site.

4.2 The Academic Calendar specifies the dates of teaching periods, as well as examination periods, vacation periods, public holidays and critical administrative dates, including census dates, dates for application for admission, enrolment and withdrawal.

4.3 Draft Academic Calendars for the following three (3) years will be prepared for Deputy Vice-Chancellor (Academic) approval no later than 30 June of the preceding year. The Academic Calendar for the following year will be marked "Approved" and the following two (2) calendars will be marked as "Provisionally Approved". All Academic calendars can be altered post publication, subject to approval from the Deputy Vice-Chancellor (Academic).

4.4. Determining critical dates for adding courses and withdrawing from courses

Cut off time for transactions is always 11.59pm of the day indicated.

APPROVAL AUTHORITY

Deputy Vice-Chancellor (Academic)

RESPONSIBLE EXECUTIVE MEMBER

Deputy Vice-Chancellor (Academic)

DESIGNATED OFFICER

Academic Registrar and Director, Student Services

FIRST APPROVED

3 September 2009

LAST AMENDED

16 June 2022

REVIEW DATE

27 April 2026

STATUS

Active

TEACHING PERIOD	LAST DAY TO ADD COURSES	CENSUS DATE	LAST DAY TO WITHDRAW FROM COURSES WITHOUT ACADEMIC PENALTY
Semester 1 Semester 2	Friday, second week of teaching session	Earliest possible compliant date as determined by the relevant Commonwealth legislation	Friday, ninth week of teaching session
Trimesters	Friday, second week of teaching session	Earliest possible compliant date as determined by the relevant Commonwealth legislation	Friday, ninth week of teaching session
8 weeks duration	Friday, first week of teaching session	Earliest possible compliant date as determined by the relevant Commonwealth legislation	Friday, fifth week of teaching session

5. Communication between the student and the University – mailing address, email communication

5.1 A student is required to provide reliable contact details for correspondence with the University, specifying their USC Student ID, and may check and update their mailing address using USC Central.

5.2 The University uses email to communicate officially to students. The University issues students with a University email address. Students are responsible for checking their University email address regularly. A notice emailed by the University to a student's University email address shall be deemed to have been received by the student.

5.3 A student is also required to provide a reliable mailing address for correspondence with the University. Students are responsible for ensuring that the mailing address held in the University's Student System is the correct and current mailing address for them.

6. Enrolment in courses

6.1 Students are required to enrol by the due date as specified in the University Academic Calendar as the due date for enrolment for the teaching period.

6.1.1 Students who enrol after the due date may be charged a late enrolment fee.

6.1.2 The University reserves the right to refuse an enrolment request after the due date.

6.2 A student must enrol in each course they intend to undertake in the teaching period. The set of courses in which the student is enrolled must conform to the requirements of the program to which the student has been admitted.

6.3 A student is not permitted to attend classes, access teaching materials or engage in the teaching activities of the course unless enrolled in that course.

6.4 It is the student's responsibility to ensure that they are correctly enrolled in terms of their program. It is the student's responsibility to check that they are enrolled in each course that they are undertaking.

6.5 Where a course is offered at more than one location or by more than one mode of study (for example, external mode), the student must ensure that they are enrolled correctly. Students are able to check the courses in which they are enrolled, and also add and drop courses and select the appropriate course offering by means of USC Central.

6.6 A student's attempt to add a course shall be rejected where:

- (a) the last date for adding courses for that teaching period has passed;
- (b) the course is not a valid course in terms of the program structure;
- (c) the student does not satisfy the requisite conditions for the course (see section 11); or
- (d) the student is attempting to enrol in courses totaling more than 48 units in the study period.

6.7 When the student's attempt to add a course is rejected, permission to add the course may be granted in exceptional circumstances by the Academic Registrar and Director, Student Services in consultation with the Program Coordinator.

6.8 Approval for enrolment overload may be granted by the Academic Registrar and Director, Student Services (or nominee) for a student to undertake courses totalling more than 48 units in a Study Period in the following circumstances:

- (a) the student may undertake a maximum of 24 units as enrolment overload per academic year;
- (b) the student must have successfully completed at least 48 units at USC; and
- (c) the student must have a cumulative grade point average of 4.0 or above; and
- (d) the student must not be on any stage of Monitoring Academic Progress (MAP) (refer Monitoring Academic Progress – Procedures).

6.9 A Course Coordinator may approve enrolment in a course when the requirements of (c) above would prevent such enrolment.

7. Selection of Study Components

7.1 In programs that require the completion of a study component as part of their structural requirements, students will be required on their initial enrolment to nominate their Major or Extended Major (depending on the program's requirements) of choice. In programs that also require the selection of a second study component or the selection of a minor as part of their requirements, students will be required to identify this study component on or before completion of 96 units of study.

7.2 In programs, that as part of their structural requirements allow for the completion of a combination of study components selected by the student, for example two majors, or one major and two minors, or an extended major and a minor, students will be required on their initial enrolment to nominate which combination of study components they will be undertaking.

7.3 Once selected, a student can change their nominated study component, but will need to consider the amount of overlap between the two study components, the availability of electives. and the impact this change may have on their program requirements.

8. Variation to program requirements

8.1 On the recommendation of the Program Coordinator, the Head of School may approve a variation to the standard requirements for the program for an individual student. A variation to program requirements may only be approved:

- (a) in response to exceptional circumstances;
- (b) if it maintains the academic integrity of the program;
- (c) if it is clear that the graduate outcomes of the program are not compromised;
- (d) if the alternative courses are equivalent in terms of unit weighting, level and learning objectives;
- (e) after ensuring that any professional accreditation requirements continue to be met; or
- (f) provided that all students are treated consistently and equitably.

8.2 Conditions under which a variation to program requirements may be approved are:

- (a) to assist a student to complete their program where a course or courses required to complete the degree requirements are no longer offered or are not offered in the study period such that the student can complete their program in a timely manner;
- (b) where the program has undergone approved changes and the student requires a transition arrangement to move between the former program structure and the revised program structure;
- (c) where the student has been materially disadvantaged by university decisions on the offering of courses or approved changes to a program structure; or
- (d) where the student requests permission to take a course or courses for their own career aspirations or interest where such a change does not detract from the graduate outcomes associated with the standard program requirements.

8.3 The extent of the program variation that the Head of School may approve is limited to 12.5 per cent of the total program content (for example, one 12 unit course in eight 12 unit courses) except for programs of 48 unit length where the extent of program variation may be 12 units. A program variation supported by the Head of School that is above these limits requires the approval of the Deputy Vice-Chancellor (Academic).

9. Adjustment to a student's enrolment

9.1 On the advice of the relevant Program Coordinator, the Academic Registrar and Director, Student Services may require a student to alter the courses in which they are enrolled, or may change the courses in which the student is enrolled, in the following circumstances:

- (a) the student has not complied with program requirements; or
- (b) the student has not complied with any conditions of enrolment imposed under the Monitoring Academic Progress – Academic Policy; or
- (c) the student has not complied with a provision of these procedures.

10. Interruption to Enrolment for Required Medical Leave

10.1 Subject to the provisions of the *Anti-Discrimination Act 1991* (Qld), where the Pro-Vice Chancellor (Students) and the Head of School are of the opinion that the state of health of any student gives cause for concern, the Pro Vice-Chancellor (Students) may refer the matter to the Deputy Vice-Chancellor (Academic) who will take such action as is considered necessary to safeguard the welfare and safety of the student, the University, its staff or students, or any other associated parties.

11. Attendance type (full-time/part-time)

11.1 A student's attendance type is determined by the total units in which the student is enrolled each study period.

11.2 A full-time student normally enrolls in 48 units in the study period. To be full-time, the student must be enrolled in at least 36 units (normally three 12 unit courses) in the study period.

11.3 To be part-time, the student must be enrolled in fewer than 36 units in the study period.

12. Course location and enrolments

12.1 A student is admitted to a program offered at a particular location and would normally enrol in courses conducted at that location. A student may be permitted to enrol in a course at a different location provided places are available, subject to approval from Associate Director, Student Business Services.

13. Requisites - prerequisites, corequisites and anti-requisites

13.1 Students are responsible for planning their enrolment such that they satisfy all prerequisite, corequisite and anti-requisite conditions as they proceed through their program.

13.2 A course enrolment may be rejected if requisite conditions are not met.

13.3 In exceptional circumstances, the Course Coordinator may waive a prerequisite or corequisite condition on application from a student.

14. Adding and changing courses

14.1 A student may add a course to the set of courses in which they are enrolled up to the last date for adding courses. The last date for adding courses is as set out in the Academic Calendar.

14.2 Changing from one course to another involves dropping a course and adding the replacement course and is subject to the same deadline.

14.3 A student may be given permission by the Course Coordinator to enrol in a course after the last date for adding courses, providing that not more than one week has elapsed from the last date for adding courses and the course coordinator considers that the student has not been disadvantaged by the late enrolment.

14.4 Approval may be given by the Academic Registrar and Director, Student Services or nominee for a student to enrol in a course after the last date for adding courses up to the census date. Approval is only given in exceptional circumstances where the failure to be enrolled in the course was due to circumstances beyond the student's control, where the student has been attending the course on the understanding that they were enrolled and where confirmation has been provided by the Course Coordinator.

14.5 Enrolling in a course after the census date is not permitted.

15. Repeating courses successfully completed

15.1 The University permits the repeating of a course that a student has already passed in the following circumstances:

(a) where it is identified that a different research topic or work integrated learning experience will be undertaken, for example – Science Research Projects (SRP); or

(b) when the course is to be included in the calculation for entry to an Honours degree.

15.2 Research topics or work integrated learning experiences - in these cases, the topic undertaken or placement location is recorded on the student's transcript against each enrolment in the course.

15.3 Entry to an Honours Degree - the student is required to demonstrate that their first attempt had been adversely affected by personal, financial or health reasons. The request is made to the student's current Program Coordinator, who will consult with the Academic Registrar and Director, Student Services (or nominee).

15.4 A course repeated for the purposes of improving their result in support of their application for Honours purposes is above degree requirements and must be undertaken on a full-fee paying basis.

15.5 In determining Honours admission, disciplines will ensure that a student who has attempted a course for the first time will have precedence over a repeating student where both students have achieved the same result for the course.

15.6 Where a student repeats a course, the grade for the repeated course will not appear in the students Cumulative or Program Grade Point Average. However, upon request from the student, a Special Grade Point Average can be calculated for the student as per the Grades and Grade Point Average (GPA) – Academic Policy.

16. Applications and approval for cross-institutional study

16.1 Cross-institutional study is available under certain conditions to current students of the University who wish to undertake one or more courses of study at another domestic institution towards their University degree.

16.2 Cross-institutional study is normally permitted only in extenuating circumstances. It is not intended that cross institutional study be undertaken routinely or where alternative study options at USC are available. Exceptions may occur where USC has entered into agreements with other universities or university network in relation to cross-institutional study.

16.3 Students seeking to undertake cross institutional study must apply by lodging an application at Student Central at least two weeks prior to the application closing date of the other institution (the host institution). The application must be accompanied by the cross-institutional admission form from the host institution and full details of the courses for which approval is sought. Applications require the approval of the Program Coordinator.

16.4 Approval for cross-institutional study may only be given in the following circumstances: _____

(a) where the student has failed a course, which is a prerequisite and is unable to progress at a satisfactory rate in the next teaching period, and there is no suitable course offered within the University to enable the student to repeat the failed course in the next teaching period;

(b) where a student requires 24 units or fewer in order to complete the program requirements, and where one or more courses which would enable the student to satisfy the program requirements is not offered in the next teaching period;

(c) the selected course(s) is in a discipline not offered by the University and will be credited against elective components within the program; or

(d) there are immediate educational or personal reasons, such as relocation, carer responsibilities, medical or employment commitments that prohibit a student from undertaking studies at USC. Such an application would need to be supported by evidence, such as correspondence from an employer or health practitioner, statement of support from Student Wellbeing and/or a Statutory Declaration.

16.5 There is also provision for approval of cross-institutional studies if the selected course(s) are part of:

(a) an approved student exchange scheme; or

(b) a formal cross-institutional agreement between the University and another higher education providers; for example, the Regional Universities Network (RUN).

16.6 Course selected at the other institution must be of equivalent level and unit value to the USC course being substituted.

16.7 Where a student receives approval to undertake cross-institutional study, the student is responsible for applying to the other institution for admission and for providing to the institution the evidence of the University's approval for the cross-institutional study. The other institution is not obligated to admit the student. The host institution will advise the cross-institutional student of the requirements for fees and charges where applicable.

16.8 On completion of each course undertaken by cross-institutional study, the student is responsible for providing an official transcript of results to Student Services and Engagement. On receipt of the official transcript of results, the student's academic record will be updated to grant the student credit for the cross-institutional study.

16.9 The maximum amount of cross-institutional study which may be undertaken for credit towards a University degree is prescribed by the maximum amount of credit transfer specified in the Credit Transfer – Academic Policy and related procedures.

17. Changing program

17.1 A student is entitled to undertake only the program for which he/she received an offer of admission. A student who is currently enrolled in a program of the University may apply to change to another program, under certain conditions, as specified in the Admissions – Procedures.

17.2 A student must have completed, or be due to complete, at least one teaching session of study in a USC award program, to be eligible to apply for a change of program. The admission criteria in place for new students will also apply for all students wanting to change program.

17.3 International student visa holders who are considering a program change that impacts on their overall duration of study are advised to discuss their intentions with the Department of Home Affairs to identify potential impacts on their Student visa.

18. Transferring study site/location

18.1 A student who is currently enrolled in a program at a specified study site/location can, on the completion of one teaching session, seek to transfer to another study site/location, including to a third party managed campus. To be eligible the applicant must have an admission level calculated via the relevant Admission Schedule that is at least equivalent to the Minimum Selection Threshold for the program at that study site/location in the current admission period.

18.2 Applications to change study site/location require the approval of the Academic Registrar and Director, Student Services, or (nominee) following confirmation that there are places available.

19. Census date and effective enrolment date

19.1 Each course has a designated census date and a student who is enrolled in a course on the census date is deemed to be effectively enrolled and is liable for the tuition fee or the student contribution or any other fee or charge which is applicable to the student under the Student Fees and Charges – Governing Policy.

19.2 Census dates are published in the Academic Calendar.

20. Withdrawal from courses

20.1 A student may withdraw from a course at any time. The effect of such withdrawal on the student's academic record depends on the time within the teaching period that the withdrawal is effected:

- (a) up to the census date: the record of the student's enrolment in the course is dropped from their academic record.
- (b) after the census date and up to the final date for withdrawal without academic penalty as specified in the Academic Calendar, the course is included on the student's academic record and annotated as *Withdraw without Penalty (WN)*; and
- (c) after the final date for withdrawal without academic penalty and up to the last day of teaching as published in the Academic Calendar: the course is included on the student's academic record with a grade of *Withdrawn - Fail (WF)*.

20.2 A student may not withdraw from a course after the last day of the teaching for that course, except upon application and satisfaction of an application for withdrawal due to special circumstances.

20.3 Students who withdraw from a course, where they have failed elements of the course due to academic misconduct or for professional conduct in accordance with the provisions of this or other policies of the University, may have the withdrawal amended to a fail on their student Academic Record.

21. Special circumstances accompanying withdrawal from a course

21.1 When a student withdraws from a course due to special circumstances, the student may be approved the following concessions depending on the date of withdrawal:

- (a) when the withdrawal is after the census date for Domestic students or the Fee due date for International students, the student may be approved a refund of the student contribution or tuition fee, where applicable; and/or
- (b) when the withdrawal is after the final date for withdrawal without academic penalty, the student may be approved withdrawal without academic penalty, that is, no fail grade; and/or
- (c) when the withdrawal is after the census date for Domestic students, the course may be exempted from the minimum pass rate requirements calculation for continued access to Commonwealth support as specified in Section 36-13 and section 104-25(1) of the *Higher Education Support Act 2003 (Cth)*, where applicable.

21.2 Consistent with the requirements of the *Higher Education Support Act 2003 (Cth)* and the *Education Services for Overseas Students (ESOS) Act 2000 (Cth)*, the special circumstances under which concessions to a student may be approved are defined as circumstances that:

- (a) are beyond the student's control; and
- (b) do not make their full impact on the student until on or after the census date for the course; and
- (c) make it impracticable for the student to complete the requirements for the course during the period in which the student undertook or was to undertake the course.

21.3 Special circumstances may include (but are not limited to):

- (a) Medical circumstances.
- (b) Family/personal circumstances – such as death or severe medical problems within a family.
- (c) Employment related circumstances.
- (d) Course-related circumstances.

21.4 If at the time the student's special circumstances emerged, it was already not practicable for the student to meet the requirements to pass the relevant course, the special circumstances are not considered to have made it impracticable for the student to complete or pass the course. For example, if a student failed a hurdle (must-pass) assessment item before the special circumstances arose, and subsequently was unable to sit an examination due to special circumstances, the special circumstances criteria are not met.

22. Process for withdrawal from a course due to special circumstances

22.1. A student requesting *Withdrawal from Course Due to Special Circumstances* must satisfy the following application threshold criteria before their request will be considered:

- (a) The student was enrolled in the course after the census date.
- (b) The student has not passed the course.

(c) The request is submitted within one year of the date the course was dropped or, if the course was not dropped, then within one year of the last day of the teaching period for the course.

22.2. Requests for *Withdrawal from Course Due to Special Circumstances* must be accompanied by appropriate supporting documentation and be lodged with Student Services and Engagement.

22.3 Requests for *Withdrawal from Course Due to Special Circumstances* are decided by the Associate Director, Student Business Services who applies the criteria set out for a withdrawal due to special circumstances.

22.3. Students will usually be notified of the outcome within four weeks of lodging the request, provided appropriate documentary evidence accompanies the request. Where the request is refused, the student will be given the reason.

22.4. The Associate Director, Student Business Services may consider requests for withdrawal due to special circumstances which are lodged after the maximum due date specified above, where the student presents a reasonable case demonstrating that it was not possible for them to submit their application within the required timeframe due to circumstances beyond their control. Lack of awareness of the provisions of this policy does not constitute a reasonable case.

22.5. A student whose request for *Withdrawal from Course Due to Special Circumstances* is refused may request a review of the decision. The review request must be submitted in accordance with the Student Grievances Resolution – Governing Policy and associated procedures. The availability of a complaints and appeals processes does not remove an international student's right to take action under Australia's consumer protection laws.

22.6. The Academic Registrar and Director, Student Services is the designated review officer for the purpose of reviewing decisions made relating to the *Higher Education Support Act 2003* (Cth).

22.7. At the discretion of the Academic Registrar and Director, Student Services, where a student makes a second request for withdrawal due to special circumstances on medical grounds, the student may be prevented from subsequent enrolment, unless the student is able to present a medical certificate supporting their fitness for study.

23. Discontinuation, withdrawal from program

23.1 A student may discontinue their enrolment in their program at any time. In withdrawing from their program, the student is automatically withdrawn from all courses and is regarded as having discontinued and is no longer enrolled at the University. The provisions of the section relating to Withdrawal of Courses will still apply to the courses in which the student was enrolled.

23.2 A student who has discontinued their enrolment may still be excluded under the provisions of the Monitoring Academic Progress – Academic Policy.

24. Leave of Absence

24.1 A student, who has had an enrolment in at least one study period per half calendar year and who wishes to take a break from study, must apply to take a Leave of Absence. Leave of Absence can be approved by the Associate Director, Student Business Services (or delegate), for up to two successive Study Periods (that is 12 months duration), in special circumstances students may apply for an additional period of leave of absence of up to two Study Periods (that is for a maximum of 2 years absence). During a break from study students still remain active in their program.

24.2 International Student visa holders wishing to take any break from their studies will be required to apply for a Suspension of Studies (i.e. a Leave of Absence). A Suspension of Studies can only be approved on the grounds of:

- (a) compassionate or compelling circumstances; or
- (b) misbehaviour by the students.

24.3 Compassionate or compelling circumstances are generally those beyond the control of the student and which have an impact upon the student's academic progress or wellbeing.

25. Absence Without Leave

25.1 A student who is not enrolled for a Study Period (that is, for half a calendar year) and who has not been approved for Leave of Absence will be advised in writing of their 'Absence Without Leave' status. A student who does not then enrol or have approved leave of absence in the following Study Period (that is, another half calendar year making it one complete calendar year of non-enrolment) will have their program enrolment discontinued.

25.2 An international student visa holder who is not enrolled in a compulsory study period, who has not been approved for a suspension of studies, will be notified prior to the end of week two of the relevant semester of their absence without leave status. If the student is not subsequently enrolled by the end of week two of the relevant semester, it will be taken that the student has chosen to withdraw from the University by abandoning their enrolment and the student's program enrolment will be discontinued. The Department of Home Affairs will also be informed of the change via a cancellation of the student's Confirmation of Enrolment.

26. Holding a Valid Visa

26.1 International students must hold a valid visa that provides appropriate study rights for the duration of their intended enrolment at USC. Student visa holders must hold a valid Confirmation of Enrolment (CoE) from USC (unless they are cross institutional students with a valid CoE from another provider).

26.2 Students who cannot demonstrate that they hold a valid visa that provides the relevant study rights and, in the case of student visa holders, a valid CoE, will have their enrolment cancelled. Students will be notified in writing of the cancellation and will have twenty business days in which to seek a review of this decision under the Student Grievance Resolution – Governing Policy and associated procedures.

27. Readmission

27.1 A student who has discontinued enrolment in a program must reapply for admission to the University in accordance with the Admissions – Procedures. They may be automatically readmitted to the same program except in the following cases:

- (a) the student has been excluded, suspended or expelled from the program;
- (b) the student is not able to complete the program within the maximum period for completing the program (refer Section 29); or
- (c) the program is no longer offered or is being phased out such that the courses the student needs to take to complete the program requirements are no longer available.

27.2 A student readmitted to a program may, at the discretion of the Program Coordinator, be required to repeat courses which have been completed prior to the interruption of the program, and/or to undertake additional work in order to demonstrate current competencies or to comply with current program requirements.

27.3 A student seeking readmission following exclusion should refer to section 8. of the University's Monitoring Academic Progress and Exclusion – Procedures.

27.4 A student seeking readmission following suspension or expulsion from the University should refer to section 23 of the University's Admissions – Procedures.

28. Studies undertaken beyond the requirement to graduate

28.1 A student will not normally be permitted to undertake units in addition to the required number of units for their program of study except in the following circumstance:

28.2 Where a student has successfully completed the required number of units but has not meet the program's structural requirements to graduate, the University will permit the student to undertake a maximum of 24 units of additional studies. The University will require any additional studies to meet program requirements to be undertaken on a full-fee paying basis.

28.3 In exceptional circumstances, a student can make a case to the Academic Registrar and Director, Student Services for any required additional studies to be Commonwealth Grant Scheme (CGS) funded rather than full-fee.

28.4 A student undertaking additional studies is required to meet the timelines imposed for completion of their program as set out under Maximum time for completion of program.

29. Maximum time for completion of program

29.1 The maximum period for satisfying the requirements for completion of a program:

PROGRAM LEVEL	FULL TIME EQUIVALENT STUDY	MAXIMUM TIME (FOR STUDENTS WHO COMMENCED BEFORE 1 JANUARY 2019)	MAXIMUM TIME (FOR STUDENTS WHO COMMENCED AFTER 1 JANUARY 2019)
Coursework Masters, comprising two years full-time study or equivalent	2 years	6 years	6 years
Coursework Masters, comprising one and a half years of full-time study or equivalent	1.5 years	5 years	5 years
Coursework Masters, comprising one year of full-time study or equivalent	1 year	4 years	4 years
Graduate Diploma	1 years	4 years	4 years

Graduate Certificate	.5 years	2 years	3 years
Bachelor degree	3 years	10 years	8 years
Bachelor degree	4 years	10 years	10 years
Bachelor Honours degree (Embedded Four Year)	4 years	10 years	10 years
Bachelor Honours degree (Embedded Differentiated Pathway)	4 years	(including 3 years for the Differentiated Pathway)	(including 3 years for the Differentiated Pathway)
Bachelor Honours degree (End-on)	1 year	3 years	3 years
Associate degree	2 years	7 years	6 years
Diploma	1 year	4 years	4 years

29.2 Measurement of time limits

29.2.1 Time limits are measured in calendar years from the first day of the first teaching period in which the student was enrolled in the program. The maximum time limit for completion is not extended by any periods of approved leave of absence, absence without leave, exclusion, suspension, expulsion or any other periods of interruption.

29.3 Students re-admitted to a program after non-approved periods of leave will also have this time included in the calculation of time limits.

29.4 Credit transfer reduces the maximum time limit for completion by the equivalent proportion of the degree credited. For example, a student admitted to a three years degree with 96 units (one year) of credit, the maximum time to complete the program is reduced to seven years.

30. Extension of maximum time for completion

30.1 On application from the student, the Program Coordinator may grant an extension of up to one year (12 months) to the maximum period for completion of a program where the Program Coordinator is satisfied that exceptional circumstances affected the student's progress in the program and that the student has a reasonable expectation of completing the program.

30.2 In order to ensure that the student's knowledge and skills are up to date and comparable to other graduates, the Program Coordinator may revoke credit for courses and require the student to repeat courses or substitute courses.

30.3 When approving an extension, the Program Coordinator must specify the study program the student is required to complete and the period of extension.

31. Conferral of Awards

31.1 Awards are conferred by Academic Board under delegated authority from Council.

31.2 The Academic Registrar and Director, Student Services (or delegate) recommends to the Chairperson of Academic Board those students who have completed the requirements of their program and who are eligible to have their award conferred.

31.3 The Chairperson of the Academic Board will provide a report to Council, annually, on all awards conferred.

31.4 The date of conferral is normally the date of the next graduation ceremony unless a graduand can provide documentary evidence that early conferral is required. The date of early conferral will be the date of confirmation by the Academic Board.

31.5 In those circumstances where the conferral of an award is required for a student to be admitted to a professional body, the University will provide the professional body with a list of those students eligible for conferral as soon as possible after their eligibility to graduate has been confirmed by the Head of School.

31.6 Students who have outstanding fees or payments due to the University may not have their award conferred until such time as the outstanding debts are discharged.

32. Posthumous and aegrotat awards

32.1 On the recommendation of the Head of School, or the Dean, Graduate Research, the University may, under certain circumstances, confer a posthumous or aegrotat award.

32.2 A posthumous or aegrotat award may be awarded under the following conditions:

- (a) the student has died or suffered an incapacitating illness or injury that will prevent further study; and
- (b) the student was enrolled in the program at the time of illness, injury or death; and
- (c) the student has not more than one year of full-time study or equivalent to complete to satisfy the requirements for graduation; and
- (d) the Head of School is of the opinion that the student was likely to have successfully completed the requirements for graduation.

32.3 Where the student was undertaking a higher degree by research at the time of illness, injury or death, the Dean Graduate Research may recommend the award of a posthumous or aegrotat degree where the student had completed sufficient research work to warrant the award. The process in reaching such a recommendation involves two stages. Firstly, the evidence is reviewed by an assessor who is not the supervisor or associate supervisor. Where the assessor is of the view that there is sufficient tangible evidence to support an examination process, the case is progressed to the second stage, which involves the Principal Supervisor presenting the student's work for assessment by a normal examination process, together with supplementary supporting information where appropriate.

32.4 The name of a student awarded a posthumous award will appear in the graduation booklet unless requested otherwise by the next of kin.

33. Testamurs

33.1 A testamur is a legal document issued under the seal of the University. It is issued in original form once only for each specific award to the student.

33.2 Students who are eligible to graduate will receive their testamurs at the next graduation ceremony. However, in some circumstances a graduand, or group of graduands, may apply to receive their testamurs prior to the graduation ceremony.

33.3 A testamur will only be made available prior to the graduation ceremony at which it would normally be presented, where the graduand provides documentary evidence that the testamur is required for employment, work visa, admission to further study, or other reasons deemed appropriate by the Academic Registrar and Director, Student Services, and where documentation that the graduand has completed all program requirements is not sufficient for such purposes.

33.5 A replacement testamur will be issued on application by a graduate for a fee determined by the Academic Registrar and Director, Student Services.

34. Graduation ceremonies

34.1 Students will normally have their testamur presented at the first scheduled graduation ceremony following the completion of their award.

34.2 Graduands who do not attend the graduation ceremony will be sent their testamurs within ten days of the ceremony.

34.3 In exceptional circumstances a student may apply to the Academic Registrar and Director, Student Services to defer the presentation of their testamur to the next scheduled ceremony. The next scheduled ceremony will then become the conferral date of that student's award. Deferral cannot be requested beyond the next scheduled graduation ceremony.

35. Intermediate Awards

35.1 Where a student in a Bachelor or Master's level program has met the course requirements for a lower AQF level award, they may be eligible for an Intermediate Award qualification.

35.2 A student who wishes to obtain an Intermediate Award must apply for same via the application process prescribed by Student Services and Engagement and available on the University website.

35.4 The Academic Registrar and Director, Student Services (or nominee) will undertake an assessment to ensure that:

- (a) the student has met the criteria for the Intermediate Award qualification, including the amount and nature of the studies completed; and
- (b) the student has had an active enrolment at the University in the preceding 12 months.

35.5 Should the student be deemed eligible for an Intermediate Award Student Service and Engagement will notify them of the University's intent to award the qualification and will complete the process for the awarding of the qualification.

35.6 The student will be advised that the Intermediate Award will be superseded once they complete the higher-level award in which they are enrolled.

35.7 A student has the option to reject the offer of the qualification if it is done in writing within ten (10) business days of receipt of the notification.

36. Exit qualifications

36.1 Where a student is unable to meet the completion requirements for the program in which they are, or have been, enrolled, they may be eligible for an exit qualification.

36.2 An exit qualification is normally of a lesser total unit value or AQF level than the qualification in which the student was originally enrolled.

36.3 Application for an exit qualification

An application to exit with a University qualification can be initiated in one of two ways:

(a) the student applies to change their program and graduate; or

(b) the University recommends that the student can be conferred with a qualification, and notifies the student of the availability of this option. The University can make such a recommendation on a number of grounds including:

(i) students whose enrolment will be discontinued due to continued absence without leave status will offered an exit qualification where eligible; or

(ii) where a student appears unlikely to be able to satisfactorily progress to complete the requirements of their current program of enrolment.

36.4 The Academic Registrar and Director, Student Services (or nominee) will undertake an assessment to ensure that:

(a) the student has met the criteria for the new qualification, including the amount and nature of the studies completed; and

(b) the student has had an active enrolment at the University in the preceding 12 months.

36.5 Should the student be deemed eligible for an award Student Service and Engagement will notify them of the University's intent to award the qualification and will complete the process for the awarding of the exit qualification.

36.6 A student has the option to reject the offer of the qualification if it is done in writing within ten (10) business days of receipt of the notification.

37. Rescission of awards

37.1 In exceptional circumstances the University may rescind an award that has been conferred.

37.2 The circumstances include, but are not limited to, situations in which:

(a) an administrative error has resulted in the conferral of an award for which the student was not eligible; or

(b) the student is in breach of a policy of the University where rescission of an award is a valid penalty for such a breach.

37.2 The decision to rescind the conferral of an award is made by Council on the recommendation of the Chairperson of Academic Board.

38. Mechanisms for a review of decision

38.1 A student who is dissatisfied with a decision made on their case under the provisions of these procedures request a review consistent with the Student Grievance Resolution – Governing Policy and associated Procedures.

39. Records management and reporting

39.1 The University will maintain official records of all testamurs issued. All records must be captured in an approved records management system, in accordance with the Information Management Framework – Governing Policy and Information and Records Management – Procedures, as necessary to maintain accurate and up-to-date records of enrolments, progression, completions and award of qualifications for all students.

39.2 The student information system must enable accurate statutory reporting to government to encourage transparency of admissions and to demonstrate compliance with the *Higher Education Support Act 2003* (Cth).

END

RELATED DOCUMENTS

- Admissions - Procedures
- Admissions, Enrolments and Graduation - Academic Policy
- Credit Transfer - Academic Policy
- Credit Transfer - Procedures
- Grades and Grade Point Average (GPA) - Academic Policy
- Monitoring Academic Progress - Academic Policy
- Monitoring Academic Progress - Procedures
- Student Fees, Charges and Refunds - Procedures
- Student Grievance Resolution - Governing Policy
- Student Grievances - Procedures
- Student Review and Appeals - Procedures

LINKED DOCUMENTS

- Admissions, Enrolments and Graduation - Academic Policy

RELATED LEGISLATION / STANDARDS

- Anti-Discrimination Act 1991 (Qld)
- Higher Education Support Act 2003 (Cth)
- Education Services for Overseas Students (ESOS) Act 2000 (Cth)