

General Coursework Rules

Section 1 - Preliminary

Name of Rules

(1) These Rules may be cited as the General Coursework Rules.

Commencement

(2) These Rules take effect on the day on which they are published on the Internet by means of the website of the University or in another official University publication under section 29(1) of the [Macquarie University Act 1989](#) and section 35(4) of the [Macquarie University By-law 2005](#).

Purpose

(3) These Rules specify the admission, credit, recognition, enrolment, progression, assessment, awards and graduation, review and appeal requirements, and connected matters of General Coursework awards at Macquarie University.

(4) These Rules apply to all preparatory, undergraduate, and postgraduate coursework awards offered by Macquarie University.

Definitions

(5) In these Rules:

- a. Academic Senate means the Academic Senate of the University.
- b. Academic Year means the period which extends for one calendar year from the commencement of the first study period.
- c. Award means the qualification resulting from the satisfactory completion of a specific course of study. Also known as a qualification or degree.
- d. By-law means the [Macquarie University By-law 2005](#).
- e. Council means the University Council of the University.
- f. Combined degrees means integrated study across undergraduate and postgraduate Australian Qualification Framework Levels 7, 8 and 9.
- g. Course means a sequence of study which leads to a higher education award. All courses are owned by Academic Senate on behalf of the University. Faculties / Offices act as stewards for courses on behalf of Academic Senate. Faculties / Offices are responsible for the design, delivery, review, and development of courses in compliance with University policies and procedures.
- h. Degree means the qualification awarded by a university. It is awarded either for successful work at undergraduate (bachelor degree) or postgraduate (higher degree) level, or as an honorary recognition (honorary degree) of achievement.
- i. Double degree means completing the core zones of two single degrees at the same Australian Qualification Framework level. Students are not required to complete the flexible zone requirement of either course.
- j. Essential Unit means a specific compulsory unit that all students enrolled in the course must complete.

- k. Exit Award means an approved lesser award that a student may elect to qualify with provided the requirements of the exit award have been met. Some exit awards are exit qualifications only and are not offered for admission.
- l. Faculty means an administrative grouping of research, academic, and professional staff and students based on the area they teach, support, and study.
- m. Grade Point Average (GPA) means a calculated value out of 100 which reflects the overall grades of a student in a course. It is based on the grade achieved in units completed in that course at Macquarie University and does not take into account any credit points granted for recognition of prior learning or non-award study. Macquarie University introduced a Weighted Average Mark (WAM) for students enrolling in courses from 2020. The GPA grading scheme will be retained for students who have completed studies prior to 2020.
- n. Major means a mandatory sequence of study within a generalist degree course. A major must be exactly 80 credit points of which 30 credit points must be completed at 3000 level or above. Majors contribute to the acquisition of a course's learning outcomes. Majors are approved by Academic Senate and are included in the course major schedule.
- o. The College means the Macquarie University College.
- p. Policy means a strategic statement of the principles, intent and values governing decision-making and operations in the University, available through the University's central repository for policies.
- q. Procedure means a statement of the responsibilities and actions that must be undertaken to implement the operational activities of the University, available through the University's central repository for policies.
- r. practical, clinical or professional courses and units means those courses listed in the schedules of practical, clinical or professional courses in the [Academic Progression Policy](#).
- s. Preparatory course means the Foundation courses delivered by The College.
- t. Specialisation means a sequence of study in undergraduate specialist degree courses and postgraduate degree courses.
- u. Units mean the individual components of study within a course. Undergraduate and postgraduate units utilise a system of 10 credit points or multiples thereof. A 10 credit point unit must meet the Commonwealth's expectation that a unit of study will consist of 150 hours of activity for an enrolled student.
- v. University Handbook means the University's digital presentation and organisation of information for students, which is revised and published annually, containing information on units, and courses offered in a given year.
- w. University means the Macquarie University established by the Macquarie University Act 1989.
- x. Weighted Average Mark (WAM) means a calculated value out of 100 which reflects the overall achievement of a student in a course. It is calculated using the student's final unit marks and includes marks in the Fail band (i.e. below 50). The Grade Point Average grading scheme is retained for students who completed studies prior to 2020.

(6) Note: The [Interpretation Act 1987](#) of New South Wales applies to these Rules.

Section 2 - Rules

Part A - Substantive Provisions

Admission

(7) To be admitted to enrolment for any course of the University, a student must meet requirements referred to in the University Policy and Procedures on admission in force from time to time or set out in the University Handbook.

(8) A student who has met the criteria for admission will be admitted to a course and assigned to a Faculty or the The College.

Credit recognition

(9) Credit for previous study is governed by the University's policy and procedures on recognition of prior learning, in force from time to time.

Enrolment

(10) A student will enrol in a course and complete units to satisfy the requirements of that course.

(11) A student may vary their enrolment within a course, according to the published procedures for adding or withdrawing from units.

(12) Transfer between University undergraduate courses is governed by the University's policy and procedures on course transfer, in force from time to time.

(13) A student may be enrolled in two courses to qualify for up to two of the awards listed in the University Handbook current at the time of admission. Completion of the courses will qualify the student for each of the awards. A student enrolled in a course offered by The College is not permitted to enrol in more than one course.

(14) Cross-institutional enrolment is governed by the University's policy and procedures on enrolment, in force from time to time.

(15) A student excluded from enrolment is required to apply for readmission after the expiration of the period of exclusion in accordance with University's policy and procedures on enrolment, in force from time to time.

(16) Where legislative, regulatory, or policy requirements apply to a course or unit that requires a student to undertake any type of practical, clinical or professional activity and / or research:

- a. a student is required to complete certain declarations and have certain personal information checked by government authorities and / or the University;
- b. the student's eligibility for admission and / or enrolment in such a course or unit is determined on the basis of information obtained through these checks; and
- c. the provision of inaccurate or unsatisfactory information or refusal to undergo these checks may result in withdrawal of an offer of admission and / or exclusion of enrolment in such a course or unit.

(17) The following requirements apply where a student is enrolled in a practical, clinical or professional course with fitness to practice requirements:

- a. the University and the provider of the clinical or professional experience opportunity may appoint a suitably qualified supervisor who is external to the University to supervise a student's practical professional experience;
- b. if a student fails one practical, clinical or professional activity they may be permanently excluded from that course; or
- c. if a student fails an essential unit twice or fails the equivalent of 20 credit points they may be permanently excluded from further enrolment in that course.

(18) Any determinations made under Rule 17 (a-c) will be made in accordance with the University's policies and procedures on placement and fitness to practice, in force from time to time.

(19) Notwithstanding the above, a student may be suspended from participation in a practical, clinical or professional activity, for any reason, until such time as any investigation or a process set out in a University policy or procedure, including an appeal process, is completed.

Progression

(20) Disruption to study is governed by the University's policies and procedures on enrolment and special consideration, in force from time to time.

(21) Academic progression is governed by the University's policies and procedures on progression, in force from time to time.

(22) A student enrolled in other teaching periods must meet a minimum rate of progress requirement, this being:

- a. for a student enrolled in a course delivered by The College, successful completion of at least 50 per cent of enrolment load in the study period under consideration; or
- b. for a student enrolled in a postgraduate course who has attempted at least 80 postgraduate credit points, an overall Grade Point Average (GPA) of at least 4.00 or equivalent WAM and a GPA of at least 4.00 or equivalent WAM in the academic year under consideration.

(23) A student may withdraw from a unit in accordance with the University's policies and procedures on withdrawal, in force from time to time.

(24) A student may discontinue enrolment in a course in accordance with the University's policies and procedures on discontinuance, in force from time to time.

(25) A student re-enrolling after a period of non-enrolment will be subject to the General Coursework Rules of the year of re-enrolment.

(26) The Executive Dean of the relevant Faculty, or, if applicable, the Director of The College may determine that a student has completed the specified required unit where other work completed by the student is deemed to be equivalent to the prescribed unit.

Assessment

(27) Assessment, Final Examinations and Grades are governed by the University's policies and procedures on assessment, in force from time to time.

Awards and graduation

(28) A student enrolled in a Preparatory Course is not eligible to graduate at a formal graduation ceremony.

(29) To be eligible to graduate a student must satisfy all requirements specified for the course in which they were enrolled, including any specialisation or major requirements where applicable.

(30) The University offers certain exit awards as specified in the University Handbook. A student may elect to qualify with an exit award provided the requirements of the exit award have been met.

(31) No award that comprises the same course may be conferred by Council more than once on the same student.

(32) A student who successfully completes a double degree or combined degree will normally have their awards conferred upon meeting the requirements of both degree courses.

(33) A student admitted to a 2014 or earlier Bachelor of Laws or Bachelor of Education combined degree cannot elect to have the Bachelor of Laws or Bachelor of Education degree conferred first, unless that student has completed an approved undergraduate degree.

(34) A student admitted to a 2015 or later double degree that includes the Bachelor of Education cannot elect to have

the Bachelor of Education degree conferred first unless that student has completed an approved undergraduate degree.

(35) Academic Senate will determine eligibility requirements for the award of the University Medal.

Review and appeals

(36) A request by a student for review of a grade is governed by the University's policies and procedures on grade appeal, in force from time to time.

(37) The [Academic Appeals Policy](#) governs appeals against determinations relating to matters including:

- a. admission and readmission;
- b. special consideration;
- c. recognition of prior learning;
- d. suspension and exclusion;
- e. termination of higher degree research candidature;
- f. decisions relating to the award of PhD, MPhil, or MRes degree;
- g. currency or practical, clinical or professional requirements of a course; or
- h. grades.

Part B - Miscellaneous

Notice

(38) Any notice to a candidate must be in writing and will be served by being:

- a. delivered personally; or
- b. left at or sent by post to:
 - i. the last known residential or business address in or out of New South Wales of the person to be served as it appears in the records of the University; or
 - ii. such other address as appears to the sender to be an address where the person to be served resides or works, as the case requires; or
- c. delivered by email to;
 - i. the University email address of the addressee or to another email address that has been given to the sender by the addressee for the purpose of serving notices.

(39) Note: It is University policy that the University issued student email account is used for official University communication.

(40) Any notice will be deemed to be served:

- a. in the case of sending by post, if posted in the Commonwealth of Australia to an address in the Commonwealth of Australia, within three working days of posting and in any other case within five working days after posting by airmail; or
- b. in the case of delivery by email, when it enters the addressee's information system as shown on a confirmation of delivery report from the sender's information system, which indicates that the email was sent to the email address of the addressee; and
- c. if more than one copy of a notice is sent, when one of those notices is first served or deemed to be served on the addressee.

(41) In clause 40, reference to a:

- a. working day means any day other than:
 - i. a Saturday, a Sunday or a public holiday in Sydney, Australia; and
 - ii. 27, 28, 29, 30 or 31 December in Sydney, Australia;
- b. notice is to any notice or other communication and includes any notice which these Rules require or authorise to be served on any person.

Section 3 - Schedules and Associated Information

(42) Nil.

Status and Details

Status	Historic
Effective Date	22nd February 2021
Review Date	19th February 2022
Approval Authority	University Council
Approval Date	10th December 2020
Expiry Date	7th April 2022
Responsible Executive	Martin Parkinson Chancellor
Responsible Officer	S. Bruce Dowton Vice-Chancellor
Enquiries Contact	Sophie Buck Director, Governance Services