PART 1 PRELIMINARY

1. Name of rules
   These Rules may be cited as the ‘General Coursework Rules’.

2. Enactment
   These are Rules made by the Council of Macquarie University under section 29 of the Macquarie University Act 1989.

3. Commencement
   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(c) of the Macquarie University Act 1989 and section 35(4) of the Macquarie University By-Law 2005.

4. Application
   The General Coursework Rules apply to all undergraduate, graduate and postgraduate coursework awards offered by Macquarie University.

5. Purpose
   The purposes of these Rules are to outline the admission; credit recognition; enrolment; progression; assessment; awards and graduation; and review and appeal requirements; and connected matters of General Coursework at Macquarie University.

PART 2 INTERPRETATION

6. Interpretation
   In these Rules:
   
   **Academic Senate** means the Academic Senate of the University.
   
   **Academic Year** means the period which extends for one calendar year from the commencement of the first study period.
   
   **Award or Award Course** means the qualification resulting from the satisfactory completion of a specific program of study. Also known as qualification or degree.
   
   **By-law** means the Macquarie University By-law 2005.
   
   **decision** includes a determination.
   
   **Council** means the Council of the University.
**Corequisites** mean a unit which has to be completed prior to or concurrently with another.

**Degree** means the major 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.

**Effective enrolment** means when a student remains enrolled in a unit, or units, beyond the study period census date and includes a ‘F’ ‘FA’, ‘FW’ grade or ‘W’ status.’

**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.

**Faculty** means an administrative grouping of research, academic and professional staff and students based on the area they teach, support and study.

**Full-time student** means a student who is enrolled in units in a calendar year which comprise at least 0.75 of an Equivalent Full-time Study Load for the course for which they are admitted.

**Grade Point Average (GPA)** means a calculation, which reflects the overall grades of a student in a coursework program. It is based on the units completed in that program at Macquarie University and does not take into account any credit points granted for advanced standing or non-award study.

**Major** means a structured sequence of undergraduate units, which is approved by the University.

**MGSM** means the Macquarie Graduate School of Management.

**Minor** means a structured group of units, which is approved by the University. All minors must contain at least 6 credit points of study at 200 level or above.

**Part-time student** means a student who is enrolled in units in a calendar year which comprise less than 0.75 of an Equivalent Full Time Student Load for the course for which they are admitted.

**Practical, clinical or professional programs and units** means those programs and units listed in the Schedule of practical, clinical or professional programs and units in the current University Handbook.

**Prerequisites** mean a statement of the required knowledge or conditions that must be satisfied before enrolment in a particular unit is permitted.

**Program of Study** means the minimum sequence of required study which would enable a student to qualify for an award, including both the general requirements of a specific award and the specific requirements of a qualifying major or specialisation where applicable.

**Qualifying Major** means major that is listed as satisfying the general requirements for a specific program. Programs that allow a choice of the particular subject area to be studied (such as the Bachelor of Arts, the Bachelor of Science and the Bachelor of Commerce) require the completion of a qualifying major.

**Specialisation** means a structured set of postgraduate units, which is approved by the University.

**Units** mean the units of study (also known as subjects) comprising a program of study, each worth a fixed number of credit points.

**University Handbook** means the University's digital presentation and organisation of information for students, which is revised and published annually, containing the Schedules and listings of degrees, diplomas and certificate awards, programs and specialisations, prerequisites and corequisites, majors, units and People, Planet and PACE units in relation to undergraduate, graduate, research training and postgraduate study. The University Handbook also references University Rules, Policies and Procedures and other information to assist students, including those referenced in the Rules.

**University** means the Macquarie University established by the Macquarie University Act 1989.

[Note: The Interpretation Act 1987 of New South Wales applies to these Rules].
PART 3 SUBSTANTIVE PROVISIONS

7. Admission
   1) To be admitted to enrolment for any coursework award of the University, a student must meet requirements referred to in the Admission (Coursework) Policy or set out in the University Handbook.

   2) A student who has met the criteria for admission will be admitted to an award course and assigned to a Faculty or the MGSM.

8. Credit recognition
   Credit for previous study is governed by the Recognition of Prior Learning Policy.

9. Enrolment
   1) A student will enrol in a program of study and complete units to satisfy the requirements of that program of study.

   2) A student may vary their enrolment within a program of study, according to the published procedures for adding or withdrawing from units.

   3) Transfer between University award courses is governed by the Course Transfer Policy and related Procedure.

   4) A student may undertake concurrent enrolment in and concurrent completion of two programs of study to qualify for up to two of the awards listed in the Schedule of Awards included in the University Handbook current at the time of admission. Completion of the programs of study will qualify the student for each of the awards.

   5) Cross-institutional enrolment is governed by the Cross-Institutional Enrolment Procedures.

   6) A student excluded from enrolment may apply to re-enrol after the expiration of the period of exclusion in accordance with published procedures.

   7) A student who has twice had a grade of Fail recorded for a unit may not enrol again in that unit, except with the prior approval of the Executive Dean of the relevant Faculty in which the unit is offered, or, if applicable, the Dean of the MGSM. A student who fails a required professional or clinical unit is governed by Rule 9(9)(b)(ii).

   8) The following NSW legislative requirements apply where a program of study or unit requires a student to undertake professional experience and practical training or research that may involve direct contact with children under the age of eighteen and/or be in NSW public health facilities:
      a. a student admitted to such a course or unit will be required to complete certain declarations and have certain personal information checked by government authorities; and
      b. eligibility for commencement and continuing participation 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 can result in withdrawal of an offer of admission and/or cancellation of enrolment in such a course or unit.

9) a. Where a program of study or unit requires students to undertake practical clinical or professional experience:
   i. 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; and
   ii. while undertaking practical clinical or professional experience, a student may be summarily excluded from participating in such activities for a specified period of time; and
   iii. if a student is assessed as not ready to proceed with, or unsuitable to continue, a required clinical or professional experience or unit, then it may be determined that the student is unable to complete the program requirements.

b. The following requirements apply where a student is enrolled in a practical, clinical or professional program, or unit of study:
   i. if a student fails a required unit twice in an undergraduate professional program, listed in the schedule, then they may be excluded from further enrolment in that program; and
   ii. if a student fails a clinical or professional unit which is required for their enrolled program of study, then they may be excluded from further enrolment in that program of study; and
   iii. if a student records two fail grades, or fails the equivalent of 8 credit points, in a postgraduate-level clinical or professional program, then they may be excluded from further enrolment in that program; and
   iv. if a student is required to maintain professional accreditation or registration as a requirement for admission and continuing participation to a program of study or unit, a lapse in accreditation or registration shall then lead to exclusion.

c. Any determinations made under Rule 9(9)(a) (i-iii) will be made following procedures in the Policy and Procedures on Practical Placements.

d. Any determinations made under Rule 9(9)(b) (i-iv) will be made in accordance with Rule 10(7).

10. Progression

1) Disruption to study is governed by the Disruption to Studies Policy.

2) A student who is taking an unduly long time to complete a program of study may be excluded from further enrolment. An unduly long period of time is considered to be effective enrolment longer than:
   a. 10 years for Bachelor degrees;
   b. 10 years for extended Masters degrees;
   c. 7 years for Masters degrees;
   d. 7 years for Associate degrees; or
   e. 4 years for the Bachelor of Philosophy, Diplomas, Graduate Certificates, Graduate Diplomas, Postgraduate Certificates and Postgraduate Diplomas and 1 year Extended Masters.
3) A student must meet a minimum rate of progress requirement at the end of each academic year, this being:
   a. for a student enrolled in an undergraduate course who has attempted at least 36 credit points, an overall Grade Point Average (GPA) of at least 1.00 and a GPA of at least 1.00 in the academic year under consideration; and
   b. for a student enrolled in a postgraduate course who has attempted at least 24 postgraduate credit points, an overall Grade Point Average (GPA) of at least 1.00 and a GPA of at least 1.00 in the academic year under consideration.

4) A student may withdraw from a unit in accordance with the Withdrawal and Discontinuance (Coursework) Policy.

5) A student may discontinue enrolment in a program of study in accordance with the Withdrawal and Discontinuance (Coursework) Policy.

6) A student re-enrolling after a period of non-enrolment will apply the General Coursework Rules of the year of re-enrolment.

7) A student may be excluded from enrolment as follows:
   a. where a student has taken an unduly long time to complete a program of study as set out in Rule 10(2), then they may be excluded from that program indefinitely; or
   b. where a student has failed to meet the minimum rate of progress requirement as set out in Rule 10(3), then they may be excluded for a period of 2 calendar years from further enrolment at the University; or
   c. where a student has failed to meet the conditions of a legislative requirement set out in Rule 9(8), then they may be excluded from the unit or program of study indefinitely; or
   d. where a student has failed to meet the professional experience requirements set out in Rule 9(9) they may be excluded from the unit or program of study indefinitely; or
   e. where a postgraduate student who has not shown cause why enrolment should not be terminated, then they may be excluded from the program of study indefinitely; or
   f. where a postgraduate student has shown cause why enrolment should not be terminated and the Executive Dean of the relevant Faculty, or if applicable the Dean of the MGSM confirms termination and exclusion, then they may be excluded from that program of study indefinitely.

8) Re-admission following Exclusion is governed by the Admission (Coursework) Policy.

9) The Executive Dean of the relevant Faculty, or if applicable the Dean of the MGSM 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.

11. Assessment
   1) Assessment is governed by the Assessment Policy.

   2) Examinations are governed by the Final Examinations Policy.

   3) Grades are governed by the Grading Policy.
12. **Awards and graduation**

1) To be eligible to graduate a student must satisfy all requirements specified for that program of study, including any specialisation or major requirements where applicable.

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

3) No award that comprises the same program of study may be conferred by Council more than once on the same student. A student admitted to a combined degree can elect to have each of the degrees conferred separately.

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

5) The Academic Senate will determine eligibility requirements for the award of the University Medal.

13. **Review and appeals**

1) A request by a student for review of a grade is governed by the Grade Appeal Policy.

2) The Academic Appeals Policy governs appeals against determinations relating to:
   a. exclusion;
   b. re-enrolment;
   c. discontinuation;
   d. enrolment in a unit for the third time;
   e. termination of candidature; and
   f. Recognition of Prior Learning.

**PART 4 GENERAL**

14. **Notice**

1) 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.

   [Note: It is University policy that the University issued student email account is used for official University communication].
2) 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.

3) In Rule 14(2) a reference to:
   a. a “working day” means any day other than:
      i. a Saturday, a Sunday or a public holiday; and
      ii. 27, 28, 29, 30 or 31 December;
   in Sydney, Australia.
   b. a “notice” is to any notice or other communication and includes, any notice which these Rules require or authorise to be served on any person.

15. Notes
    Notes in these Rules do not form part of these Rules.