The University may from time to time amend the content and form of the Calendar of Governance, Legislation and Rules and the Handbook of Undergraduate Studies with the latest versions of these published on the website of the University Council http://universitycouncil.mq.edu.au. The Handbook of Postgraduate Coursework Studies is now only available online www.handbook.mq.edu.au.

Undergraduate rules

Bachelor degree rules

Interpretation and precedence of terms

1. (a) For the purposes of these Rules the following definitions will apply:

(i) “Award” or “Degree” means the Awards listed in the Schedule of Bachelor Awards Currently Open for New Admissions, or Awards previously approved by the Council and published as part of these Rules.

(ii) “Single Award” or “Single Degree” means each of the Awards listed in Part 1 of the Schedule of Bachelor Awards Currently Open for New Admissions, of these Rules.

(iii) “Double Award” or “Double Degree” means each of the Double Awards listed in Part 2 of the Schedule of Bachelor Awards Currently Open for New Admissions, of these Rules.

(iv) “Combined Award” or “Combined Degree” means each of the Combined Awards listed in Part 3 of the Schedule of Bachelor Awards Currently Open for New Admissions, of these Rules, and may include combinations of non-Bachelor Awards which are not listed in Schedules of these Rules with Bachelor Awards which are listed in Schedules of these Rules.

(v) “concurrent Award” or “concurrent Degree” has the meaning defined by Rule 3(4)

(vi) “Honours Award” or “Honours Degree” means the Awards listed in Part 4 of the Schedule of Bachelor Awards Currently Open for New Admissions, or Honours Awards previously approved by the Council as being open for new admissions and published as part of these Rules.

(vii) “Unit” means the units listed in the Schedule of Undergraduate Units of these Rules, or units offered in Honours Awards.

(viii) “Program of Study” or “Program” means a Program of Study listed in the Schedule of Programs of Study Currently Open for New Admissions, of these Rules.

(ix) “Major” is defined by the criteria and prescribed content in Part 1 and Part 2 of the Schedule of Majors, of these Rules.

(x) “Minor” is defined by the criteria and prescribed content in Part 1 and Part 2 of the Schedule of Majors, of these Rules.

(xi) “People Unit” means the People Units and accompanying criteria for selection as prescribed in the Schedule of People Units and Planet Units, of these Rules.

(xii) “Planet Unit” means the Planet Units and accompanying criteria for selection as prescribed in the Schedule of People Units and Planet Units, of these Rules.

(xiii) “Capstone Unit” means the units prescribed as Capstone Units in each Program of Study in the Schedule of Programs of Study Currently Open for New Admissions, of these Rules.

(xiv) “Prerequisites” means the conditions which must be satisfied prior to a student’s enrolment in a unit, subject to Rule 7.

(xv) “Corequisites” means the conditions which must be satisfied prior to or in the same period as a student’s enrolment in a unit, subject to Rule 7.

(xvi) “Not to Count for Credit” means a unit and the credit for that unit as defined by Rule 17.

(xvii) “NCCW” has the same meaning and effect as the term “Not to Count for Credit”.

(xviii) “Designated Executive Dean of Faculty” means the Executive Dean of the Faculty which the Deputy Vice Chancellor (Provost) has determined pursuant to Rule 3(1).

(b) Where any term used by the University or its agents in any publication, document or statement may be inconsistent with the terms or their definitions in Rule 1(a), the terms in Rule 1(a) are authoritative over all other sources and uses.

(c) Rules 1 to 23 and any Schedules published in the Calendar of Governance, Legislation and Rules have precedence over any use of terms or statements made in the Handbook of Undergraduate Studies, any publication of the University, or any statement by an agent of the University.
(d) The University may from time to time publish amendments to the content and form of the Calendar of Governance, Legislation and Rules and of the Handbook of Undergraduate Studies on the University’s website, and in each such case the content and form of those publications on the website supersede the content and form of the same publications in printed form.

Awards

2. (1) The Council may confer Awards which are listed in the Schedule of Bachelor Awards Currently Open For New Admissions, or other Awards, on candidates who have been deemed by the Academic Senate to have complied with these Rules.

(2) In no case shall any of the awards be conferred more than once on the same candidate.

(3) Where, under these Rules, a candidate has qualified for more than one of the awards referred to in Rule 1(a)(i), the candidate shall elect only one of such awards to be conferred.

(4) A candidate admitted to a Combined Degree program can elect to have each of the degrees conferred seperately.

(5) Notwithstanding the provisions of Rule 2(1) and 2(4) a candidate admitted to a Bachelor of Laws combined degree program cannot elect to have the Bachelor of Laws degree conferred first, unless that candidate has completed an approved undergraduate degree program.

(6) To qualify for an Award referred to in Rule 2(1), a candidate must complete a Program of Study approved by the Academic Senate for that Award.

(7) The Academic Senate may determine the maximum number of credit points in which a candidate may enrol in one half-year period.

Registration

3. (1) A candidate shall be admitted to a Program of Study for an award referred to in the Schedule of Bachelor Awards Currently Open For New Admissions and shall be registered in a Faculty of the University as determined by the Deputy Vice-Chancellor (Provost).

(2) A candidate may, under conditions determined by the Academic Senate, change the award for which they are enrolled.

(3) (a) Where a candidate is enrolled in nine or more credit points in a study period, the candidate shall be designated as a full-time student;

(b) Where a candidate is enrolled in less than nine credit points in a study period, the candidate shall be designated as a part-time student;

(c) Where a candidate’s total enrolment is in units which are classified external, that candidate shall be designated as an external student.

(4) A concurrent degree shall comprise concurrent completion of two Programs of Study to qualify for two of the Awards listed in Part 1 of the Schedule of Bachelor Awards Currently Open For New Admissions and shall be subject to the Academic Senate or delegated authority approving:

(a) admission of the candidate to the second Program of Study, such that completion of the two Programs of Study which the candidate is admitted to concurrently may qualify the candidate for each of the two Awards, and

(b) appropriate credit for previous study in the first Program of Study towards the second Program of Study.

Schedules to the rules

4. (1) The Council prescribes a Schedule of Bachelor Awards Currently Open For New Admissions under these Rules, and the Schedule is comprised of:

(i) Part 1 — Single Degrees

(ii) Part 2 — Double Degrees

(iii) Part 3 — Combined Degrees

(iv) Part 4 — Honours Degrees

(2) The Academic Senate prescribes a Schedule of Programs of Study Currently Open For New Admissions, approved for candidates seeking to qualify for an Award under these Rules.

(i) The Academic Senate prescribes a Schedule of Majors.

(ii) Within Part 1 of the Schedule stipulated by Rule 4(3)(i), the Academic Senate may prescribe criteria for completion of Majors and/or Minors in a Program of Study.

(iii) Within part 2 of the Schedule stipulated by Rule 4(3)(i), the Academic Senate may prescribe specific Majors and the units and any other requirements for completion of each such Major, and which Program of Study each such major is a qualifying major for.

(4) The Academic Senate prescribes a Schedule of Undergraduate Units approved as qualifying under these Rules.

(i) The Academic Senate prescribes a Schedule of People Units and Planet Units, approved as qualifying under these Rules.

(ii) Within Part 1 of the Schedule stipulated in Rule 4(5)(i), the Academic Senate may prescribe criteria for the selection of People Units and Planet Units in a Program of Study where the Program of Study requires completion of such units.

(iii) Within Part 2 of the Schedule stipulated in Rule 4(5)(i), the Academic Senate may prescribe People Units approved as qualifying under these Rules.
(iv) Within Part 3 of the Schedule stipulated in Rule 4(5)(i), the Academic Senate may prescribe Planet Units approved as qualifying under these Rules.

(6) That Academic Senate prescribe a Schedule of Participation Units approved as qualifying under these rules.

Programs of study

5. (1) A candidate shall select a Program of Study approved by Academic Senate pursuant to Rule 4(2) for the award for which the candidate is enrolled, and shall enrol in and complete units to satisfy the requirements of that Program of Study.

(2) Unless determined otherwise by resolution of Academic Senate, a designated Executive Dean of Faculty or delegated person may approve or refuse a candidate's selection of Program of Study, Major, Units, People Units, Planet Units, or other selection made under Rule 5(1).

(3) A candidate who wishes to add an internal unit may do so only in the first two weeks of the study period. A candidate who wishes to add an external unit may do so only in the first week of the study period.

(4) (a) Except where stipulated otherwise by Rule 23, if a candidate is admitted for the first time in a Program of Study, or is transferring or transferred by default to a Program of Study, on 1 January 2010 or later, the candidate is required to complete People units and Planet units if these are prescribed in the Program of Study which they are admitted for the first time, transferring to, or transferred to by default, as the case may be.

(b) For the purposes of Rule 5(4)(a), the selection of People units and Planet units must be in accordance with the criteria and units stipulated in the Schedule of People units and Planet units of these Rules.

(5) If a candidate is admitted for the first time in a Program of Study, or is transferring or transferred by default to a Program of Study, on 1 January 2010 or later, the candidate is required to complete a Capstone Unit if it is prescribed in the Program of Study in which they are admitted for the first time, transferring to, or transferred to by default, as the case may be.

(6) Except where stipulated otherwise by Rule 23, if a candidate is admitted for the first time in a Program of Study on 1 January 2012 or later, the candidate is required to complete a Participation Unit if it is prescribed in the Program of Study in which they are admitted.

(7) (a) Except where provided by Rule 23, if a candidate is admitted for the first time in a Program of Study which requires a Major, or is transferring or transferred by default to such a Program of Study, on 1 January 2010 or later, the candidate must satisfy the following requirements to qualify for an Award:

(i) a candidate must complete a qualifying Major for that Award;

(ii) a candidate must complete a qualifying Major in each single Degree comprising a double Degree, where those single Degrees require completion of a Major;

(iii) to complete a Major and/or Minors, a candidate must satisfy all the requirements for each Major or Minor respectively as stipulated in Part 1 and Part 2 of the Schedule of Majors, of these Rules;

(b) Completed Majors will be recorded on the candidate’s academic transcript and testamur.

(8) A candidate who wishes to enrol in a unit or units in an institution other than Macquarie University and seek to credit completion of such units in a Program of Study prescribed by these Rules, may only do so with the approval of the designated Executive Dean of the Faculty administering that Program of Study, and must also comply with any policies or procedures made by the Academic Senate in accordance with Rule 10.

Honours degrees

6. (1) A candidate for an Honours degree shall meet the requirements for candidature as determined by the Academic Senate and shall undertake and satisfactorily complete an approved Program of Study.

(2) Except for the Awards of Bachelor of Psychology Honours and Bachelor of Ancient History Honours, Rule 5(1), Rule 5(4), Rule 5(5) and Rule 5(6) will not apply for the purpose of satisfying the Honours requirements.

Prerequisite studies and corequisite studies

7. (1) A candidate may not enrol in a unit unless the conditions for enrolment therein specified in the Schedule of Undergraduate Units are satisfied or the Executive Dean of the Faculty in which the unit is offered has granted permission for enrolment.

(2) A candidate who has enrolled in a unit in breach of Rule 7(1) shall nevertheless be treated as a candidate enrolled in that unit for the purposes of Rules 10 and 11.

Examinations

8. (1) Examinations for a unit are conducted by such means as the Executive Dean of the Faculty in which the unit is offered determines, subject to Rule 8(2).

(2) The Academic Senate may prescribe any matter relating to the means in which examinations are conducted within a Faculty or within several Faculties for a unit.
Grades

9. (1) The Academic Senate may make policies and procedures for or with respect to, but not limited to, the form and substance of grades, procedures for the determination and review of grades, and the rights and obligations of candidates in relation to the determination of grades.

(2) A policy or procedure made by the Academic Senate must be consistent with these Rules, and where there is any inconsistency, these Rules prevail to the extent of the inconsistency.

(3) (Repealed)

(4) (Repealed)

(5) Once a grade has been determined by the Academic Senate it shall not be changed except:

(a) following an appeal by the student pursuant to the provisions set down by the Academic Senate; or

(b) in exceptional circumstances, a change is approved by the Deputy Vice-Chancellor (Provost) on behalf of the Academic Senate or by the designated Executive Dean of the Faculty in which the unit is offered, provided that the application for a change is submitted to the Academic Registrar not later than six weeks after the notification of examination results for the study period; or in exceptional circumstances, the Deputy Vice-Chancellor (Provost) may approve on behalf of the Academic Senate an application submitted at a later date but before the commencement of the next succeeding examination period.

(6) Unless the Academic Senate otherwise determines,

(a) a candidate who has completed satisfactorily the approved units for an Honours Degree may be awarded Honours Class I, Honours Class II Division 1, Honours Class II Division 2, Honours Class III;

(b) a candidate who has, to the satisfaction of the Academic Senate, completed a program of study for the degree of Bachelor of Laws with outstanding merit may be awarded that degree with First Class or Second Class Honours;

(c) a candidate who has, to the satisfaction of the Academic Senate, completed the program of study for the degree of Bachelor of Legal Studies with outstanding merit may be awarded that degree with First Class or Second Class Honours;

(d) a candidate who has, to the satisfaction of the Academic Senate, completed a program of study for the degree of Bachelor of Engineering with outstanding merit may be awarded that degree with Honours Class I, Honours Class II Division 1 or Honours Class II Division 2.

Non-compliance with requirements of a program of study or unit

10. (1) Subject to Rule 10(2), the Academic Senate may approve policies and procedures for the University which prescribe matters including, but not limited to:

(i) the requirements for satisfactory completion of a Program of Study, Major, Minor, unit or other academic aspect related to any Schedule of these Rules;

(ii) the circumstances under which special consideration due to unavoidable disruption or other reasons may be given with respect to a candidate;

(iii) the period and/or dates for compliance with requirements of a Program of Study, unit or other aspect related to any Schedule of these Rules;

(iv) exclusion from participation in a Program of Study or unit listed in any Schedule of these Rules;

(v) exclusion from examination or from any other form of assessment of a candidate’s compliance with the requirements of a Program of Study or unit listed in any Schedule to these Rules;

(vi) the minimum rate of progress in a Program of Study;

(vii) disciplinary matters relating to the conduct of a candidate in a Program of Study or a unit; and

(viii) other matters of an academic nature relating to the administration of Programs of Study and units.

(2) (i) Where, notwithstanding a candidate’s failure to comply with the requirements of a Program of Study or a unit, the candidate is not excluded, the Academic Senate may, on the recommendation of the designated Executive Dean of the Faculty in which the unit is offered, permit the candidate to meet the requirements for its satisfactory completion by such date as determined by the designated Executive Dean of that Faculty.

(ii) For the purposes of Rule 10(2)(i), satisfactory completion must not be later than 30 August in the same year for first half-year units and 30 January in the succeeding year for second half-year and full-year units.

(iii) For the purposes of Rule 10(2)(i), in special circumstances as deemed by the Academic Senate, and on the recommendation of the designated Executive Dean of Faculty, the Academic Senate may determine a later date, but that date must not be before the commencement of the next succeeding regular examination period.
Discontinuance of studies

11. (1) Subject to Rule 5(2), where a candidate is permitted to change the enrolment in units of study following application in writing to the Academic Registrar and such change includes discontinuance of a unit or units offered by the University, or where a candidate discontinues all the units enrolled:

(a) the candidate is deemed not to have been effectively enrolled in a unit if they discontinue before the unit census date;

(b) the candidate is deemed to have withdrawn from a unit if the candidate discontinues after the unit census date but

(i) for units offered in University vacation periods, no later than seven days after the unit census date; and

(ii) for all other units, no later than four weeks after the unit census date. In such cases, the candidate's record is endorsed with the letter "W" denoting "Withdrawn";

(c) the candidate is deemed to have failed in any unit where the candidate's discontinuance is other than as provided in clauses (a) or (b) in Rule 11(1). In such cases the candidate's record is endorsed with the letter "W" denoting "Withdrawn" if the candidate claims that such discontinuance is due to unavoidable disruption, the candidate may report the circumstances in writing (supported by a medical certificate or other proper evidence) to the Academic Registrar, whereupon the designated Executive Dean of the Faculty offering the unit which the candidate has discontinued may determine that the candidate be not recorded as having failed in the unit and the candidate's record is endorsed with the letter "W" denoting "Withdrawn".

(2) A candidate whose record in a unit has been endorsed with the letter "W" or the grade "F" may, if the candidate has not been excluded therefrom pursuant to Rule 13, re-enrol in such unit in a later year provided that such enrolment is subject to the provision of Rule 5, including any limitation imposed upon the enrolment in that unit. A candidate re-enrolling shall not receive credit for any work previously performed in that unit.

(3) For the purposes of this Rule:

(a) a candidate may be deemed by the Academic Registrar to have discontinued:

(i) all the units in the program of study if the candidate fails to confirm enrolment by the date specified by the Academic Registrar; or

(ii) any particular unit, if, in the opinion of the Executive Dean of the Faculty in which the unit is offered, the candidate has abandoned that unit;

(b) the effective date of discontinuance of a unit is the date of receipt by the Academic Registrar of written notification from the candidate or, after consultation with the designated Executive Dean of the Faculty in which the unit is offered, the Academic Registrar may determine a different date.

(c) Where a candidate discontinues a unit which was being undertaken at another tertiary institution as part of the program of study the candidate's record is endorsed as follows:

F denoting "Failed" if the candidate is deemed to have failed the unit by that institution; or,

W denoting "Withdrawn" if the candidate is deemed not to have failed the unit by that institution; provided that if the candidate is deemed not to have been effectively enrolled in the unit by that institution, the unit is deleted from the candidate's record.

Exclusion from enrolment

12. (1) A candidate who is taking an unduly long time to complete a Program of Study may be excluded from further enrolment in any units. For the purpose of this rule, an unduly long time will be regarded as 10 years of effective enrolment.

(2) A candidate who fails to meet the required minimum rate of progress in a Program of Study is excluded from further enrolment with an appeal process as outlined in Bachelor Degree Rule 14.

For the purpose of this rule, minimum rate of progress is considered to be unsatisfactory at the end of an academic year if the student has attempted at least 36 credit points after 1 January 2006 with an overall Grade Point Average (GPA) of less than 1.00 and in the year under consideration has a GPA of less than 1.00.

13. (1) A student who commenced candidature after 1 January 1987 for the degree of Bachelor of Laws, or for a combined award including the Bachelor of Laws and who has failed to complete a unit prescribed by Academic Senate to be completed for this degree, after having been enrolled therein twice, is excluded from further enrolment in any units for the degree of Bachelor of Laws.

(2) A student

(a) who commenced candidature after 1 January 2000 for one of the following degrees:

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<tr>
<th>Degree</th>
<th>Time Frame</th>
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<tr>
<td>All Bachelor degrees with the Diploma of Education</td>
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<tr>
<td>Bachelor of Education (Primary)</td>
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<tr>
<td>Bachelor of Education (Secondary)</td>
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<tr>
<td>Bachelor of Education (Early Childhood Education)</td>
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<tr>
<td>Bachelor of Education (Primary)</td>
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<tr>
<td>Bachelor of Education (Secondary)</td>
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<tr>
<td>Bachelor of Education (Early Childhood Education); or</td>
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(b) who commenced candidature after 1 January 2001 for the degree of Bachelor...
of Teaching (Early Childhood Services) or for the degree Bachelor of Teaching (Early Childhood Education: Birth to School Age), and who has failed to complete a unit offered by the Faculty of Human Sciences after having been enrolled therein twice because of a failure in the practicum component of that unit, (these units are listed in the schedule of prescribed practicum units for the degrees listed above) is excluded from the degrees listed in Rule 13(2) and the Graduate Diploma in Education and the Graduate Diploma in Early Childhood Education.

(3) (Repealed)

(4) A student

(a) who is excluded pursuant to Rule 13 will be permitted to apply for internal transfer to any other undergraduate program for which they are eligible or to be considered for admission to any other undergraduate program after making application through the Universities Admission Centre;

(b) who is excluded pursuant to Rule 13 because of double failure in a prescribed unit and who was enrolled in a combined award or double degree program will be permitted to continue that part of the program of study that is not affected by the double failure in a prescribed unit as specified in the Bachelor Degree Rules or to be considered for admission to any other undergraduate program after making application through the Universities Admission Centre.

Appeals

14. (1) A candidate who is excluded pursuant to Rule 12 or Rule 13 may appeal to the Academic Senate. The appeal is to be submitted in writing to the Academic Registrar no later than the date specified by the Academic Registrar.

(2) The Academic Senate shall establish the Academic Appeals Committee which may dismiss the appeal, determine that the candidate may apply for permission to re-enrol after the expiration of one calendar year, or permit the candidate to re-enrol, and may impose conditions upon such re-enrolment.

(3) A candidate excluded pursuant to Rule 12 or Rule 13 may apply to re-enrol after the expiration of two calendar years following such exclusion, or after the expiration of one calendar year if so determined pursuant to Rule 14. Any application for permission to re-enrol after the expiration of the period of exclusion shall be determined by the Academic Senate. Any applicant who is refused permission to enrol again pursuant to Rule 14 may appeal to the Academic Appeals Committee which may determine the matter as it thinks fit.

Enrolled in a unit for the third time

15. (1) Except as provided in Rule 13, a candidate who has twice had a grade recorded for a unit offered by the University pursuant to Rule 9 may not enrol again in that unit, except with the prior permission of the designated Executive Dean of the Faculty in which the unit is offered.

(2) The Academic Senate may determine whether a Faculty is exempt from the application of Rule 15(1).

(3) A candidate not permitted to enrol again in a unit may appeal to the Academic Appeals Committee which may determine the matter as it thinks fit.

Credit for previous study

16. (1) Where a candidate has qualified for a degree, diploma or certificate of the University or of any other university or other tertiary institution or undertakes one or more units at another tertiary institution, other than as part of a Program of Study pursuant to Rule 5, the candidate may be granted such credit as may be determined by the Academic Senate.

(2) A student who was not a candidate for an award and who successfully completed one or more units from the Schedule of Undergraduate Units may, with the approval of the Academic Senate, be permitted to count that unit or units should the student be subsequently accepted as a candidate under these Rules.

Not to count for credit

17. (1) A candidate may not count for credit towards any award under these Rules the credit points of a unit if the candidate has already successfully completed a unit designated by the same unit code in the Schedule of Undergraduate Units.

(2) Except with the approval of the Academic Senate, on the recommendation of the designated Executive Dean of the Faculty concerned, a candidate may not count for credit towards any award under these rules the credit points in respect of a unit:

(a) if the candidate has successfully completed and is counting for credit another unit designated in the Schedule of Undergraduate Units as not to count for credit with that unit; or

(b) if the candidate has been granted credit pursuant to Rule 16 for one or more units in a program of study at another tertiary institution, and has successfully completed in that program a unit which, in the opinion of the designated Executive Dean of the Faculty concerned, is a similar unit; or

(c) where that unit is a 100-level unit and is designated by the Executive Dean of the Faculty concerned as an elementary or bridging unit, if the candidate has successfully completed, at any university or other tertiary institution or at Year 12 standard in a secondary school, a unit
which, in the opinion of the designated Executive Dean of the Faculty concerned, is a similar unit.

(3) If two or more units are designated in the Schedule of Undergraduate Units as not to count for credit with each other, a student may include no more than one of these units in a program of study.

University medal

18. The Academic Senate, on the recommendation of the designated Executive Dean of the Faculty concerned, may award a University Medal to a candidate who has obtained an honours degree of bachelor, or a degree of bachelor with honours, with Honours Class I and has shown exceptional academic achievement.

Saving clause

19. The Deputy Vice-Chancellor (Provost) may, in extreme and unusual circumstances and on the recommendation of the designated Executive Dean of the Faculty in which the unit is offered, determine that an endorsement of “W” be recorded for a unit under circumstances other than those specified in Rule 11.

20. Notwithstanding anything to the contrary herein contained, the Academic Senate may, in any exceptional case in which it deems it appropriate to do so, dispense with or suspend any requirements of or prescription by these Rules. Any such action by the Academic Senate is to be reported forthwith to the Council.

Deeming provision

21. The Academic Senate may recommend the conferring of a degree of the University upon any person who has completed a course of studies in another tertiary institution which the Academic Senate, on the recommendation of the Deputy Vice-Chancellor (Provost), may from time to time deem to be the equivalent of a degree of this University.

22. A relevant committee appointed by Academic Senate may declare that a candidate has completed the specified prescribed unit where other work completed by the candidate is deemed by the designated Executive Dean of Faculty to be equivalent to the prescribed unit.

Application of rules

23. (1) From 1 January 2010, all undergraduate programs of study and awards offered up to 2009 will cease to be offered to new admissions.

(2) Students who were enrolled before 1 January 2010 will:
   (a) be able to continue in their old Program of Study until 31 December 2012, and will then be transferred by default to a Program of Study offered from 1 January 2013 where they are eligible to be admitted to that Program of Study, and
   (b) until 31 December 2012 will be able to qualify for an Award under a Program of Study which was offered for new admissions when or after they initially enrolled.

(3) Students who were enrolled before 1 January 2010 may apply to transfer to a new Program of Study, for which they are eligible to be admitted, before the default transfer date of 1 January 2013.

(4) Any student who transfers to a different Program of Study must consult with an academic adviser in their Faculty prior to their transfer regarding the implications of the transfer on their ability to qualify for any particular Award.

(5) Where a student transfers or is transferred into a Program of Study, any units completed by that student before the transfer may be credited toward qualifying for an Award if the Program of Study for that Award at the effective time of transfer includes such units.

(6) Where a student applies to transfer to another Program of Study or is transferred by default, and where that student is eligible to transfer to more than one Program of Study, the student may nominate which Program of Study they wish to be transferred to, or if they do not make such a nomination the University may nominate a Program of Study for them.

(7) From 1 January 2010, students who fail to meet the requirements for minimum progress towards their Award, as defined by the Bachelor Degree Rules and by any policies determined by the Academic Senate, and students who are returning from an absence from study of 12 months or more for any reason, will only be eligible to apply for readmission to a Program of Study which is offered for new admissions in the enrolment period in which they wish to be readmitted.

(8) Students who are approved to transfer or are transferred by default to a Program of Study which is offered from 1 January 2010 or later, may not subsequently apply to transfer back to a Program of Study which was offered before 1 January 2010.

(9) (a) Students in the following categories must satisfy all the requirements of the Program of Study applying to the Award for which they intend to qualify:
   (i) students who initially enrol in a Program of Study on 1 January 2010 or later;
   (ii) students who transfer voluntarily to a Program of Study on 1 January 2010 or later;
   (iii) students who are transferred by default to a Program of Study on 1 January 2013 or later; and
   (iv) students who are admitted to a new Program of Study as a consequence of being readmitted on any date later than 1 January 2010.

 Bachelor degree rules

The University may from time to time amend the content and form of the Calendar of Governance, Legislation and Rules and the Handbook of Undergraduate Studies with the latest versions of these published on the website of the University Council http://universitycouncil.mq.edu.au. The Handbook of Postgraduate Coursework Studies is now only available online www.handbook.mq.edu.au.

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(b) Students in the categories described by Rule (9)(a) may not qualify for an Award under Programs of Study offered before 2010.

(c) Students in category (9)(a)(i) may only qualify for an Award under a Program of Study which was offered for new admissions when or after they initially enrolled.

(d) Students in categories (9)(a)(ii), (iii) and (iv) may only qualify for an Award under a Program of Study which was offered for new admissions when or after they transferred voluntarily, were transferred, or were readmitted.

(10) For the purposes of Rule 23(9) students who transfer voluntarily or are transferred into a new Program of Study will not be required to fulfil the People unit and Planet unit requirements of that Program of Study as stipulated in the Schedule of Programs of Study Currently Open For New Admissions and the Schedule of People Units and Planet Units of these Rules, if they otherwise qualify for an Award before 1 January 2014, and the Academic Senate may also stipulate exemptions to other requirements for students who otherwise qualify for an Award before 1 January 2014.
Schedule of bachelor awards currently open for new admissions

Part 1 – Single degrees

Bachelor of Actuarial Studies (BActStud)
Bachelor of Advanced Science (BAdvSc)
Bachelor of Applied Finance (BAppFin)
Bachelor of Arts (BA)
Bachelor of Arts – Media (BA–Media)
Bachelor of Arts – Psychology (BA–Psych)
Bachelor of Biodiversity and Conservation (BBioCons)
Bachelor of Business Administration (BBA)
Bachelor of Chiropractic Science (BChiroSc)
Bachelor of Commerce (BCom)
Bachelor of Commerce – Professional Accounting (BCom–ProfAccg)
Bachelor of Community Management (BCM)
Bachelor of Economics (BEc)
Bachelor of Education (Early Childhood Education) (BED(ECE))
Bachelor of Education (Primary) (BED(Prim))
Bachelor of Education (TESOL) (BED(TESOL))
Bachelor of Engineering (BE)
Bachelor of Environment (BEnv)
Bachelor of Health (BHlth)
Bachelor of Information Technology (BIT)
Bachelor of International Studies (BINtStud)
Bachelor of Laws (LLB)
Bachelor of Marine Science (BMarSc)
Bachelor of Medical Sciences (BMedScs)
Bachelor of Planning (BPlan)
Bachelor of Science (BSc)
Bachelor of Science – Psychology (BSc–Psych)
Bachelor of Social Science (BSocSc)
Bachelor of Speech and Hearing Sciences (BSpHearingSc)
Bachelor of Teaching (Birth to Five Years) (BTeach(0–5))
Bachelor of Teaching (Early Childhood Services) (BTeach(ECS))
Bachelor of e-Business (BeBus)

Part 2 – Double degrees

Bachelor of Actuarial Studies with the degree of Bachelor of Economics (BActStudBEc)
Bachelor of Actuarial Studies with the degree of Bachelor of Science (BActStudBSc)
Bachelor of Applied Finance with the degree of Bachelor of Actuarial Studies (BAppFinBActStud)
Bachelor of Applied Finance with the degree of Bachelor of Commerce – Professional Accounting (BAppFinBCom–ProfAccg)
Bachelor of Applied Finance with the degree of Bachelor of Economics (BAppFinBEc)
Bachelor of Arts – Psychology with the degree of Bachelor of Health (BA–PsychBHlth)
Bachelor of Arts with the degree of Bachelor of Commerce (BABCom)
Bachelor of Arts with the degree of Bachelor of Education (Primary) (BABEd(Prim))
Bachelor of Arts with the degree of Bachelor of Science (BABSc)
Bachelor of Business Administration with the degree of Bachelor of Arts (BBABA)
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Bachelor of Business Administration with the degree of Bachelor of Arts – Psychology (BBABA–Psych)
Bachelor of Business Administration with the degree of Bachelor of Commerce – Professional Accounting (BBABCom–ProfAccg)
Bachelor of Commerce with the degree of Bachelor of Science (BComBSc)
Bachelor of Engineering with the degree of Bachelor of Arts (BEBA)
Bachelor of Engineering with the degree of Bachelor of Business Administration (BEBBA)
Bachelor of Engineering with the degree of Bachelor of Commerce (BEBCom)
Bachelor of Engineering with the degree of Bachelor of Science (BEBSc)

Part 3 – Combined degrees

Bachelor of Applied Finance with the degree of Bachelor of Laws (BAppFinLLB)
Bachelor of Arts – Media with the degree of Bachelor of Laws (BA–MediaLLB)
Bachelor of Arts – Psychology with the Diploma of Education (BA–PsychDipEd)
Bachelor of Arts – Psychology with the degree of Bachelor of Laws (BA–PsychLLB)
Bachelor of Arts with the Diploma of Education (BADipEd)
Bachelor of Arts with the degree of Bachelor of Laws (BALLB)
Bachelor of Business Administration with the degree of Bachelor of Laws (BBALLB)
Bachelor of Commerce – Professional Accounting with the degree of Bachelor of Laws (BCom–ProfAccgLLB)
Bachelor of Commerce with the degree of Bachelor of Laws (BComLLB)
Bachelor of Environment with the degree of Bachelor of Laws (BEnvLLB)
Bachelor of Information Technology with the degree of Bachelor of Laws (BITLLB)
Bachelor of International Studies with the degree of Bachelor of Laws (BIntStudLLB)
Bachelor of Science with the Diploma of Education (BScDipEd)
Bachelor of Science with the degree of Bachelor of Laws (BScLLB)
Bachelor of Social Science with the degree of Bachelor of Laws (BSocScLLB)

Part 4 – Honours degrees

Honours degree of Bachelor of Actuarial Studies (BActStud(Hons))
Honours degree of Bachelor of Advanced Science (BAdvSc(Hons))
Honours degree of Bachelor of Applied Finance (BAppFin(Hons))
Honours degree of Bachelor of Arts (BA(Hons))
Honours degree of Bachelor of Arts – Media (BA–Media(Hons))
Honours degree of Bachelor of Arts – Psychology (BA–Psych(Hons))
Honours degree of Bachelor of Biodiversity and Conservation (BBioCons(Hons))
Honours degree of Bachelor of Business Administration (BBA(Hons))
Honours degree of Bachelor of Chiropractic Science (BChiroSc(Hons))
Honours degree of Bachelor of Commerce (BCom(Hons))
Honours degree of Bachelor of Commerce – Professional Accounting (BCom–ProfAccg(Hons))
Honours degree of Bachelor of Economics (BEc(Hons))
Honours degree of Bachelor of Environment (BEnv(Hons))
Honours degree of Bachelor of Health (BHlth(Hons))
Honours degree of Bachelor of Information Technology (BIT(Hons))
Honours degree of Bachelor of Marine Science (BMarSc(Hons))
Honours degree of Bachelor of Medical Sciences (BMedScs(Hons))
Honours degree of Bachelor of Planning (BPlan(Hons))
Honours degree of Bachelor of Science (BSc(Hons))
Honours degree of Bachelor of Science – Psychology (BSc–Psych(Hons))
Honours degree of Bachelor of Social Science (BSocSc(Hons))
### Honours degree of Bachelor of Speech and Hearing Sciences (BSpHearingSc(Hons))

### Honours degree of Bachelor of e-Business (BeBus(Hons))

| Requirements for all honours degrees listed above: | 1 | (a) Qualified for the award a degree of Bachelor of Macquarie University; and (b) Attained a standard of achievement approved by the designated Executive Dean of Faculty concerned; OR 2 | Hold from another university or other tertiary institution qualifications and academic attainments approved by the designated Executive Dean of Faculty concerned as equivalent to those required in 1 above 3 | Complete a minimum of 24 credit points in a program of study prescribed by the Executive Dean of the Faculty in which the candidate is registered |

### Honours degree of Bachelor of Psychology (BPsych(Hons))

| Requirements: | 1 | Minimum number of credit points | 96 2 | Minimum number of credit points at 100, 200 and 300 level in PSY | 54 3 | Minimum number of credit points at 200 level or above | 45 4 | Minimum number of credit points at 300 level | 24 5 | Minimum number of credit points at 400 level | 24 6 | Completion of a designated People unit 7 | Completion of a designated Planet unit 8 | Completion of other specific requirements as set out in the Schedule of Undergraduate Programs |

### Honours degree of Bachelor of Ancient History (BAncHist(Hons))

| Requirements: | 1 | Minimum number of credit points required for the degree | 96 2 | Minimum number of credit points at 200 level or above | 60 3 | Minimum number of credit points at 300 level or above | 45 4 | Completion of a designated People unit 5 | Completion of a designated Planet unit 6 | and completion of other specific requirements as set out in the Schedule of Undergraduate Programs |

### Pre-2010 honours degrees

- **honours degree of Bachelor of Commerce – Accounting (BCom–Accg(Hons))**
- **honours degree of Bachelor of Commerce – Actuarial Studies (BCom–ActStud(Hons))**
- **honours degree of Bachelor of Commerce – Marketing (BCom–Mktg(Hons))**
- **honours degree of Bachelor of Computer Science (BCS(Hons))**
- **honours degree of Bachelor of Creative Arts (BCA(Hons))**
- **honours degree of Bachelor of Environmental Management (BEnvMgmt(Hons))**
- **honours degree of Bachelor of Environmental Science (BEnvSc(Hons))**
- **honours degree of Bachelor of Human Resource Management (BHRM(Hons))**
- **honours degree of Bachelor of Information Systems (BIS(Hons))**
- **honours degree of Bachelor of International Business (BIntB(Hons))**
- **honours degree of Bachelor of Media (BMedia(Hons))**
- **honours degree of Bachelor of Optical Technology (BOptTech(Hons))**
- **honours degree of Bachelor of Technology (Exploration Geoscience) (BTech(Hons)(ExpGeo))**
- **honours degree of Bachelor of Technology (Information and Communication Systems) (BTech(Hons)(ICSys))**
- **honours degree of Bachelor of Technology (Optoelectronics) (BTech(Hons)(Optoel))**

| Requirements for all honours degrees listed above: | 1 | (a) Qualified for the award a degree of Bachelor of Macquarie University; and (b) Attained a standard of achievement approved by the designated Executive Dean of Faculty concerned; OR 2 | Hold from another university or other tertiary institution qualifications and academic attainments approved by the designated Executive Dean of Faculty concerned as equivalent to those required in 1 above 3 | Complete a minimum of 24 credit points in a program of study prescribed by the Executive Dean of the Faculty in which the candidate is registered |
Bachelor of Arts with the Diploma of Education with honours (BADipEd(Hons))

Requirements:
1. Minimum number of credit points 92
2. Minimum number of credit points which satisfy the requirements for the degree of Bachelor of Arts 68
3. Maximum number of credit points at 100 level 36
4. Minimum number of credit points in units offered by the Department of Education 50
5. Minimum number of credit points in units with an EDUC prefix 38
6. Minimum number of credit points in units with a TEP prefix 12
7. A major in Education approved for the degree of Bachelor of Arts
8. and completion of other specific requirements as set out in the Schedule of Undergraduate Programs

Honours degree of Bachelor of Education (Early Childhood Education) (BEd(ECE)(Hons))

Requirements:
1. Minimum number of credit points 96
2. Maximum number of credit points at 100 level 30
3. Minimum number of credit points in units offered by the Institute of Early Childhood 84
4. Minimum number of credit points in units offered by the Institute of Early Childhood at 300 level or above 27
5. Minimum number of credit points in units not offered by the Institute of Early Childhood 6
6. Minimum number of credit points in units offered anywhere in the University other than units with the prefixes ECE, ECED, ECGP, ECPR, ECH, ECHP, ECHH, (Students who have successfully completed ECHH301 or ECHH340 'Research Methods and their Application in Early Childhood' are permitted to deem ECHH301 or ECHH340 as a liberal studies unit taken inside or outside IEC as required.) 12
7. Minimum number of credit points in units offered anywhere in the University other than units with the prefixes ECE, ECED, ECGP, ECPR, ECH, ECHP, ECHH, at 200 level or above 6
8. and completion of other specific requirements as set out in the Schedule of Undergraduate Programs, including a standard of achievement in units under taken at 300 and 400 level approved by Academic Senate
Certificate rules

1. (1) There shall be the following Certificates; the Certificate in Ancient Languages (CertAnc Lang); the Certificate in Languages (CertLang).

(2) A candidate for the Certificate shall complete a program of 12 credit points in units of study approved by the Academic Senate.

(3) The Council may award the Certificate to a candidate who has met the requirements of these rules to the satisfaction of the Academic Senate.

(4) Any approval authorised by any of these rules to be given by the Executive Dean of the Faculty of Arts may be given by a member of the academic staff who has been duly delegated by that Executive Dean of Faculty to give approval for the purpose of that rule.

2. (1) In these Rules, unless otherwise stated or implied, a designated Executive Dean of Faculty means the Executive Dean of the Faculty which the Deputy Vice-Chancellor (Provost) has determined pursuant to Bachelor Degree Rule 3(1).

(2) A candidate shall be enrolled for an award referred to in Rule 1 (1) and shall be registered in a Faculty of the University as determined by the Deputy Vice-Chancellor (Provost).

(a) Where a candidate is enrolled in nine or more credit points in a study period, the candidate shall be designated as a full-time student;

(b) Where a candidate is enrolled in less than nine credit points in a study period, the candidate shall be designated as a part-time student;

(c) Where a candidate's total enrolment is in units which are classified external, the candidate shall be designated as an external student.

3. (1) The Academic Senate shall approve and prescribe units of study within an approved program of study on the recommendation of the Executive Dean of the Faculty of Arts.

(1A) A candidate who wishes to add an internal unit may do so only in the first two weeks of the study period. A candidate who wishes to add an external unit may do so only in the first week of the study period. No approval is required to add a unit within these time periods.

(2) Where the candidate has completed satisfactorily one or more units prescribed for this certificate, or has, in the opinion of the designated Executive Dean of Faculty, completed a similar unit or units in another tertiary institution, and where the unit or units do not form part of a completed award, the candidate may be granted credit as determined by a relevant committee appointed by Academic Senate on the recommendation of the Executive Dean of Faculty. The credit granted shall be for not more than one-half of the total program of studies for the certificate.

(3) Completed Certificates are not eligible for credit for previous studies under the provisions of Bachelor Degree Rule 16.

4. The determination whether a candidate has completed satisfactorily a unit forming part of the program of study shall be made in accordance with Bachelor Degree Rules 8 and 10 and University Policy and Procedure.

5. (1) (Repealed)

(2) A grade of a candidate shall be recorded in accordance with Bachelor Degree Rule 9.

6. Where a candidate discontinues one or more units in the program of studies such discontinuance shall be determined in accordance with Bachelor Degree Rule 11.

7. Subject to these rules a candidate whose record in a unit has been endorsed with the letter "W" or the letter "F" may re-enrol in that unit except that a candidate who has twice had the grade "F" recorded for a unit may not enrol again in that unit, save with the permission of the Executive Dean of the Faculty of Arts; provided that a candidate not permitted to enrol again in a unit may appeal to the Academic Appeals Committee which may determine the matter as it thinks fit. A candidate re-enrolling shall not receive credit for any work previously performed in that unit.

8. A candidate who is taking an unduly long time to complete the Certificate may be excluded from further enrolment in any units. For the purpose of this Rule, an unduly long time will be regarded as 2 years of effective enrolment.

9. (1) A candidate who is excluded pursuant to Rule 8 may appeal to the Academic Senate. The appeal is to be submitted in writing to the Academic Registrar no later than the date specified by the Academic Registrar.

(2) The Academic Senate shall establish the Academic Appeals Committee, which may dismiss the appeal, determine that the candidate may apply for permission to re-enrol after the expiration of one calendar year, or permit the candidate to re-enrol, and may impose conditions upon such re-enrolment.

(3) A candidate excluded pursuant to Rule 8 may apply to re-enrol after the expiration of two calendar years following such exclusion, or after the expiration of one calendar year if so determined pursuant to Rule 9(2). Any application for permission to re-enrol after the expiration period of exclusion shall be determined by Academic Senate. Any applicant who is refused permission to enrol again pursuant to Rule 9 may appeal to the Academic Appeals Committee which may determines the matter as it thinks fit.

10. Notwithstanding anything to the contrary herein contained, the Academic Senate may, in any case in which it may deem it appropriate to do so, dispense with or suspend any requirements of or prescription of these rules. Any such action by the Academic Senate shall in every instance be reported forthwith to the Council.
Diploma rules

1. (1) There shall be the following Diplomas:
   - the Diploma in Ancient Languages (DipAncLang);
   - the Diploma in Languages (DipLang).
   
   (2) A candidate for the Diploma shall complete a program of 24 credit points in units of study approved by the Academic Senate.

2. (1) In these Rules, unless otherwise stated or implied, a designated Executive Dean of Faculty means the Executive Dean of the Faculty which the Deputy Vice-Chancellor (Provost) has determined pursuant to Bachelor Degree Rule 3(1).

   (2) A candidate shall be enrolled for an award referred to in Rule 1(1) and shall be registered in a Faculty of the University as determined by the Deputy Vice-Chancellor (Provost):
   (a) Where a candidate is enrolled in nine or more credit points in a study period, the candidate shall be designated as a full-time student;
   (b) Where a candidate is enrolled in less than nine credit points in a study period, the candidate shall be designated as a part-time student;
   (c) Where a candidate’s total enrolment is in units which are classified external, the candidate shall be designated as an external student.

3. To be admitted to candidature for the diploma, an applicant—
   (1) shall be admitted to candidature for a course leading to a degree at this University; or
   (2) shall have qualified for admission to a degree at the University, or
   (3) shall hold, from another university or other tertiary institution, qualifications approved by a relevant committee appointed by Academic Senate as equivalent to the requirements set out in paragraph (2) of this clause.

4. (1) The Academic Senate shall approve and prescribe units of study within an approved program of study on the recommendation of the Executive Dean of the Faculty of Arts.
   
   (2) A candidate who wishes to add an internal unit may do so only in the first two weeks of the study period. A candidate who wishes to add an external unit may do so only in the first week of the study period. No approval is required to add a unit within these time periods.

5. (1) The determination whether a candidate has completed satisfactorily a unit forming part of the program of study shall be made in accordance with Bachelor Degree Rules 8 and 10 and University Policy and Procedure.
   
   (2) Where the candidate has completed satisfactorily one or more units prescribed for this diploma, or has, in the opinion of the designated Executive Dean of faculty, completed a similar unit or units in another tertiary institution, and where the unit or units do not form part of a completed award, the candidate may be granted credit therefore as determined by a relevant committee appointed by Academic Senate on the recommendation of the Executive Dean of faculty. The credit granted shall be for not more than one-half of the total program of studies for the diploma.

6. (Repealed)

7. (1) (Repealed)

   (2) A grade of a candidate shall be recorded in accordance with Bachelor Degree Rule 9.

8. Where a candidate discontinues one or more units in the program of studies such discontinuance shall be determined in accordance with Bachelor Degree Rule 11.

9. Subject to these rules a candidate whose record in a unit has been endorsed with the letter “W” or the letter “F” may re-enrol in that unit except that a candidate who has twice had the grade “F” recorded for a unit may not enrol again in that unit, save with the permission of the Executive Dean of the Faculty of Arts; provided that a candidate not permitted to enrol again in a unit may appeal to the Academic Appeals Committee which may determine the matter as it thinks fit. A candidate re-enrolling shall not receive credit for any work previously performed in that unit.

10. A candidate who is taking an unduly long time to complete the Diploma may be excluded from further enrolment in any units. For the purpose of this Rule, an unduly long time will be regarded as 4 years of effective enrolment.

11. (1) A candidate who is excluded pursuant to Rule 10 may appeal to the Academic Senate. The appeal is to be submitted in writing to the Academic Registrar no later than the date specified by the Academic Registrar.
   
   (2) The Academic Senate shall establish the Academic Appeals Committee, which may dismiss the appeal, determine that the candidate may apply for permission to re-enrol after the expiration of one calendar year, or permit the candidate to re-enrol, and may impose conditions upon such re-enrolment.
To be admitted to candidature for a course leading to a graduate certificate, an applicant—

(i) shall have qualified for admission to a degree of Bachelor of this University or to an honours degree of Bachelor of this University and have achieved a level of attainment in an appropriate area of study or areas of study considered by the Academic Senate, on the recommendation of the designated Executive Dean of Faculty, to be acceptable for admission to the graduate certificate; or

(ii) shall hold, from another university or other tertiary institution, qualifications approved by the Academic Senate, on the recommendation of the designated Executive Dean of Faculty, to be acceptable for admission to the graduate certificate; or

(iii) shall hold, from another university or other tertiary institution, qualifications approved by the Academic Senate, on the recommendation of the Executive Dean of Faculty in which the course is offered, as equivalent to the requirements set out in paragraph (i) of this clause; and

(b) in respect of such courses as are determined by a relevant committee appointed by Academic Senate, on the recommendation of the Executive Dean of Faculty in which the course is offered, shall have such additional qualifications and experience as may be considered by that committee to be adequate preparation for admission to candidature.

3. (1) The courses leading to the award of one of the graduate certificates specified in Rule 1 shall be approved by the Academic Senate.

(2) The course shall consist of a number of units of study, some of which may be prescribed and some optional. The credit points for the course must total at least 12.

(3) The course shall normally consist of units of study in the Schedule of Units of Study specified in the Bachelor Degree Rules but the Academic Senate may approve of the inclusion of other units of study on the recommendation of the relevant Executive Dean of Faculty. For each other unit of study there shall be specified the number of credit points, the level, the duration and the conditions for enrolment.

Program of studies

4. (1) A candidate shall enrol for a graduate certificate referred to in Rule 1(1) and shall be registered with the University Council as a candidate for a specific graduate certificate if the applicant submit other evidence of academic and/or professional attainments and the admission is approved by the Academic Senate. Any applicant who is refused permission to enrol again pursuant to Rule 11 may appeal to the Academic Appeals Committee which may determine the matter as it thinks fit.
determined by the Deputy Vice-Chancellor (Provost).

(2) In these rules, unless otherwise stated or implied, a designated Executive Dean of Faculty means the Executive Dean of the Faculty in which the Deputy Vice-Chancellor (Provost) has determined pursuant to Rule 4(1).

(3) A candidate shall be designated as a part-time student if the candidate enrolls in any year for such units as would, if satisfactorily completed, result in the candidate obtaining not more than 12 credit points.

(4) The program of studies which a candidate for a specific graduate certificate must complete satisfactorily shall consist of units selected from those approved by the Academic Senate as comprising that graduate certificate and shall be subject to the approval of the designated Executive Dean of Faculty. Such units may not include those counted for credit for any other award under these Rules or the Bachelor Degree Rules.

(5) Where a candidate has completed successfully one or more prescribed units for a specific graduate certificate or has, in the opinion of the designated Executive Dean of Faculty, completed a similar unit in another tertiary institution, the Executive Dean of Faculty may deem the candidate to have completed the prescribed unit or units.

(6) A candidate who wishes to add an internal unit may do so only in the first week of the study period. A candidate who wishes to add an external unit may do so only in the first two weeks of the study period. No approval is required to add a unit within these time periods.

Completion of units

5. The determination whether a candidate has completed satisfactorily a unit forming part of the program of study shall be made in accordance with Bachelor Degree Rules 8 and 10 and University Policy and Procedure.

Grades

6. (1) (Repealed)

(2) The grade of a candidate shall be recorded in accordance with Bachelor Degree Rule 9.

Discontinuance

7. Where a candidate discontinues one or more units in the program of studies such discontinuance shall be determined in accordance with Bachelor Degree Rule 11.

Exclusion from enrolment

8. A candidate who has twice had a grade recorded for a unit pursuant to Rule 6 may not enrol again in that unit, save with the permission of the Executive Dean of Faculty offering the unit; provided that a candidate not permitted to enrol again may appeal to the Academic Appeals Committee which may determine the matter as it thinks fit.

Saving clause

9. Notwithstanding anything to the contrary herein contained, the Academic Senate may, in any exceptional case in which it may deem it appropriate to do so, dispense with or suspend any requirement of or prescription by these rules. Any such action by the Academic Senate is to be reported forthwith to the Council.

Requirements for awards

Graduate Certificate in Biotechnology

10. To qualify for the Graduate Certificate in Biotechnology (GradCertBiotech) a candidate must obtain an aggregate of at least 12 credit points comprising such units as have been prescribed by the Academic Senate on the recommendation of the designated Executive Dean of Faculty.

Graduate Certificate in Business

11. To qualify for the Graduate Certificate in Business (GradCertBus) a candidate must obtain an aggregate of at least 12 credit points comprising such units as have been prescribed by the Academic Senate on the recommendation of the designated Executive Dean of Faculty.

Graduate Certificate in Information Systems and Technology

12. To qualify for the Graduate Certificate in Information Systems and Technology (GradCertInfSysTech) a candidate must obtain an aggregate of at least 12 credit points comprising such units as have been prescribed by the Academic Senate on the recommendation of the designated Executive Dean of Faculty.

Graduate Certificate in Information Technology

13. To qualify for the Graduate Certificate in Information Technology (GradCertIT) a candidate must obtain an aggregate of at least 12 credit points comprising such units as have been prescribed by the Academic Senate on the recommendation of the designated Executive Dean of Faculty.

Graduate Certificate in Marketing

14. To qualify for the Graduate Certificate in Marketing (GradCertMktg) a candidate must obtain an aggregate of at least 12 credit points comprising such units as have been prescribed by the Academic Senate on the recommendation of the designated Executive Dean of Faculty.

Graduate Certificate in Statistics

15. To qualify for the Graduate Certificate in Statistics (GradCertStats) a candidate must obtain an aggregate of at least 12 credit points comprising such units as have been prescribed by the Academic Senate on the recommendation of the designated Executive Dean of Faculty.
Graduate diploma rules

1. (1) There shall be the following graduate diplomas:
   - Graduate Diploma in Anthropology (GDipAnth);
   - Graduate Diploma in Climate Science (GDipCLISc);
   - Graduate Diploma in Early Childhood (GDipEarlyChildhood);
   - Graduate Diploma in Education (GDipEd);
   - Graduate Diploma in Geographic Information Science (GDipGInfS);
   - Graduate Diploma in Information Technology (GDipIT);
   - Graduate Diploma in Japanese (GDipJapanese);
   - Graduate Diploma in Philosophy (GDipPhil);
   - Graduate Diploma in Psychology (GDipPsych);
   - Graduate Diploma in Women's Studies (GDipWSt).

   (2) Any one of the graduate diplomas referred to in Rule 1(1) may be conferred by the Council on a candidate who has to the satisfaction of the Academic Senate complied with the requirements of these rules.

   (3) Any approval, recommendation, decision or other determination authorised in any of these rules to be given or made by an Executive Dean of a Faculty may be given or made by a member of the academic staff who has been duly delegated by that designated Executive Dean of Faculty to give or make approvals, recommendations, decisions or determinations for the purposes of that rule.

General provisions

Admission to candidature

2. (1) To be admitted to candidature for a course leading to a graduate diploma, an applicant—
   (a) (i) shall have qualified for admission to a degree of Bachelor of this University or to an honours degree of Bachelor of this University and have achieved a level of attainment in an appropriate area of study or areas of study considered by a relevant committee appointed by Academic Senate, on the recommendation of the designated Executive Dean of Faculty, to be acceptable for admission to the graduate diploma; or
   (ii) shall hold, from another university or other tertiary institution, qualifications approved by a relevant committee appointed by Academic Senate, on the recommendation of the Executive Dean of the Faculty in which the course is offered, as equivalent to the requirements set out in paragraph (i) of this clause; and
   (b) in respect of such courses as are determined by a relevant committee appointed by Academic Senate, on the recommendation of the designated Executive Dean of the Faculty in which the course is offered, shall have such additional qualifications and experience as may be considered by that committee to be adequate preparation for admission to candidature.

   (2) Notwithstanding the provisions of this Rule, the designated Executive Dean of the Faculty in which the applicant seeks to register may require an applicant to demonstrate fitness for admission as a candidate by carrying out such work and/or sitting for such examinations as the Executive Dean of Faculty may determine.

   (3) In exceptional cases an applicant may be admitted as a candidate for a specific graduate diploma if the applicant submits other evidence of academic and/or professional attainments and the admission is approved by a relevant committee appointed by Academic Senate on the recommendation of the Executive Dean of the Faculty in which the candidate may be registered.

Courses and units of study

3. (1) The course leading to the award of one of the graduate diplomas specified in Rule 1 shall be approved by the Academic Senate on the recommendation of a relevant committee appointed by Academic Senate.

   (2) The course shall consist of a number of units of study, some of which may be prescribed and some optional. The credit points for the units of study must total at least 24.

   (3) The course shall normally consist of units of study in the Schedule of Units of Study specified in the Bachelor Degree Rules but the Academic Senate may approve of the inclusion of other units of study on the recommendation of the relevant Executive Dean of Faculty. For each other unit of study there shall be specified the number of credit points, the level, the duration and the conditions for enrolment.

Program of studies

4. (1) A candidate shall enrol for an award or a graduate diploma referred to in Rule 1(1) and shall be registered for an award referred to in Rule 1(1) in the Faculty of the University determined by the Deputy Vice-Chancellor (Provost).

   (2) In these rules, unless otherwise stated or implied, a designated Executive Dean of Faculty means the Executive Dean of the Faculty which the Deputy Vice-Chancellor (Provost) has determined pursuant to Rule 4(1).

   (3) A candidate shall be designated as a full-time student if the candidate enrolls in any year for such units as would, if satisfactorily completed, result in the candidate obtaining not less than 17 credit points; otherwise the candidate shall be designated as a part-time student.

   (4) The program of studies which a candidate for a specific graduate diploma must complete satisfactorily shall consist of units selected from

The University may from time to time amend the content and form of the Calendar of Governance, Legislation and Rules and the Handbook of Undergraduate Studies with the latest versions of these published on the website of the University Council http://universitycouncil.mq.edu.au.

The Handbook of Postgraduate Coursework Studies is now only available online www.handbook.mq.edu.au.
those approved by the Academic Senate as comprising that graduate diploma and shall be subject to the approval of the designated Executive Dean of Faculty. Such units may not have been counted for credit for any other award under these rules or the Bachelor Degree Rules.

(5) Where a candidate has completed successfully one or more prescribed units for a specific graduate diploma or has, in the opinion of the designated Executive Dean of Faculty, completed a similar unit in another tertiary institution, the Executive Dean of Faculty may deem the candidate to have completed the prescribed unit or units.

(6) A candidate who wishes to add an internal unit may do so only in the first two weeks of the study period. A candidate who wishes to add an external unit may do so only in the first week of the study period. No approval is required to add a unit within these time periods.

Completion of units
5. The determination whether a candidate has completed satisfactorily a unit forming part of the program of study shall be made in accordance with Bachelor Degree Rules 8 and 10 and University Policy and Procedure.

Grades
6. (1) (Repealed)
(2) The grade of a candidate shall be recorded in accordance with Bachelor Degree Rule 9.

Discontinuance
7. Where a candidate discontinues one or more units in the program of studies such discontinuance shall be determined in accordance with Bachelor Degree Rule 11.

Exclusion from enrolment
8. A candidate who has twice had a grade recorded for a unit pursuant to Rule 6 may not enrol again in that unit, save with the permission of the Executive Dean of Faculty offering the unit; provided that a candidate not permitted to enrol again may appeal to the Academic Appeals Committee which may determine the matter as it thinks fit.

9. (1) A candidate who is taking an unduly long time to complete the program of studies for a specific graduate diploma shall be excluded from further enrolment in that graduate diploma.
(2) For the purpose of this Rule, a candidate will be deemed to be taking an unduly long time to complete a program of study if the candidate has been enrolled for the graduate diploma for more than 4 equivalent part-time years aggregated by counting each year of full-time candidature as equivalent to two part-time years.
(3) A candidate excluded pursuant to Rule 9(1) or 9(7) may appeal to the Academic Appeals Committee. The appeal shall be submitted in writing no later than the date specified by the Academic Registrar, provided that the Committee may consider an appeal submitted after the specified date if the Committee is satisfied with the candidate's explanation for the late submission. The Academic Appeals Committee may dismiss the appeal, determine that the candidate may apply for permission to re-enrol after the expiration of one calendar year, or permit the candidate to re-enrol, and may impose conditions upon such re-enrolment.

(4) A candidate who, following an appeal pursuant to Rule 9(3), is not permitted to re-enrol by the Academic Appeals Committee may appeal to the Academic Appeals Committee. The appeal shall be submitted in writing to the Academic Registrar no later than the date specified by the Academic Registrar, provided that the Academic Appeals Committee may consider an appeal submitted after the specified date if the Committee is satisfied with the candidate's explanation for the late submission. The Academic Appeals Committee may dismiss the appeal, determine that the candidate may apply for permission to re-enrol for that award after the expiration of one calendar year, or permit the candidate to re-enrol for that award, and may impose conditions upon such re-enrolment.

(5) A candidate excluded pursuant to Rule 9(1) may apply for permission to re-enrol after the expiration of two calendar years following such exclusion, or after the expiration of one calendar year if so determined by the Academic Appeals Committee pursuant to Rule 9(3) or by the Academic Appeals Committee pursuant to Rule 9(4). Any application for permission to re-enrol after the expiration of the period of exclusion shall be determined by the Ranking Committee in terms of any guidelines specified by a relevant committee appointed by Academic Senate.

(6) Any applicant who is refused permission to enrol again pursuant to Rule 9(5) may appeal to the Academic Appeals Committee which may determine the matter as it thinks fit.

(7) A student who commenced candidature after 1 January 2000 for the Graduate Diploma in Education or the Graduate Diploma in Early Childhood, and who has failed to complete a unit (these units are listed in the schedule of prescribed practicum units for the diplomas listed above) offered by the Faculty of Human Sciences, after having been enrolled therein twice, because of failure in the practicum component of that unit is excluded from the Graduate Diploma in Education, the Graduate Diploma in Early Childhood and the degrees listed in Bachelor Degree Rule 13(2).

Requirements for awards
The Graduate Diploma in Anthropology
10. To qualify for the Graduate Diploma in Anthropology a candidate must obtain an aggregate of at least 24 credit points in anthropology units with the code ANTH.
The University may from time to time amend the content and form of the Calendar of Governance, Legislation and Rules and the Handbook of Undergraduate Studies with the latest versions of these published on the website of the University Council http://universitycouncil.mq.edu.au.

The Handbook of Postgraduate Coursework Studies is now only available online www.handbook.mq.edu.au.

The Graduate Diploma in Climate Science
11. To qualify for the Graduate Diploma in Climate Science a candidate must obtain an aggregate of at least 24 credit points including not less than 21 credit points at 200 level or above, of which not less than 12 credit points must be at 300 level or above, including such units as may have been prescribed by the Academic Senate on the recommendation of the designated Executive Dean of Faculty.

The Graduate Diploma in Early Childhood
12. To qualify for the Graduate Diploma in Early Childhood a candidate must obtain an aggregate of at least 24 credit points in units with the code ECH or ECHP including such units as have been prescribed for any one of the specialisations approved by the Academic Senate on the recommendation of the designated Executive Dean of Faculty.

The Graduate Diploma in Education
13. To qualify for the Graduate Diploma in Education a candidate must obtain an aggregate of at least 27 credit points in units, comprising:
   • at least 9 credit points with the code EDUC including at least 6 credit points in EDUC at 200-level and above; and
   • at least 18 credit points in units with the code TEP and such EDUC and TEP units as have been prescribed by the Academic Senate on the recommendation of the designated Executive Dean of Faculty.

The Graduate Diploma in Geographic Information Science
14. To qualify for the Graduate Diploma in Geographic Information Science a candidate must obtain an aggregate of at least 24 credit points in units with the code ENV, ENVE or ENVG, or with the code COMP or with the code ISYS, of which at least 18 credit points must be at 200 level or above including such 200 and 300 level units as may be prescribed by the Academic Senate on the recommendation of the designated Executive Dean of Faculty.

The Graduate Diploma in Information Technology
15. To qualify for the Graduate Diploma in Information Technology a candidate must obtain an aggregate of at least 24 credit points in Information Technology units including such units as have been prescribed by the Academic Senate on the recommendation of the designated Executive Dean of Faculty.

The Graduate Diploma in Japanese
16. To qualify for the Graduate Diploma in Japanese a candidate must obtain an aggregate of at least 24 credit points in Japanese units with the code JPS including not less than 12 credit points at 300 level or above, including such units as have been prescribed by the Academic Senate on the recommendation of the designated Executive Dean of Faculty.

The Graduate Diploma in Philosophy
17. To qualify for the Graduate Diploma in Philosophy a candidate must obtain an aggregate of at least 24 credit points at 200 level or above in Philosophy units with the code PHL including not less than 12 credit points at 300 level.

The Graduate Diploma in Psychology
18. To qualify for the Graduate Diploma in Psychology a candidate must obtain an aggregate of at least 33 credit points at 200 level or above in Psychology units with the code PSY including not less than 12 credit points at 300 level and such units as have been prescribed by the Academic Senate on the recommendation of the designated Executive Dean of Faculty.

The Graduate Diploma in Women’s Studies
19. To qualify for the Graduate Diploma in Women’s Studies a candidate must obtain an aggregate of at least 24 credit points, including at least 10 credit points in units with the code GEN and 12 credit points at 300 level or above, including such units as have been prescribed by Academic Senate on the recommendation of the designated Executive Dean of Faculty.

Saving Clause
20. Notwithstanding anything to the contrary herein contained, the Academic Senate may, in any exceptional case in which it may deem it appropriate to do so, dispense with or suspend any requirement of or prescription by these rules. Any such action by the Academic Senate is to be reported forthwith to the Council.
Open Universities Australia rules

1. (1) There shall be the following awards which may be conferred by Council on candidates who have been deemed by the Academic Senate to have complied with these Rules:

the degree of Bachelor of Arts (BA)

the Graduate Certificate in Policy and Applied Social Research (GradCertPASR)

the Master of Policing, Intelligence and Counter Terrorism (MPICT)

the Postgraduate Diploma in Policing, Intelligence and Counter Terrorism (PGDipPICT)

the Postgraduate Certificate in Ancient History (PGCertAhst)

the Postgraduate Certificate in Policing, Intelligence and Counter Terrorism (PGCertPICT).

(2) In no case shall the award be conferred more than once on the same candidate.

(3) To qualify for an award referred to in Rule 1(1) a candidate must complete a program of study approved by Academic Senate for that award.

Schedule to the rules

2. (1) The Academic Senate prescribes a Schedule of General Requirements for the awards specified in these Rules.

(2) The Academic Senate prescribes a Schedule of Units approved as qualifying under these Rules.

Saving clause

Notwithstanding anything to the contrary herein contained, the Academic Senate may, in any exceptional case in which it may deem it appropriate to do so, dispense with or suspend any requirements of or prescription by these rules. Any such action by Academic Senate is to be reported forthwith to the Council.
## GENERAL REQUIREMENTS FOR OPEN UNIVERSITIES AUSTRALIA AWARDS

Schedule to the Open Universities Australia Rules

### Bachelor of Arts

<table>
<thead>
<tr>
<th>Requirements</th>
<th>1</th>
<th>Minimum number of units to be completed</th>
<th>24</th>
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<tbody>
<tr>
<td></td>
<td>2</td>
<td>Minimum number of units to be chosen from the Macquarie OUA Schedule of Units</td>
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<td></td>
<td>3</td>
<td>Minimum number of units at 200 level or above, including at least 6 units from the Macquarie OUA Schedule of Units available through OUA</td>
<td>12</td>
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<tr>
<td></td>
<td>4</td>
<td>Minimum number of units at 300 level or above, including at least three units from the Macquarie OUA Schedule of Units</td>
<td>6</td>
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<tr>
<td></td>
<td>5</td>
<td>Completion of an approved coherent study at 300 level or above or an approved major</td>
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### Graduate Certificate in Policy and Applied Social Research

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<tr>
<td></td>
<td>2</td>
<td>and completion of other specific requirements as approved by Academic Senate</td>
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### Master of Policing, Intelligence and Counter Terrorism

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### Postgraduate Diploma in Policing, Intelligence and Counter Terrorism

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### Postgraduate Certificate in Ancient History

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### Postgraduate Certificate in Policing, Intelligence and Counter Terrorism

<table>
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<th>Requirements</th>
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