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(1) 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 preparatory, 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 course of study. Also known as qualification or degree.
   
   By-law means the Macquarie University By-law 2005.
   
   Council means the Council of the University.
   
   Combined degrees means integrated study in courses across undergraduate and postgraduate Australian Qualification Framework levels 7, 8 and 9.


**Course** means a sequence of study which leads to a higher education award. All courses are owned by Academic Senate on behalf of the University. Faculties/Offices act as stewards for courses on behalf of Academic Senate. Faculties/Offices are responsible for the design, delivery, review, and development of courses in compliance with University policies and procedures.

**Corequisites** mean a unit which has to be completed prior to or concurrently with another.

**decision** includes a determination.

**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.

**Double degree** means completing the core zones of two single degrees at the same Australian Qualification Framework level. Students are not required to complete the flexible zone requirement of either course.

**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.’

**Elective Unit** means a unit in the core zone which is chosen from a defined option set.

**Essential Unit** means a specific compulsory unit that all students enrolled in the course must complete.

**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 degree. It is based on the units completed in that course at Macquarie University and does not take into account any credit points granted for advanced standing or non-award study. Macquarie University introduced a Weighted Average Mark (WAM) for students enrolling in courses from 2020. The GPA grading scheme will be retained for students who have completed studies prior to 2020.

**Major** means a mandatory sequence of study within a generalist degree course. A major must be exactly 80 credit points of which 30 credit points must be completed at 3000 level or above. Majors contribute to the acquisition of a course’s learning outcomes. Majors are approved by Academic Senate and are included in the course major schedule.

**Minor** means an approved 40 credit point sequence of undergraduate units. A minor is either a derived minor or a designated minor. All minors must have the minimum structural requirement of 20 credit points must be completed at 2000 level or above. A derived minor has the same name as the major or specialisation from which its units are drawn. A minor does not require approval by Academic Senate.

**MUIC** means the Macquarie University International College

**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 courses and units** means those courses listed in the schedule of practical, clinical or professional courses in the Academic Progression Policy.

**Preparatory course** means the Foundation courses delivered by MUIC.
**Prerequisites** mean a statement of the required knowledge or conditions that must be satisfied before enrolment in a particular unit is permitted.

**Specialisation** means a sequence of study in undergraduate specialist degree courses and postgraduate degree courses.

**Units** mean the individual components of study within a course. Undergraduate and postgraduate units utilise a system of 10 credit points or multiples thereof. A 10 credit point unit must meet the Commonwealth’s expectation that a unit of study will consist of 150 hours of activity for a student so enrolled.

**University Handbook** means the University’s digital presentation and organisation of information for students, which is revised and published annually, containing information on units, and award courses offered in a given year.

**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 MUIC.

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 course and complete units to satisfy the requirements of that course.

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

   3) Transfer between University undergraduate 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 courses 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 course will qualify the student for each of the awards. A student enrolled in a course offered by MUIC is not permitted to undertake concurrent enrolment.

   5) Cross-institutional enrolment is governed by procedures published by the Registrar.

   6) A student excluded from enrolment is required to apply for readmission after the expiration of the period of exclusion in accordance with published procedures.

   7) The following NSW legislative requirements apply where a course 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.

   8) a. Where a course 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 course requirements.

b. The following requirements apply where a student is enrolled in a practical, clinical or professional course, or unit of study:

i. if a student fails a required unit twice in an undergraduate professional course, listed in the schedule, then they may be excluded from further enrolment in that course; or

ii. if a student fails a clinical or professional unit which is required for their enrolled course, then they may be excluded from further enrolment in that course; or

iii. if a student records two fail grades, or fails the equivalent of 20 credit points, in a postgraduate-level clinical or professional course, then they may be excluded from further enrolment in that course; or

iv. if a student is required to maintain professional accreditation or registration as a requirement for admission and continuing participation to a course or unit, a lapse in accreditation or registration shall then lead to exclusion.

c. Any determinations made under Rule 9(8)(a) (i-iii) will be made following the Placement Co-ordination Resources and the Fitness to Practice Procedure.

d. Any determinations made under Rule 9(8)(b) (i-iv) will be made in accordance with Rule 10(7).

10. Progression

1) Disruption to study is governed by the Special Consideration Policy.

2) Academic Progression is governed by the Academic Progression Policy for a student enrolled in Session 1 and or Session 2.

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

a. for a student enrolled in a course delivered by MUIC successful completion of at least 50% of enrolment load in the study period under consideration; or

b. for a student enrolled in a postgraduate course who has attempted at least 80 postgraduate credit points, an overall Grade Point Average (GPA) of at least 1.00 or equivalent WAM and a GPA of at least 1.00 or equivalent WAM 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 course 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 failed to meet the conditions of a legislative requirement set out in Rule 9(7), then they may be excluded from the unit or a course indefinitely; or
   b. where a student has failed to meet the professional experience requirements set out in Rule 9(8) they may be excluded from the unit or course indefinitely; or
   c. where a postgraduate student who has not shown cause why enrolment should not be terminated, then they may be excluded from the course indefinitely; or
   d. where a postgraduate student has shown cause why enrolment should not be terminated and the Executive Dean of the relevant Faculty confirms termination and exclusion, then they may be excluded from that course indefinitely.

8) Re-admission following exclusion is governed by the Admission to Coursework Awards Policy.

9) The Executive Dean of the relevant Faculty, or, if applicable, the Director of MUIC 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, Final Examinations and Grades are governed by the Assessment Policy.

12. **Awards and graduation**
   1) A student enrolled in a Preparatory Course is not eligible to graduate at a formal graduation ceremony.
   2) To be eligible to graduate a student must satisfy all requirements specified for that course, including any specialisation or major requirements where applicable.
   3) 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.
   4) No award that comprises the same course may be conferred by Council more than once on the same student.
   5) A student who successfully completes a double degree will normally have their awards conferred upon meeting the requirements of both degree courses.
   6) A student admitted to a Bachelor of Laws or Bachelor of Education double degree course cannot elect to have the Bachelor of Laws or Bachelor of Education degree conferred first, unless that student has completed an approved undergraduate degree.
   7) 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 matters including:
      a. admission and readmission;
      b. Special Consideration;
      c. Recognition of Prior Learning;
      d. academic progression;
      e. suspension and exclusion; and
      f. termination of candidature.

**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.