

## **REGULATION 11.1.A2 - COURSES, SELECTION, ADMISSION AND ASSESSMENT**

### **Part 1 - Preliminary**

#### **1. Objectives**

The objective of these Regulations is to provide for a framework for the admission and progression of students in University courses that is:

- (a) fair;
- (b) consistent;
- (c) quality-focussed; and
- (d) compliant.

#### **2. Authorising provision**

These Regulations are made under Statutes 11.1, 11.2, 11.3, 11.4 and 13.1 and sections 28, 29 and 30 of the University of Melbourne Act 2009.

#### **3. Board may dispense with requirements of these regulations**

- (1) The Board may, in special cases, dispense with any of the requirements of these regulations.

#### **4. Policies and directions**

The Board may set policies and give directions regarding any matter relevant to these regulations.

### **Part 2. - Entry requirements**

#### **5. Setting of minimum entry requirements**

- (1) The University may admit applicants on the basis of minimum entry requirements set by the Board.
- (2) Minimum entry requirements set by the Board must be:
  - (a) specified in the course approval documentation; and
  - (b) published by the Academic Registrar in the Handbook.

#### **6. Reasonable prospect of success principle**

In determining minimum entry requirements, the Board must have regard to the principle that the applicants to be admitted should be selected from among those applicants with a reasonable prospect of success in the course.

#### **7. Entry requirement factors**

- (1) Minimum entry requirements determined by the Board may include requirements relating to:
  - (a) academic merit;
  - (b) English language proficiency;
  - (c) equivalence measures;
  - (d) prior learning;
  - (e) other experience and attainments;
  - (f) special factors, including residency, performance at interview, folios and auditions;
  - (g) other matters that the Board considers relevant to the reasonable prospects of success of applicants in a course.
- (2) Entry to courses is competitive except where the Board has approved guaranteed entry standards. Meeting the minimum entry requirements does not guarantee selection.

#### **8. Monitoring**

The Board must monitor the effectiveness of minimum entry requirements and of the methods used to rank applicants when not all applicants who meet minimum standards are to be admitted.

### **Part 3. - Selection and offers**

#### **9. Selection criteria**

- (1) The Board may determine selection criteria and restrictions in respect of courses to apply in addition to the minimum entry requirements under sub-regulation 5, including:
  - (a) entry scores;
  - (b) requirements based on regulatory or administrative requirements or guidelines.

#### **10. Selection is at the University's discretion**

- (1) Subject to Statutes 11.2 and 11.3 the University has absolute discretion whether to admit an applicant into a course.
- (2) This regulation applies whether or not:
  - (a) the applicant meets minimum entry requirements;
  - (b) the applicant has achieved any applicable entry score;
  - (c) quota or other restrictions apply.
- (3) In deciding whether to refuse to admit a person the following factors may be taken into consideration—
  - (a) a person’s previous studies or conduct at the University or other institutions;
  - (b) information provided in application documentation or otherwise known to the University which leads the faculty to believe that the applicant should not be admitted to a course;
  - (c) requirements relevant to the delivery of a course;
  - (d) regulatory or administrative requirements or guidelines;
  - (e) other reasons.
- (4) Although a person may not be eligible for admission to a course the Board may, in special cases:
  - (a) declare the person to be eligible for admission to the course; and
  - (b) impose any conditions in relation to completion of qualifications ordinarily required for admission to the course or otherwise as the Board thinks fit.

Note

Statute 11.2 - Exclusion for Health Reasons and Statute 11.3 - Exclusion From Enrolment; - sets out circumstances in which the Provost may refuse to enrol a person as a student and the circumstances in which the Vice-Chancellor may suspend or exclude a student.

## Part 4 – Enrolment

### 11. Enrolment and re-enrolment

The enrolment or re-enrolment of a student in any course or subject, and the tenure and terms thereof, must at all times be in accordance with the statutes, regulations and policies of the University.

### 12. Imposition of conditions

- (1) The University may impose conditions on a student’s study and participation in University activities.
- (2) Conditions imposed under this regulation may include conditions relating to:
  - (a) the number of subjects to be taken (including a maximum number);
  - (b) the expected level of achievement;
  - (c) engagement with support services or counselling as required by the University as a consequence of a student academic progress decision, student misconduct or concerns about the student’s behaviour.
- (3) The University may suspend or exclude a student or impose further conditions if conditions are not complied with.

### 13. Transfer between courses

- (1) The student may, on application and the approval of the enrolling faculty, transfer between courses subject to:
  - (a) the availability of a place in the destination course;
  - (b) satisfaction by the student of requisites and other entry requirements for the destination course;
  - (c) any conditions or pre-approval requirements imposed by a student sponsor;
  - (d) any applicable regulatory or administrative requirements or guidelines.
- (2) Requirements and arrangements for academic credit, scholarships, academic progress and expected completion may change with the change of course.
- (3) It is the responsibility of a student to inform him or herself of the requirements, arrangements and changes applying to the transfer to another course.

## Part 5. - Academic Credit

#### **14. Granting academic credit**

- (1) The University may, on application, grant academic credit to a student on the grounds of:
  - (a) prior studies; or
  - (b) prior relevant work experience.
- (2) Academic credit may be granted as determined by the Board:
  - (a) on a block credit basis;
  - (b) on a matching basis to exempt a student from the requirement to complete the equivalent subject in the course for which they are enrolling or are enrolled; or
  - (c) on the basis of recognised prior learning in recognition of skills and knowledge gained through work experience, life experience or formal training.
- (3) The Board must determine the maximum academic credit to be granted for University courses.
- (4) The University must not grant partial academic credit for a subject.
- (5) The University must not grant academic credit towards a course for a conceded pass result attained at another institution.
- (6) The University must not grant academic credit for any subject in a bachelor degree which is considered by the appropriate faculty to be a third year subject.
- (7) The University may establish formal cross-crediting arrangements with points granted towards the requirements of more than one award through advanced standing arrangements at one or more institutions.

#### **15. Minimum studies at the University for an Award**

- (1) Notwithstanding any academic credit, a student must obtain a minimum number of credit points or amount of assessment from study at the University in order to take out an award except where the Board has established otherwise through formal cross-credit arrangements with another institution.
- (2) The minimum credit points or assessment which must be obtained or completed for a coursework based degree is 50% of the accredited volume of learning for the course.

#### **16. Time limits for grounds for academic credit**

- (1) The Board may determine time limits for the grounds for academic credit.
- (2) Subject to sub-regulation 16(1) the time limitation for recognition of prior study or relevant work experience for the purposes of granting of credit is 10 years.

### **Part 6. Student Assessment**

#### **17. Assessment conduct**

- (1) Any student undertaking any assessment task is bound by these regulations.
- (2) A student must not by act or omission do anything which is intended to or is likely to have the effect of obtaining for that student or any other person an advantage in the performance of assessment, by unauthorised, unscholarly or unfair means. This rule applies whether or not the advantage was or could be obtained.
- (3) A student must not during or in connection with the performance of any component of assessment:
  - (a) use any unauthorised or prohibited information, books, notes, paper or other materials; directly or indirectly assist any other student or accept assistance from any other person;
  - (b) copy from or otherwise use the answer of any other person engaged in the performance of the same or comparable component of assessment or permit any other person to copy from or otherwise use his or her answer;
  - (c) submit or represent as his or her own work the whole or part of published or unpublished material written or prepared by some other person;
  - (d) submit a piece of assessment previously submitted in:
    - (i) another subject;
    - (ii) a previous attempt at that subject; or
    - (iii) other studies at another institution.
- (4) A student must not assist, or attempt to assist, any person, to do anything prohibited by sub regulations 17(2) and 17(3).

- (5) A student of the University who commits a breach of this Part will be subject to the academic misconduct provisions under Statute 13.1.
- (6) A student of the University who during or in connection with the performance of any component of assessment:
- (a) causes a disturbance, annoyance to or interferes with, any other student;
  - (b) disobeys any instructions or directions given for the performance of a component of assessment;
  - (d) disobeys any reasonable instructions of a supervisor;
  - (e) refuses or fails to answer any reasonable question put by a supervisor,
- will be subject to the general misconduct provisions under Statute 13.1.
- (7) Any person committing a breach of any of the provisions of this regulation who is not a student of the University may be dealt with according to law.

### **18. Assessment requirements**

- (1) A faculty must provide students who are enrolled in subjects with details of assessment requirements in the manner and by the time set by the Board.

### **19. Determination of results**

- (1) Student results in a subject will be determined by the means specified in the course approval instrument, which may include:
- (a) examination;
  - (b) oral work;
  - (c) tests;
  - (d) essays;
  - (e) assignments;
  - (f) projects;
  - (g) tasks;
  - (h) demonstration;
  - (i) performance;
  - (j) participation;
  - (k) attendance;
  - (l) group work;
  - (m) practical work;
  - (n) clinical work.
- (2) A student enrolled in a subject must make himself or herself available and be prepared and equipped for the time, place and mode of assessment as detailed in the assessment requirements.
- (3) Without limiting sub-regulation 19(2), students must be available to sit examinations (including any deferred, supplementary or special examination) at the time and place determined by the University.
- (4) Students must ascertain the dates and times at which they are required to attend for examinations or for the performance of other components of assessment.
- (5) Absence or lateness due to misreading the timetable or similar error does not entitle a student to any further examination or special consideration.
- (6) The final results for any subject will not be officially notified to students before the completion of assessment in that subject and formal publication by the Academic Registrar.

### **20. Students with disability or medical or other condition**

- (1) Subject to sub-regulation 20(2), a faculty may agree to make reasonable adjustments to assessment requirements for a student with a verified disability, medical or other condition to provide equality of opportunity to fulfil course requirements.
- (2) A student with a disability, medical or other condition who wishes reasonable adjustments for assessment to be made must notify the University of his or her disability or condition in the manner and within the time required by University policy.

### **21. Special consideration in assessment**

- (1) A student may apply for special consideration if the student:

- (a) has been hampered, to a significant degree, by illness or other extraordinary cause in studying for the subject;
  - (b) has been prevented by illness or other extraordinary cause from preparing or presenting for a component of assessment, or part of a component of assessment; or
  - (c) has been, to a significant degree, adversely affected by illness or other extraordinary cause, during the performance of a component of assessment.
- (2) It is the responsibility of a student to ensure that an application for special consideration is submitted in the manner and within the time required by University policy.
  - (3) The Academic Registrar may refuse to consider an application for special consideration if the student has not complied with all other mandatory requirements for successful completion of the subject.
  - (4) An application for special consideration must be supported by appropriate documentary evidence.
  - (5) On application under this regulation the University may:
    - (a) defer assessment;
    - (b) grant an extended period for assessment;
    - (c) approve special arrangements for assessment;
    - (d) adjust the relative weights of components of assessment where this does not affect learning outcomes or academic standards;
    - (e) allow the student to re-do one or more assessment tasks;
    - (f) allow late withdrawal from the subject.
  - (6) Adjustment of the marking standard for individual components of assessment on grounds of special consideration is not permitted.

## **Part 7. Disputes and Questions Referred to the Academic Board**

### **22. Appeals to Academic Board**

- (1) A student may appeal a decision under these regulations in accordance with the Appeals policy.
- (2) Any appeal to the Board arising under these regulations must be made in writing to the Academic Secretary
- (3) It is not a ground for appeal against a decision under these regulations that a student has been detrimentally affected by a failure to read and act upon, as appropriate, a notice or correspondence from the University.