# GENERAL COURSE RULES

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<tr>
<th>Date first approved:</th>
<th>Date of effect:</th>
<th>Date last amended:</th>
<th>Date of Next Review:</th>
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<td>1 January 1991</td>
<td>1 January 1991</td>
<td>(refer Version Control Table) 7 October 2016</td>
<td>Currently under review</td>
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<tr>
<th>First approved by:</th>
<th>Custodian title &amp; e-mail address:</th>
<th>Author:</th>
<th>Responsible Division &amp; Unit:</th>
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<tr>
<td>University Council</td>
<td>Director, Academic Quality and Standards (AQS) (<a href="mailto:quality@uow.edu.au">quality@uow.edu.au</a>)</td>
<td>Academic Quality and Policy Specialist, AQS</td>
<td>Academic Quality and Standards Unit</td>
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1 Preamble

1. These rules apply to all University of Wollongong students enrolled in and proceeding towards and award of the University, subject to the provisions of Schedule 3, clause 5 of the Delegations of Authority Policy.

2. Students and staff should note that the General Course Rules are under constant review. Changes to the General Course Rules may have an impact on a student’s enrolment. Students and staff should refer to the University’s online Policy Directory for the most recent version of the General Course Rules.

2 Introduction

1. The General Course Rules govern registration, enrolment, progression through, and qualification for courses offered by the University, and are to be read in conjunction with other rules, codes of practice and policies.

3 Definitions

1. In the interpretation and implementation of these Rules, Council will normally act on the recommendation of appropriate authorities within the University. In these Rules, unless the contrary intention appears:

<table>
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<tr>
<th>Term</th>
<th>Definition</th>
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<tbody>
<tr>
<td>000 level subject</td>
<td>a subject at Foundation level.</td>
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<tr>
<td>100 level subject</td>
<td>a subject at undergraduate level.</td>
</tr>
<tr>
<td>200 level subject</td>
<td>a subject at undergraduate level.</td>
</tr>
<tr>
<td>300 level subject</td>
<td>a subject at undergraduate level.</td>
</tr>
<tr>
<td>400 level subject</td>
<td>a subject at undergraduate level.</td>
</tr>
<tr>
<td>600 level subject</td>
<td>a subject at graduate entry undergraduate level.</td>
</tr>
<tr>
<td>800 and 900 level subjects</td>
<td>subjects at postgraduate level.</td>
</tr>
<tr>
<td>Academic Adviser</td>
<td>a person approved to advise students on programs of study.</td>
</tr>
<tr>
<td>Academic Course Coordinator</td>
<td>a person responsible for the coordination of course content and structure.</td>
</tr>
<tr>
<td>academic transcript</td>
<td>an official record of all subjects attempted at this University and the corresponding grades, credit awarded and prizes awarded</td>
</tr>
<tr>
<td>academic unit</td>
<td>Faculty, School, Unit, Program or Discipline.</td>
</tr>
<tr>
<td>Term</td>
<td>Definition</td>
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<tr>
<td>approved or approval</td>
<td>approval by Council or under authority delegated by Council as stated in the Delegations of Authority Policy.</td>
</tr>
<tr>
<td>AQF</td>
<td>Australian Qualifications Framework.</td>
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<tr>
<td>AQF Award</td>
<td>a course recognised under the Australian Qualifications Framework and approved by the delegated authority as an award or degree or qualification offered at the University of Wollongong.</td>
</tr>
<tr>
<td>articulation</td>
<td>the process that enables students to progress from one completed qualification to another level qualification with credit in a defined credit transfer arrangement.</td>
</tr>
<tr>
<td>assessment</td>
<td>work which a student is required to complete to provide a basis for an official record of achievement or certification of competence in a subject. This may include summative and/or formative forms of assessment. Examples of assessments include, but are not limited to: examination, test, take-home examination, quiz, assignment, essay, laboratory report, thesis, demonstration, performance, tutorial presentation, class participation, practicum, clinical placement, and work experience.</td>
</tr>
<tr>
<td>CareerSmart</td>
<td>Compulsory non-credit point program for undergraduate students which provides students with skills and knowledge to improve their employability prospects on graduation and enhance their career development opportunities.</td>
</tr>
<tr>
<td>co-requisite subject</td>
<td>a subject which must be passed previously or taken concurrently with the subject for which it is prescribed.</td>
</tr>
<tr>
<td>Council</td>
<td>the Council of the University of Wollongong.</td>
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<tr>
<td>course</td>
<td>a program of study consisting of a combination of subjects and other requirements, whether leading to a specific higher education award or not.</td>
</tr>
<tr>
<td>course handbook</td>
<td>documents containing information relating to all UOW courses.</td>
</tr>
<tr>
<td>course requirements</td>
<td>outcomes required before a candidate can be deemed to have completed a course.</td>
</tr>
<tr>
<td>course structure</td>
<td>refers to the specific program of subjects which a student undertakes to meet the requirements of a course as specified in the Course Handbook for the year the course was commenced.</td>
</tr>
<tr>
<td>coursework</td>
<td>work completed as part of a subject that may not contain original research.</td>
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<tr>
<td>credit</td>
<td>the value assigned for the recognition of equivalence in content and</td>
</tr>
<tr>
<td><strong>Term</strong></td>
<td><strong>Definition</strong></td>
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<td>-------------------</td>
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<tr>
<td>learning outcomes</td>
<td>Between different types of learning and/or qualifications.</td>
</tr>
<tr>
<td>credit point</td>
<td>The value attached to a subject that indicates study load.</td>
</tr>
<tr>
<td>credit transfer</td>
<td>The process that provides students with agreed and consistent credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes between matched qualifications.</td>
</tr>
<tr>
<td>cross-institutional study</td>
<td>When a student is enrolled in a subject at another institution that is credited towards a University of Wollongong degree, or is formally enrolled at another institution and enrolls in a subject at the University of Wollongong.</td>
</tr>
<tr>
<td>deferred assessment</td>
<td>An assessment taken by an eligible student as a result of a Student Academic Consideration application, as approved by the relevant Subject Coordinator. Deferred assessment includes in-session or end-of-session examinations and can be administered by the faculty or centrally.</td>
</tr>
<tr>
<td>deferment</td>
<td>The result of a request by an applicant that has met the conditions for entry to the University to postpone the commencement of study to a later session.</td>
</tr>
<tr>
<td>delegated authority</td>
<td>A person given authority to perform a function or task under the Delegations of Authority Policy.</td>
</tr>
<tr>
<td>domestic student</td>
<td>An Australian Citizen, Australian Permanent Resident, or New Zealand Citizen enrolled to study or registered for a course at UOW.</td>
</tr>
<tr>
<td>double degree</td>
<td>Double degree is an approved course leading to the conferral of two degrees as separate awards upon a student who has complied with the course requirements for double degrees and the two individual course requirements inclusively.</td>
</tr>
<tr>
<td>EFTSL</td>
<td>Equivalent Full Time Study Load.</td>
</tr>
<tr>
<td>examination</td>
<td>A form of assessment which a student is required to complete to measure their knowledge, skills and/or application of knowledge and skills in a subject area. An examination may be administered orally, on paper, on a computer, or in a confined area that requires the student to physically perform a set of skills. Examples of examinations include but are not limited to standard written tests,</td>
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</table>
a form of *assessment* which a *student* is required to complete to measure their knowledge, skills and/or application of knowledge and skills in a *subject* area. An *examination* may be administered orally, on paper, on a computer, or in a confined area that requires the *student* to physically perform a set of skills. Examples of *examinations* include but are not limited to standard written tests, multiple-choice tests, practical *examinations*, laboratory tests, quizzes, reviews, on-line *examinations*, oral *examinations* and take-home *examinations*. For the purpose of these Rules, an *examination* means both a University *examination* and a faculty *examination*. For the purposes of these Rules, the definition of *examination* does not apply to thesis examination.

| **exclusion** | a course status where a student’s academic progress has been deemed unsatisfactory, resulting in the student being required to formally re-apply for admission to the University after the defined period of *exclusion*. |
| **exemption** | the waiving of the requirement that a *subject* prescribed for a *course* be completed satisfactorily. |
| **expulsion** | A penalty whereby a student’s enrolment is terminated permanently. An expelled student shall not be re-admitted except by permission of the University Council. |
| **full-time student** | a *student* enrolled in at least 75% of the *standard load* for a *session*. |
| **Higher Degree Research (HDR)** | Research Masters Degree, Doctoral Degree, Doctoral Degree by Published Works, or Higher Doctoral Degree |
| **higher education award** | an award issued by a higher education institution acknowledging completion of a *course* recognised under the Australian Qualifications Framework and approved by the delegated authority. |
| **honours** | a course of study at *Undergraduate* level meeting the requirements of a Level 8 AQF award and involving a thesis, creative or research project leading to an Honours award. |
| **host institution** | an institution which is not the student’s primary institution, but one where the student is completing studies that will contribute to a qualification awarded by the student’s primary institution. |
| **intervention strategy** | a systematic plan of action, adapted to assist *students* on a *course* status of referral or probation in meeting *course* progress requirements. |
| **lapsed** | a course status where a *student’s* enrolment in a *course* has been *discontinued* due to the *student* failing to re-enrol and not }
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<tr>
<th>Term</th>
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<tr>
<td>leave of absence</td>
<td>a period of approved leave from the University.</td>
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</table>
| major                              | an approved combination of subjects offered by one or more academic units which have a minimum value of one third of the total degree requirements.  
A major in a Bachelor Degree is at least 48 credit points offered by one or more academic units. The title of the major shall appear on the testamur. |
| minor                              | an approved combination of subjects which have a minimum value of 24 credit points offered by one or more academic units, of which 12 credit points should be at least 200 level or higher.  
The minor shall be recorded on the official academic transcript. Approved minor studies include those listed in Appendix 3 – Schedule of Minor Studies. |
<p>| non-award                          | a course or unit of study that is not recognised under the Australian Qualifications Framework but approved by the delegated authority as a non-award course or subject offered at the University of Wollongong. |
| offshore student                   | a student who is enrolled in a UOW accredited course at a location outside of Australia.                                                   |
| overseas student                   | a student who is not a domestic student. This includes but is not limited to students on temporary residence visas, bridging visas and student visas. |
| part-time student                  | a student who is enrolled in less than 75% of the standard load for a session.                                                           |
| postgraduate                       | courses higher than a Bachelor Degree. This includes, but is not limited to, Graduate Certificates, Graduate Diplomas, Masters by Coursework degrees, Research Masters Degrees and Doctoral Degrees. |
| pre-requisite subject              | a subject which must be completed satisfactorily before a specified other subject or subjects may be attempted.                           |
| professional development course    | A non-award professional educational course that may comprise of UOW subjects along with other content, but that does not lead to an award or degree. |</p>
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<tr>
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<tbody>
<tr>
<td>program</td>
<td>the combination of <em>subjects</em> in which a <em>student</em> is enrolled.</td>
</tr>
<tr>
<td>Research Masters Degree</td>
<td>a Masters qualification with a research component worth a minimum of 72 <em>credit points</em>.</td>
</tr>
<tr>
<td>schedule</td>
<td>refers to all <em>subjects approved</em> for inclusion in a <em>course</em> leading to an award.</td>
</tr>
<tr>
<td>session</td>
<td>a period in which <em>subjects</em> may be offered. Standard <em>sessions</em> are defined as Autumn and Spring.</td>
</tr>
<tr>
<td>standard load</td>
<td>the number of <em>credit points</em> deemed to constitute one standard <em>year</em> of study, specified as 48 <em>credit points</em> (or pro rata as 24 Credit points per standard <em>session</em>). A standard load of 48 <em>credit points</em> is equivalent to an EFTSL of 1.</td>
</tr>
<tr>
<td>student or candidate</td>
<td>a person enrolled to study or registered for a <em>course</em>.</td>
</tr>
<tr>
<td>study period</td>
<td>period of not more than six months within a course in which a student must be enrolled unless the student has been granted a <em>deferral</em> or a <em>leave of absence</em>.</td>
</tr>
<tr>
<td>subject</td>
<td>a self-contained unit of study identified by a unique code.</td>
</tr>
<tr>
<td>supervisor</td>
<td>a person approved to supervise the research work of a <em>student</em>.</td>
</tr>
<tr>
<td>supplementary assessment</td>
<td>an <em>assessment</em> taken by an eligible <em>student as approved</em> by the relevant Faculty Assessment Committee, who has been granted an opportunity to take an additional <em>assessment</em> in accordance with the Supplementary Assessment Procedure. Supplementary assessment includes in-session or end-of-session <em>examinations</em> and can be administered by the faculty or centrally.</td>
</tr>
<tr>
<td>suspension</td>
<td>a penalty whereby a student is prevented from enrolling for a defined period. The student may apply to be re-admitted at the conclusion of the period of suspension,</td>
</tr>
<tr>
<td>StartSmart – Essential Academic Information Skills</td>
<td>compulsory non-<em>credit point subject</em> for undergraduate students which provides foundation for independent learning.</td>
</tr>
<tr>
<td>study load</td>
<td>a combination of lectures, tutorials, laboratory, practicals, seminars and other face to face education, as well as <em>assessments</em>, and individual study.</td>
</tr>
<tr>
<td>twinning agreement</td>
<td>a form of agreement whereby UOW and another institution jointly define a study <em>program</em> involving study at both institutions and/or specified <em>credit transfer</em>, leading to a UOW qualification.</td>
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</tbody>
</table>
4 Admission

1. Rules governing the making and determination of application for entry to the University or a course at the University are contained within the Admissions Rules.

5 Credit for Prior Learning

1. Students seeking credit for prior learning towards a course of study at UOW shall be bound by the requirements of the Credit for Prior Learning Policy. Applicants for credit for prior learning must provide evidence of their learning, and have achieved any other requirements for entry into the desired program of study.

6 Enrolment and Variations

General Enrolment Rules

1. A person admitted as a student shall register for the particular course for which admission was sought and shall be then subject to all relevant rules, policies and other requirements.

2. Some courses may only be available on a full-time or part-time basis, as specified in the Course Handbook.

3. Continuation of registration is contingent upon compliance with any approved conditions imposed at initial registration or thereafter.

4. Except with approval in exceptional circumstances, a student is subject to the course time limits set out in Rules 6.30-6.34 inclusive.

5. During prescribed periods in each year, a student shall enrol in a program in accordance with requirements of these Rules and pay any required charges.

6. The provisions for cross counting are that:

   a. Unless otherwise authorised by the relevant delegated authority, students shall follow the prescribed course structure in which they are enrolled, as outlined in the Course Handbook for the year in which they commenced the course. Where a subject listed in that year’s course structure is no longer available, alternative arrangements must be discussed and approved by the delegated authority. Any variation to the prescribed course structure shall only be authorised where the delegated authority is satisfied that the student will meet or has met the course learning outcomes for the course as varied.

   b. No more than one subject may be counted towards:
i. more than one major study or specialisation; or
ii. more than one minor study; or
iii. a major study and a minor study; or
iv. a major study or a specialisation or a minor study, and core degree requirements.

c. Section 6.6 (a) and 6.6 (b) does not apply where:
   i. the course rules for a course expressly restrict the cross counting of subjects for any purpose as outlined in Course Handbook;
   ii. if academic approval for the cross counting of more than one subject is obtained from the delegated authority.

7. A student may enrol in a subject provided that:
   a. the conditions for enrolment specified for that subject are satisfied, save that a prerequisite or co-requisite requirement may be waived by the delegated authority;
   b. the student is not prevented from enrolling by any restriction that may be imposed on the number of students to be enrolled in that subject;
   c. the subject is available in the nominated session or sessions;
   d. the student is not suspended, excluded or expelled from any tertiary institution;
   e. there has been no determination by the delegated authority that there are inappropriate and insufficient personnel and resources to enable the student to undertake the subject; and
   f. enrolment is not restricted to students in a specific course, location (campus) or mode of delivery. This may be waived by the delegated authority.

8. Except with the approval by the delegated authority, a student shall not be permitted to enrol in a program which exceeds more than one third above the standard full-time load for that session. This means no more than:
   a. 32 credit points for a standard session;
   b. 64 credit points for an annual load; or
   c. the maximum load specified by the delegated authority for all other sessions.

9. For the purposes of Rule 6.8 above, where a student is enrolled in multiple overlapping sessions, the load shall be distributed on a pro-rata basis.

10. A student enrolled in a subject in contravention of the conditions for enrolment specified in the Course Handbook or subject requirements shall be withdrawn from that subject unless permitted by the delegated authority to remain enrolled.

11. A student who, in a particular year, is not permitted to enrol in a subject pursuant to these Rules may apply for permission to enrol in the subject in a subsequent year.
12. A student who is refused continuation of registration, through suspension, exclusion or expulsion may not enrol in any subject.

Variation of Course

13. After consultation with an Academic Adviser a student may apply to the delegated authority for permission to change registration from one course to another, change location (campus) or change mode of delivery within a course.

14. The delegated authority must not grant permission to change registration from one course to another unless satisfied that he student will be able to attain the course learning outcomes for the course to which registration is changed upon completion of the course.

15. Permission for a student to change registration is contingent upon:
   a. The delegated authority being satisfied that the student will be able to meet the course learning outcomes for the course to which registration is changed upon completion of the course;
   b. the course to which registration is changed being a course currently on offer at the time of the proposed change of registration or being a suspended or discontinued course that is the only available exit pathway for the student;
   c. any restriction that may be imposed on the number of students to be registered for a particular course, location or mode of delivery, and
   d. satisfaction of any specific admission criteria for a particular course.

16. The delegated authority may grant a student permission to declare a major study or minor study that is not available to a student registered for the course in which the student is registered at the time permission is sought or granted provided that:
   a. The delegated authority is satisfied that the student will be able to meet the course learning outcomes for the course as varied; and
   b. the major or minor study approved for variation is not suspended or discontinued at the time permission is sought or granted.


18. Upon change of registration, a student becomes subject to rules relating to the course to which registration is changed and from the year in which the change occurs.

19. A student for a higher research degree or for an honours Bachelor degree may apply to change candidature from full-time to part time or from part time to full-time prior to the census date for the current session of enrolment.

20. Students for higher research degrees may vary their course registration in accordance with Rules 11.14-11.17 inclusive.

21. Except with approval to the contrary from the delegated authority, restrictions imposed on enrolment or registration of a student prior to, or at the time of a change of registration, shall continue to apply after change of registration.
22. Permission for a student to enrol in a subject is contingent upon restrictions imposed by relevant provisions of Rules 6.1-6.12 inclusive and the deadlines for enrolment as specified below.

23. A student must enrol in a subject through SOLS before:
   a. the end of the second week of the session for a standard session; or
   b. as specified in the List of Key Dates (Non Standard Sessions) for a non-standard session.

24. After the date stated in Rule 6.23 has passed, a student may enrol in a subject with academic approval from the delegated authority before:
   a. the end of the third week of the session for a standard session; or
   b. as specified in the in the List of Key Dates (Non Standard Sessions) for a non-standard session.

Withdrawal from Subjects

25. Subject to Rule 9.19, a student may withdraw from a subject provided such withdrawal is made no later than the deadlines for withdrawal as specified below. A student who withdraws from all subjects in a session without obtaining an approved leave of absence, as per Rules 6.37-6.43 inclusive, will have their enrolment lapsed. Once enrolment has lapsed, the student must re-apply for admission.

26. Subject to Rule 9.19, a student enrolled in a coursework subject may withdraw from a subject without academic penalty and without the subject appearing on the official academic transcript if they withdraw:
   a. before the end of the ninth week of session for subjects in a standard session or
   b. before the last day to withdraw without academic penalty, as specified in the List of Key Dates (Non Standard Sessions) for subjects in a non-standard session.

27. A candidate may not withdraw from a subject with or without penalty if it is a subject in respect of which they are being investigated for academic misconduct unless the investigation (and any subsequent appeal process) has been finalised and there is no finding of academic misconduct made against the student. Any purported variation to the candidate’s enrolment in these circumstances will be of no effect.

28. Subject to Rule 9.19, a student may apply to withdraw late without academic penalty from a subject after the date specified in Rule 6.27 above, but before the end of the last teaching week of the session, under exceptional circumstances. An application must be made for late withdrawal from a subject without academic penalty on the appropriate form with supporting documentation.

29. If an application for late withdrawal from a subject without academic penalty is approved, the student will be deemed to have withdrawn from the subject without penalty for the purposes of Course Progress Policy and the subject shall be recorded as “Approved withdrawal” on the enrolment record and the subject will not appear on the academic transcript.
30. If an application for late withdrawal from a subject without academic penalty is not approved, the enrolment will stand and a grade will be declared for that subject. The student may appeal the grade received in accordance with the Coursework Student Academic Complaints Policy.

**Time Limits for Course Completion**

31. The minimum and maximum time limits for completion of courses, as listed below, apply except when approved by the delegated authority to the contrary in exceptional circumstances. Periods of approved leave of absence are not included as part of the total course duration for the purpose of Rules 6.32-6.35 inclusive. Overseas students on student visas have specific requirements as detailed in Rule 6.36.

32. Students enrolled in Undergraduate courses and Postgraduate Coursework courses may be registered for a maximum period of three times the duration for completion of the course under a standard full time load, as outlined in the Undergraduate Student Handbook and Postgraduate Student Handbook.

33. A student for a Research Masters Degree may be registered for that degree for:
   
   a. no less than one year, and no more than two years as a full-time student or
   
   b. no less than two years, and no more than four years as a part time student.

34. Candidature may be extended beyond the maximum time period following a satisfactory review of progress.

35. A student for a Doctoral Degree by thesis may be registered for that degree for:
   
   a. no less than two years, and no more than four years as a full-time student or
   
   b. no less than four years, and no more than eight years as a part time student; except that:
      
      i. a student who, before registration, was engaged upon approved study may be exempted from not more than one year;
      
      ii. in special circumstances, a student may be permitted to devote not more than one calendar year to study at another institution provided that the work shall be supervised in an approved manner;
      
      iii. in exceptional cases, a student may apply to be exempted from not more than one year, as stipulated in Rules 6.35(a) and (b) inclusive above; and
      
      iv. candidature may be extended beyond the maximum time period if approved by the delegated authority.

**Overseas Student Enrolment Requirements**

36. Overseas students on student visas are required to complete their course within the duration as registered for that course on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS). The registered duration is determined
on the basis of a minimum time to complete the course under a standard full-time study load.

a. Overseas students shall only exceed this duration as a result of:
   i. compassionate or compelling circumstances as evidenced by the student and approved by the delegated authority; or
   ii. participation in an approved intervention strategy as outlined in the Course Progress Policy; or
   iii. an approved deferment, leave of absence or suspension of study.

b. The duration of course completion for individual overseas students may be shortened as a result of credit transfer granted for prior study.

Leave of Absence

37. A student enrolled in a Bachelor degree, Masters by Coursework degree, Graduate Diploma or Graduate Certificate:
   a. becomes eligible for leave of absence at the beginning of the second session of enrolment
   b. may take leave of absence for up to one year provided that they provide written notification to the University before the last day to enrol with academic permission of the session for which leave is sought and
   c. must gain approval of the delegated authority if seeking leave of absence beyond one year.

38. A student enrolled in an end-on honours Bachelor degree as listed in Appendix 1 may be granted leave of absence for up to one year provided:
   a. that the student has the written consent of his/her supervisor and
   b. that written application is made to the delegated authority before the last day to enrol with academic permission of the first session for which leave is sought.

39. A student enrolled in a higher degree research course becomes eligible for leave of absence at the beginning of the second session of enrolment. HDR students may be granted leave of absence for one year or, in exceptional circumstances, up to two years by the delegated authority provided that the student has the written consent of his/her supervisor.

40. A written application must be made by the student to the Director of the Graduate Research School before the end of the fourth week of the first session for which leave is sought. Students should note that leave can only be taken as entire sessions. It is not possible for students to take leave for only a part of a session.

41. Students who take leave of absence from their course for more than one year should note that the course rules and conditions under which they originally enrolled may change during their period on leave and that they may be subject to the rules and conditions as they apply at the time that they return to their course.

42. In addition to Rules 6.37 to 6.41 overseas students on student visas shall only be granted leave of absence under the following specific circumstances:
a. compassionate or compelling grounds as evidenced by the student and approved by the delegated authority; or

b. administrative grounds for example where the University is unable to offer a pre-requisite unit; or

c. where a student is participating in an approved intervention strategy.

43. Where an overseas student on a student visa is granted leave of absence as specified in Rule 6.42 and this leads to an extension to the duration of the student's course of study a new Confirmation of Enrolment must be provided to reflect the extended period.

Refusal of Registration

44. A student may be refused registration by reason of suspension, exclusion or expulsion from the University as a consequence of failing to comply with University Rules.

Grounds for refusal of registration

45. Where a student fails to meet the minimum rate of progress in a course they may be suspended or excluded from the University, as specified in the Course Progress Policy.

46. Where a student fails to perform satisfactorily in a mandatory placement component of a course or for other specified reasons is deemed to be unlikely to perform satisfactorily in that placement and therefore has been assessed as unsuitable to continue in such professional practice by the delegated authority, or where the external agency has refused to permit that student access to their facilities, the student may be excluded from the course, as specified in course rule Rules 6.50-6.52 inclusive.

47. Students may be excluded from the University for either academic or non-academic misconduct as specified in the Student Conduct Rules.

Period of refusal of registration

48. The period of suspension will comprise one or more sessions and the remainder of the session in which the suspension is applied. At the end of the period of suspension, the student may be re-admitted to the course.

49. The period of exclusion will comprise one or more years, and the remainder of the session in which the exclusion is applied Students who are excluded must re-apply for admission directly to the University at the end of the exclusion period, and are required to declare this period of exclusion at the time of applying.

Performance in a mandatory placement component

50. The student may be excluded from the course:

a. where the student fails to perform satisfactorily in a mandatory placement component of the course or for other specified reasons is deemed to be unlikely to perform satisfactorily in that placement and therefore has
been assessed as unsuitable to continue in such placement by the Academic Course Coordinator, or

b. where the external agency has refused to permit that student access to their facilities, the student may be excluded from the course.

51. Where the Academic Course Coordinator has reason to believe it is necessary to assess a student's suitability to continue to participate in a mandatory placement component in a course, the Academic Course Coordinator should refer to the Faculty Executive Dean for a decision on the matter. The Executive Dean shall advise the student in writing of the decision within three business days of making it, and invite the student to show cause in writing within the next 20 days why the Rule should not be applied to them.

52. If the student is unable to show cause, he/she will be excluded from the course.

Conferral of Awards

53. A course award may be conferred upon a student who has complied with relevant parts of these Rules, is not in debt to the University, and has met the requirements for the course as specified in the Undergraduate Course Handbook or the Postgraduate Course Handbook. A student enrolled in a double degree course does not meet the requirements for the course unless the requirements for both strands of the double degree course (as varied) are met.

54. Applications to have an award conferred must be made on the appropriate form and by the due date for each session. It is the responsibility of the student to lodge an application to graduate in order to have their award formally conferred.

55. In the event of the death or permanent incapacity of a student:

55.1. if the student has completed the requirements of their course as specified in Rule 6.53, but has not yet had the award conferred, the Council may confer the award on the student;

55.2. if the student has not completed the course requirements, but has completed a substantial proportion of the course requirements, Council may confer a posthumous award at its discretion; or

55.3. if the student has not completed the course requirements, but has completed all or a substantial part of the requirements of an award at a lower level, the student can be deemed to have completed the requirements of the lower level award and Council may confer that award at its discretion.

Recommendations to Council under 55.1-55.3 would normally be made within two (2) years of the student’s last enrolment and must be supported by relevant documentation.

Twinning Agreements and Cross-Institutional Studies

56. Students enrolled under a Twinning agreement between the University of Wollongong and another institution, or in any form of cross-institutional study, must follow the rules and policies with regard to their enrolment in that subject at the University of Wollongong or the other institution of study at which they are enrolled.
7 StartSmart - Essential Academic Information Skills

1. In addition to requirements set out in the Course Rules, students must satisfy the relevant requirements listed below. Requirements for StartSmart – Essential Academic Information Skills (EAIS) are detailed on the University of Wollongong Library website.

2. Undergraduate students must complete StartSmart – EAIS in their first session of study.

3. Students who fail to complete StartSmart – EAIS will have their results withheld.

8 CareerSmart

1. In addition to requirements set out in the Course Rules, students must satisfy the relevant requirements listed below. Requirements for CareerSmart are detailed on the University of Wollongong Careers Central website.

2. Undergraduate students must complete CareerSmart in their first session of study.

3. Students who fail to complete CareerSmart will have their results withheld.

9 Assessment

Assessment Responsibilities of Students

Assessment task requirements

4. Unless permission is first obtained from the delegated authority, undergraduate and postgraduate coursework students and HDR students undertaking coursework as part of their HDR degree must submit the prescribed assessment work in accordance with the requirements set out or referred to in the relevant Subject Outline, which must be developed and distributed to students in accordance with the Teaching and Assessment: Subject Delivery Policy. Failure to meet the requirements for an assessment task as set out in the Subject Outline may result in a reduction in marks or a fail grade for that assessment task.

5. Unless permission is first obtained from the delegated authority, students completing an honours project must meet the assessment requirements set out in the Honours Guide which must be provided to students in accordance with the Code of Practice – Honours. Failure to meet these requirements may result in a reduction in marks or a fail grade for the honours project.

6. Students completing higher degree research projects must also comply with the assessment requirements specified in the Higher Degree Research Supervision and Resources Policy and Rules 11.35 – 11 below.

7. All assessment tasks must be completed in English unless otherwise stated in the subject outline.

8. All students should keep a copy of all work submitted for assessment and must submit a copy in physical and/ or electronic form if requested by the relevant academic staff member to do so.

9. Students sitting an examination must comply with the Examination Rules.
Minimum attendance requirements

10. Coursework and Honours students must meet any mandatory minimum attendance requirements, for example, at lectures, seminars, tutorials, practicals, laboratories or other modes of instruction, as set out in the relevant Subject Outline and/or Honours Guide. Failure by a student to comply with mandatory minimum attendance requirements may constitute grounds for the award of a grade of Technical Fail (TF) in that subject.

Declaration and release of final results

Declaration of results

11. A mark and an approved grade of performance is determined and declared for each subject in which a student is enrolled in accordance with the Standards for the Finalisation of Student Results and the Teaching and Assessment: Assessment and Feedback Policy. The roles of the Faculty Assessment Committee and the Academic Unit Assessment Committee in these processes are set out in their respective terms of reference.

Release of results

12. After final results are declared in each subject, the results will be released by the Director, Student Services Division in a form and at a time determined by the Director, Student Services Division. Students access their results via their enrolment record on Student OnLine Services (SOLS) on and from the day of release of results. No information concerning results will be given by telephone.

Withheld results

13. Students must not have a blank declaration of results. A withheld result must be given when a grade is not allocated. Withheld results may be granted as follows:

   a. WH (withheld):
      i. due to a Faculty-administered supplementary assessment or deferred assessment being offered.
      ii. for investigative grounds; any formal investigation carried out by a person or committee authorised to conduct the investigation under University Rules or policy;
      iii. due to unavoidable delays in assessing the material.

   b. WS (withheld supplementary): due to a centrally-administered supplementary examination being offered.

   c. WD (withheld deferred): due to a centrally-administered deferred examination being provided in response to a successful academic consideration application.

   d. IPC (in progress coursework): where a subject spans session dates (for example any subject lasting two sessions or longer), or those which include completion of a practicum, clinical placement, internship or other
professional experience which is not completed until after results have been declared.

e. WHE (withheld extension): when an extension for the non-declaration of results, including a reason has been approved by the delegated authority.

f. ND (not declared): is a grade that is generated by the student system when a grade has not been declared.

Where a WH, WS, WD or ND result is given, these must be declared within ten weeks after the release of results date. If an extension after that ten week period is required, the Chair of the Faculty Assessment Committee of the owning faculty of the course being undertaken by a student must submit a request for a four week extension for the non-declaration of results including a reason, to the delegated authority. This extension must be submitted within ten weeks from the release of results. Failure to request an extension will automatically result in an automatic fail grade being given after the ten week period. If an extension has been granted failure to declare a result within four weeks from the extension date will result in an automatic fail grade being given.

14. When a WH, WS, WD or ND result is given, it is the student's responsibility to contact the relevant academic unit as soon as practical. Failure to do so will result in an automatic fail grade being determined after ten weeks from the release of results.

Declaration of results for multi session subjects

15. Where a subject is required to be undertaken over more than one session, a grade shall be declared at the end of each session prior to the final session as either:

   a. IPC (in progress coursework) – for coursework subjects and student professional experience or

   b. IPR (in progress research) – for research subjects

16. When the subject has been completed a grade of performance, as per Rules 9.19-9.24 inclusive, shall be declared for the final session of enrolment. All previous session enrolments may be declared as CO (Complete) for the purpose of counting the total credit points for the subject.

17. If a student is deemed to be making unsatisfactory progress during a multi session subject and is not permitted to continue their enrolment in the subject, a grade of U (Unsatisfactory) shall be applied to the current session of enrolment.

18. If a student withdraws from a multi session subject a grade of either U (Unsatisfactory) or NC (Not Complete) may be declared as appropriate to indicate that the student has ceased the subject before completion.

Grades of performance

Undergraduate Subjects

Supplementary Assessment
19. Where a student gains a mark of 49 or less, or is awarded a grade of TF in an undergraduate coursework subject, a supplementary assessment may be offered to the student. The following provisions apply to supplementary assessment:

a. the decision to offer a supplementary assessment will be made by the delegated authority in accordance with the provisions of the Standards for the Finalisation of Student Results and the Supplementary Assessment Procedure; and

b. a student who gains a mark in the range 48-49 must be considered for a supplementary assessment, whereas the Faculty Assessment Committee has discretion to offer a Supplementary Assessment to any student who gains a mark of 47 or below, or is awarded a grade of TF, in all cases having regard to the criteria specified in the Supplementary Assessment Procedure;

20. The following provisions apply to the mark and/or grade a student receives as a result of undertaking a supplementary assessment:

a. where a student achieves a composite mark of 50 or more for the subject, the student will receive a mark of 50 for the subject and a grade of Pass-Supplementary (PS);

b. where a student achieves a composite mark of less than 50 for the subject, the student will receive their original mark and a grade of Fail; and

c. Where a student gains a composite mark of 50 or more for the subject but does not meet a specified level in the supplementary assessment task required to pass the subject, the student will receive a Technical Fail and the provisions of Rule 9.29a will apply

Grades of performance for 100, 200, 300 and 400 level subjects

21. The approved grades of performance and associated ranges of marks for 100, 200, 300, 400 level subjects (except for subjects constituting an Honours program applying Rule 9.29a to determine the Honours grade), are as follows:

<table>
<thead>
<tr>
<th>Satisfactory completion</th>
<th>85% to 100%</th>
</tr>
</thead>
<tbody>
<tr>
<td>High Distinction</td>
<td></td>
</tr>
<tr>
<td>Distinction</td>
<td>75% to 84%</td>
</tr>
<tr>
<td>Credit</td>
<td>65% to 74%</td>
</tr>
<tr>
<td>Pass</td>
<td>50% to 64%</td>
</tr>
<tr>
<td>Pass Supplementary</td>
<td>50% maximum</td>
</tr>
<tr>
<td>Unsatisfactory completion</td>
<td></td>
</tr>
</tbody>
</table>
Fail | 0% to 49%
---|---
Technical Fail (see Rule 9.22 - 9.23)

**Grades of performance for 600, 800 and 900 level subjects**

22. The approved grades of performance and associated ranges of marks for 600 level subjects (except for subjects from the Graduate Medicine), 800 and 900 level subjects (except for research subjects) are as follows:

<table>
<thead>
<tr>
<th>Satisfactory completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>High Distinction</td>
</tr>
<tr>
<td>Distinction</td>
</tr>
<tr>
<td>Credit</td>
</tr>
<tr>
<td>Pass</td>
</tr>
<tr>
<td>Unsatisfactory completion</td>
</tr>
<tr>
<td>Fail</td>
</tr>
<tr>
<td>Technical Fail (see Rule 9.22-9.23)</td>
</tr>
</tbody>
</table>

**Determination of performance as Satisfactory or Unsatisfactory**

23. For approved undergraduate and postgraduate coursework subjects, performance will be determined as:

<table>
<thead>
<tr>
<th>Satisfactory Completion</th>
<th>Satisfactory</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unsatisfactory Completion</td>
<td>Unsatisfactory</td>
</tr>
</tbody>
</table>

**Graduate Medicine**

24. In addition to the determination of performance in Rule 9.31 below, subjects from the Graduate Medicine that are completed with a high standard of performance may be awarded the grade of Excellent instead of Satisfactory.

**Failure to attain minimum performance levels**

25. Where a student gains a mark of 50 or greater and does not meet a specified level in one or more assessment tasks required to pass the subject, a Technical Fail grade shall be used. Where a Technical Fail is given the following applies:

a. the student has failed the subject;
b. TF (Technical Fail) without a mark will be granted;
c. a TF will be presented on the student’s academic transcript; and

d. the allocated mark of 49 will be used as the weighted average mark
calculation for subjects at all levels.

26. Where a subject has a minimum performance level required for either the subject, and/or for specific assessment tasks or attendance that are part of the subject, this must be included in the Subject Outline with the statement that students who do not meet the minimum performance requirements as set out in the Subject Outline will be given a TF grade on their academic transcript.

Honours

Honours grades

27. The following grades of Honours degrees may be awarded:

Honours Class I
Honours Class II, Division 1
Honours Class II, Division 2
Honours Class III

Calculation of weighted average mark

28. Honours grades will be determined using a weighted average mark calculated as follows:

\[
\text{weighted average mark} = \frac{\sum m \cdot c}{\sum l \cdot c}
\]

where:

m is the actual mark obtained in each attempt at each subject;

c is the credit point value of the subject;

l is the weight reflecting the level of the subject (see Rule 9.30 below).

Summation in the numerator and denominator is over all subjects.

Methods for determining Honours grade

29. For each Honours degree, one of the following four methods must be adopted to determine the Honours grade. The method used for determining Honours Grades depends on the specific program a student has completed. The List of Courses for each Honours Method is detailed in Appendix 2 of these Rules.

a. Method 1:

Weightings for different subject levels (i.e. the l factor set out in Rule 9.29):

1 for 400 level subjects that constitute the Honours program
0 for 300 level
0 for 200 level
b. Method 2:

Weightings for different subject levels (i.e. the l factor set out in Rule 9.29):

- 4 for 400 level
- 3 for 300 level
- 2 for 200 level
- 1 for 100 level

Ranges for grades of Honours:

- Class I: 77.5% to 100%
- Class II, Division 1: 72.5% to less than 77.5%
- Class II, Division 2: 67.5% to less than 72.5%
- Class III (where awarded): 62.5% to less than 67.5%
- Honours not awarded: 0% to less than 62.5%

c. Method 3:

Weightings for different subject levels (i.e. the l factor set out in Rule 9.29):

- 4 for 400 level
- 1 for 300 level
- 0 for 200 level
- 0 for 100 level

Ranges for grades of Honours:

- Class I: 80% to 100%
- Class II, Division 1: 72.5% to less than 80%
- Class II, Division 2: 65% to less than 72.5%
- Honours not awarded: 0% to less than 65%

d. Method 4 (known in SMP as WAM 7):

Weightings for different subject levels (i.e. the l factor set out in Rule 9.29):

- 1 for 400 level
- 1 for 300 level
- 0 for 200 level
- 0 for 100 level

Ranges for grades of Honours:

- Class I: 85% to 100%
- Class II, Division 1: 75% to less than 85%
- Class II, Division 2: 65% to less than 75%
- Class III (where awarded): 50% to less than 65%
- Honours not awarded: 0% to less than 50%
1 for 200 level
1 for 100 level
Ranges for grades of Honours:

<table>
<thead>
<tr>
<th>Class</th>
<th>Marks Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class I</td>
<td>75% to 100%</td>
</tr>
<tr>
<td>Class II, D1</td>
<td>72.5% to less than 75%</td>
</tr>
<tr>
<td>Class II, D2</td>
<td>70% to less than 72.5%</td>
</tr>
<tr>
<td>Honours not awarded</td>
<td>0 to less than 70%</td>
</tr>
</tbody>
</table>

30. Where a student has completed an honours program which applies Rules 9.29.b, 9.29.c, or 9.29.d but has not achieved a mark entitling the student to an award of Honours, the student will be eligible for a pass degree if they meet the requirements for that degree.

31. Where the method for determining the grade of Honours applied for a particular Honours program is changed after a student has commenced that program, the faculty must ensure that the student is not disadvantaged by the change. This may require the application of a previous method of determining Honours grades to that student.

32. Except as provided in Rule 9.30 below, every attempt at a subject in the course is to be included in the determination in Rule 9.25 above.

33. Subjects which are graded Satisfactory (S) or Unsatisfactory (U) (under Rule 9.24 above) are not to be included in the determination in Rule 9.25 above.

**Eligibility for award with distinction**

34. The following requirements must be met for a student to be eligible to receive an award “with Distinction”:

A student must be enrolled in one of the following courses:

- a pass Bachelor degree or
- a Masters by Coursework degree.

An undergraduate student, including a student enrolled in a program delivered in conjunction with an approved partner institution, must have completed at least 50% of their degree in a University of Wollongong accredited course.

A postgraduate student, including a student enrolled in a program delivered in conjunction with an approved partner institution, must have completed at least 75% of their degree in a University of Wollongong accredited course.

Students enrolled in a double degree shall be assessed for eligibility for the award “with Distinction” for each degree separately.

A degree containing 50% or more of subjects that are graded at the level of Satisfactory/Unsatisfactory will not be eligible for the award “with Distinction”.

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Hardcopies of this document are considered uncontrolled please refer to the UOW website or intranet for the latest version.
35. All subjects attempted by a student in a University of Wollongong accredited course shall be counted when assessing eligibility for the award “with Distinction”.

36. Only credit completed in a UOW accredited course and counted towards a student’s course requirements is counted when assessing eligibility for the award “with Distinction” and is included in the percentage of subjects completed at the University of Wollongong requirements specified in Rules 9.34.0 and 9.0.

Level of attainment required

37. Subject to Rule 9.34.0 above, all subjects completed by a student while registered for the course they are completing shall be taken into account in determining the granting of an award “with Distinction”.

38. In order to achieve an award “with Distinction”, students must gain a weighted average mark of 75% or more in these subjects. In determining a student’s weighted average mark, subjects will be weighted for credit point value only.

39. For determining eligibility for an award with distinction, the following method must be adopted:

   Sum of (subject credit mark)/sum of (subject credit), including subjects undertaken as part of another course at UOW are being counted towards the degree.

40. Students enrolled in the Bachelor of Medicine and Bachelor of Surgery (MBBS) or Doctor of Medicine (MD) who achieve a minimum of three out of the four subjects (MEDI601, MEDI602, MEDI603 and MEDI604 or MEDI991, MEDI992, MEDI993, MEDI994) with a grade of Excellent and who have not failed any subjects during the course of their candidature, shall be awarded the degree “with Distinction”.

Granting HDR awards with an "Examiners’ Commendation for Outstanding Thesis"

41. The following requirements must be met for a student to be eligible to receive a Higher Degree Research (HDR) award with an "Examiners’ Commendation for Outstanding Thesis":

   a. A student must be enrolled in one of the following courses:

      i. A Research Masters Degree, or
      ii. A Doctorate by Research, and

   b. Both examiners must recommend a commendation because, in that specific discipline, the thesis meets all three (3) criteria listed below:

      i. the thesis is a contribution to the field of study that is exceptionally innovative and original, and
      ii. the thesis is suitable for publication in an esteemed book or in a refereed journal of high repute, and
      iii. the thesis is among the best thesis presentations examined by each examiner.
Amendment of academic record

Circumstances where academic record may be amended

42. There are three circumstances where a student’s academic record may be amended, that is, where:
   a. there has been an enrolment error (as determined under Rule 9.43 below)
   b. a student has successfully applied under the Coursework Student Academic Complaints Policy to have a mark or grade altered or
   c. a student has either applied for or requested academic consideration under the Student Academic Consideration Policy.

Amendment of academic record due to enrolment error

43. A student may apply to have their academic record amended where the student has either:
   a. not attempted a subject for which they were formally enrolled as a result of an enrolment error; or
   b. attempted a subject for which they were not formally enrolled as a result of an enrolment error and need to be enrolled to have a grade declared.

44. Applications under Rule 9.46 below must be made on the appropriate form, which must:
   a. be completed by the student,
   b. include appropriate details to support the application, and
   c. be lodged with the Student Services Division no later than four weeks after the release of results.

45. An academic record will be amended in special circumstances only. The application will be assessed and, if it is determined that the error was the fault of the student, the student must pay a fee set from time to time by the Director, Student Services Division before the academic record will be altered.

46. Under the Higher Education Support Act, domestic students are not eligible for Commonwealth support or assistance for subjects enrolled after the census date if the reason for late enrolment is student error. In these cases Commonwealth supported students will only be able to enrol in subjects on a full fee paying basis. For courses where there are no full fee paying places offered, students will be required to enrol on a non-award basis and pay the non-award fees upfront. Non-Commonwealth supported (full fee paying) students will be required to pay the relevant tuition fees upfront.

Time Limit on Amendments to Academic Record

47. An academic record will not be amended if it has been over 12 months since the release of results for the subject for which the amendment is sought or after graduation, whichever is first.
Appeal against exclusion

48. An undergraduate or postgraduate coursework student who is excluded from the University may appeal that decision in writing in accordance with the Course Progress Policy.

49. Any HDR student who is excluded from the University may appeal that decision in accordance with the Higher Degree Research (HDR) Student Academic Complaints Policy.

10 Ownership of Work and Intellectual Property

1. The University reserves the right to retain, at its discretion, the original or one copy of any work submitted for assessment in a course, competition or a subject (other than a research subject) offered or conducted by the University.

2. Ownership of intellectual property vested in the work will be determined in accordance with the University’s Intellectual Property Policy and the University’s Student Assignment of Intellectual Property Policy.

3. A student retains copyright over a thesis submitted for assessment in a subject or for an award, subject to the requirements prescribed in Rules 11.35 - 11.36 below.

11 Higher Degree Research (HDR) Rules

1. The following Rules apply to higher degree research students enrolled in a Research Masters Degree, Doctoral Degree, Doctoral Degree by Published Works, or Higher Doctoral Degree course listed in Appendix 1.

Admission Requirements for a Higher Degree Research

2. Admission requirements for Higher Degree Research degrees are contained within the Admissions Rules.

Rules Governing Admission of Offshore Doctoral Students

3. The circumstances under which the University will consider an application to complete a Doctor of Philosophy offshore are contained within the Admissions Rules.

4. Offshore candidature normally only applies to domestic (Australian citizens or permanent residents) or overseas full-fee paying students who:
   a. are applying for a research higher degree; and
   b. are applying as individuals (rather than under a group or program initiative); and
   c. are undertaking research which will require an overseas location with input from an overseas institution, which may include co-supervision, facilities, equipment, and library access; and
   d. wish to pursue most or all of their research overseas.

5. Unless specifically exempted by the Dean of Research, a co-supervisor must be appointed at the offshore location. It is the responsibility of the academic unit to
ensure that the remote co-supervisor is informed of the University’s rules and policies governing Doctor of Philosophy candidature. A Memorandum of Understanding should be drawn up between the University and the co-supervisor.

6. Domestic students who are studying or researching from a remote location, but where the academic work, including scoping of topic, writing and analysis are conducted at the Wollongong Campus with a Wollongong supervisor, are not considered to be offshore students.

7. Students who are studying at one of the University of Wollongong’s Australian campuses, who need to be absent from the University in order to undertake research overseas, are not considered to be offshore students.

8. All Offshore Higher Research Degree applications that the faculty Executive Dean has assessed and agreed to accept must be sent to the Dean of Research for approval, together with a copy of the Offshore contract (see HDR Study by Distance Learning Guidelines). If approved by the Dean of Research, applications will then follow the normal admissions process and candidature will be governed by the same HDR Course Rules that apply to onshore HDR students.

Course Requirements for the Doctoral Degree

9. A student for a Doctoral Degree shall enrol in a research subject comprising a thesis and undertake an approved course of study which may include specified course and/or practical work and/or performance as recommended by the Executive Dean or his/her nominee.

Registration Requirements for Higher Degree Research

10. A student shall submit the title of their thesis through the delegated authority for approval no later than one session after registration.

11. Doctoral and Research Masters Degree students (both full-time and part-time) shall undergo a formal Research Proposal Review as follows:

   a. The Research Proposal Review should be finalised before 48 credit points (i.e. 1.0 EFTSL) of the degree are completed, except for the Doctor of Philosophy (Integrated) in which case the Review should be completed before 72 credit points (i.e. 1.5 EFTSL) of the degree are completed.

   b. The Research Proposal Review shall be assessed by the student’s written research proposal (according to the discipline conventions of the degree undertaken) and an oral presentation by the student. The presentation must be made before a Research Proposal Review Committee which, at a minimum, consists of: the thesis supervisor(s); two appropriate members of academic staff; and a higher degree research student representative. Where relevant (e.g. in a cross-unit project), a person external to the academic or research unit may be nominated. A report by the Committee on this Review must be lodged with the Graduate Research School and placed on the student’s file.

   c. If the Research Proposal Review Committee determines that the proposal is unacceptable, the student must re-present a research proposal within three months.
d. If, after the second presentation of the research proposal, the Research Proposal Review Committee determines that the proposal is unsatisfactory, they must make at least one of the following recommendations to the Executive Dean of the Faculty:

i. place the student on probation;
ii. terminate the student’s HDR candidature;
iii. downgrade the student’s candidature to a Research Masters degree;
iv. change the student’s supervisor; or
v. appoint a panel of supervisors, including members from outside the academic unit.

If the Executive Dean of the Faculty finds that a recommendation for probation or termination is most appropriate, the matter will be forwarded to the Dean of Research for a final decision. The Dean of Research will make a final decision after reviewing all documentation and will advise the student and the Faculty of the final decision. The Dean of Research may take action that may include:

i. continuing the student’s enrolment;
ii. terminating the student’s HDR candidature;
iii. placing the student on probation;
iv. downgrading the student’s candidature;
v. changing the student’s supervisor;
vi. appointing a panel of supervisors including members from outside the academic unit;
vii. any other action deemed appropriate.

f. All recipients of information presented at the Research Proposal Review will be required to maintain confidentiality.

12. Prior to acting on a recommendation to terminate the student’s candidature, the Dean of Research will advise the student of the impending termination, and allow the student 20 working days to provide the Dean of Research with any additional relevant information concerning the student’s candidature, supervision and progress.

13. The student and their supervisors shall be informed of the Dean of Research’s recommendation. If the student disagrees with any of the outcomes, then they may appeal the decision to the HDR Appeals Committee in accordance with the Higher Degree Research (HDR) Student Academic Complaints Policy.

Transferring Between Research Degrees

Upgrading from Research Masters Degree or a Professional Doctorate to Doctor of Philosophy (PhD)

14. To transfer from a Research Masters Degree or a Professional Doctorate to a Doctor of Philosophy in the same field of study, the candidate must:
Candidates enrolled in a Master of Clinical Psychology degree would complete at least one year of equivalent full-time required coursework for the degree, with a Distinction average, prior to application to transfer to the PhD (Clinical Psychology) or Doctor of Psychology degrees.

have completed sufficient study in the Research Masters Degree or Professional Doctorate program at this University to allow an assessment of the capacity of the student to undertake independent research at a Doctoral Level. This would normally mean that candidates admitted to a program greater than 48 credit points would complete required coursework components of the degree and have completed approximately nine (9) months of equivalent full-time candidature of their thesis component\(^1\) prior to application to transfer to a Doctor of Philosophy;

b. prove their capacity to undertake independent research by presenting a seminar to report on their research topic to a group which must include:
   i. the primary supervisor, and/or co-supervisors
   ii. a member of the Faculty Research Committee (FRC) or the Head of Postgraduate Studies (HPS); and
   iii. an independent academic staff member with appropriate disciplinary expertise to appraise the research and requested transfer.

15. The primary supervisor will prepare a report on the candidate’s seminar which should be signed by the delegated authority. Once signed the final report will then be forwarded to the Graduate Research School for action.

**Downgrading from Doctor of Philosophy to Research Masters Degree - Voluntary Downgrades**

16. Should a student wish to downgrade from a Doctor of Philosophy to a Research Masters Degree, the delegated authority should approve the transfer and send written advice to the Graduate Research School who will adjust the student’s enrolment accordingly.

**Downgrading from a Higher Degree Research to a Coursework Degree**

17. Subject to Rule 11.18 below, Students enrolled in HDR course may transfer between research degrees as detailed above, or cease HDR enrolment and apply for admission to a coursework program as a new course. Prior study may be granted as credit, as per the Admissions Rules and Admissions Procedures.

18. Where a Doctor of Philosophy (Integrated) student does NOT meet the required level of performance for coursework subjects taken as part of their Doctor of Philosophy (Integrated), enrolment in the PhD(I) will be discontinued. The student may apply to enrol in a postgraduate Masters by Coursework degree course. If the coursework successfully completed under the Doctor of Philosophy (Integrated) satisfies some or all of the requirements of the Masters by Coursework degree course then credit may be granted as determined by the delegated authority. Credit may be granted up to a maximum of 100% of course requirements for that course provided that the delegated authority is satisfied that the student has satisfied the course learning outcomes for the course.

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\(^1\) Candidates enrolled in a Master of Clinical Psychology degree would complete at least one year of equivalent full-time required coursework for the degree, with a Distinction average, prior to application to transfer to the PHD (Clinical Psychology) or Doctor of Psychology degrees.
Changes of Status during Candidature

19. Students wishing to change candidature from full-time to part-time (or vice versa) may do so by providing written notification, counter-signed by the student supervisor(s), through the Head of Academic Unit to the Graduate Research School no later than the Census date for the relevant session.

20. Student Visa regulations require that all overseas students are enrolled on a full-time basis.

21. Students wishing to change their thesis title must first seek permission from their student supervisor(s). Written notification, counter-signed by the student supervisor(s) should be forwarded through the Head of Academic Unit to the Graduate Research School.

22. If for any reason a student needs to be transferred from one Academic Unit to another Academic Unit, approval for the transfer must be given by the Heads of both Academic Units. It is expected that there would be consultation with both the HDR student and the supervisor prior to the initiation of such a transfer. The Graduate Research School should be notified in writing of any change to a student enrolment.

Grades of Performance for Higher Degree Research Thesis (THES) subjects

23. The approved grades of performance for Higher Degree Research Thesis (THES) subjects are as follows:

   a. IPR (In Progress Research): Where a THES subject is required to be undertaken over more than one session, an IPR grade shall be declared at the end of each session until a student completes, or their candidature is withdrawn or discontinued.

   b. CO (Complete): Thesis has been examined and satisfactorily completed

   c. NC (Not Complete):

      i. Declared where a student has voluntarily withdrawn or transferred

      ii. HDR candidature terminated prior to thesis examination for disciplinary reasons (e.g. lack of progress, misconduct, plagiarism)

      iii. Doctoral thesis has been examined and, based on the Examiners’ reports, the Thesis Examination Committee (TEC) has determined that the degree for which the student is enrolled will not be awarded, but that the work was of a sufficient standard for the award of a Research Masters Degree. In such cases a NC will be recorded for the Doctoral degree and the student’s enrolment will be transferred to a Research Masters Degree, where a CO will be recorded.

   d. F (Fail): Thesis has been examined and based on the Examiners’ reports the TEC has determined that the degree for which student is enrolled will not be awarded.

Progress during Candidature

24. A student enrolled in a Higher Degree Research shall submit an annual report on progress of work to the delegated authority through the Executive Dean.
25. If either a supervisor or a student notes unsatisfactory progress in an annual report then the Executive Dean or Head of Academic Unit, as appropriate, should consult with both parties independently no later than one month after lodgement of the unfavourable report. After such consultation, the Executive Dean or the Head of Academic Unit may decide that the matter has been resolved. If the matter is not resolved, the Executive Dean or Head of Academic Unit may recommend to the Dean of Research that the student be placed on probation. If there is a conflict of interest, the Chair of the Faculty Research Committee will substitute for the Dean of Research.

26. Continuation of candidature is conditional on maintenance of satisfactory progress. A supervisor may at any time bring problems with the student’s progress to the attention of the Head of the Academic Unit. A supervisor is required to report any failure by a student to make satisfactory progress or to abide by other requirements in the regulations governing the degree to the head of the Academic Unit immediately. When a student is not making satisfactory progress or not maintaining adequate and regular contact, the student must be advised in writing of the requirements. Satisfactory academic progress is also a visa requirement for overseas students.

27. Initial attempts to rectify unsatisfactory progress should take place within the Academic Unit. The Faculty’s Head of Postgraduate Studies (HPS) should be consulted if matters are not able to be resolved at Academic Unit level. If initial meetings between the supervisor(s) and the student fail to rectify problems, a meeting between the student, the supervisor(s), the relevant Head of Unit and the Executive Dean and/or the Faculty’s HPS should be convened (either independently or as a group), with the aim of developing specific strategies and recommendations for improving progress towards completion. If the student’s progress fails to improve the Executive Dean may make a recommendation to the Dean of Research to place the student on probation.

28. The failure to complete an Annual Progress Report when required will result in the student’s candidature being discontinued.

Probation

29. The student shall be notified of the probation recommendation and will be given 20 working days after notification to submit a response to the Dean of Research. After this period, the Dean of Research shall make a final decision.

30. If probation is to be imposed, the Dean of Research will appoint a senior academic to oversee the supervision process and research progress for a period of not less than three months and not more than one year. At the end of the probation period, or sooner if progress does not improve during the probation period, the senior academic will review the student’s progress and make written recommendations in a report to the Dean of Research.

31. The Dean of Research will review the probationary report and all other documentation concerning that student’s candidature held by the Graduate Research School and/or Faculty before taking action. Final decision(s) may include:

   a. continuation of enrolment;
b. termination of candidature;
c. transfer of award;
d. change of supervisor;
e. appointment of a panel of supervisors including members from outside the academic unit;
f. any other action deemed appropriate.

32. If the student refuses to abide by any of the recommendations, then the Dean of Research can terminate the student’s candidature.

33. Prior to acting on a recommendation of termination of candidature, the Dean of Research will advise the student of the impending termination, and allow the student 20 working days to provide the Dean of Research with any additional relevant information concerning their candidature, supervision and progress.

34. Students and supervisors shall be informed of the Dean of Research’s recommendation. If the student disagrees with the outcomes, then they may appeal the decision to the HDR Appeals Committee in accordance with the Higher Degree Research (HDR) Student Academic Complaints Policy.

Rules Governing the Submission of Theses

35. On completion of a Higher Degree Research thesis subject, a student shall submit a thesis embodying the results of the work undertaken in accordance with the Higher Degree Research (HDR) Thesis Preparation, Submission and Examination Policy.

36. Theses and other relevant work may be submitted for examination to the Manager, Graduate Research School provided the student:
   a. has completed the required minimum period of registration for the degree;
   b. is enrolled for the degree for which the theses or other work is being submitted;
   c. has received certification from his or her principal supervisor or the Thesis Examination Committee that the thesis is worthy of examination; and
   d. has fulfilled the preparation and submission requirements set out in the Higher Degree Research (HDR) Thesis Preparation, Submission and Examination Policy.

37. A student may not submit as the major part of a thesis any work or material which has previously been submitted for a degree of the University or other similar award of another tertiary institution, except for the case of a thesis submitted for:
   a. the degree of Doctor of Philosophy of the University of Wollongong and recommended by the examiners that it be submitted for the Research Masters Degree; or
   b. a Joint Doctoral degree under the conditions prescribed in the Joint Doctoral Agreement made in accordance with the University's Joint Doctor of Philosophy Agreement Policy.
38. A student submitting a thesis for a Doctoral degree must comply with the following additional requirements:
   a. the majority of the work submitted shall have been completed subsequent to enrolment for the degree;
   b. the work shall comprise an original and significant contribution to knowledge of the subject; and
   c. in special cases, study carried out jointly with other persons may be accepted, provided Council is satisfied that the contribution by the student to the joint study is adequate.

39. A supervisor of a student who has submitted a thesis shall provide a certificate indicating that, in the opinion of the supervisor, the thesis is prima facie worthy of examination.

Examination of Theses

40. For doctoral and research masters degrees, the Graduate Research School shall appoint at least two examiners of the thesis, approved by the Head of Postgraduate Studies.

41. Both examiners shall be external to the University.

42. The appointment of examiners shall be based on the provisions outlined in the Higher Degree Research Thesis Preparation, Submission and Examination Policy, which ensure conflicts of interest in the selection of examiners are avoided.

43. Examiners are advised that the task of examination must be undertaken on a confidential basis.

44. The criteria examiners are asked to use to assess a thesis and the outcome options available to them are listed in Appendix 4 of the Higher Degree Research (HDR) Thesis Preparation, Submission and Examination Policy.

45. After examining a thesis, the examiners must provide a written report in the format outlined in Appendix 4 of the Higher Degree Thesis Research Preparation, Submission and Examination Policy.

46. The reports from the examiners are considered by the Head of Postgraduate Studies who is responsible for reviewing the examiner reports, liaising with the supervision team, and preparing a report with recommendations for the Thesis Examination Committee to review.

47. The Thesis Examination Committee reviews the examiners reports and the Head of Postgraduate Studies’ report and determines the outcome of examination in accordance with of the Higher Degree Thesis Research Preparation, Submission and Examination Policy.

48. Students wishing to lodge an appeal in relation to a HDR thesis examination outcome may do so in accordance with the HDR Student Academic Complaints Policy.

Completion of Candidature

49. Once any revisions required by the Thesis Examination Committee have been satisfactorily completed by the HDR student and the final version of the thesis has been approved in writing by the Head of Postgraduate Studies, the student shall
submit a digital copy of the final thesis, according to the guidelines set out by the Graduate Research School.

50. A digital copy of the thesis will be made accessible online, in accordance with the access provisions and restrictions provided in the Higher Degree Research (HDR) Thesis Preparation, Submission and Examination Policy.

51. The degree will not be conferred until:
   a. an approved, final electronic copy of the thesis lodged by the student;
   b. written approval by the Head of Postgraduate Studies is received certifying that the required revisions have been satisfactorily completed; and
   c. a signed digital repository form is lodged by the student.

**Doctoral Degrees by Published Works**

**Course Requirements for Doctoral Degree by Published Works**

52. A student for the degree of Doctor of Philosophy by Published Works shall enrol in a research subject comprising a thesis in accordance with the provisions of Rules 11.10-11.13 inclusive.

**Examination Requirements for Doctoral Degree by Published Works**

53. The Thesis Examination Committee may determine whether the aggregated work is examinable or may appoint a discipline-specific committee to make this determination.

54. Should the Thesis Examination Committee be satisfied that the submitted work is of sufficiently high quality to be prima facie worthy of examination for the degree, examiners shall be appointed as prescribed in Rules 11.40-11.48 above and provided in the Higher Degree Thesis Research Preparation, Submission and Examination Policy.

**Examination of Work Submitted for Doctoral Degrees by Published Works**

55. To submit works for examination for a Doctoral Degree by Published Works students must first meet criteria outlined in Rules 14.10-14.12 inclusive.

56. For Doctoral Degrees by Published Works, the relevant Associate Dean (Research) shall appoint at least two examiners of the thesis, both of whom shall be external to the University. The selection of examiners shall be in accordance with the Higher Degree Research (HDR) Thesis Preparation, Submission and Examination Policy.

57. A co-author of the works referred to in Rule 14.11.11.b may not be an examiner of the submitted work.

58. The criteria examiners are asked to use to assess submitted work for Doctoral Degrees by Published Works and outcome options available to them are listed in Appendix 4 of the Higher Degree Research Thesis Preparation, Submission and Examination Policy.
59. After examining the submitted works for a Doctoral Degree by Published Works, the examiners must provide a written report in the format outlined in Appendix 4 of the Higher Degree Thesis Research Preparation, Submission and Examination Policy.

60. The reports from the examiners are considered by Head of Postgraduate Studies who is responsible for reviewing the examiner reports, liaising with the supervision team, and preparing a report with recommendations for the Thesis Examination Committee to review.

61. The Thesis Examination Committee reviews the examiners reports and the Head of Postgraduate Studies’ report and determines the outcome of the examination in accordance with of the Higher Degree Thesis Research Preparation, Submission and Examination Policy.

62. Should the application for admission to the degree fail, the student may make only one additional application after a period of not less than three years from the date of the original application.

Higher Doctoral Degrees

Assessment of Suitability for Examination and Assessment Criteria for Higher Doctoral Degrees

63. Before evidence submitted for examination for a Higher Doctoral degree is sent to examiners, the Thesis Examination Committee should be satisfied that the submitted evidence is of sufficiently high quality to be prima facie worthy of examination for the degree. In making its determination the Thesis Examination Committee will seek advice from the relevant Faculty Research Committee (FRC).

64. The relevant FRC will assess if the submitted evidence is prima facie worthy of examination and will advise the Thesis Examination Committee of its assessment. The Thesis Examination Committee may use other advice, in confidence, to support this assessment as it sees fit.

65. The evidence submitted for examination must meet the following criteria:
   a. The candidate is an internationally recognised leader in their field.
   b. The candidate has made a significant and sustained contribution to the field usually over at least a 20 year period. As appropriate for the discipline, the candidate should have produced an outstanding body of published work in highly-esteemed journals. There must be evidence that the candidate’s publications have been highly influential (e.g. highly cited).
   c. The work is innovative and at the leading edge of a discipline, perhaps using leading-edge technology or methodology.
   d. As a leader, the candidate is able to show a significant contribution to mentoring of other researchers in their field, such as through collaborative grants, successful PhD completions, examinations of PhD theses or as a member of international and national committees of note.

66. If, after receiving the advice of the relevant FRC, the Thesis Examination Committee is satisfied that the evidence is worthy of examination for the degree then two examiners shall be appointed, both of whom must be external to the University.
Examiners selected must be at least at Professorial level or equivalent, and pre-eminent in the field.

67. A list of approximately five examiners will be compiled by the Thesis Examination Committee, on advice of the relevant FRC, and shown to the candidate. The candidate may raise an objection to a potential examiner based on fair reasons. The Thesis Examination Committee shall consider any objection in making their selection of final examiners.

**Rules for Examiners of Applications for Higher Doctoral Degrees**

68. Each examiner shall make an independent report on the submitted evidence.

69. Should the examiners not agree in their recommendations or should, for any other reason, further opinion on the merit of the submitted evidence be needed, the Thesis Examination Committee may appoint an additional examiner or examiners to make an independent report on the submitted evidence.

70. At the conclusion of the examination, the examiners will submit to the Thesis Examination Committee a concise report on the merits of the submitted evidence and on the examination results and the Thesis Examination Committee shall determine whether or not the applicant may be admitted to the degree.

71. An applicant for admission to the degree shall not be present at deliberations.

72. Students wishing to lodge an appeal in relation to a Higher Doctoral Degree examination outcome may do so in accordance with the HDR Student Academic Complaints Policy.

**Resubmission**

73. Should the application for admission to the degree fail, the person may make one only additional application after a period of not less than three years from the date of the original application.

**12 Other**

**General Saving Clause**

1. Notwithstanding anything to the contrary herein contained, Council may dispense with or suspend any requirement of, or prescription by, these Rules.

**Application for Amending Rules**

2. Should an amendment be made to either or both these Rules or the attachments following these Rules, the amendment shall apply from the date of implementation, but not retrospectively, to all students, unless determined otherwise by Council.

**Appeal**

3. Where a student has a complaint regarding a decision made under these Rules which comes within the definition of ‘academic complaint’ in the Coursework Student Academic Complaints Policy or the Higher Degree Research (HDR) Student Academic
Complaints Policy, the student may pursue the academic complaint in accordance with the procedures set out in that policy.

4. Where a student has a complaint regarding a decision under these Rules that does not come within the definition of ‘academic complaint’ in the Coursework Student Academic Complaints Policy or Higher Degree Research (HDR) Student Academic Complaints Policy, the student may appeal against that decision within 14 days of notification of the decision. The appeal must be in writing and provide sufficient detail to enable due consideration of the matter.

13 Administration of Schedule of UOW Qualifications

1. The UOW schedule of qualifications, comprising approval of new courses, curriculum review and amendments to existing courses, is administered through the University’s course management activities.

2. All UOW qualifications will comply with the Australian Qualifications Framework from January 2015.

14 Awards and Degrees of the University

Diplomas

1. The General Course Rules apply to undergraduate courses leading to the award of Diploma qualifications listed in Appendix 1 (below).

Bachelor Degree

Course Requirements for a Bachelor Degree

2. To qualify for award of a Bachelor degree (listed in Appendix 1 below), a student shall:

   a. for a three year degree, accrue an aggregate of at least 144 credit points by the satisfactory completion of subjects prescribed for the course in the undergraduate handbook

   b. for a four year degree, accrue an aggregate of at least 192 credit points by the satisfactory completion of subjects prescribed for the course in the undergraduate handbook

   c. for a double degree, accrue an aggregate of at least 216 credit points by the satisfactory completion of subjects prescribed for the course in the undergraduate handbook.

Course Requirements for an Honours Bachelor Degree

3. To qualify for award of a Bachelor degree with honours, a student who completes satisfactorily the subjects prescribed course in the undergraduate handbook at the standard of achievement prescribed for the course in Rule 9.30 shall receive the corresponding honours degree with the class of honours as specified in those rules.
Graduate Certificate

Course Requirements for the Graduate Certificate

4. To qualify for award of a Graduate Certificate (listed in Appendix 1 below), a student shall accrue an aggregate of at least 24 credit points by the satisfactory completion of subjects prescribed for the course in the postgraduate handbook.

Graduate Diploma

Course Requirements for the Graduate Diploma

5. To qualify for award of a Graduate Diploma (listed in Appendix 1 below) a student shall accrue an aggregate of at least 48 credit points by the satisfactory completion of subjects prescribed for the course in the postgraduate handbook.

Masters by Coursework

Course Requirements for a Masters by Coursework degree

6. To qualify for award of a Masters degree (listed in Appendix 1 below), a student shall accrue the required number of credit points by satisfactory completion of subjects prescribed for the course in the postgraduate handbook.

Research Masters Degree

Requirements for the award of a Research Masters Degree

7. To qualify for award of a Research Masters Degree listed in Appendix 1 below), a student shall accrue the required number of credit points by satisfactory completion of subjects specified in the postgraduate handbook and such examinations and other work as may be prescribed.

8. A Research Masters Degree course program shall comprise subjects having a value of 72 credit points at 900 level including:
   a. a research thesis subject having a value of 48 credit points and
   b. other coursework subjects (or credit) having a value of 24 credit points at 900 level.

Doctoral Degree by Thesis

Doctoral Degree

9. These Rules apply to doctoral courses leading to the award of Doctoral Degree qualifications listed in Appendix 1 (below), and are to be read in conjunction with relevant provisions of the General Course Rules.

Doctoral Degree by Published Works

Requirements for award of Doctor of Philosophy by Published Works
10. A person may apply for admission as a student for the degree of Doctor of Philosophy by Published Works provided that person:

   a. is a graduate of this University or of the University of New South Wales at the Wollongong University College and
   b. has standing of not less than eight years after admission to the first degree for which the student has qualified or
   c. is not a graduate of this University but is a member of the full-time academic staff for a minimum period of five years, with standing of not less than eight years after admission to a first degree of another University, or
   d. is deemed by the Deputy Vice-Chancellor (Research and Innovation) (or nominee) to have a significant and sustained research connection with the University.

11. An application shall be made in writing to the Thesis Examination Committee (TEC) and shall include:

   a. supporting documentation from the appropriate Faculty Research Committee Chair, including the identification of a sponsoring unit for the candidature and
   b. a list of published works on which the claim for admission to the degree is based, these works to be have been published in peer reviewed academic publications and offering original contributions to the area of investigation, noting that works submitted for the degree have been originally published, and normally, a significant proportion of these works have been published no earlier than ten years prior to this application.

12. The work submitted for examination (hereafter referred to as the submitted work) shall consist of:

   a. five copies of the works listed in Rule 14.11.b, all works, apart from quotations, to be presented in, or translated into, English, unless otherwise approved
   b. a scholarly and critical overview of the collected publications, normally not less than 5,000 words, providing a cohesive context for the works and describing how they make an original and significant contribution to knowledge and
   c. a further statement setting out:
   d. details of sources from which the works were derived
   e. details of the extent to which work of others has been used
   f. details of the extent to which the applicant was responsible for the initiation, conduct and direction of any joint works submitted as part of the application
   g. a statement from at least one co-author per publication, confirming the extent of the applicants contribution to the work, where appropriate
h. evidence that the publications have standing as significant contributions to knowledge and
i. a declaration identifying any of the works referred to in Rule 14.11.b which have been submitted for any qualification of any tertiary institution.

Higher Doctoral Degree Rules

Requirements for the award of Higher Doctoral Degrees

13. A person may apply for the degree of Doctor of Laws, Doctor of Letters or Doctor of Science provided that person:

a. holds a Doctoral level qualification; and

b. is a graduate of this University or of the University of New South Wales at the Wollongong University College with standing of not less than twenty years after admission to their Doctoral qualification; or

c. not a graduate of this University but is a member of the full-time academic staff with standing of not less than ten years after admission to their Doctoral qualification.

14. An application shall be made in writing to the Executive Dean of the relevant Faculty and shall include:

a. identification of the academic unit with which the contribution to scholarly knowledge is considered to be most closely associated;

b. a list of published and/or unpublished works on which the claim for admission to the degree is based;

c. all works, apart from quotations, to be presented in, or translated into, English, unless otherwise approved; and

d. a statement, which shall be an overview of normally not less than 5,000 words, setting out ways in which the collective works provide an original and significant contribution to knowledge. this statement should include:

i. details of sources from which the works were derived;

ii. details of the extent to which work of others has been included or used;

iii. the level of contribution of the applicant to the body of published works;

iv. evidence that the criteria set out in Rules11.65.a-d above are satisfied; and

v. a declaration identifying any of the works referred to in Rule11.65.b that have been submitted for any other qualification.
### 15 Version Control and Change History

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<td>University Council</td>
<td>Changes to grades of performance to introduce “satisfactory” and “unsatisfactory”. Changes to abbreviation of “Science” to “Sc”.</td>
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<td>3</td>
<td>9 October 1992</td>
<td>University Council</td>
<td>New enrolment requirements</td>
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<td>6 August 1993</td>
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<td>Amendments to process for determining honours in 4 year prescribed courses. New provisions for awarding of Graduate Certificates. New provisions relating to requirements to attend classes.</td>
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<td>5</td>
<td>9 August 1996</td>
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<td>Minor amendments to Rules.</td>
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<td>9</td>
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<td>University Council</td>
<td>Elimination of the Pass Terminating Grade and introduce the Pass Restricted Grade for 100 and 200 level subjects from Autumn Session 1999.</td>
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<td>10</td>
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<td>11</td>
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<td>12</td>
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<td>Academic Senate (under delegation from Council)</td>
<td>Insertion of an unsatisfactory progress provision in the Doctoral Degree Course Rules. Amend Rule 005(5).</td>
</tr>
<tr>
<td>No.</td>
<td>Date</td>
<td>Body</td>
<td>Details</td>
</tr>
<tr>
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<td>------------</td>
<td>-------------------------------------------</td>
<td>----------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>13</td>
<td>7 March 2001</td>
<td>Academic Senate (under delegation from Council)</td>
<td>Amendments to Part 5 to create a new <em>Research Masters Degree Course Structure</em> Model. Insertion of a new provision dealing with amendments to theses recommended by examiners.</td>
</tr>
<tr>
<td>15</td>
<td>9 September 2001</td>
<td>Academic Senate (under delegation from Council)</td>
<td>Amendments relating to the use of foreign language dictionaries in exams. Amendments to the terms “specialisation” and “major”.</td>
</tr>
<tr>
<td>16</td>
<td>7 November 2001</td>
<td>Academic Senate (under delegation from Council)</td>
<td>Changes to the Bachelor Course Rules relating to the Bachelor of Psychology. Changes to Postgraduate Research Degree completion time limits.</td>
</tr>
<tr>
<td>17</td>
<td>24 July 2002</td>
<td>Academic Senate (under delegation from Council)</td>
<td>Revised Withdrawal from a Subject and Deletion of Fail Grades Course Rules</td>
</tr>
<tr>
<td>18</td>
<td>4 September 2002</td>
<td>Academic Senate (under delegation from Council)</td>
<td>Changes to the General Course Rules section 10.3 (7) ‘Procedures Governing the Preparation and Submission of Theses’</td>
</tr>
<tr>
<td>19</td>
<td>23 April 2003</td>
<td>Academic Senate (under delegation from Council)</td>
<td>Changes regarding digitisation of theses, Changes regarding PhD by Publication.</td>
</tr>
<tr>
<td>20</td>
<td>3 September 2003</td>
<td>Academic Senate (under delegation from Council)</td>
<td>Double degrees with Bachelor of Communication and Media Studies. Changes to Minimum Rate of Progress (commencing in 2004)</td>
</tr>
<tr>
<td>21</td>
<td>28 July 2004</td>
<td>Academic Senate (under delegation from Council)</td>
<td>Changes to the HDR Course Rules.</td>
</tr>
<tr>
<td>22</td>
<td>27 July 2005</td>
<td>Academic Senate (under delegation from Council)</td>
<td>Deletion of 10.11.3(ii) from HDR Course Rules.</td>
</tr>
<tr>
<td>23</td>
<td>23 June 2006</td>
<td>University Council</td>
<td>Amendments consequent on the establishment of the Graduate School of</td>
</tr>
</tbody>
</table>

Hardcopies of this document are considered uncontrolled please refer to the UOW website or intranet for the latest version.
<table>
<thead>
<tr>
<th>No.</th>
<th>Date</th>
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<th>Amendments</th>
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<tbody>
<tr>
<td>24</td>
<td>18 August 2006</td>
<td>University Council</td>
<td>Changes to Section 10: Higher Degree Research.</td>
</tr>
<tr>
<td>26</td>
<td>Autumn Session 2007</td>
<td>University Council</td>
<td>Changes to 8.4.3 Withheld Results and 8.5.5 Failure to attain minimum performance levels.</td>
</tr>
<tr>
<td>27</td>
<td>6 July 2007</td>
<td>University Council</td>
<td>Grades of Performance revisions and revisions necessary to comply with the ESOS National Code 2007.</td>
</tr>
<tr>
<td>28</td>
<td>12 October 2007</td>
<td>University Council</td>
<td>Changes to course progress requirements necessary to comply with the ESOS National Code 2007.</td>
</tr>
<tr>
<td>29</td>
<td>8 August 2008</td>
<td>University Council</td>
<td>Amendments to various typographical errors to numbering.</td>
</tr>
<tr>
<td>30</td>
<td>28 November 2008</td>
<td>University Council</td>
<td>Amendments to provisions for Doctoral Degree by Publication, new provisions for examiner’s commendation and changes to Rule 8.50 relating to amendment of academic record due to enrolment error.</td>
</tr>
<tr>
<td>31</td>
<td>17 April 2009</td>
<td>University Council</td>
<td>Migrated to UOW Policy Template as per Policy Directory Refresh.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>ILIP Provisions (Section 7) updated</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>References to Special Consideration Policy changed to refer to Student Academic Consideration Policy.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Reference in Rule 12.31(b) to Appendix 2 removed.</td>
</tr>
<tr>
<td>32</td>
<td>4 December 2009</td>
<td>University Council</td>
<td>Amendments to Rule 8 in line with changes to the Course Progress Policy including: Amendments to Rule 8.57 to make it consistent with Course Progress requirements Amendments to Rule 8.60 to note the inclusion of the Graduate School of Medicine within the Course Progress Policy regime.</td>
</tr>
<tr>
<td>Date</td>
<td>Author</td>
<td>Amendments</td>
<td></td>
</tr>
<tr>
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<td>----------------------</td>
<td>------------</td>
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<tr>
<td>4 December 2009</td>
<td>University Council</td>
<td>Amendments to Rule 8 in line with changes to the Course Progress Policy including: Amendments to Rule 8.57 to make it consistent with Course Progress requirements Amendments to Rule 8.60 to note the inclusion of the Graduate School of Medicine within the Course Progress Policy regime Deletion of Rules 8.69-8.72 to remove inconsistency between General Course Rules and Course Progress Policy regarding appeals.</td>
<td></td>
</tr>
<tr>
<td>16 April 2010</td>
<td>University Council</td>
<td>Amendments to vary review date (effective immediately), introduce minor studies schedule (effective immediately), update references to the information literacies program (effective immediately) and to provide for the abolition of grades of Pass Restricted and Pass Conceded (effective from Autumn Session 2011)</td>
<td></td>
</tr>
<tr>
<td>11 June 2010</td>
<td>University Council</td>
<td>Amendments to Rule 12 consequent upon the approval of the Standard on Courses – updated awards listing and reinstatement of diploma provisions.</td>
<td></td>
</tr>
<tr>
<td>3 December 2010</td>
<td>University Council</td>
<td>Amendments to Rule 10 regarding digital submission of theses.</td>
<td></td>
</tr>
<tr>
<td>11 March 2011</td>
<td>Snr Mgr, Policy &amp; Governance</td>
<td>Links amended, updated to reflect title changes and revised policy name changes.</td>
<td></td>
</tr>
<tr>
<td>10 June 2011</td>
<td>University Council</td>
<td>Minor amendments to Section 6.47, 8 (HDR) and, 10.44 to accommodate introduction of Joint Doctor of Philosophy Agreement Policy. Section 5.19 to include Doctor of Philosophy (Integrated) Appendix 1: List of Courses for Each Honours Method to include the course Bachelor of Early Childhood Education under Method 1.</td>
<td></td>
</tr>
<tr>
<td>14 October 2011</td>
<td>University Council</td>
<td>Minor amendments to Section 10 re Transferring Between Research Degrees and Procedures for Examination of Work Submitted for Higher Doctoral Degrees, and</td>
<td></td>
</tr>
<tr>
<td>Rule</td>
<td>Date</td>
<td>Council</td>
<td>Description</td>
</tr>
<tr>
<td>------</td>
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</tr>
<tr>
<td>40</td>
<td>2 December 2011</td>
<td>University Council</td>
<td>Amendment to Section 6 – Withdrawal from Subjects – to reinforce that a student must not withdraw from a subject if they are under investigation of academic misconduct, and if they were to before the investigation is finalised, that any variation to their enrolment will be of no effect.</td>
</tr>
<tr>
<td>41</td>
<td>1 January 2012</td>
<td>University Council</td>
<td>Section 8 – Assessment - Inclusion of additional results of WS and WD and to expand the definition of the existing result of WH; Update to Section 12 – Awards and Degrees of the University; Update to Appendix 1 – List of Courses for each Honours Method; update to Appendix 3 – Schedule of Minor Studies.</td>
</tr>
<tr>
<td>42</td>
<td>7 December 2012</td>
<td>University Council</td>
<td>Update to Section 12 – Awards and Degrees of the University; Update to Appendix 1 – List of Courses for each Honours Method; update to Appendix 3 – Schedule of Minor Studies.</td>
</tr>
<tr>
<td>43</td>
<td>30 August 2013</td>
<td>University Council</td>
<td>Updated to reflect title change from Dean to Executive Dean</td>
</tr>
<tr>
<td>45</td>
<td>Autumn Session 2015</td>
<td>University Council</td>
<td>Amendments to reflect the implementation of the new Coursework Student Academic Complaints Policy and Higher Degree Research (HDR) Student Academic Complaints Policy, which replace the previous Academic Grievance Policy (Coursework and Honours Students) and Academic Grievance Policy (Higher Degree Research Students). Admissions and</td>
</tr>
<tr>
<td>Change Date</td>
<td>Council/Author</td>
<td>Description</td>
<td></td>
</tr>
<tr>
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<td>----------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Autumn Session 2015</td>
<td>University Council</td>
<td>Amendments to reflect the implementation of the new Coursework Student Academic Complaints Policy and Higher Degree Research (HDR) Student Academic Complaints Policy, which replace the previous Academic Grievance Policy (Coursework and Honours Students) and Academic Grievance Policy (Higher Degree Research Students). Admissions and Advanced Standing Policy replaced by the Admissions Rules and Admissions Procedures, effective 1 April 2015. Amendments made to reflect changes of Student Research Centre to Graduate Research School, Academic Registrar to Director, Student Services Division and Academic Registrar’s Division to Student Services Division.</td>
<td></td>
</tr>
<tr>
<td>1 April 2015</td>
<td>University Council</td>
<td>Changes to Admission, Credit for Prior Learning, Enrolment and Variations and, HDR Rules following introduction of Credit for Prior Learning Policy and Procedures effective 1 April 2015.</td>
<td></td>
</tr>
<tr>
<td>17 April 2015</td>
<td>University Council</td>
<td>Update section 8.20 and the definition of a ‘Minor’.</td>
<td></td>
</tr>
<tr>
<td>4 December 2015</td>
<td>University Council</td>
<td>Removal of reference to Graduate Qualities Policy (rescinded). Appendix 1 and Appendix 3 updated.</td>
<td></td>
</tr>
<tr>
<td>5 February 2016</td>
<td>University Council</td>
<td>Amendment to provisions for Enrolment and Course Variations. Amendment to provisions relating to cross counting of subjects. Amendment to Appendix 1 and 2.</td>
<td></td>
</tr>
<tr>
<td>22 April 2016</td>
<td>University Council</td>
<td>Addition to section 6.6(a) to include provisions relating to course variation that is contingent upon the delegated authority being satisfied that the student meets the course learning outcomes. Remove incorrect provisions 8.32 and 8.33 relating to course design requirements for Honours, which is already stated in the Course Design Procedures.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Date</td>
<td>Body</td>
<td>Amendments</td>
</tr>
<tr>
<td>---</td>
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</tr>
<tr>
<td>51</td>
<td>7 October 2016</td>
<td>University Council</td>
<td>Consequential amendments following the approval of new Teaching and Assessment Policy Suite. Amendments to References &amp; Legislation and Section 8(1) &amp; 8(8).</td>
</tr>
<tr>
<td>52</td>
<td>9 December 2016</td>
<td>University Council</td>
<td>Amendments to Section 12: Awards and Degrees of the University; Appendix 2: List of Courses for each Honours Method, and Appendix 3: Schedule of Minor Studies. Amendments regarding posthumous awards and aegrotat awards. Replacement of Graduate School of Medicine references with Graduate Medicine and inclusion of references to Doctor of Medicine (MD) as necessary. Careersmart section added and added to definitions.</td>
</tr>
<tr>
<td>53</td>
<td>1 March 2017</td>
<td>University Council</td>
<td>Consequential amendments to Section 11 to align with new Higher Degree Research (HDR) Thesis Preparation, Submission and Examination Policy.</td>
</tr>
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</table>
## Appendix 1: Award Titles and Abbreviations

### Diplomas:

<table>
<thead>
<tr>
<th>Award</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diploma in Languages</td>
<td>DipLang</td>
</tr>
</tbody>
</table>

### Three Year Pass Bachelor Degrees:

<table>
<thead>
<tr>
<th>Degree</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Faculty of Business</strong></td>
<td></td>
</tr>
<tr>
<td>Bachelor of Accounting &amp; Financial Services</td>
<td>BAccy&amp;FinSer</td>
</tr>
<tr>
<td>Bachelor of Business</td>
<td>BBus</td>
</tr>
<tr>
<td>Bachelor of Commerce</td>
<td>BCom</td>
</tr>
<tr>
<td>Bachelor of Commerce – TAFE Advanced Diploma of Events</td>
<td>BCom</td>
</tr>
<tr>
<td>Bachelor of Commerce – TAFE Advanced Diploma of Hospitality</td>
<td>BCom</td>
</tr>
<tr>
<td>Bachelor of Commerce – TAFE Advanced Diploma of Travel and Tourism</td>
<td>BCom</td>
</tr>
<tr>
<td>Bachelor of Commerce (Dean’s Scholar)</td>
<td>BCom(Dean’sSchol)</td>
</tr>
<tr>
<td>Bachelor of Economics &amp; Finance</td>
<td>BEconFin</td>
</tr>
</tbody>
</table>

| **Faculty of Engineering and Information Sciences**                     |                   |
| Bachelor of Business Information Systems                               | BBusInfoSys       |
| Bachelor of Business Information Systems (Dean’s Scholar)              | BBusInfoSys(Dean’sSchol) |
| Bachelor of Computer Science                                           | BCompSc           |
| Bachelor of Computer Science (Dean’s Scholar)                          | BCompSc(Dean’sSchol) |
| Bachelor of Information Technology                                     | BIT               |
| Bachelor of Information Technology (Dean’s Scholar)                    | BIT(Dean’sSchol)  |
| Bachelor of Information Technology International                        | BITInt            |
Bachelor of Mathematics  BMath
Bachelor of Mathematics Advanced  BMathAdv
Bachelor of Medical and Radiation Physics  BMedRadPhys
Bachelor of Medical Mathematics  BMedMath
Bachelor of Medical Mathematics (Dean’s Scholar)  BMedMath(Dean’sSchol)
Bachelor of Science (Physics) (757)  BSc
Bachelor of Science (Materials) (1853)  BSc(Mat)

Faculty of Law, Humanities and the Arts

Bachelor of Arts (702)  BA
Bachelor of Arts (Dean's Scholar)  BA(Dean’sSchol)
Bachelor of Communication and Media Studies  BCMS
Bachelor of Communication and Media Studies (Dean’s Scholar)  BCMS(Dean’sSchol)
Bachelor of Creative Arts  BCA
Bachelor of Creative Arts (Dean's Scholar)  BCA(Dean’sSchol)
Bachelor of Digital Media  BDigMedia
Bachelor of International Studies  BIntSt
Bachelor of International Studies (Dean’s Scholar)  BIntSt(Dean’sSchol)
Bachelor of Journalism  BJrn1
Bachelor of Performance  BPerf
Bachelor of Performance (Dean’s Scholar)  BPerf(Dean’sSchol)
Bachelor of Politics, Philosophy and Economics  BPPE
Bachelor of Politics, Philosophy and Economics (Dean’s Scholar)  BPPE (Dean’sSchol)

Faculty of Science, Medicine and Health
Bachelor of Exercise Science  BExSc
Bachelor of Health Science (Indigenous)  BHlthSc(IndigHl
Bachelor of Marine Science  BMarSc
Bachelor of Medical and Health Sciences  BMedHlthSc
Bachelor of Nursing  BNurse
Bachelor of Nursing Conversion  BNurse(Conversion)
Bachelor of Nursing for Overseas Qualified  BNurse(OSQualNurses)
Bachelor of Nutrition Science  BNutrSc
Bachelor of Pre-Medicine, Science and  BPreMedScHlth
Bachelor of Science  BSc
International Bachelor of Science  IntBSc

Faculty of Social Sciences
Bachelor of Arts (708)  BA
Bachelor of Geography  BGeog
Bachelor of Psychological Science  BPsycSc
Bachelor of Public Health  BPubHlth
Bachelor of Public Health (Dean’s Scholar)  BPubHlth(Dean’sSchol)
Bachelor of Public Health Nutrition  BPubHlthNutr
Bachelor of Science (333)  BSc
Bachelor of Science (1874)  BSc
Bachelor of Social Science  BSocSc
Bachelor of Social Science (Dean’s)  BSocSc(Dean’sSchol)
Bachelor of Social Science (Psychology)  BSocSc(Psyc)
Bachelor of Social Work  BSocWork

Four Year Bachelor Degrees

<table>
<thead>
<tr>
<th>Degree</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Faculty of Law, Humanities and the Arts</strong></td>
<td></td>
</tr>
<tr>
<td>Bachelor of Laws (Direct Entry) (1777)</td>
<td>LLB</td>
</tr>
</tbody>
</table>
Faculty of Science, Medicine and Health

Bachelor of Exercise Science & Rehabilitation  BExScRehab
Bachelor of Marine Science Advanced  BMarScAdv

Faculty of Social Sciences

Bachelor of Education - The Early Years  BEdEarlyYears
Bachelor of Education - The Early Years (Dean’s Scholar)  BEdEarlyYears(Dean’sSchol)
Bachelor of Health and Physical Education  BHLthPhyEd
Bachelor of Health and Physical Education (Dean’s Scholar)  BHLthPhyEd(Dean’sSchol)
Bachelor of Mathematics Education  BMathEd
Bachelor of Mathematics Education (Dean’s Scholar)  BMathEd(Dean’sSchol)
Bachelor of Primary Education  BPrimEd
Bachelor of Primary Education (Dean’s Scholar)  BPrimEd(Dean’sSchol)
Bachelor of Science Education  BScEd
Bachelor of Science Education (Dean's Scholar)  BScEd(Dean’sSchol)

Four Year Bachelor (Honours) Degrees:

<table>
<thead>
<tr>
<th>Degree</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty of Engineering and Information Sciences</td>
<td></td>
</tr>
<tr>
<td>Bachelor of Engineering (Honours)</td>
<td>BE(Hons)</td>
</tr>
<tr>
<td>Bachelor of Engineering (Honours) (Scholar)</td>
<td>BE(Hons)(Schol)</td>
</tr>
<tr>
<td>Bachelor of Mathematics and Finance (Honours)</td>
<td>BMathFin(Hons)</td>
</tr>
<tr>
<td>Bachelor of Mathematics and Finance (Honours) (Dean’s Scholar)</td>
<td>BMathFin(Hon) (Dean’sSchol)</td>
</tr>
<tr>
<td>Bachelor of Medical and Radiation Physics Advanced</td>
<td>BMedRadPhysAdv(Hons)</td>
</tr>
<tr>
<td>Bachelor of Science Advanced (Physics) (Honours)</td>
<td>BScAdv(Hons)(Phys)</td>
</tr>
</tbody>
</table>
### Faculty of Law, Humanities and the Arts

Bachelor of Laws (Honours) (Direct Entry) (1771) **LLB(Hons)**

### Faculty of Science, Medicine and Health

Bachelor of Bionanotechnology (Honours) **BBionano(Hons)**

Bachelor of Bionanotechnology (Honours) (Dean’s Scholar) **BBionano(Hons)(Dean’sSchol)**

Bachelor of Conservation Biology (Honours) **BConsBio(Hons)**

Bachelor of Conservation Biology (Honours) (Dean’s Scholar) **BConsBio(Hons)(Dean’sSchol)**

Bachelor of Environmental Science (Honours) **BEnvSc(Hons)**

Bachelor of Environmental Science (Honours) (Dean’s Scholar) **BEnvSc(Hons)(Dean’sSchol)**

Bachelor of Marine Science (Honours) **BMarSc(Hons)**

Bachelor of Marine Science (Honours) (Dean’s Scholar) **BMarSc(Hons)(Dean’sSchol)**

Bachelor of Medical and Health Sciences (Honours) (Dean’s Scholar) **BMedHlthSc(Hons)(Dean’sSchol)**

Bachelor of Medical Biotechnology (Honours) **BMedBiotech(Hons)**

Bachelor of Medical Biotechnology (Honours) (Dean’s Scholar) **BMedBiotech(Hons)(Dean’sSchol)**

Bachelor of Medicinal Chemistry (Honours) **BMedChem(Hons)**

Bachelor of Medicinal Chemistry (Honours) (Dean’s Scholar) **BMedChem(Hons)(Dean’sSchol)**

Bachelor of Nutrition and Dietetics (Honours) **BNutrDiet(Hons)**

Bachelor of Science (Honours) (Dean’s Scholar) (1786) **BSc(Hons)(Dean’sSchol)**

International Bachelor of Science (Honours) **IntBSc(Hons)**

### Faculty of Social Sciences

Bachelor of Education – The Early Years (Honours) **BEdEarlyYears(Hons)**
Bachelor of Health and Physical Education (Honours)  BHealthPhyEd(Hons)  
Bachelor of Primary Education (Honours)  BPrimEd(Hons)  
Bachelor of Psychology (Honours)  BPsysc(Hons)  
Bachelor of Science (Honours) (Dean’s Scholar) (1876)  BSc(Hons)(Dean’sSchol)  

One Year Bachelor (Honours) Degrees:

<table>
<thead>
<tr>
<th>Degree</th>
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<tr>
<td>Bachelor of Commerce (Honours)</td>
<td>BCom(Hons)</td>
</tr>
<tr>
<td>Faculty of Engineering and Information Sciences</td>
<td></td>
</tr>
<tr>
<td>Bachelor of Business Information Systems (Honours)</td>
<td>BBusInfoSys(Hons)</td>
</tr>
<tr>
<td>Bachelor of Computer Science (Honours)</td>
<td>BCompSc(Hons)</td>
</tr>
<tr>
<td>Bachelor of Information Technology (Honours)</td>
<td>BIT(Hons)</td>
</tr>
<tr>
<td>Bachelor of Mathematics (Honours)</td>
<td>BMath(Hons)</td>
</tr>
<tr>
<td>Bachelor of Mathematics Advanced (Honours)</td>
<td>BMathAdv(Hon)</td>
</tr>
<tr>
<td>Bachelor of Medical Mathematics (Honours)</td>
<td>BMedMath(Hons)</td>
</tr>
<tr>
<td>Bachelor of Science (Physics) (Honours)</td>
<td>BSc(Phys)(Hons)</td>
</tr>
<tr>
<td>Faculty of Law, Humanities and the Arts</td>
<td></td>
</tr>
<tr>
<td>Bachelor of Arts (Honours) (701)</td>
<td>BA(Hons)</td>
</tr>
<tr>
<td>Bachelor of Communication and Media Studies (Honours)</td>
<td>BCMS(Hons)</td>
</tr>
<tr>
<td>Bachelor of Creative Arts (Honours)</td>
<td>BCA(Hons)</td>
</tr>
<tr>
<td>Bachelor of International Studies (Honours)</td>
<td>BIntSt(Hons)</td>
</tr>
<tr>
<td>Bachelor of Laws (Honours) (359)</td>
<td>LLB(Hons)</td>
</tr>
<tr>
<td>Faculty of Science, Medicine and Health</td>
<td></td>
</tr>
<tr>
<td>Bachelor of Medical and Health Sciences (Honours)</td>
<td>BMedHlthSc(Hons)</td>
</tr>
<tr>
<td>Bachelor of Medicine Bachelor of Surgery (Honours)</td>
<td>MBBS(Hons)</td>
</tr>
<tr>
<td>Bachelor of Nursing (Honours)</td>
<td>BNurse(Hons)</td>
</tr>
<tr>
<td>Bachelor of Science (Honours) (741)</td>
<td>BSc(Hons)</td>
</tr>
<tr>
<td>Bachelor of Science (Honours) (748)</td>
<td>BSc(Hons)</td>
</tr>
</tbody>
</table>
Faculty of Social Sciences

Bachelor of Psychological Science (Honours) 
Bachelor of Public Health (Honours) 
Bachelor of Public Health Nutrition (Honours) 
Bachelor of Science (Honours) (1875)

Graduate Research School

Bachelor of Research

Double Bachelor Degrees:

<table>
<thead>
<tr>
<th>Degree</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty of Engineering and Information Sciences</td>
<td></td>
</tr>
<tr>
<td>Bachelor of Business – Bachelor of Information Technology</td>
<td>BBus-BIT</td>
</tr>
<tr>
<td>Bachelor of Computer Science – Bachelor of Science</td>
<td>BCompSc-BSc</td>
</tr>
<tr>
<td>Bachelor of Engineering (Honours) – Bachelor of Arts</td>
<td>BE(Hons)-BA</td>
</tr>
<tr>
<td>Bachelor of Engineering (Honours) – Bachelor of Commerce</td>
<td>BE(Hons)-BCom</td>
</tr>
<tr>
<td>Bachelor of Engineering (Honours) – Bachelor of Computer</td>
<td>BE(Hons)-BCompSc</td>
</tr>
<tr>
<td>Bachelor of Engineering (Honours) – Bachelor of Exercise Science</td>
<td>BE(Hons)-BExSc</td>
</tr>
<tr>
<td>Bachelor of Engineering (Honours) – Bachelor of Mathematics</td>
<td>BE(Hons)-BMath</td>
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Faculty of Law, Humanities and the Arts

Bachelor of Arts – Bachelor of Commerce                                 | BA-BCom            |
Bachelor of Arts – Bachelor of Communication and Media Studies (Dean's Scholar) | BA-BCMS(Dean’sSchol) |
Bachelor of Arts – Bachelor of Communication and Media Studies           | BA-BCMS            |
Bachelor of Arts – Bachelor of Economics and Finance                     | BA-BEcon&Fin       |
Bachelor of Arts – Bachelor of International Studies                     | BA-BIntSt          |
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<th>Program Name</th>
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<td>Bachelor of Arts – Bachelor of Laws (771)</td>
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<td>Bachelor of Business Information Systems – Bachelor of Laws</td>
<td>BBusInfoSys-LLB</td>
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<td>BCom-LLB</td>
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<td>Bachelor of Communication and Media Studies – Bachelor of Economics and Finance</td>
<td>BCMS-BEcon&amp;Fin</td>
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<td>BCMS-BlntSt</td>
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<td>Bachelor of Communication and Media Studies – Bachelor of International Studies (Dean’s Scholar)</td>
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<td>Bachelor of Creative Arts – Bachelor of Communication and Media</td>
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<td>BCA-BSc</td>
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<td>Bachelor of Economics and Finance – Bachelor of Laws</td>
<td>BEcon&amp;Fin-LLB</td>
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<tr>
<td>Bachelor of Information Technology – Bachelor of Laws</td>
<td>BIT-LLB</td>
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<td>BlntSt-BCom</td>
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<tr>
<td>Bachelor of International Studies – Bachelor of Economics and Finance</td>
<td>BlntSt-BEcon&amp;Fin</td>
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<td>BlntSt-LLB</td>
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<td>Bachelor of Journalism – Bachelor of Arts</td>
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<td>Bachelor of Journalism – Bachelor of Communication and Media</td>
<td>BJrnl-BCMS</td>
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Bachelor of Journalism – Bachelor of Engineering (Honours)  BJrnl-BE(Hons)
Bachelor of Journalism – Bachelor of International Studies  BJrnl-BIntSt
Bachelor of Journalism – Bachelor of Laws  BJrnl-LLB
Bachelor of Journalism – Bachelor of Science  BJrnl-BSc
Bachelor of Mathematics – Bachelor of Laws  BMath-LLB
Bachelor of Politics, Philosophy and Economics – Bachelor of Laws  BPPE-LLB
Bachelor of Psychological Science – Bachelor of Laws  BPsycSc-LLB
Bachelor of Science – Bachelor of Laws (775)  BSc-LLB
Bachelor of Science – Bachelor of Laws (336)  BSc-LLB

**Faculty of Science, Medicine and Health**

Bachelor of Science – Bachelor of Arts  BSc-BA
Bachelor of Science – Bachelor of Commerce  BSc-BCom

**Faculty of Social Sciences**

Bachelor of Arts – Bachelor of Commerce  BA-BCom
Bachelor of Psychological Science – Bachelor of Commerce  BPsycSc-BCom
Bachelor of Psychology (Honours) – Bachelor of Commerce  BPsyc(Hons)-BCom
Bachelor of Science – Bachelor of Commerce  BSc-BCom

**Graduate Entry Bachelor Degrees:**

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<tr>
<th>Degree</th>
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<tr>
<td>Bachelor of Laws (Graduate Entry) (770)</td>
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<tr>
<td>Bachelor of Laws (Honours) (Graduate Entry) (351)</td>
<td>LLB(Hons)</td>
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<tr>
<td><strong>Graduate Medicine</strong></td>
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<tr>
<td>Bachelor of Medicine Bachelor of Surgery</td>
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**Graduate Certificates**

<table>
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<td><strong>Faculty of Business</strong></td>
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<tr>
<td>Graduate Certificate in Applied Finance</td>
<td>GCertAppFin</td>
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</table>
Graduate Certificate in Business
Graduate Certificate in Business Coaching
Graduate Certificate in Human Resource Management
Graduate Certificate in Innovation and Entrepreneurship
Graduate Certificate in Marketing
Graduate Certificate in Professional Accounting
Graduate Certificate in Public Relations

Faculty of Engineering and Information Sciences
Graduate Certificate in Electrical Power Engineering
Graduate Certificate in Engineering Asset Management
Graduate Certificate in Rolling Stock Engineering

Faculty of Law, Humanities and the Arts
Graduate Certificate in Global Citizenship
Graduate Certificate in Law (Criminal Practice)
Graduate Certificate in Maritime Studies

Faculty of Science, Medicine and Health
Graduate Certificate in Dementia Care
Graduate Certificate in Earth and Environmental Science
Graduate Certificate in Exercise Rehabilitation
Graduate Certificate in Gerontology and Rehabilitation Studies
Graduate Certificate in Health Leadership and Management
Graduate Certificate in Indigenous Health
Graduate Certificate in Indigenous Trauma and Recovery
Graduate Certificate in Medical Education
Graduate Certificate in Medical Science and Health Research
Graduate Certificate in Mental Health Nursing
Graduate Certificate in Nursing
Graduate Certificate in Nutrition
Graduate Certificate in Primary Health Care
Graduate Certificate in Science
Graduate Certificate in Spatial Science
International Graduate Certificate in Science

**Faculty of Social Sciences**
Graduate Certificate in Autism
Graduate Certificate in Educational Studies
Graduate Certificate in Health Promotion
Graduate Certificate in Health and Physical Education
Graduate Certificate in Public Health
Graduate Certificate in Tertiary Teaching and Learning
Graduate Certificate in TESOL
Graduate Certificate in Work Health and Safety

**Graduate Diplomas**

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<td>Graduate Diploma in Business Coaching</td>
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<tr>
<td><strong>Faculty of Engineering and Information Sciences</strong></td>
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<tr>
<td>Graduate Diploma in Computer Science</td>
<td>GDipCompSc</td>
</tr>
<tr>
<td>Graduate Diploma in Electrical Engineering</td>
<td>GDipElecEng</td>
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<tr>
<td>Graduate Diploma in Engineering</td>
<td>GDipEng</td>
</tr>
<tr>
<td>Graduate Diploma in Medical Radiation Physics</td>
<td>GDipMedRadPhys</td>
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<td><strong>Faculty of Law, Humanities and the Arts</strong></td>
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<tr>
<td>Graduate Diploma in Arts</td>
<td>GDipArts</td>
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<tr>
<td><strong>Faculty of Science, Medicine and Health</strong></td>
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<tr>
<td>Graduate Diploma in Exercise Rehabilitation</td>
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<tr>
<td>Graduate Diploma in Medical Science and Health Research</td>
<td>GDipMedScHlthRes</td>
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<tr>
<td>Graduate Diploma in Mental Health Nursing</td>
<td>GDipMntlHlthNurse</td>
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<td>Graduate Diploma in Science (682)</td>
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<td>International Graduate Diploma in Science</td>
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### Masters by Coursework Degrees

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<td>Master of Business Administration</td>
<td>MBA</td>
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<td>Master of Business Administration (Executive)</td>
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<td>Master of Business Administration Advanced</td>
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<td>Master of Business Coaching</td>
<td>MBusCoach</td>
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<td>Master of International Business</td>
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<td>Master of Professional Accounting</td>
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<td>Master of Professional Accounting Advanced</td>
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<tr>
<td>Master of Science</td>
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<tr>
<td>Master of Strategic Human Resource Management</td>
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<td>Master of Strategic Marketing</td>
<td>MStratMark</td>
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<tr>
<td><strong>Faculty of Engineering and Information Sciences</strong></td>
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<tr>
<td>Master of Computer Science</td>
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<td>Master of Electrical Power Engineering</td>
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<td>Master of Engineering</td>
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<td>Master of Engineering (Electrical Traction Networks)</td>
<td>MEng(ElecTracNet)</td>
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<td>Master of Engineering Asset Management</td>
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<td>Master of Engineering Management</td>
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<td>Master of Financial Mathematics</td>
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<td>Master of Health Informatics</td>
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<td>Master of Information and Communication Technology Advanced</td>
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<tr>
<td>Master of Information Technology Management</td>
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<td>Master of Information Technology Studies Advanced</td>
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<td>Master of Mathematical Studies</td>
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<td>Master of Mathematics</td>
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<tr>
<td>Master of Medical Radiation Physics</td>
<td>MMedRadPhys</td>
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</table>
Master of Rolling Stock Engineering  
Master of Science (Medical Radiation Physics)  
Master of Statistics

**Faculty of Law, Humanities and the Arts**

Master of Fisheries Policy  
Master of International Studies  
Master of International Studies Advanced  
Master of Laws (Criminal Practice)  
Master of Maritime Policy  
Master of Maritime Studies  
Master of Media and Communication

**Faculty of Science, Medicine and Health**

Doctor of Medicine  
International Master of Science  
Master of Clinical Exercise Physiology  
Master of Health Leadership and Management  
Master of Indigenous Health  
Master of Nursing  
Master of Nursing (Mental Health)  
Master of Nursing International  
Master of Nutrition and Dietetics (1616)  
Master of Science  
Master of Science and Management  
Master of Science (Dementia Care)  
Master of Science (Gerontology and Rehabilitation Studies)

**Faculty of Social Sciences**

Master of Education  
Master of Education Advanced  
Master of Physical and Health Education  
Master of Professional Psychology
Master of Psychology (Clinical)  MPsc(Clin)
Master of Public Health  MPubHlth
Master of Public Health Advanced  MPubHlthAdv
Master of Science (1640)  MSc
Master of Special Education  MSpecEd
Master of Teaching (Primary)  MTeach(Prim)
Master of Teaching (Secondary)  MTeach(Sec)
Master of Work Health and Safety  MWHS
Master of Work Health and Safety Advanced  MWHSAdv

**Masters by Research Degrees**

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**Graduate Research School**

Master of Research  MRes

**Doctoral Degree by Thesis**

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<td>Doctor of Philosophy (Integrated)</td>
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**Faculty of Business**

Doctor of Business Administration  DBA

**Faculty of Law, Humanities and the Arts**

Doctor of Creative Arts  DCA

**Faculty of Social Sciences**

Doctor of Education  DEd
Doctor of Philosophy (Clinical Psychology)  PhD(ClinPsyc)
Doctor of Public Health  DPubHlth
Higher Doctoral Degree

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<td>Doctor of Letters</td>
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<tr>
<td>Doctor of Science</td>
<td>DSc</td>
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Appendix 2: List of Courses for each Honours Method

The following methods (as specified in General Course Rule 9.30) for determining Honours grades apply to each Honours degree, as approved by the Academic Senate.

Method 1 has been approved for Honours degrees for:

- Bachelor of Arts (Honours) (701)
- Bachelor of Business Information Systems (Honours)
- Bachelor of Commerce (Honours)
- Bachelor of Communication and Media Studies (Honours)
- Bachelor of Computer Science (Honours)
- Bachelor of Creative Arts (Honours)
- Bachelor of Education - The Early Years (Honours)
- Bachelor of Information Technology (Honours)
- Bachelor of International Studies (Honours)
- Bachelor of Laws (Honours) (Graduate Entry) (359)
- Bachelor of Marine Science (Honours)
- Bachelor of Marine Science (Honours) (Dean’s Scholar)
- Bachelor of Mathematics (Honours)
- Bachelor of Mathematics Advanced (Honours)
- Bachelor of Medical and Health Sciences (Honours)
- Bachelor of Medical and Health Science Advanced (Honours)
- Bachelor of Medical Biotechnology (Honours)
- Bachelor of Medical Biotechnology (Honours) (Dean’s Scholar)
- Bachelor of Medical Mathematics (Honours)
- Bachelor of Medicine Bachelor of Surgery (Honours)
- Bachelor of Nursing (Honours)
- Bachelor of Primary Education (Honours)
- Bachelor of Psychology (Honours)
- Bachelor of Psychological Science (Honours)
- Bachelor of Public Health (Honours)
- Bachelor of Public Health Nutrition (Honours)
- Bachelor of Science (Honours) (741)
- Bachelor of Science (Honours) (1875)
- Bachelor of Science (Honours) (Dean’s Scholar) (1876)
- Bachelor of Science (Honours) (Dean’s Scholar) (1786)
- Bachelor of Science (Physics) (Honours)
- Bachelor of Science Advanced (Honours) (Physics)
- International Bachelor of Science (Honours)

**Method 2 has been approved for Honours degrees for:**
- Bachelor of Engineering (Honours)
- Bachelor of Engineering (Honours) (Dean’s Scholar)
- Bachelor of Mathematics and Finance (Honours) (Dean’s Scholar)
- Bachelor of Health and Physical Education (Honours)

**Method 3 has been approved for Honours degrees for:**
- Bachelor of Environmental Science (Honours)
- Bachelor of Medicinal Chemistry (Honours)
- Bachelor of Medicinal Chemistry (Honours) (Dean’s Scholar)
- Bachelor of Medical and Radiation Physics Advanced (Honours)
- Bachelor of Bionanotechnology (Honours)
- Bachelor of Nutrition and Dietetics (Honours)

**Method 4 has been approved for Honours degrees for:**
- Bachelor of Laws (Honours) (351)
- Bachelor of Laws (Honours) (Direct Entry) (1771)
Appendix 3: Schedule of Minor Studies

UOW Minor

International Studies

Faculty of Business

Accountancy
Business Information Systems
Business Law
Economics
Finance
Human Resource Management
International Business
International Economics
Management
Marketing
Public Relations
Supply Chain Management

Faculty of Engineering and Information Sciences

General Physics
Informatics
Mathematics
Physics

Faculty of Law, Humanities and the Arts

Ancient History
Art History
Asia-Pacific Studies
Australian Studies
Chinese (Mandarin) for Chinese Character Background Students
Chinese (Mandarin) for Non-Chinese Background Students
Creative Arts
Creative Production
Creative Writing
Cultural Studies
Design
Design History
Digital Media and Communication
English Language and Linguistics
English Literatures
Ethics
European Studies
French
Gender Studies
Global Media and Communication
History
Indigenous Studies
Indonesian
Italian
Japanese
Journalism and Professional Writing
Marketing Communications and Advertising
Media Arts
Music
Philosophy
Philosophy of Psychology
Photography
Politics
Science and Technology Studies
Sociology
Spanish
Technical Theatre
Theatre
Visual Arts

Faculty of Science, Medicine and Health
Indigenous Health Studies
Earth and Environmental Science
Geosciences
Physical Geography
Archaeology

Faculty of Social Sciences
Criminology
Human Geography
Public Health
Psychology
Social Marketing
Social Policy
Work Health and Safety

**Course Specific Minor Studies**

Where a minor study is only to be used in a particular course(s), this minor is not listed in the Schedule and will only be listed under the course requirements in the Course Handbook (e.g. the minors under the International Bachelor of Science).