Date of meeting: Wednesday, 29/11/2006

Present: Ms Alison Gaines (Chair)

Prof. John Yovich (Vice Chancellor)  Mr Philip Hocking
Mr Brian Aitken               Ms Shirley McPherson
Em. Prof. Geoffrey Bolton     Judge Kate O’Brien
Ms Janice Bowra
Mr Mal Bradley
Prof. Stuart Bradley
Mr Terry Budge
Mr Gerry Georgatos

Secretory: Mr Jeremy Rigg

Observers
Mr Ian Callahan (DVC – Corporate)
Prof. Gary Martin (DVC – E&I)
Prof. Jan Thomas (DVC – Academic)
Prof. Andris Stelbovics (DVC – Research)
Prof. Michael Borowitzka (President, Academic Council)
Prof. Jim Reynolds
Prof. Yianni Attikiouzel
Prof. Arnold Depickere
Assoc. Prof. Michael Campion
Mr John LeCras
Ms Samantha Summerton
Mr Satis Arnold
Mr Ronnie Duncan
Ms Julie Keene
Ms Marion Kemp
Mr John Pike
Assoc. Prof. Ron Regan
Mr Reece Harley
Mr Lloyd Johnson

Apologies
Prof. Nick Costa, Mr Garry Hunt, Mr Tony Ianello, Ms Carolyn Jakobsen, Assoc. Prof. Jim Macbeth

Meeting commenced 4:34pm

MINUTES

The Deputy Chancellor opened the meeting at 4:34pm.

1. MEMBERSHIP

Senate welcomed Dr Lyndy Scott’s election to Senate by Convocation for a term of three years commencing on 01/01/2007, and Mr Lloyd Johnson’s election to Senate by the student body for a term of one year commencing on 01/01/2007. Senate also congratulated Mr Gerry Georgatos for his re-election to Senate by the student body for a further term of one year commencing on 01/01/2007.

Senate thanked Ms Carolyn Jakobsen and Mr Mal Bradley for their contributions to
Senate over the past 4 years and wished them both well in the future.

Senate also bid farewell to Assoc. Prof Mick Campion who has finished his term on as President of the NTEU (Murdoch Branch). Senate thanked him for his good work and wished him well for the future.

2. APOLOGIES
Prof. Nick Costa, Mr Garry Hunt, Mr Tony Ianello, Ms Carolyn Jakobsen, Assoc. Prof. Jim Macbeth.

3. DECLARATIONS OF INTEREST
There were no declarations of interest.

4. EXPRESSIONS OF THANKS TO RETIRING CHANCELLOR
The Deputy Chancellor spoke to Senate, detailing the achievements of Emeritus Professor Geoffrey Bolton and his outstanding contribution to the University.

Prof Bolton was a member of the Murdoch University Planning Board and a member of the inaugural Vice Chancellor Selection Committee from 1970-1973. He was the foundation Professor of History from 1973 to 1989 and has written the history of Murdoch University. Prof Bolton has also been the recipient of 2 honorary degrees from the University.

Prof Bolton has had a distinguished academic career with a BA and MA from the University of Western Australia and a BA, MA and PhD from Oxford University. He has written 15 books, including the Oxford History of Australia.

Prof Bolton has been Professor of History at the University of London, UWA, ECU and Murdoch Universities. He is a trustee of Murdoch Foundation, received an OA in 1984, a Centenary medal in 2001, Citizen of WA in 2003 and West Australian of the Year in 2006.

Senate members thanked Prof Bolton for his profound wisdom and humanity, and for his contribution to a harmonious and cohesive Senate, which has been stimulated by the commitment he has shown over his term as Chancellor. Prof Bolton has “ruled the roost with articulate gentle humour and elegance” and has been a privilege to work with.

The Deputy Chancellor moved the following resolution from the Chair:

Resolved: That the Senate, on behalf of the staff, students and alumni of Murdoch University and the Western Australian Community, express its profound gratitude to its Chancellor Emeritus Professor Geoffrey Bolton AO for his leadership of the Senate as Chancellor from 2002-2006 and his devotion and unflagging loyalty to the University.

5. CONFIRMATION OF THE NEW CHANCELLOR OF THE UNIVERSITY
The Deputy Chancellor moved a motion from the Chair confirming Mr Terry Budge as Chancellor, which was wholly endorsed by Senate. The retiring Chancellor, Emeritus Prof Geoffrey Bolton ceremonially handed the Senate gavel to the incoming Chancellor, Mr Terry Budge.

Mr Budge spoke to Senate, thanking them for their endorsement. He told Senate of the privilege and honour to be the Chancellor of Murdoch. Mr Budge thanked his fellow Senate members and the academic and executive staff for their support. He acknowledged the challenges ahead for the University and that he looked forward
to leading the Senate and supporting the University in achieving its goals.

Mr Budge welcomed feedback from the University community, inviting individuals to discuss their feeling about the University, what they would like to see the University do and what they would like to do within the University.

*Secretary’s note: Mr Budge chaired the meeting from this point on.*

**Resolved:** To confirm the appointment of Mr Terry Budge as the Chancellor of Murdoch University on 29 November 2006, for a term of three years.

6. **2007 UNIVERSITY BUDGET**

On 28/11/2006 the Resources Committee approved the recommendation that the 2007 University budget be presented to Senate, in a decision by circular resolution. The DVC (Corporate) spoke to his presentation to Senate on the key areas of the budget.

The DVC (Corporate) explained that the 2007 Budget would be a deficit budget and that, as an ongoing deficit is not sustainable, this is indicative of 2007 being a year of transition for Murdoch. Important environmental context for the budget includes that the indexation of funding is not matching cost growth, demand for places is softening and competition for students is increasing, and the challenge of updating the University’s ageing infrastructure.

A significant capital works programme is planned for 2007, including expansion of the Peel campus, commencement of the CCIBS building construction and works related to the MIT feeder college. Student load forecast for 2007 shows a significant increase in places against the 2006 actual load, in a declining market. The University will be increasing its spend in branding and advertising, in line with the strategic plan. Contingency measures have been made within the budget to address the impact if forecast is not met.

The 2007 Budget is a budget that aligns with the University’s strategic plan and is focused on the longer term, investing in key opportunities for the future at what appears to be a critical time for the tertiary education sector.

The Senate resolved as follow:

**Resolved:** To approve the 2007 Murdoch University Budget as attached subject to management further reviewing operation revenue allocations and expenditure reduction initiatives to balance the budget, and providing an update to Senate at the end of the first quarter of 2007.

7. **2007-2010 STRATEGIC PLAN**

The Vice Chancellor opened the presentation on the 2007-2010 Strategic Plan and invited each of the Deputy Vice Chancellors to speak briefly to the presentation.

Key points from the strategic plan include:

- The need to respond to changes in funding frameworks, and to increased levels of competition in the sector.
- Increasing the University’s levels of engagement with its stakeholders.
- Developing and defining areas of research focus, prioritising funding to these areas.
- Developing alternative, diverse sources of funding and income.
- Establishing a university wide approach to a future course profile and focus resources towards our intended areas of strength.
Identifying, developing and rewarding through effective use of resources, excellence in teaching and scholarship.

Increasing the number of students choosing to study in Murdoch’s undergraduate and postgraduate courses, both onshore and offshore.

Establishing clear and simple decision making processes, and linking accountabilities to individual responsibilities and report on operational and financial performance.

Developing clear and focused brand promotion plans, to aid in communication with stakeholders and in student recruitment.

Establishing and growing an endowment fund.

Investing in upgrading capabilities and use of information technology

Enhancing human resource management practices which support the development and performance of all staff.

Senate agreed that the most appropriate forum for further discussion of the Strategic Plan, the setting of University goals and the reporting of performance as against the plan will be the Senate Retreat in March 2007. Senate resolved as follows:

Resolved: To endorse the 2007-2010 Murdoch University Strategic Plan as presented S/57/2006 and finalise the plan at the 2007 Senate Retreat.

8. MURDOCH UNIVERSITY BRANDING INITIATIVE

The Director, Public Relations & Brand Marketing Mr John LeCras, introduced Mr Ronnie Duncan, Managing Partner for Meerkats marketing company. Mr Duncan explained the job for Meerkats was to ensure that Murdoch’s successes and positive attributes were being communicated to the outside world.

Historically, only allocated limited marketing spend has been allocated to promoting the University. Given the trend of increasing competition in the higher education market, it is imperative the University consolidate its brand position to strengthen its place in this market. Mr Duncan talked Senate through the methods Meerkats used to arrive at the University’s brand position. He then expanded on the methods that the University will use to sell the Murdoch brand.

Senate resolved as follows:

Resolved: To endorse the Murdoch University Branding Initiative as presented and to S/58/2006 continue to support and adopt general focus of this brand.

9. VICE CHANCELLOR’S REPORT

The Vice Chancellor spoke briefly to his report, with key points being:

- The recent launch on campus of the Ningaloo Collaboration Cluster with CSIRO was a significant milestone in an important research project.

- Assoc. Prof Lorraine Marshall was recognised by way of a Carrick award for her innovation, sustained refinement and leadership in the integration of generic skills and content in first year Foundation Units.

- The University was successful in each of its applications for NCRIS infrastructure funds.

10. RATIFICATION OF STATUTE AMENDMENTS

Senate resolved as follows:
Resolved: To ratify the amendments to Statute 18 – Intellectual Property in the terms attached (changes marked up)

Resolved: (i) To approve the amendments to Statute 5 – Academic Council in the terms attached (changes marked up)

(ii) To approve the amendments to Statute 17 – Guild of Students in the terms attached (changes marked up)

11. CONFIRMATION OF PREVIOUS MINUTES

Senate confirmed the minutes of the meeting held on 25/10/2006. It also noted a report of action taken to implement previous resolutions of Senate.

12. CONFIRMATION OF DECISION BY CIRCULATION

Senate noted the decision by circulation on 21/11/2006 to approve the sale of the University’s landholding in Forrestdale (S/53/2006).

13. ACADEMIC COUNCIL

Senate noted the minutes of the Academic Council meeting held on 01/11/2006. Other than in relation to legislative matters, there were no recommendations to Senate.

14. AUDIT AND RISK MANAGEMENT COMMITTEE

The Audit and Risk Management Committee meeting was held on 21/11/2006 and minutes were not available at the time of meeting, and will be circulated separately. There were no recommendations to Senate.

15. BOARD OF DISCIPLINE

Senate noted the Statute 23 - Student Discipline requirement that the Chair of the Board of Discipline shall be appointed by the Senate after recommendation from the Chair of Legislation Committee and recommended as follows:

Resolved: To approve the re-appointment of the incumbent Chair, Ms Gillian Braddock SC, as Chair of the Board of Discipline for a term of three years, expiring on 31 December 2009.

16. LEGISLATION COMMITTEE

Senate noted the minute of the Legislation Committee resolved by circular resolution on 20/11/2006 and recommended as follows:

Resolved: S/62/2006 To approve the following regulations and statutes in the terms marked up:

(i) approve the attached, newly drafted Postgraduate Coursework Regulations which will replace the:

(a) Master by Coursework Degree Regulations;

(b) Diploma Regulations;

(c) Certificate Regulations;

(ii) approve the attached, newly drafted Academic Progress Rules for Postgraduate Coursework.
(iii) approve the attached revised Academic Progress Rules for Bachelor Degrees;

(iv) approve the attached revised Bachelor Degree Regulation amendments;

(v) to rescind the Academic Progress Rules for Coursework Masters Degrees

(vi) Bachelor Degree Regulation 1.(1) (amendments attached)

(vii) Certificate Regulation 1.(1) (c) and 1(d) (amendments attached)

(viii) Diploma Regulation 1.(1)(c) and 1(b) (amendments attached)

17. COMMITTEES

17.1 Senate noted the request to appoint Mr Tony Ianello as Chair of the Resources Committee, replacing Mr Terry Budge and resolved as follows:

Resolved: To appoint Mr Tony Ianello as the Chair of the Resources Committee, replacing Mr Terry Budge.

S/63/2006

17.2 Senate noted the requirement of a Summer Committee for the 2006/2007 summer period and resolved as follows:

Resolved: To appoint the Chancellor, Deputy Chancellor, Vice Chancellor, Mr Tony Ianello and Prof Nick Costa to the Summer Committee for the 2006/2007 summer period. This Committee will exercise delegated responsibility on behalf of Senate between 29/11/2006 and the first meeting of Senate in February 2007.

S/64/2006

17.3 Emeritus Professor Geoffrey Bolton retired as Chancellor at this meeting on 29/11/2006. However, his presence is required on the Remuneration Committee, which was unable to complete its deliberations before this meeting of Senate. Senate resolved as follows:

Resolved: To co-opt Emeritus Professor Geoffrey Bolton as a member of Senate S/65/2006 until 31/12/2006.

18. RESOURCES COMMITTEE

Senate noted the minutes of the Resources Committee meeting held on 14/11/2007 and made resolved as follows:

Resolved: (i) To approve, in principle, the expansion of the St Ives Retirment Village for Stages 8 and 9 subject to:

(a) market demand supporting the development and Resources Committee being given the opportunity to review an updated market demand report prior to the execution of building contracts; and

(b) appropriate internal funding or borrowing facilities being in place to allow Stage 8 or 9 development to proceed

(ii) To authorise management to proceed to finalise detailed design and to develop appropriate procurement strategies for the construction of Stage 8, which may include a negotiated contract with a builder.
(iii) To approve the expansion of the St Ives Village for Stage 10 in principle and authorise management to develop detailed plans and a feasibility assessment for consideration by Resources Committee, including options incorporating favourable environmental design characteristics.

**Resolved:** To approve the [attached](#) payments for the period 26/09/2006 to 17/11/2006 inclusive.

**Resolved:** To approve the [attached](#) write-off representing unpaid student fees for the period to 31 October 2006.

**Resolved:** To approve the revised investment policy statement, number 1601 as [attached](#).

19. **OFFICIAL SEAL**

Senate noted the report provided in accordance with resolution S/54/2004.

20. **SENATE MEETING DATES 2007**

Senate noted the meeting dates for 2007 and respective closing dates for agenda items.

21. **MATTERS FOR INFORMATION**

21.1 Senate noted the Governance Matters documents affixed to the Senate agenda

21.2 Judge Kate O’Brien encouraged all Senate members take time to view the University’s art exhibition on the 4th floor of the Library. The art curator, Mr Mark Stewart, would be pleased to talk any interested Senate members through the University’s collections.

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Date of Academic Council recommendation: 2 November 2005

Academic Council resolution number: AC/156/2005

Date of Legislation Committee endorsement: 1 September 2006

Legislation Committee resolution number: LC/09/2007

Proposed amendment: (all changes to be shown in mark-up)


1. **Object** Regulations will be made under this Statute dealing with intellectual property rights as between the University, its staff and students. Without limiting the generality of the foregoing, the regulations will:

   1.1 specify the respective rights and obligations of each of the University, its employees and students in relation to intellectual property owned by, or created or developed at, the University;

   1.2 specify procedures for identifying, protecting and commercially exploiting the intellectual property referred to in sub-section 1.1; and

   1.3 establish a mechanism by which the University will provide equitable returns to contributors involved in the creation or development of intellectual property that is exploited by the University for commercial return.

   1.4 This Statute sets out the circumstances in which the University is entitled to ownership of intellectual property originated by staff or by students of the University. The Statute also specifies the respective rights and obligations of the University, its staff and students in relation to intellectual property belonging to the University and sets out procedures for the identification, protection and commercial exploitation of such intellectual property.

   1.5 This Statute also establishes a mechanism whereby equitable returns will be provided by the University to staff or students who are the originators of intellectual property which is exploited by the University in such a way that the University derives a commercial benefit. Returns to the originators of such intellectual property are provided for in such cases, both as a reward and in order to provide an incentive to future innovation.

2. **Definitions and Interpretation**

2.1 In this Policy the expression “intellectual property” includes information, ideas, inventions, innovations, art work, designs, literary text and any other matter or thing whatsoever as may be capable of legal protection or the subject of legal rights in any of the ways set out in this clause and includes the following rights recognised by Australian and/or foreign law:

   (a) Patents;
(b) Information which is of a kind and which has been communicated in such a way as to give rise to a duty of confidentiality;

(c) Information which is subject to an employee’s duty of fidelity to the employer;

(d) Copyright vesting in literary works (including computer programmes), dramatic works, musical works, artistic works, films, sound recordings, broadcasts, published editions and certain types of performances;

(e) Registered trademarks;

(f) Unregistered trademarks used or intended for use in business;

(g) Registered designs and designs capable of being registered;

(h) Copyright in some unregistered or unregisterable designs (usually as artistic works);

(i) New plant varieties and the rights of breeders of such varieties;

(j) Circuit layouts (computer chips);

(k) Trade secrets; and

(l) Other rights resulting from intellectual activity in the industrial, commercial, scientific, literary and artistic fields.

2.2 In this Statute the expression “staff member” refers to and includes any member of the full or part time academic or general staff of Murdoch University whether engaged in or holding a permanent post or not.

2.3 In this Statute the expression “student” means a graduate student, an undergraduate student and/or any other person designated or defined as a student in the Murdoch University Act 1973. Any reference to a student in this Statute shall also apply to a Visiting Academic, Scholar or other person in so far as that person undertakes studies, scholarship or research with or at the University and in so doing uses University resources, works as part of a University research team responsible for developing the intellectual property, or develops intellectual property through the use of or building on confidential information belonging to the University.

2.4 In any case where the ownership, licensing or exploitation of any intellectual property to which this Statute applies is governed by a written agreement between the University and a staff member and/or any other person, the provisions of that agreement prevail, to the extent of any inconsistency between that agreement and this Statute.

3. Ownership and Disclosure of Intellectual Property

3.1 Subject to the further provisions of this Statute, the University is the owner of all intellectual property to which this Statute applies.

3.2 This Statute applies to:

(i) Intellectual property created by a staff member in the course of her or his employment by the University;

(ii) Intellectual property created by a student in the course of her or his studies, scholarship or research with or at the University; and

(iii) Intellectual property, the creation of which has been substantially contributed to by the University (or by any third person either on behalf of the University or by virtue of an agreement with the University) by the provision of resources, facilities, apparatus, supervision, salary or other funding.
3.3 (a) Notwithstanding anything contained in subsections 3.1 and 3.2, a staff member is the owner (and the University hereby formally waives any claim it would otherwise have to ownership) of the copyright in her or his conventional scholarly output. Likewise a student is the owner of the copyright in all original work produced by her or him in the course of or for the purposes of her or his studies, scholarship or research with or at the University.

(b) A staff member and a student may deal with and exploit such material freely without any requirement of explicit approval by the University.

3.4 If requested to do so by a staff member or a student the University must, without delay and at no cost to that person, execute a formal written assignment in favour of that person of such copyright as it may enjoy in respect of any written work to which subsection 3.3 applies.

3.5 Subject to the preceding provisions of this section, an originator (whether a staff member or a student) of intellectual property which belongs to the University shall not make a public disclosure concerning that intellectual property without the written consent of the Vice-Chancellor. An application for consent to public disclosure must be made in writing and addressed to the Vice-Chancellor.

3.6 Intellectual property which is not the property of the University, may be dealt with and exploited freely by the originator of that intellectual property (whether or not he or she is a staff member or a student of the University).

3.7 However, no staff member or student may take steps to disclose, protect or to commercially exploit intellectual property originated by her or him (other than copyright in material for publication, which falls within subsection 3.3(a)) without first having made a written report to the Vice-Chancellor setting out the nature of the intellectual property concerned and the circumstances in which it was created, devised or originated. The aim of this subsection is to ensure the University is able to accurately assess whether this intellectual property belongs to the University.

3.8 From the date of this Statute, the preceding provisions of this section shall be implied into and/or be deemed to be terms of:

(a) the contract of employment between the University and each present and future staff member;

(b) the contract between the University and each student pursuant to which each student is admitted to the University. (If no such contract exists, then by this section there shall be deemed to be and always to have been such a contract).

4. Copyright Material Produced for the Teaching Purposes of the University

4.1 The respective rights of the University, staff and students in relation to videos, films and sound recordings, computer software and other literary works (including compilation of works) or publications which are produced for the teaching purposes of the University shall be as set out in this section. This is notwithstanding anything to the contrary in section 3.

4.2 Copyright in materials which are produced primarily for the teaching purposes of the University, including typeface or compilation/layout copyright if applicable, is vested in the University. Without limiting the generality of the preceding sentence, but for the purposes of clarity, some examples of the sort of materials to which that sentence might apply are given below:

(a) Video and/or films produced for the teaching purposes of the University by a staff member acting in the course of her or his academic work and duties, or by a student in the course of her or his studies, scholarship or research.
(b) Computer software, or a circuit layout for a computer chip, produced for the teaching purposes of the University by a staff member acting in the course of her or his academic work and duties, or by a student in the course of her or his studies, scholarship or research.

c) Literary material authored or complied by a staff member for the teaching purposes of the University.

4.3 However, where requested to do so, the University may, on the advice of the appropriate Executive Dean(s) of Divisions and/or Unit or Office head(s), agree to transfer the copyright in that material to the person(s) responsible for its creation. The terms of such an agreement will be determined by consultation between all interested parties, but, unless the Vice-Chancellor otherwise determines, any such transfer will be subject at the least to the University retaining a nonexclusive royalty-free right to use the material in any teaching application.

4.4 Where the University elects to retain ownership of copyright or other intellectual property rights in any material to which this section applies, and derives commercial benefits as a result of external sales of or other commercial dealings with those rights or that material, then the disbursement of any benefits or revenue so received by the University will be in accordance with disbursement policy set out in Section 7.

5. Moral Rights to Teaching Materials: Attribution, Integrity and Withdrawal

5.1 Every person who alone or jointly writes, compiles or otherwise originates materials to be used for the teaching purposes of the University has the right to be acknowledged as the author or compiler or originator of that material. All copies of that material published by the University shall contain appropriate written or other recognition of that person.

5.2 Even after a substantial adaptation of such teaching materials takes place, the original author(s), compiler(s) or originator(s) shall continue to have the right to attribution referred to subsection 5.1. The person(s) responsible for the adaptation shall also be entitled to attribution as the adaptor(s) of the materials.

5.3 Where such materials are proposed to be used by the University for a purpose or in a context or application other than that in or for which they were originally prepared, each person entitled to attribution shall have the right to be consulted and the right to withdraw attribution should that person not agree to the adaptation, repackaging or use proposed by the University.

6. Procedures for the Protection of Intellectual Property Belonging to the University

6.1 Where statutory intellectual property rights are or may be available in respect of particular intellectual property belonging to the University, and it is decided that an application for statutory intellectual property right should be made, then the Division(s), Unit(s) or Office(s) in which the originator(s) is or are located shall bear the initial costs of filing such an application.

6.2 If the University decides to proceed through subsequent stages of the application process, all further costs and expenses associated with that application shall be met by the University. The originator's Division, Unit(s) or Office(s) will not be required to contribute to these costs.

6.3 Each originator shall, at the request of the University and in a timely fashion, execute all such documents and do all such other acts or things as may be necessary or desirable in order to enable the University to properly and efficiently protect and commercially exploit its intellectual property and to give full effect to the provisions of this Statute generally.

6.4 If the University decides not to initiate or proceed with an application for statutory intellectual property rights, the originator may apply on her or his own behalf and own expense. Any such originator may, to the extent of that person’s interest therein, by written notice to the Vice-Chancellor require an assignment of all of the University’s rights in or over the intellectual
property. Within 28 days of receipt of such notice, the University shall notify that originator of the terms upon which it would be prepared to assign the rights. The University must not stipulate unfair terms, but any offer to assign made by the University must take into account and seek to recoup (as far as reasonably practicable) all costs and expenses incurred or likely to be incurred by the University and its agents up to the date of the assignment. In this regard, provision may be made for the University to recover any such costs, which are not paid on assignment, from income generated by the intellectual property.

6.5 University facilities may not be used to further develop assigned intellectual property to which subsection 6.4 applies except with the specific approval of the Vice-Chancellor. This will not be granted unless satisfactory arrangements have been made for appropriate cost recovery.

6.6 Where, in relation to any intellectual property to which this Statute applies, the University is conducting negotiations with an outside party which may result in a contract affecting the interest of a staff member, student, and/or Division, Unit, Office or other organisation within the University, the contract shall not be entered into without the prior agreement of each affected person or organisation. Any such agreement shall oblige such a person or organisation to provide professional support in accordance with that contract.

7. Distribution of Benefits Derived from Intellectual Property

7.1 The following procedure shall apply for the equitable distribution of commercial benefits derived directly or indirectly by the University from the exploitation of intellectual property originated in whole or in part by a staff member or a student.

7.2 The first charge on all such earnings shall be the recoupment of:

• the direct costs to the University of protecting the intellectual property and maintaining protection, plus direct costs not otherwise recovered associated with developing and marketing the intellectual property, plus

• 50% of all such costs as a contribution in respect of overheads;

PROVIDED THAT, subject to the other provisions of this Section, the originator(s) shall nonetheless be entitled to a 10% share of the earnings derived directly or indirectly by the University from the exploitation of the intellectual property throughout the period until this first charge is liquidated.

7.3 The distribution of earnings after the first charge in favour of the University is liquidated, shall be subject to four levels of priority:

Priority 1 — the originator(s) of the intellectual property

Priority 2 — The University Company

Priority 3 — the Division, Unit or Office on which the originator(s) is or are located (hereinafter called the "Section")

Priority 4 — the general revenue fund of the University

7.4 The distribution of net earnings (i.e. after expenses are met) shall be:

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Priority 4 is to be paid from the general revenue fund of the University.
Explanatory notes:

1. The above money amounts are expressed in October-December 1993 quarter dollars. The amounts referred to are accumulated total earnings over time.

2. The proportion of net earnings to be distributed to each priority area will vary over time as the accumulated total earnings increases. As each of the monetary thresholds is achieved, the University will notify all interested parties that a new scale of distributions is applicable. From the date of achievement of each monetary threshold, the proportions of net earnings distributed by the University to each priority area shall be varied to accord with the then applicable scale.

7.5 Funds received under priority 3 may be divided between the Section as a whole and a department or group within the Section in proportions agreed between the interested parties. In the absence of such agreement, the proportions shall be determined by the Vice-Chancellor.

7.6 Earnings to which are more than one Section of the University may be entitled will be divided between the Sections in proportions agreed between the interested parties. In the absence of such agreement, the proportions shall be determined by an independent arbitrator acceptable to all parties. If the parties cannot agree on an arbitrator, then the arbitrator shall be appointed by the Vice-Chancellor.

7.7 In cases where the benefits derived by the University include share issues or other non-monetary benefits, the distribution of those benefits between the University and the originator(s) will be determined by the Vice-Chancellor. The Vice-Chancellor shall have regard to the principles implicit in the cash distribution formula set out above.

7.8 Allocations of benefits will be made annually on 30th June, for a maximum period of 15 years from the end of the first financial year on which net earnings are received by the University.

7.9 Prior to the making of allocations, the University shall make annual inflationary corrections to each of the monetary thresholds in subsection 7.4. These amounts will be revised according to the following formula:

\[ P \times A/B \]

Where

(i) \( P \) denotes the original amounts stated in subsection 7.4;

(ii) \( A \) denotes the quarterly consumer price index for all groups in Perth last published by the Australian Bureau of Census and Statistics before 30th June each year; and

(iii) \( B \) denotes the consumer price index for all groups in Perth for the quarter ended 31st December 1993, as last published by the Australian Bureau of Census and Statistics.

7.10 Notwithstanding any other provision of this Statute, if a staff member dies or resigns or retires from the University during a period in which he or she is entitled to an allocation of benefits, the benefits payable to that staff member [or to the estate of a deceased staff member] shall be reduced by 10% per annum for each of ten years commencing from the year after the year of retirement, resignation or death. After that period, all rights to the benefits otherwise payable under this section shall cease. The Vice-Chancellor may direct that this reduction not apply or be varied in a particular case.

7.11 However, where a staff member who has resigned or retired returns to the full-time or permanent part-time employ of the University within the above ten year period specified in subsection 7.10 that subsection shall cease to apply from the date on which the staff member returns to the employment of the University. A re-employed staff member eligible for an allocation of benefits under this section shall be entitled to receive for the financial year of re-employment and for each following financial year in which she or he remains in the employment of
the University the full amount of the benefits which she or he would have received had that person never retired or resigned.

7.12 The provisions of subsections 7.10 and 7.11 shall apply equally to a person who ceases to be a student and who is at that time or subsequently becomes entitled to an allocation of benefits under this section as if that person was a staff member who had died or resigned or retired five years after the date on which that person ceased to be a student.

7.13 Where, under subsections 7.10-12 a reduction is made in the entitlements of a staff member or a student to a share of the commercial benefits derived by the University from the exploitation of intellectual property which was originated in whole or in part by that staff member or student, then the monies which are thereby no longer required to be paid to the staff member or student shall be divided on a pro rata basis between those who would, pursuant to the other provisions of this section, be entitled to a distribution of benefits under Priority 2, Priority 3 and Priority 4.

82. Repeal

82.1 Statute No. 18–Patents is hereby repealed.
# STATUTE 5 – ACADEMIC COUNCIL

## PROPOSED AMENDMENT

<table>
<thead>
<tr>
<th>Previous Senate resolution number:</th>
<th>S/11/2006</th>
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<tbody>
<tr>
<td><strong>Proposed amendment to Senate resolution S/11/2006:</strong> (all changes to be shown in mark-up)</td>
<td>2 (b) The members of the Academic Council shall be: The persons holding the following offices, ex officio— -- Vice-Chancellor; -- Executive Deans of Divisions; -- President of the Guild of Students; -- Pro<strong>Deputy</strong> Vice-Chancellor (Academic); -- Pro<strong>Deputy</strong> Vice Chancellor (Corporate); -- Pro<strong>Deputy</strong> Vice-Chancellor (Research); -- Pro<strong>Deputy</strong> Vice-Chancellor (Strategy, Enterprise &amp; International); -- Education Vice-President of the Guild of Students</td>
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| **Date of Guild of Students endorsement:** | 08/08/2006 |
| **Guild of Students resolution number:** | 08/08/2007 |
| **Date of Legislation Committee endorsement:** | 20/11/2006 |
| **Legislation Committee resolution number:** | LC/12/2007 |

### Proposed amendment:

**Statute 17 – Guild of Students**

1. **Interpretation**

   (1) In this Statute, unless the context otherwise requires—
   
   - 'Guild' means the Guild of Students established in accordance with section 20 of the Act;
   
   - 'Guild Regulation' means a regulation made by the Guild under the authority of and in accordance with section 6;
   
   - 'Guild Rule' means a rule made by the Guild under the authority of section 7;
   
   - 'Member' means a member of the Guild;
   
   - 'Secretariat Student Executive' means the **Student Executive** secretariat of the Guild referred to in section 7;
   
   - 'Absolute Majority' means a majority of all the members of the **Student Executive** for the time being holding office;
   
   - 'Student Society' means any club, society or association within or connected with the University which is affiliated with the Guild;
   
   - 'Associate of the Guild' means a person other than a member admitted to associateship under the authority of section 3(m).
   
   - 'General Meeting' means any general meeting of members held under the authority of section 8 at which all members may vote.
   
   - 'Referendum' means any ballot on any subject held by the Guild under the authority of and in accordance with section 8.

   (2) References to sections are references to the **sections** of this Statute.

2. **Objects**

   (1) The objects of the Guild shall be, either alone or in association with any other organisation within the University—

   (a) to represent its members, to further the common interests of its members, and to co-ordinate joint activities of its members, and other members of the University; and

   (b) such other objects as the Guild may by Guild
Regulation from time to time adopt.

(2) The Guild shall be the recognised means of communication between the student body and the Senate.

3. Powers

Subject to the Act, and the Statutes and By-laws of the University, the Guild shall have the power--

(a) to purchase, take on lease or in exchange, hire or otherwise acquire any real or personal property and to sell, let, mortgage, or otherwise dispose of it;

(b) to borrow, raise or secure payment of any money for any of the objects of the Guild from time to time and in particular by mortgaging or charging the property of the Guild or any part thereof;

(c) to engage and dismiss employees;

(d) to expend and invest moneys;

(e) to operate bank accounts;

(f) to transact such financial business as may be necessary for the purpose of carrying out the objects of the Guild;

(g) to affiliate with any university association or any other association of students;

(h) to co-ordinate the activities of Student Societies;

(i) to provide for representation of the Guild and its members in cultural, sporting and social activities;

(j) to make provision for the control and management of any buildings from time to time occupied by the Guild and for regulating the conduct of any person using such buildings or parts thereof;

(k) to hold licences under any legislation, including the Liquor Act 1970, for the time being in force;

(l) to impose fines or penalties, including suspension or withdrawal of privileges, upon members and on Student Societies for breach of the provisions of this Statute or of a Guild Regulation or a Guild Rule, but the limits of the fines or other penalties which may be imposed and all necessary procedures shall be prescribed by Guild Regulation;

(m) to admit to associateship persons other than members in the manner prescribed by Guild Regulation;

(n) generally, to act in all other matters authorised by this Statute or which are necessary or convenient for giving effect to this
4. Membership

(1) Subject to the provisions of the Act and the following provisions of this section, all students shall be eligible to be members of the Guild. Guild Regulations may make provision for associate membership for non-students.

(2) Every student is automatically a member of the Guild unless he or she elects, at the time of enrolment, not to be a member, or subsequently resigns. The Guild represents all students of Murdoch University. Any student may elect to become a member of the Guild upon payment of the Amenities and Services Fee. Any student who is a member of the Guild can subsequently resign.

(3) The University must not act in a way that may dissuade or discourage a student, or person seeking enrolment as a student, from being or becoming a member of the Guild.

(4) A person shall cease to be a member of the Guild when he or she ceases to be a student or resigns as a member.

(5) Except as provided in this Statute the terms and conditions of membership of the Guild shall be prescribed by Guild Regulation.

(6) Students who are not members of the Guild are not eligible to vote in Guild elections or to hold an elective office of the Guild.

5. Seal

(1) The official seal of the Guild shall be in the following form—

(2) The Secretariat shall provide for the safe custody of the official seal of the Guild which shall never be used except with the authority of a resolution of the Secretariat and in the presence of the President of the Guild who shall sign every instrument to which the seal is affixed, and every such instrument shall be countersigned by the Honorary Secretary of the Guild or by some other person appointed by the Student Executive for the purpose.

6. Guild regulations

(1) The Guild may, in the manner described in subsection (2) of this section, but subject in every case to the provisions of subsection
(3) of this section, make, alter and repeal regulations--

(a) to provide for the internal administration, organisation, finances and records of the Guild;

(b) to enable clubs, societies or associations within or connected with the University to become affiliated with the Guild as Student Societies, and to prescribe the conditions and any fees for such affiliation, and for the administration and finances of Student Societies;

(c) to provide for the payment of subscriptions and fees, and refunds;

(d) to provide for the allocation and distribution of Guild funds for the activities of the Guild and for Student Societies;

(e) to provide for the election of the President and other members of the Student Executive Secretariat and matters relating to the office of President and membership of the Student Executive Secretariat;

(f) to prescribe the rights, privileges and obligations of Associates of the Guild;

(g) to provide for General Meetings of Members and procedures therefor, including attendance, quorum and voting, and for Referenda and procedures therefor;

(h) to provide for meetings of the Student Executive Secretariat and its committees and procedures therefor;

(i) to establish subsidiary councils of the Guild and procedures therefor;

(j) to provide for the interpretation of regulations and rules of the Guild and for appeal against any interpretation;

(k) to provide for any matters incidental to any of the abovementioned matters and any of the matters required by this Statute to be prescribed or to be dealt with by Guild Regulation.

(2) (a) a resolution to make, alter or repeal any regulation or regulations shall in the first instance be passed by an Absolute Majority of the Student Executive Secretariat or by a General Meeting;

(b) in the case of a resolution passed in the first instance by an Absolute Majority of the Student Executive Secretariat

(i) the resolution shall be published on the official Guild notice boards and in the Guild newspaper or any other publication generally circulated
among the students produced under authority of the Guild with notice being given to members that they are entitled to have the resolution considered at a General Meeting if notice requesting a General Meeting is given to the President of the Guild signed by members whose numbers are not less than fifty percent of the number of members required to reach quorum for a General Meeting not less than twenty-five members within ten teaching days after the resolution is first published;

(ii) except as provided in sub-paragraph (iv) of this paragraph, if no notice requesting a General Meeting is given, the resolution is deemed to be confirmed after the expiration of ten teaching days as specified in sub-paragraph (i) above;

(iii) if notice is so given to the President of the Guild within the period of ten teaching days specified in sub-paragraph (i) above, the resolution shall be considered at the next General Meeting or the Executive may convene a special General Meeting for the purpose. The resolution shall be confirmed if it is passed by a majority of the members present at the General Meeting. If no quorum is present at a General Meeting called to debate a proposed regulation or alteration or repeal of a regulation, the General Meeting shall lapse and the proposed regulation or alteration or repeal of the regulation shall be deemed to be confirmed;

(iv) any proposed regulation or regulations or resolution for the alteration or repeal of a regulation or regulations providing for the payment of subscriptions, fees and refunds or for the allocation and distribution of Guild funds shall only be confirmed if it is passed by a majority of members present at a General Meeting.

(c) any resolution of a General Meeting to make, alter or repeal a regulation or regulations shall be considered at the next meeting of the Executive and shall be confirmed if it is passed by an Absolute Majority. If the Executive fails to pass any such resolution by an Absolute Majority then it shall be referred to a further General Meeting or at the discretion of the Executive to a Referendum, to be held not later than 21 teaching days after such meeting of the Executive, and if the resolution is approved at such General Meeting or Referendum then it shall be deemed confirmed.
(3) (a) Any resolution made in relation to any regulation or regulations in accordance with sub-section (2) of this section shall be forwarded to the Secretary of the University and a receipt therefor shall be signed by the Secretary of the University, or on his or her behalf.

(b) the Secretary of the University shall submit the regulation or regulations to the Senate for its consideration at its next regular meeting or at a special meeting convened for the purpose.

(c) The Senate may allow or disallow any regulation so submitted to it in whole or part, but if any regulation is not disallowed within a period of three months after the first meeting of Senate to which it is submitted for its consideration, it shall be deemed to have been allowed at the expiration of that period.

(d) A regulation shall take effect as from the date specified in the regulation or the date on which it is allowed by the Senate, whichever is the later.

(e) A regulation shall be published in the manner prescribed by Guild Regulation.

7. **Guild Student Executive Secretariat**

(1) The Guild shall be administered by a **Student Executive Secretariat** comprising:

(a) the President of the Guild;

(b) eight members (in this section referred to as the ‘Guild Members of the Secretariat’); and the Education Vice president of the Guild

(c) our general student representatives (referred to as the ‘General Members’); and

(c) eight subsidiary council representatives (not more than ten representative members as described in sub-section (4) of this section (in this section referred to as the ‘Representative Members’) **no person shall hold office as the President of the Guild or as a member of the Secretariat unless that person is a member.**

(2) The President of the Guild and the **Guild-General Members of the Secretariat** shall be elected annually and, subject to this section, in the manner prescribed by Guild Regulation. The Guild may, by Guild Regulation, provide for the filling of any casual vacancy on the **Student Executive Secretariat** provided that if any ballot is conducted to fill such a vacancy it shall be held in accordance with the provisions of sub-section (3) of this section.
Any member may vote at any election for the office of the President of the Guild or the office of Education Vice-President or the office of a Guild General. Members of the Secretariat, Elections Student Executive shall be conducted in accordance with Guild Election Regulations.

The Guild may by Guild Regulation provide for the nomination of not more than ten-eight persons as representative members who shall be elected officers or representatives of subsidiary councils of the Guild or of Student Societies.

The Guild may by Guild Regulation increase the maximum number of members of the Secretariat except that the number of Guild Members of the Secretariat (excluding the President of the Guild) shall be at least equal to the number of representative members.

The Secretariat Student Executive shall appoint one of their number to be the Honorary Secretary of the Guild and another of their number to be the Honorary Treasurer of the Guild.

The Secretariat shall cause accurate minutes to be made of all General Meetings and forums of the Guild and meetings of the Student Executive and Referendum. All duly confirmed minutes shall be deemed correct until the contrary is proved.

The procedures for meetings of the Student Executive Secretariat shall be prescribed by Guild Regulation.

The powers and obligations of the President of the Guild, Education Vice-President, Guild General Members of the Student Executive Secretariat and the Representative Members shall be prescribed by Guild Regulation.

Subject to this Statute and regulations made hereunder the Student Executive Secretariat shall have the entire control and management of the affairs and concerns of the Guild and shall act in all matters concerning the Guild in such a manner as appears to it to be best calculated to promote interests of its members.

Resolutions passed at any General Meeting other than any resolutions to make, alter or repeal a regulation or regulations shall be in the form of a direction to the Student Executive Secretariat. The Student Executive Secretariat shall act in accordance with any direction of a General Meeting except that where, at its next meeting, the Student Executive Secretariat resolves by Absolute Majority that a particular direction is not best calculated to promote the interests of the members, the direction involved shall be referred to a further General Meeting or at the discretion of the Student Executive Secretariat, to a Referendum, to be held not later than 21 teaching days after such meeting of the Student Executive Secretariat, and if the direction is approved at such General Meeting or Referendum
then the Student Executive Secretariat shall act in accordance with it.

(12) The Student Executive Secretariat may in the manner prescribed by Guild Regulations make, alter or repeal rules governing activities associated with the Guild but only when the power to do so is specified in Guild Regulations and then only to the extent specified.

8. General Meetings and Referenda

(1) A General Meeting may debate any issue of concern to the membership of the Guild.

(2) At a General Meeting each member present in person shall have one vote on any proposal put to the vote.

(3) A Referendum shall determine Guild policy on the issues submitted to the Referendum. The result of a Referendum shall bind the Student Executive Secretariat.

(4) Proceedings at a General Meeting and the manner in which a Referendum shall be conducted shall be described by Guild Regulation.

9. Property and Finance

(1) All property of the Guild and its subsidiary councils and all property of Student Societies (other than student societies which are incorporated bodies) shall be vested in the Guild.

(2) Where the Student Executive Secretariat determines to enter into any financial commitment for an amount which exceeds the current liquid assets of the Guild, or which it is unable to service adequately from current or future income, the Student Executive Secretariat shall consult with Senate before proceeding.

(3) No action taken by the Guild or the Student Executive Secretariat in the exercise of any of its powers or authorities conferred by this Statute shall impose any legal obligation upon the University or the Senate.

(4) The Student Executive Secretariat shall make provision for the keeping of proper books of account in connection with all the financial transactions of the Guild.

(5) The Student Executive Secretariat shall make provision for the auditing of the Guild’s books of accounts at least once a year. Guild Regulations shall prescribe when the auditing of the Guild’s books of accounts shall take place and by whom.

(6) A copy of the audited balance sheet and statement of income and expenditure of the Guild shall be transmitted to the Senate each year as soon as practicable after it has been adopted by the Guild, but in any event not later than four months after the
conclusion of the Guild’s financial year.

(7) A copy of the audited balance sheet and statement of income and expenditure of the Guild shall be published each year in the Guild newspaper and any other suitable Guild publication and made available to members of the Guild as soon as practicable after it has been adopted by the Guild, but in any event not later than four months after the conclusion of the Guild’s financial year.

10. Records

(1) A copy of this Statute and any amendments and a copy of all Guild Regulations and Guild Rules made under this Statute and any amendments shall be recorded in a Guild Statute Book.

(2) An entry in the Guild Statute Book of any Guild Regulations made under this Statute and any alteration to a Guild Regulation, signed by the administrative secretary of the Guild and the President of the Guild shall be prima facie evidence that the subject matter of the entry was duly approved by the Senate.

(3) An entry in the Guild Statute Book of any Guild Rule made under this Statute or any alteration of a Guild Rule, signed by the President of the Guild, shall be prima facie evidence that the subject matter of the entry was duly approved by the Guild.

11. Repeal and Transitional Provision

(1) This Statute shall come into operation on the day it is published in the Government Gazette and thereupon the existing No. 17 is hereby repealed.

(2) All regulations, by-laws and rules made under authority of the existing No. 17 prior to the date of publication of this Statute in the Government Gazette shall be deemed to have been made under the authority of this Statute and (except where inconsistent with this Statute) shall continue in force until altered or repealed in accordance with this Statute.
Postgraduate Coursework Regulations
These regulations apply to Masters by Coursework, Postgraduate Diploma and Postgraduate Certificate courses offered by Murdoch University.

Dictionary & Interpretation

1. The provisions of Statute No. 8 – Interpretation apply to these regulations.

2. Words appearing in italics where they first appear in these regulations are defined terms and have the meanings detailed in column 2 of the Dictionary (Schedule 1).

General

3. To be awarded a Postgraduate Coursework qualification a student must:
   3.1 complete the number of credit points required for that qualification (subject to any credit awarded)
   3.2 complete the unit requirements stipulated for the course in which the student is enrolled by obtaining a grade of pass or higher, or by being exempted from the unit in accordance with the rules on credit and exemptions;
   3.3 if enrolled in a concurrent postgraduate award, complete the requirements of their undergraduate award;
   3.4 satisfy the requirements of these regulations; and
   3.5 satisfy the requirements of all other relevant Statutes, regulations and policies of Murdoch University.

4. The introduction of a new postgraduate coursework qualification requires approval from Academic Council after consideration by relevant University committees as outlined in the current Academic Planning Guidelines.

5. Postgraduate Coursework qualifications listed in Schedule 2 may be awarded by the University.

Enrolment

6. To enrol in a postgraduate coursework qualification a student must meet all requirements outlined in these regulations. Students must apply for enrolment through the Prospective Students’ and Admissions Centre unless specified otherwise.

Points Requirements

7. The minimum points required to complete a postgraduate coursework qualification are:
   - Masters by Coursework degrees - 24 points.
   - Postgraduate Diplomas - 24 points.
   - Postgraduate Certificates - 12 points.

8. The following point level requirements apply:
   8.1 72 point Masters by coursework qualification:
       At least 48 points at 600 level, up to 24 points at 500 level.
   8.2 48 point Masters by coursework qualification:
       At least 24 points at 600 level, up to 24 points at 500 level. Students who receive 24 points of advanced standing towards a 48 point
Masters must complete the outstanding course requirements for a 24 point Masters.

8.3 36 point Masters by coursework qualification:
     At least 24 points at 600 level, up to 12 points at 500 level.

8.4 24 point Masters by coursework qualification:
     At least 16 points at 600 level and up to 8 points at 500 level.

8.5 Masters may include a dissertation, project or report component, which shall not be greater than 12 points.

8.6 24 point Postgraduate Diploma qualification:
     All units must be at least 500 level.

8.7 12 point Postgraduate Certificate:
     All units must be at least 500 level.

9. Postgraduate coursework qualifications must not include 100 - 400 level units unless specifically approved with details of how individual learning requirements of students are being addressed.

Credit for Previous Studies

10. A student may be granted credit on the basis of previous studies undertaken at a recognised university or other postsecondary institution at an appropriate level, in accordance with rules on credit and exemption approved by Academic Council.

Minimum Number of Murdoch Points

11. Notwithstanding the amount of credit which may be granted for studies completed elsewhere, to complete the requirements for a Murdoch University postgraduate coursework qualification a student must complete at least half of the required points for a Murdoch University award as Murdoch University points.

12. Where the course is collaboratively offered with one or more other universities in accordance with a signed agreement, the minimum number of points required by way of units at Murdoch University is:

   12.1 courses with one other university – 50% of the total points for that qualification
   12.2 courses with two other universities – 33% of the total points for that qualification
   12.3 courses with three or more other universities – 25% of the total points for that qualification

Responsibility for a Course

13. Course structures are approved by Academic Council on the recommendation of the Academic Policy Committee, the relevant Divisional Board and relevant School Committee. Curriculum content is approved by the relevant School Committee, subject to the supervision of the Divisional Board.

14. The Program Chair or School Committee may approve individual course variations for students subject to:

   14.1 the requirement as to the total number of points for the course must not be varied; and
   14.2 at least half of the points required for the course must be obtained in accordance with the approved course structure.
15. Academic Council has overriding responsibility for all courses and may over rule any decisions where in its view, it is against the interests of the University overall. Academic Council shall determine the Division in which a course is located. The Executive Dean, after consultation with the Divisional Board, shall determine the School in which it is located.

Course Requirements
16. A student must have the opportunity to fulfil those requirements of a course that were in place at the time they first enrolled in that course. Where a student has taken a break in studies of more than twelve (12) months (other than a formal suspension), the course requirements that apply are those operating at the time of readmission.

17. Students must not be disadvantaged by amendments to courses or discontinuation of courses.

18. A student may undertake one Academic Council approved specialisation within a postgraduate course. The core unit points value within the specialised set of units must be greater than 50 per cent of the total points required to complete the course.

Enrolment in One Course Only
19. A student must not enrol in more than one course at a time at Murdoch University, unless:
   19.1 enrolment in another course is as part of a second qualification for which approval has been obtained from the Manager Enrolments and Fees; or
   19.2 they were invited into a concurrent postgraduate coursework qualification.

Approval of Units and Co-ordinators
20. Divisional Boards shall determine units to be offered by the Division in line with Divisional Regulations. All decisions relating to unit codes, unit titles, points value, enrolment option(s) content and pre-requisites for the following year shall be finalised by a deadline set by the President of Academic Council after consultation with the Executive Deans. Any changes after that date require the approval of the President of Academic Council. Academic Council may over-rule any decision made by a Division on unit offerings where, in its view, this is against the interests of the University overall.

21. Independent Study Contracts and Workplace Learning Units must only be implemented in accordance with policies approved by Academic Council.

22. The Executive Dean of the Division may cancel a unit offered by that Division, or cancel an enrolment option for such a unit. Any such cancellation must be in accordance with policy approved by Academic Council.

23. Unit coordinator(s) shall be appointed by the Head of the School offering the unit. Unit coordinators normally shall be members of the University’s full-time or fractional full-time academic staff. The proposed appointment of any other person as a unit coordinator must be in accordance with policy approved by Academic Council

Appointment of Program Chair
For each course a Program Chair shall be appointed by the Executive Dean of the Division, following a recommendation by the Head of School. Such appointments must be for a term normally of two years, which may be renewed. A Program Chair shall be a member of academic staff of the rank of Lecturer level B or above. The Head of School can be a Program Chair.

The Program Chair shall be responsible for:

1. recommendations to the Board of Examiners on academic progress and award of qualifications;
2. in consultation with the Director of the Prospective Students and Admissions Centre (PSAC Director) for domestic students or the Director of Murdoch International for international students, or their delegates:
   1. decisions on admission of students;
3. in consultation with the Accreditations Officer:
   1. crediting of units from other institutions towards the course requirements; and
   2. unit exemptions.
4. approval of variations to individual student enrolments and cross-institutional-enrolments;
5. finalising unit results for units offered by staff of the course, where the final date for submission of results has passed and the unit co-ordinator is not available;
6. matters delegated to the Program Chair by the Executive Dean, Head of School or Board of the Division.

All postgraduate coursework qualifications must have their admission requirements approved by the Committee on University Entrance (CUE).

1. CUE may approve additional admission requirements and selection criteria for any course.
2. The PSAC Director has responsibility and authority for ensuring that the University meets its admission targets within agreed tolerance limits.
3. The PSAC Director for domestic students and the Murdoch International Director for international students will decide on the admission of individual students and will act in accordance with:
   1. decisions on quotas, targets and any operational policies and procedures approved by the Deputy Vice Chancellor (Enterprise and International);
   2. any additional selection criteria approved by Academic Council for a particular postgraduate coursework qualification; and
   3. recommendation by the appropriate Executive Dean on the selection of each course.
4. If the PSAC Director forms a reasonable view that admission of an individual student into Murdoch University may be prejudicial to the interests of, or bring disrepute upon, the University and/or the student, subject to providing that applicant with the opportunity to respond to this view, admission into Murdoch University may be refused. Any decision to refuse to admit an applicant under this regulation shall be final and made by the Deputy Vice Chancellor (Academic). Any student refused entry under this clause has the right to appeal the decision.
26.5 The PSAC Director and Murdoch International Director may delegate the authority conferred by this regulation, but that authority cannot be further delegated.

Unit Prerequisites and Co-requisites
27. A student enrolling in a postgraduate coursework unit must have passed any unit prerequisite(s) specified for it, or have passed a unit equivalent to the prerequisite at another educational institution, or been exempted from the unit which is the prerequisite. If the unit has a co-requisite, the student must enrol in that unit at the same time, unless the student has passed that unit previously, passed an equivalent unit at another educational institution or been exempted from the unit which is the co-requisite. The Program Chair of the course offering the unit may, with the agreement of the Unit Co-ordinator, waive a prerequisite or co-requisite in the case of an individual student.

Masters by Coursework
28. Subject to meeting the requirements of Clause 26.1 to be eligible for admission into a Masters by Coursework qualification a student must at a minimum have at least one of the following:
28.1 completed a Bachelors degree or its equivalent at this university or another university which in the opinion of CUE is of an equivalent standard, and, if the course is not in the same discipline, have at least two years relevant work experience; or
28.2 completed a Postgraduate Diploma in the discipline area of the course; or
28.3 in the case of a 24 point Masters course, completed the equivalent of not less than 96 points of study, including not less than 16 points at 400 level or higher, at least 8 points of which is in a relevant area, except where Academic Council directs otherwise; or
28.4 in the case of a 36 point Masters qualification:
   28.4.1 completed a four year Bachelors degree or its equivalent at this university or another university which in the opinion of CUE is of an equivalent standard; or
   28.4.2 completed a three year Bachelors degree or its equivalent at this university or another university which in the opinion of CUE is of an equivalent standard and have at least one year relevant work experience; or
   28.4.3 completed a Graduate or Postgraduate Diploma; or
   28.4.4 demonstrated potential to undertake study at this level in the given area through relevant prior studies and/or work experience; or
   28.4.5 following consultation with the relevant Head of School and Program Chair, in the opinion of the Chair of the Committee on University Entrance (CUE), had satisfactory preparation for the course through studies and/or work experience.

Postgraduate Diplomas
29. Subject to meeting the requirements of Clause 26.1 to be eligible for admission into a Postgraduate Diploma a student must have at a minimum at least one of the following:
29.1 completed a Bachelors degree or its equivalent, at this university or at another university which in the opinion of CUE provides satisfactory preparation for the postgraduate diploma; or
29.2 have work experience which in the opinion of CUE is of equivalent standard; or
29.3 following consultation with the relevant Head of School and Program Chair, in the opinion of the Chair of CUE have satisfactory preparation for the course through studies and/or work experience; or
29.4 been invited to undertake a concurrent postgraduate award.

Postgraduate Certificates
30. Subject to meeting the requirements of Clause 26.1 to be eligible for admission into a Postgraduate Certificate a student must have at a minimum at least one of the following:
30.1 completed a Bachelors degree or its equivalent, at this university or at another university which in the opinion of CUE provides satisfactory preparation for the postgraduate diploma; or
30.2 work experience which in the opinion of CUE is of equivalent standard; or
30.3 following consultation with the relevant Head of School and Program Chair, in the opinion of the Chair of CUE have satisfactory preparation for the course through studies and/or work experience; or
30.4 been invited to undertake a concurrent postgraduate award.

Overloads
31. A student must not enrol in more than 14 points in a standard teaching period without the approval of the Program Chair of the course in which they are enrolled, except where the approved structure of that course requires such enrolment. For trimesters, the maximum is enrolment in up to 16 points per trimester, and for concurrent postgraduate award students in the summer and winter terms the maximum is enrolment in up to 8 points per term.

32. Repeating a unit
32.1 A student who has failed a unit (other than a Masters by coursework dissertation) may enrol in it for a second time, unless the Head of School, of the School in which the student is enrolled directs otherwise. In considering such cases, the Head of School shall seek the advice of the Unit Co-ordinator and the Program Chair.

32.2 Students who fail a Masters by Coursework dissertation may not enrol in it for a second or subsequent time.

32.3 A student who has failed a unit twice shall not be permitted to enrol in it again, unless this is otherwise approved by the appropriate Head of School and Program Chair.

Late Enrolment in a Unit
33. For units of 12 weeks duration or longer:
33.1 a student may apply to enrol in an internal unit up to the end of the second week of the unit. The application may be refused if the Unit Co-ordinator believes the enrolment will disrupt teaching in the unit, otherwise
disadvantage students already enrolled in it, or might be academically disadvantageous to the student;
33.2 a student may enrol in an external unit up to the Friday before the start of the teaching period. Enrolment after then may be permitted, if approved by the Director of the Office of Central Student Administration, or their delegate;
33.3 enrolment in a unit, and change between the internal and external enrolment option in a unit, shall not be permitted after the second week of the unit unless approval has been given by the Divisional Executive Officer in consultation with the Director of the Office of Central Student Administration, or their delegate.

34. For units of 11 weeks duration or shorter:
34.1 students must be enrolled at least three weeks prior to the enrolment deadline set by the Director of the Office of Central Student Administration and published on the University website;
34.2 no changes between the internal and external enrolment option in a unit will be considered after that time.

35. Withdrawal from units
35.1 Postgraduate unit withdrawals shall be recorded on the student’s academic transcript as follows:
35.1.1 withdrawals on or before the census date—no record of the enrolment shall appear and students will not have to incur a tuition fee liability;
35.1.2 after the census date—withdrawal recorded and students will have to incur a tuition fee liability;
35.2 Census dates shall be no earlier than 20% of the way through the period during which the unit is taken, including the assessment and examination periods. Census dates for the year will be approved by the Manager Enrolments and Fees and published on the University website.
35.3 The first date for withdrawal with a tuition fee liability will be approved by the Manager Enrolments and Fees and published on the University website.
35.4 The Manager Enrolments and Fees may approve a retrospective withdrawal with respect to any individual unit enrolment. Any such approval must be in accordance with policy approved by Academic Council.

Enrolment Suspension
36. Enrolment suspension must be applied for when students require a break in studies of six (6) months or more.

Academic Progress
37. Students must make satisfactory academic progress in each progression period in accordance with the requirements prescribed in the Academic Progress Rules for Postgraduate Coursework Students.

Assessment
38. Staff and students must satisfy all requirements of the University’s Assessment policy as approved by Academic Council.

38.1 In addition to this the following also apply:
Ungraded Pass
38.1.1 A result of ungraded pass shall be reported only where:
   38.1.1.1 the School Committee has determined that the unit shall be assessed on this basis; or
   38.1.1.2 the unit is offered by another institution and the student has enrolled in it for credit towards the Murdoch University qualification (cross institutional enrolment).

38.1.2 However, where a unit offered by another institution (i) is required by the course or listed as part of it, and (ii) the grading system is the same as that of Murdoch University, an ungraded pass shall not be recorded. Instead the grade awarded by the other institution shall be recorded as the Murdoch University grade.

38.1.3 Where an ungraded pass is reported for a cross institutional enrolment, the academic transcript shall also record the name of that institution and the result awarded by it.

39. Staff and students must act in accordance with Examination Rules approved by Academic Council.

Assessment of Dissertations
40. Where a Postgraduate Coursework qualification includes a dissertation, the School Committee shall appoint two persons to examine each dissertation and provide written reports. It shall also appoint a sub-committee that shall be responsible for finalising grades for dissertations. Where both examiners recommend the same grade, the Program Chair may finalise the grade on behalf of the sub-committee.

Appeals Against Results
41. Appeals must be lodged in accordance with the University’s appeals procedures.

Award of General Credit
42. In exceptional circumstances the Program Chair in consultation if necessary with the Head of the School in which a students course is based may credit a student with additional points by way of general credit to complete the requirements for a qualification:
   42.1 in the case of a qualification requiring 36 or 48 points not more than two additional points;
   42.2 in the case of a qualification requiring 24 points not more than one additional point.

43. No general credit is available for a 12 point qualification.

44. Any award of general credit must be in accordance with Rules approved by Academic Council, and shall be recorded on the academic transcript of the student.

Intermediate Awards
45. A student enrolled in a postgraduate coursework qualification who has met the requirements for any corresponding intermediate awards may elect to discontinue the qualification they were enrolled in and be awarded the intermediate award(s) instead.
46. A student enrolled in a qualification, which has a corresponding intermediate award will, upon successful completion of that qualification, be eligible to receive a testamur for each corresponding intermediate award(s).

Variations to Requirements

47. Academic Council may grant exemptions from regulations in individual cases, subject to any conditions it may specify. This is in addition to any discretionary authority conferred in individual regulations. In exceptional circumstances where the decision is urgent and cannot await the next meeting of Academic Council, the President may approve variations on behalf of Council, with such decisions to be reported to its next meeting.
## Schedule 1 (Dictionary)

<table>
<thead>
<tr>
<th>Column 1 (defined term)</th>
<th>Column 2 (meaning)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Amendment</strong></td>
<td>A change to improve or edit a Course, or Unit offered by Murdoch University.</td>
</tr>
<tr>
<td><strong>Assessment</strong></td>
<td>The means by which progress or achievement in a unit is evaluated. This can include assessment methods such as diagnostic assessment, assignments, examinations, project work, seminar papers and tutorial participation.</td>
</tr>
<tr>
<td><strong>Course</strong></td>
<td>A combination of coherent units approved by Academic Council that leads to a particular qualification. In the case of all postgraduate courses, the course and the qualification are equivalent.</td>
</tr>
<tr>
<td><strong>Course structure</strong></td>
<td>The academic requirements of a course.</td>
</tr>
<tr>
<td><strong>Credit</strong></td>
<td>A reduction in the points required to complete a Murdoch course on the basis of recognised prior learning. It usually shortens the time required to complete the course.</td>
</tr>
<tr>
<td><strong>Discontinued</strong></td>
<td>The permanent removal of a course or unit offered by Murdoch University. Once a course or unit is discontinued no further enrolments shall be accepted into it.</td>
</tr>
<tr>
<td><strong>External</strong></td>
<td>Units designed for students to study on their own without the requirement for on campus attendance.</td>
</tr>
<tr>
<td><strong>Intermediate award</strong></td>
<td>An approved interim postgraduate course, to officially acknowledge a student’s achievements whilst studying towards an enrolled higher degree.</td>
</tr>
<tr>
<td><strong>Internal</strong></td>
<td>Units which require at least some on campus attendance.</td>
</tr>
<tr>
<td><strong>Postgraduate coursework qualification</strong></td>
<td>This includes the Masters by coursework, Postgraduate Certificate and Postgraduate Diplomas.</td>
</tr>
</tbody>
</table>
| **Progression periods** | **ProgS1**
For Semester based courses with any teaching period with an end date within the period 1/1 – 30/6.
**ProgS2**
For Semester based courses with any teaching period with an end date within the period 1/7 – 31/12. |
ProgT1
For non Semester based courses, including the teaching periods Trimester 1 and Summer.

ProgT2
For non Semester based courses, including the teaching periods Trimester 2 and Winter.

ProgT3
For non Semester based courses, including the teaching periods Trimester 3.

Qualification
The title of the degree granted to a student who has completed the requirements of their chosen course. For example Masters, Postgraduate Diploma and Postgraduate Certificate.

Specialisation
An area of particular focus within a course.

Standard teaching period
Semester 1, Semester 2, Summer Term, Winter Term, Trimester 1, Trimester 2, Trimester 3, Straddle year (H) and Full Year (Y).

Suspension
A break in studies approved by the University upon request by the student.
Schedule 2 (Postgraduate coursework qualifications)

Postgraduate coursework qualifications offered by Murdoch University

Joint Master of Applied Psychology/Doctor of Philosophy (MAppPsych/PhD)
Master of Applied Psychology (MAppPsych)
Master of Business Administration (MBA)
Master of Counselling (Mcounsel)
Master of Education (MED)
Master of Education Studies (MEdSt)
Master of Electronic Business (MEB)
Master of Electronic Commerce (MEC)
Master of Engineering (ME)
Master of Human Resource Management (MHRM)
Master of Medical Engineering (MME)
Master of Ministry (MMin)
Master of Natural Systems Engineering (MNatSysEng)
Master of Network Management and Security (MNetManSecur)
Master of Pharmacy (MPharm)
Master of Science (MSc)
Master of Science in Environmental Architecture (MScEnvArch)
Master of Transport Studies (MTransSt)
Master of Veterinary Studies (MVS)
MBA in Aviation Management (MBAAvnMan)
MBA in Health Services Management (Nursing Leadership) (MBAHSM)
MBA in International Business (MBAIntBus)

Master of Arts (MA)
in Asian Studies
in Asian Sustainable Development
in City Policy
in Community Development
in Development Studies
in Ecologically Sustainable Development
in Globalisation and Governance
in Local Governance
in Public Policy
in Social Research and Evaluation
in Theological Studies

Graduate Diplomas in:

Accounting (GradDipAcc),
Applied Economics (GradDipAppEcon)
Computer Studies (GradDipCompSt)
Counselling (GradDipCounsel)
Creative Arts (GradDipCA)
Education (GradDipEd)
Education Studies (GradDipEdSt)
Extractive Metallurgy (GradDipExtMet)

Health, Safety and the Environment (GradDipHSE)
Human Resource Management (GradDipHRM)
Information Systems (GradDipInfoSys)
Journalism (GradDipJour)
Knowledge Management (GradDipKnowlMngt)
Mathematics and Statistics (GradDipMathsStats)
Media Management (GradDipMedMan)
Media Production (GradDipMedProd)
Nanoscience (GradDipNano)
Pharmacy Entry (GradDipPharmEnt)
Physics (GradDipPhys)
Tourism (GradDipTour)

Postgraduate Diplomas in:

Advanced Mental Health Nursing
Applied Molecular Biology Techniques (PgDipAppMolBiol)
Asian Studies (PgDipAsianSt)
Asian Sustainable Development (PgDipAsDev)
Business Administration (PgDipBusAdmin)
Community Development (PgDipCommDev)
Consultancy Psychology (PgDipConsultPsych)
Education (PgDipEd)
Energy and the Environment (PgDipEnEnv)
Energy Studies (PgDipEnSt)
Environmental Forensics (PgDipEnvFor)
Environmental Impact Assessment (PgDipEnvImpAss)
Environmental Management (PgDipEnvMan)
Extractive Metallurgy (PgDipExtMet)
Games Technology (PgDipGamesTech)
Human Resource Management (PgDipHRM)
Information Technology (PgDipIT)
Internetworking and Security (PgDipIntwkSecur)
Knowledge Management (PgDipKnowlMngt)
Mental Health Nursing (PgDipMHNurs)
Neuromusculoskeletal Rehabilitation (PgDipNeurRehab)
Physics (PgDipPhys)
Policy Studies (PgDipPolSt)
Professional Experience (fieldname) (PgDipProfExp[fieldname])
Psychology (PgDipPsych)
Public Management (PgDipPubMan)
Sports Chiropractic (PgDipSportsChiro)

Graduate Certificates in:
Applied Statistics (GradCertAppStats)
Asian Languages (GradCertAsLang)
Counselling (GradCertCounsel)
Creative Arts (GradCertCA)
Dispute Resolution (GradCertDispRes)
Drama Teaching (GradCertDramaTeach)
Early Childhood Education (GradCertEarlyChildEd)
Economics (GradCertEcon)
Ethics (GradCertEthics)
Health, Safety and the Environment (GradCertHSE)
Human Resource Management (GradCertHRM)
Law (GradCertLaw)
Mathematics Teaching (GradCertMathTeach)
Organisational Human Resources and Safety (GradCertOHRS)
Pharmacy Entry (GradCertPharmEnt)
Philosophy (GradCertPhil)
Physics (GradCertPhys)
Professional Writing (GradCertProfWrite)
Radio Journalism (GradCertRadioJour)
Religion (GradCertRel)
Security, Terrorism and Counterterrorism Studies (GradCertSecurTerr)

Special Needs Education (GradCertSpecNeedsEd)
Tertiary and Adult Education (GradCertTerAdEd)
Postgraduate Certificates in:
Asian Sustainable Development (PgCertAsSDev)
Applied Molecular Biology Techniques (PgCertAppMolBiol)
Aviation Management (PgCertAvnMan)
Business Administration (PgCertBusAdmin)
Community Development (PgCertCommDev)
Energy Studies (PgCertEnSt)
Environmental Impact Assessment (PgCertEIA)
Environmental Management (PgCertEnvMan)
Human Resource Management (PgCertHRM)
Information Technology (PgCertIT)
Knowledge Management (PgCertKnowlMngt)
Neuromusculoskeletal Rehabilitation (PgCertNeurRehab)
Policy Studies (PgCertPolSt)
Psychology Teaching (PgCertPsychTeach)
Veterinary Conservation Medicine (PgCertVetConsMed)
Academic Progress Rules for Postgraduate Coursework Qualifications

**Dictionary**
Words appearing in *italics* where they first appear in these progress rules are defined terms and have the meanings detailed in the Dictionary (Schedule 1)

The academic progress of each postgraduate coursework student shall be reviewed at the end of each *progression period*.

1. The academic progress of each student will be reviewed by the Division in consultation with the Office of Central Student Administration on either a Semester or Trimester basis depending on the standard teaching period profile of the enrolled course. For example a student enrolled in a course that offers units predominantly on a Trimester basis, will have their academic progress reviewed at the end of each Trimester progression period. Where a student is enrolled in a course that offers units predominantly on a Semester basis but has enrolled in a unit offered during a Trimester teaching period, their academic progress will be reviewed at the end of each Semester progression period with the Trimester unit assessed in the appropriate Semester progression period.

2. To maintain satisfactory progress in any progression period a student must:
   2.1 pass units with a value of at least half the points they were enrolled in during that progression period and for which results were due;
   2.2 gain at least three points in each academic year (or, where a dissertation is being completed over more than one year, undertake the dissertation at a rate equivalent to at least three points a year);
      2.2.1 a student who fails to gain at least four points in an academic year shall be sent a written warning. If the student again fails to gain at least four points in the following academic year, and was formally warned in writing on the first occasion, the student shall be excluded from the University;
      2.2.1.1 Concurrent postgraduate award students excluded from their postgraduate award course, will not be excluded from their undergraduate course, unless they also fail to meet the undergraduate academic progress requirements.
   2.2 for students undertaking a dissertation if the Program Chair determines inadequate progress, they may send a written warning to the student. Where a dissertation is not completed within the period, the Program Chair shall either require the student to complete the dissertation by a given date (or be excluded if this is not achieved), or, where a written warning has previously been issued, exclude the student from the course.
   2.3 not fail a dissertation;
   2.4 satisfy any additional progress rules for the course; and
   2.5 complete the qualification within the maximum period of enrolment.

3. For the purpose of these Progress Rules:
   3.1 the term ‘two consecutive progression periods of enrolment’ is defined to include the last progression period preceding a break in enrolment and the first progression period after resumption of studies;
in calculating the total number of points for which a student was enrolled in a progression period, the deadline for withdrawals before the first date for withdrawal with incurring tuition fee liability for a unit will be disregarded; for a postgraduate coursework student the maximum period of exclusion is 12 months (1 year), this excludes courses offered during trimesters for which the maximum period of exclusion is two trimesters.

students excluded from the University are not permitted to complete any continuing unit in which they were enrolled at the time of exclusion; students readmitted after exclusion from the University are required to pass at least 50% of points enrolled in during their first progression period after readmission in order to remain enrolled.

Students who do not have a completed unit enrolment for the academic year, and by the end of the census date for the final standard teaching periods of their course have withdrawn from all their units and have no enrolment beyond that time must apply for readmission in order to study in the following year.

Maximum periods of enrolment

The following maximum periods of enrolment in which to complete a postgraduate coursework qualification, including any periods of broken enrolment arising from exclusion, suspension of enrolment, non-enrolment or any other cause apply. The maximum period shall be adjusted pro rata for shorter or longer courses or where a student is admitted to the University with advanced standing,

<table>
<thead>
<tr>
<th>Qualification</th>
<th>Maximum Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>48 point postgraduate coursework</td>
<td>8 years</td>
</tr>
<tr>
<td>36 point postgraduate coursework</td>
<td>6 years</td>
</tr>
<tr>
<td>24 point postgraduate coursework</td>
<td>4 years</td>
</tr>
<tr>
<td>12 point postgraduate coursework</td>
<td>2 years</td>
</tr>
</tbody>
</table>

For students enrolled in the courses listed below non-standard maximum periods of enrolment apply as listed:

<table>
<thead>
<tr>
<th>Course</th>
<th>Maximum Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master of Business Administration</td>
<td>4 years</td>
</tr>
<tr>
<td>Master of Electronic Commerce</td>
<td>4 years</td>
</tr>
<tr>
<td>Master of International Business</td>
<td>4 years</td>
</tr>
<tr>
<td>Master of Natural Systems Engineering</td>
<td>5 years</td>
</tr>
<tr>
<td>Master of Transport Studies</td>
<td>5 years</td>
</tr>
<tr>
<td>Master of Pharmacy</td>
<td>6 years</td>
</tr>
</tbody>
</table>

The progress of students who have reached or exceeded the maximum period of enrolment shall be reviewed by the relevant Program Chair, who may:

require the student to complete the qualification by a given date, or be excluded from the University if this is not achieved;
require the student to satisfy current course requirements;
require the student to repeat specified units taken earlier;
require the student to take additional specified elective units; or exclude the student from further study at the University.

Progress requirements

At the end of each progression period:

the progress of each student for whom results are due in that period shall be reviewed by the relevant Board of Examiners;
7.2 students shall be informed of their performance in each unit completed in that period;

7.3 students shall be entitled to receive, on request, information about their own performance in each assessed component of a unit for which the results have been officially released, and on the distribution of grades awarded in that unit;

7.4 a student with unsatisfactory progress in two consecutive progression periods of enrolment, having been formally warned in writing after the first such progression period, will be excluded from the University;

7.5 for the courses listed below failure in more than one unit (or in a unit more than once), will result in exclusion from the course. Students who fail any unit, provided it is not concurrent with any other failure, shall receive a warning letter.

- Master of Applied Psychology (MAppPsych)
- Master of Business Administration (MBA)
- Master of Human Resource Management (MHRM)
- Master of Electronic Commerce (MEC)
- Master of Veterinary Studies (MVS)

7.6 a student whose progress is deemed by the Board of Examiners to be unsatisfactory in one progression period will be sent a written warning. The Board may also, at its discretion:

7.6.1 require the student to repeat specified units or to enrol in specified units, or otherwise attach conditions to the student’s enrolment;

7.6.2 where the requirements of the academic progress rules have not been met, exclude the student from the course and, unless the student is enrolled concurrently in approved Murdoch University postgraduate award, from the University.

8. The relevant School Committee may establish additional rules for satisfactory progress in a course. These Rules must be posted on the School website and published in the University Handbook. A student may be excluded from the course if having been advised of these additional progress requirements, has failed to meet them.

Appeals against exclusion

9. 9.1 A student excluded from enrolment, either in a particular course or the University as a whole, may apply to the Program Chair to resume enrolment. Any such application shall be submitted in writing to the relevant Division Office within ten working days of the date of the letter notifying the student of exclusion, and shall state the reasons why the student believes they will be successful if allowed continued enrolment. The Program Chair may reaffirm the exclusion or permit continued enrolment, and may attach conditions to the latter. If the exclusion is reaffirmed, the Program Chair shall provide the student with written reasons.

9.2 A student who is dissatisfied with the decision of the Program Chair may appeal to the Student Appeals Committee. Any such appeal shall be in accordance with University Statutes, regulations and policies.
Readmission of excluded students

10. Applications for readmission after a period of exclusion from the University are considered by the Director of the Prospective Students and Admissions Centre.
<table>
<thead>
<tr>
<th>Schedule 1 (Dictionary)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Column 1 (defined term)</strong></td>
<td><strong>Column 2 (meaning)</strong></td>
</tr>
<tr>
<td><em>Exclusion</em></td>
<td>A mandatory break in studies imposed by the University without the students place being reserved for them after the exclusion period.</td>
</tr>
<tr>
<td><em>Progression periods</em></td>
<td></td>
</tr>
<tr>
<td><strong>ProgS1</strong>  For Semester based courses with any teaching period with an end date within the period 1/1 – 30/6.</td>
<td></td>
</tr>
<tr>
<td><strong>ProgS2</strong>  For Semester based courses with any teaching period with an end date within the period 1/7 – 31/12.</td>
<td></td>
</tr>
<tr>
<td><strong>ProgT1</strong>  For non Semester based courses, including the teaching periods Trimester 1 and Summer.</td>
<td></td>
</tr>
<tr>
<td><strong>ProgT2</strong>  For non Semester based courses, including the teaching periods Trimester 2 and Winter.</td>
<td></td>
</tr>
<tr>
<td><strong>ProgT3</strong>  For non Semester based courses, including the teaching periods Trimester 3.</td>
<td></td>
</tr>
<tr>
<td><em>Standard teaching periods</em></td>
<td>Semester 1, Semester 2, Summer Term, Winter Term, Trimester 1, Trimester 2, Trimester 3, Straddle year (H) and Full Year (Y).</td>
</tr>
<tr>
<td><em>Suspension</em></td>
<td>A break in studies approved by the University upon request by the student.</td>
</tr>
</tbody>
</table>
## Academic Progress Rules for Bachelor, Diploma and Certificate Courses

### Proposed Amendment

<table>
<thead>
<tr>
<th>Date of Academic Council endorsement:</th>
<th>01/11/2006</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Council resolution number:</td>
<td>AC/133/2006</td>
</tr>
<tr>
<td>Date of Legislation Committee endorsement:</td>
<td>01/11/2006</td>
</tr>
<tr>
<td>Legislation Committee resolution number:</td>
<td>LC/01/2006</td>
</tr>
</tbody>
</table>

### Proposed amendment:

(all changes to be shown in mark-up)

1. **The academic progress of each Bachelor Degree student shall be reviewed at the end of each semester.**
2. To maintain satisfactory progress in any semester a student must pass units with a value of at least half the points in which he or she was enrolled in that semester. Withdrawals from two-semester units will be reviewed in the semester in which the withdrawal takes place.
3. Subject to the discretion of the Board of Examiners, students with unsatisfactory progress in one semester will be sent a written warning; students with unsatisfactory progress in two consecutive semesters of enrolment, having been formally warned in writing after the first such semester, will be excluded from the University.
4. For the purpose of these rules:
   - (i) the term ‘two consecutive semesters of enrolment’ is defined so as to include the last semester preceding a break in enrolment and the first semester after resumption of studies;
   - (ii) in calculating the total number of points for which a student was enrolled in a semester, withdrawals before the end of week 10 of a unit will be disregarded (for units with less than 12 teaching weeks, this period will be applied pro rata.)
   - (iii) the points for units begun in one semester and completed at the end of the following semester shall be included within the points total of the semester in which the unit is completed (or withdrawn from). In such units, withdrawals after the last day of the first semester of the unit but before the first day of the second semester of the unit shall be considered to have occurred during the first semester of the unit.
   - (iv) academic progress in all units in the first half of the year (including summer units) will be reviewed together at the end of the first semester, and progress in all units in the second half
of the year will be reviewed at the end of the second semester.

(v) where a course is offered on a trimester basis, all references in these Rules to semester shall mean a trimester.

Excluded Students not to complete Continuing Units

45. Students excluded from the University are not permitted to complete any continuing unit in which they were enrolled at the time of exclusion.

Early Withdrawal and Readmission

56. Students who by the end of the seventh week of second semester have withdrawn from all their units for that academic year and have no enrolment beyond week seven in either semester, must apply for readmission in order to study in the following year.

Maximum Period of Enrolment

62. A student enrolling in a three-year undergraduate ordinary degree course shall have a maximum period of ten years in which to complete a degree, including any periods of broken enrolment arising from exclusion, suspension of enrolment, non-enrolment or any other cause. The maximum period shall be adjusted pro rata for degree, diploma or certificate courses of shorter or longer duration than three years, or where a student is admitted to the University with advanced standing. For students undertaking the Bachelor of Commerce in Singapore in conjunction with the Singapore National Employers’ Federation, the maximum period shall be four years.

78. The progress of students who have reached or exceeded the maximum period of enrolment shall be reviewed by the relevant Program Chair, who may:

(i) require the student to complete the qualification by a given date, or be excluded from the University if this is not achieved;

(ii) require the student to satisfy current course requirements;

(iii) require the student to repeat specified units taken earlier;

(iv) require the student to take additional specified elective units; or

(v) exclude the student from further study at the University.

Progress Requirements for Major/Courses

82. A student who fails twice a required unit in his or her major/course may be excluded from that major/course. A student who fails a required unit for the first time shall normally be sent a written warning by the relevant Program Chair, advising the student of the requirement to repeat the unit and the consequences of a second failure.

910. The relevant School Committee may establish additional rules for satisfactory progress in a major/course. These Rules shall be posted on the School website and printed in the University Handbook. A student may be excluded from the major/course if the student, having been
A student who has been excluded from an undergraduate major/course must transfer to another major/course by the end of the third week of the semester following exclusion. An excluded student who is unable to transfer to another major/course will be required to withdraw from the University. (Note: there is normally no provision for Diploma and Certificate students to transfer between majors/courses).

A student who has been excluded from two or more majors/courses on separate occasions shall, unless the latter School Committee determines otherwise, be excluded from the University.

Appeals Against Exclusion

(a) A student excluded from enrolment, either in a particular major/course or the University as a whole, may apply to the Program Chair for continued enrolment. Any such application shall be submitted in writing to the Division Office within ten working days of the date of the letter notifying the student of exclusion, and shall state the reasons why the student believes he or she will be successful if allowed continued enrolment. The Program Chair may reaffirm the exclusion or permit continued enrolment, and may attach conditions to the latter. If the exclusion is reaffirmed, the Program Chair shall provide the student with written reasons.

(b) A student who is dissatisfied with the decision of the Program Chair may appeal to the Student Appeals Committee. Any such appeal shall be submitted in writing to the Office of Student Services within ten working days of the date of the letter notifying the decision of the Program Chair, and shall state the reasons why the student believes he or she will be successful if allowed continued enrolment.

(c) Prior to the meeting of the Committee, the appellant may have reasonable access to those written staff comments on her or his appeal which have been submitted to the Committee, and provide the Committee with a written response.

(d) The Committee may reaffirm the exclusion or permit continued enrolment, and may attach conditions to the latter. The student shall be advised in writing of the decision of the Committee and, if the appeal is unsuccessful, of the reason(s) for this. The Committee’s decision on the merits of the appeal shall be final.

(e) A student who is applying to the Program Chair or to the Committee shall attach a detailed medical certificate if the application is based on medical grounds. An application shall be rejected if the student indicates that he or she does not intend to study at this University in the next twelve months. Sympathetic consideration shall be given to applications where the student had good results in earlier semesters at this University, personal circumstances had hindered the student’s recent academic performance, and there is evidence that these difficulties have been resolved and will not continue to impede the student’s academic progress. Applications normally shall not be approved where a student has given reasons which
appear to be problems commonly encountered in everyday life.

Readmission of Excluded Students

1314. Applications for readmission after a period of exclusion from the University are considered by the Admissions Officer.

1415. Students readmitted after exclusion from the University are required to pass at least 50% of points enrolled in the first semester of results in order to remain enrolled.
Date of Academic Council endorsement: 01/11/2006

Academic Council resolution number: AC/133/2006

Date of Legislation Committee endorsement: 01/11/2006

Legislation Committee resolution number: LC/01/2006

Proposed amendment:

Bachelor Degree Regulations

The Degree

1. (1) The following bachelor degrees shall be offered by the University: Bachelor of Animal Science (BAnimSc), Bachelor of Applied Information Technology (BAppIT), Bachelor of Applied Science (BAppSc), Bachelor of Arts (BA), Bachelor of Asian Studies (BAsianSt), Bachelor of Asian Studies (Specialist) (BAsianSt) Bachelor of Business Informatics (BbusInformatics), Bachelor of Business Information Technology Studies (BBusITSt), Bachelor of Chiropractic (BChiro), Bachelor of Commerce (BCom), Bachelor of Economics (BEcon), Bachelor of Education (BEd), Bachelor of Education Studies (BEdSt), Bachelor of Engineering (BE), Bachelor of Engineering Science (BEngSc Bachelor of Environmental Science (BEnvSc), Bachelor of Environmental Management (BEnvMan), Bachelor of Extractive Metallurgy (BExtMet), Bachelor of Health Sciences (BHSc), Bachelor of International Business (BIB), Bachelor of Laws (LLB), Bachelor of Legal Studies (BLS) Bachelor of Marketing and the Media (BMM), Bachelor of MultiMedia (BMMedia), Bachelor of Nursing (BNurs), Bachelor of Nursing Conversion (BNursConv), Bachelor of Planning (BPlanning), Bachelor of Policy Studies (BPolSt), Bachelor of Psychology (BPsych), Bachelor of Science (BSc), Bachelor of Technology (BTech), Bachelor of Theology (BTheol), Bachelor of Tourism (BTour), Bachelor of Veterinary Medicine and Surgery (BVMS),

(2) In order to be awarded any ordinary or honours degree of bachelor, a student shall:

- complete the number of credit points required for that degree (subject to reduction as a result of any credit awarded under Regulation 3);
- complete the unit requirements stipulated for the major(s) in which the student is enrolled;
- satisfy the other requirements of these Regulations; and
- satisfy the requirements of all other relevant Statutes and Regulations of the University.
2. (1) To qualify for the ordinary degree of bachelor a student shall complete three academic years of study (72 points), except where Academic Council determines a different points value.

(2) One academic year of study shall constitute 24 credit points, except for the 32 point Bachelor of Nursing Conversion which shall combine 2 semesters and one summer teaching period in one year.

(3) To qualify for a degree (other than BD/BEd Post-initial/BLittComm/BVMS), a student shall complete studies comprising Part I, representing the first academic year, and Part II, representing the remainder of the ordinary degree. The BD shall comprise Part I, consisting of 12 Part I points, and Part II, representing the remainder of the ordinary degree. The BEd (Post-initial), BLittComm, BVMS and Bachelor of Nursing Conversion shall be comprised solely of Part II units.

(4) To qualify for an honours bachelor degree, a student shall complete one additional academic year of study (24 points), except that for the degrees of BBiot, BEd (Post-initial), BE, BEnvSc, BVMS and LLB the length of studies shall be the same as for the ordinary degree, and for the BD and BTheol an additional 12 points shall be required.

(5) Joint degrees shall be undertaken concurrently and awarded together, and may have some reduction in the total points required.

(6) Double degrees comprise two individually approved courses undertaken concurrently. Students must complete the requirements for each course and major. The degrees can be awarded together, or when each degree is completed.

(7) A second degree is an individually approved course undertaken after completion of a Murdoch degree. Students must complete the requirements for the course and major.

(8) A double major comprises two individually approved majors undertaken while a student is enrolled in a single course. The requirements of the course in which the student is enrolled and requirements of each major must be completed.

3. Students may be granted credit towards a degree on the basis of previous studies undertaken at a recognised university or other post-secondary institution or for tertiary-level studies obtained by other means, in accordance with rules approved by Academic Council.

4. (1) Notwithstanding the amount of credit which may be granted for studies completed elsewhere, a student shall complete at least 24 points of Murdoch University Part II units in order to be awarded an ordinary bachelor degree with a points value greater than 24, at least 18 such points for an honours bachelor degree, and at least 12 such points for a bachelor degree with a points value of 24. Units offered by other tertiary institutions which are taken while a student of this University cannot be
used to satisfy this requirement, except where these units are part of a shared honours arrangement with another university. For joint degrees, this minimum applies to each degree.

(2) Where the degree is jointly offered with one or more other universities, the minimum Murdoch University Part II points required is reduced to:

(a) collaborative awards with one other university - 50% of the total points for that degree;

(b) collaborative awards with two other universities - 33% of the total points for that degree;

(c) collaborative awards with three or more other universities - 25% of the total points for that degree.

5. A student shall not be enrolled concurrently for two or more Murdoch University degrees or diplomas (other than approved joint degrees or awards) without the approval of the Enrolments and Fees Officer. Any such approval shall be in accordance with guidelines approved by the President of Academic Council.

5A. (1) The Pro-Deputy Vice Chancellor (Strategy, Enterprise & International) has responsibility for ensuring that the University meets its admission targets within agreed tolerance limits, and for determining the minimum entry requirements (such as Tertiary Entrance Rank) for admission to each campus of the University. The Pro-Deputy Vice Chancellor (Strategy, Enterprise & International) has whatever authority is necessary to carry out these responsibilities.

(2) The Director of Prospective Students and Admissions shall decide on the admission of individual students and shall act in accordance with policy on admissions approved by Academic Council; decisions on restricted course quotas and targets; any operational policies and procedures approved by the Pro-Deputy Vice Chancellor (Strategy, Enterprise & International); and recommendations of the Executive Dean of the Division on selection into those majors for which Academic Council has approved additional selection criteria.

(3) The manager of admissions may delegate the authority conferred by this regulation, but that authority cannot be further delegated.

(3) If the PSAC Director forms a reasonable view that admission of an individual student into Murdoch University may be prejudicial to the interests of, or bring disrepute upon, the University and/or the student, subject to providing that applicant with the opportunity to respond to this view, admission into Murdoch University may be refused. Any decision to refuse to admit an applicant under this regulation shall be final and made by the Deputy Vice Chancellor (Academic). Any student refused entry under this clause has the right to appeal the decision.
6. A major is a set of units approved by Academic Council that prescribes up to 12 Part I points (unless Council has granted approval for more) and 24 or more Part II points. All bachelor degree courses include at least one major, except for General Arts, which comprises three minors instead. In these Regulations, all references to ‘major’ include General Arts. A course comprises the requirements of the major, plus the requirements of the degree.

6A. The academic responsibility for each major and for the students enrolled in it rests with the relevant School Committee, subject to the supervision of the Divisional Board. The Academic Council has overriding responsibility for all majors. The Academic Council shall determine the Division in which each major is located; the Executive Dean, after consultation with the Divisional Board, shall determine the School in which it is located.

7. In the case of a student enrolled in two majors located in different Divisions, the administrative responsibility for the student shall rest with the Board of the Division in which the first major of the student is based.

8. The introduction of a new major requires the approval of Academic Council, following a submission from the Board of the Division in which the major is to be based. The availability ofhonours within a course requires Council approval, following a submission from the Divisional Board.

9. The requirements of each major, and any alterations to them, require the approval of the Divisional Board, on the recommendation of the relevant School Committee. Academic Council may over-rule such a decision where, in its view, this is against the interests of the University overall.

10. To satisfy the requirements of the major for the ordinary degree, a student shall complete each of the unit requirements by obtaining a grade of Pass or higher or by being exempt from the unit in accordance with Regulation 3. A grade of Conceded Pass cannot be credited towards requirements of a major.

11. Students must fulfil those requirements of a major that were in force at the time they first enrolled in that major. Where a student has taken a break in studies of two or more semesters (other than a formal suspension), the requirements of the major that apply are those operating at the time of readmission. When there is a change in the requirements for a major, the students enrolled in the major shall not be subject to any additional requirements. However, they may elect to meet all the requirements of the new structure of the major, or may seek School Committee approval for other arrangements.
11A. (1) Subject to sub-regulations 11A(2) and (3), when a Division decides to discontinue a course, major, minor or unit, it will send written advice (“Advice”) to all students affected by the discontinuance of the course, major, minor or unit, as the case may be.

(2) The Division must send the Advice within one month of making the decision to discontinue the respective course, major, minor or unit. The Advice will inform affected students as to their options as a result of the discontinuance.

(3) The President of Academic Council may waive the requirement to issue an Advice in respect of any discontinuance of a course, major, minor or unit.

12. The requirements of a major may be varied by the School Committee in the case of an individual student, except that a change in the total points required for the major shall require the approval of the Divisional Board.

13. (1) A student may enrol in two or more majors at the same time, subject to admission being granted to any restricted major. However, Academic Council may prohibit enrolment in two or more majors that have a substantial overlap in content.

(2) In order to complete two majors, a student shall complete the full requirements of each. Where units can be counted towards the requirements of both majors, a student must complete at least 12 Part II points (core units plus specified elective units) from each major which are not counted towards the other.

14. The Academic Council may approve a joint degree, which combines two courses but may have a reduction in the total unit requirements of either or each course.

15. An undergraduate student enrolled in the University is entitled to transfer to any non-restricted major. Where a major has restricted entry, a student may apply for admission to that major in accordance with procedures approved by the Council.

16. (1) An undergraduate student may not enrol in a postgraduate level qualification at Murdoch University unless they are invited into a concurrent postgraduate coursework qualification.

(2) The Divisional Board shall determine the units to be offered by the Division, including their title, points value and enrolment option(s). The content, prerequisites, and teaching and assessment methods of each unit shall be as approved by the School Committee. All decisions relating to unit title, points value, enrolment option(s), content and pre-requisites for the following year shall be finalised by a deadline set by the President of Academic Council after consultation with the Executive Deans. Any changes after that date (other than those specified in the following sub-regulation) require the approval
of the President of Academic Council. Academic Council may over-rule any decision made by a Division on unit offerings where, in its view, this is against the interests of the University overall.

(23) The Executive Dean of the Division may cancel a unit offered by that Division, or cancel an enrolment option for such a unit. Any cancellation shall be in accordance with guidelines approved by Academic Council.

(34) The unit coordinator(s) of each unit shall be appointed by the Head of the School offering the unit, or, in the case of Foundation Units, by the Pro-Deputy Vice Chancellor (Academic) on the joint recommendation of the Executive Deans. Unit coordinators normally shall be members of the University’s full-time or fractional full-time academic staff. The proposed appointment of any other person as a unit coordinator shall be in accordance with guidelines approved by the Academic Council.

17. Students may apply to enrol for an Independent Study Contract for credit towards the degree. Contracts shall be based on individual study, and their content shall not otherwise be available as a unit. Each contract shall be approved by the Head of the School, who shall approve a supervisor and determine the title, content, points value, assessment requirements and enrolment option of the contract. The points value for a contract shall not exceed 4.5 points.

Minor

18. (1) A minor is a recognised set of related units with a total points value less than the corresponding major. A minor shall have a total points value of between 11 and 25 points, depending on the length of the corresponding major:

(a) a major leading to a degree of less than 96 points — the minor shall have a total points value of between 11 and 18 points (including at most 8 Part I points).

(b) a major leading to a degree of 96 or more points — the minor shall have a total points value of between 15 and 25 points (including at most 12 Part I points).

(2) The introduction of a minor requires the approval of Academic Council. The requirements of the minor shall be determined by the Divisional Board, in accordance with policy set by Academic Council. Completion of a minor shall be shown on the academic transcript of students, provided the student has enrolled in a minor before completion of the degree.

Part I Requirements

19. (1) In order to complete Part I, a student shall:

(a) pass a University Foundation Unit;
(b) pass the Part I required units of a major in which the student is enrolled; and

(c) complete a total of 24 points (which includes any credit the student may have been awarded for previous studies).

2. A student may choose any one of the units designated as University Foundation Units by Academic Council, except that a student enrolled at the Rockingham Campus must enrol in a University Foundation Unit offered at that campus or at the Peel Education and TAFE Campus (unless approval to do otherwise has been obtained from the Program Chair of the major in which the student is enrolled). A student shall not enrol in more than one University Foundation Unit.

3. Where a Part II student transfers to a major for which the Part I requirements have not been met, the student will remain in Part II but shall complete the Part I units required for that major unless these are waived by the School Committee.

4. For the BD degree, the points required to complete Part I shall be 12 points only.

20. Normally a degree includes 24 Part I points, but a student shall include no less than 18 and no more than 30 Part I points in the degree. For the BD degree, a student shall include no less than 12 and no more 15 Part I points. Bachelor of Nursing Conversion students are exempt from the requirement to undertake any Part I units. For a joint degree with a requirement to complete no less than 119 points, a student shall include no less than 18 and no more than 36 Part I points. Where a student has been awarded Part I credit for previous studies, the number of Part I points which can be taken in the degree shall be reduced by the amount of this credit.

21. A major shall not specify more than 12 points of required points in Part I, except by resolution of Academic Council.

22. A Part I student may not enrol in a Part II unit, unless

(a) the student has been credited with 18 points, including a University Foundation Unit; or

(b) the student is entering the fifth semester of continuous enrolment and has been credited with 12 points, including a University Foundation Unit and the Part I required units of a major in which the student is enrolled; or

(c) approval is granted by the Executive Officer of the Division in which the student’s major is located.

Part II Requirements

23. The total points for Part II of a 3-year degree is 48 points. In order to complete Part II, a student shall:
(a) complete the Part II unit requirements of a major in which the student is enrolled; and

(b) be credited with the total points required for the degree for which the student is enrolled.

24. The Part II unit requirements for any ordinary major shall be not less than 24 points.

Responsibility for Majors and Minors

25. Each major and minor shall be administered by the School Committee to which it is assigned by the Divisional Board. A joint degree approved under Regulation 14 may be the responsibility of one or more School Committees, as determined by Academic Council. The School Committee shall exercise the responsibilities specified in Division Regulation 15(i) and in other Regulations.

26. Rescinded

27. For each major a Program Chair shall be appointed by the Executive Dean of the Division, following a recommendation from the School Head and relevant School Committee or Sub-Committee. Such appointments shall be for a term normally of two years, which may be renewed. A Program Chair shall be a member of academic staff of the rank of Lecturer level B or above. The School Head can be a Program Chair.

28. The Program Chair shall be responsible for:

(a) recommendations to the Board of Examiners on award of degrees and academic progress;

(b) decisions on approval of enrolments and cross-institutional-enrolments; deferred admission; crediting of units from other institutions towards the requirements of the major; unit exemptions; suspension of enrolment;

(c) finalising unit results for units offered by staff of the major, where the final date for submission of results has passed and the unit co-ordinator is not available;

(d) oversight of any minors administered by the parent major.

(e) matters delegated to the Program Chair by the Executive Dean, School Head, or Board of the Division.

29. Rescinded

30. Rescinded

31. Rescinded

Enrolment in Units

32. It is the student’s responsibility to enrol in accordance with these
Regulations, the requirements of the major and such deadlines as may be approved by the President of Academic Council. The enrolment of students in units is subject to the approval of the Program Chair of the major in which the student is enrolled (or of a person delegated by the Chair), and to the requirements of these Regulations.

33. A student enrolling in a unit shall have passed any unit prerequisite(s) specified for it by the relevant Executive Dean and published in the University Handbook, or have passed a unit equivalent to the prerequisite at another educational institution or been exempted under Regulation 3 from the unit which is the prerequisite. If the unit has a co-requisite, the student shall be enrolled in that unit at the same time, unless the student has passed that unit previously, passed an equivalent unit at another educational institution or been exempted under Regulation 3 from the unit which is the co-requisite. The Program Chair of the major offering the unit may, with the agreement of the Unit Coordinator, waive a prerequisite or co-requisite in the case of an individual student.

34. A student shall enrol in a Foundation Unit in the first semester of Part I enrolment in which such a unit is available, unless:

(a) the student has been exempted from the requirement to take a Foundation Unit, or

(b) permission to delay taking the unit until later in Part I has been granted by the Executive Officer of the Division in which the student’s major is based.

34A. (1) A student shall not enrol in more than 12 points externally in a year, without the approval of the Program Chair of the student’s first major. Where an external unit is being taken in an enrolment option which spans two years, its points value shall be divided equally between the two years when determining the points load.

(2) A student enrolled in an external unit which is available in both the one and two semester options, may change between those options before the end of March (if the unit commences in semester 1) or the end of August (if the unit commences in semester 2).

34B. Enrolment in Workplace Learning units must be in accordance with policy approved by Academic Council.

35. (1) The Academic Council may determine that students are excluded from a unit where the content has significant overlap with the content of another unit which the students have passed or in which they are enrolled, where they have passed or been exempted from a higher level unit in a sequence of units, or where they have previous knowledge of the language being taught in a particular unit.

(2) Students may be exempted from units on the basis of previous studies elsewhere, in accordance with rules approved by Academic Council. Students exempt from a unit are also
excluded from enrolling in it.

(3) A student shall not enrol in more than one University Foundation Unit.

(4) A student shall not enrol in a unit that is offered solely as an honours unit, unless the student is enrolled in an honours program of study.

(5) A student undertaking a practical placement in a school whose continued attendance at the school is deemed by the Dean of the School of Education to be detrimental to the welfare of the school or its pupils, shall be removed from that school forthwith and be given a fail grade in the unit.

36. A student shall not enrol in more than 14 points in a semester without the approval of the Program Chair of the major in which the student is enrolled. If the approved structure of that major requires such enrolment, this approval is not required.

37. (1) A student who has failed a unit may enrol in it for a second time, unless the Executive Dean of the Division in which the student is enrolled directs otherwise.

(2) A student who has failed a unit twice shall not enrol in it for a third time without the prior approval of the Program Chair of the major offering the unit. Approval shall be granted only in special circumstances. In considering such cases, the Program Chair shall seek the advice of the Unit Co-ordinator.

(3) A student who has failed a unit three times shall not be permitted to enrol in it again, unless special approval is granted by the President of Academic Council.

(4) Where enrolments in two units are not permitted because of overlapping content, the two units shall be regarded as one unit in determining the number of times a student can enrol in them for the purposes of (1) and (2) above.

(5) A student who has passed a unit shall not enrol in it again, unless:

(a) the student has a Conceded Pass in that unit and is attempting to obtain a higher grade;

(b) the unit is designated by Academic Council as a special topics unit, and the topic in which the student enrols is different from that passed previously;

(c) the unit is a school experience unit offered by the School of Education;

(d) the student has the approval of the Executive Officer of the Division in which the student is enrolled.

(6) A student may not be credited more than once with points for
the same unit, except where the student has enrolled in accordance with (b), (c) or (d) of the preceding sub-Regulation.

(7) A student who twice fails and/or withdraws after the unit census date from a unit with a substantial workplace experience component or practical placement unit shall not enrol in further units in workplace learning or practical placement unless approval has been granted by the Head of that School.

38. (1) A student may apply to enrol in an internal unit up to the end of the second week of the unit. The application may be refused if the Unit Co-ordinator believes the enrolment will disrupt teaching in the unit, otherwise disadvantage students already enrolled in it, or might be academically disadvantageous to the student.

(2) A student may enrol in an external unit up to three weeks before the start of first semester, or two weeks before the start of second semester. Enrolment after then shall not be permitted, unless approval has been given by the Director of the Office of Student Services.

(3) Enrolment in a unit, and change between an internal and an external enrolment option in a unit, shall not be permitted after the second week of the unit unless approval has been given by the Executive Officer of the Division in which the student’s major is based.

38A. The President and Education Vice President of the Guild of Students, during their term of office, are enrolled students even if not enrolled in units.

38B. Enrolment intermission must be applied for when students require a break in studies of one year or more. Students may apply for intermission due to serious illness or other exceptional personal circumstances which might prohibit them from continuing their enrolment. This may include but is not limited to, personal/family reasons, employment, sporting, cultural, legal or military duties.

Enrolment intermission requires the approval of the Fees and Enrolments Officer in the Office of Central Student Administration.

39. (1) A student may withdraw from a unit before the end of week 10, by submission of the appropriate University form or otherwise in writing to the Divisional Office or the Office of Student Services.

(2) Unit withdrawals shall be recorded on the student’s academic transcript as follows:

   (a) withdrawals before the census date—no record of the enrolment shall appear;

   (b) after the census date but before the end of week 10 of the semester in which the unit is to be completed—withdrawal recorded.
(3) Census dates shall be no earlier than 20% of the way through the period during which the unit is taken, including the assessment and examination periods. Census dates for the year will be approved by the Enrolments and Fees Officer and published on the University website.

(4) The Enrolments and Fees Officer may approve a retrospective withdrawal with respect to any individual unit enrolment. Any such approval shall be in accordance with policy approved by Academic Council.

Assessment

40. All students in a unit shall be provided with a written statement of the assessment requirements, including assessment methods and weighting, by no later than the end of the first week of the unit.

41. The Unit Co-ordinator of each unit will lodge assessment results for students by the deadline set by the manager with responsibility for central student administration. Staff teaching in the unit will provide student results to the Unit Co-ordinator in sufficient time for him or her to meet that deadline. The Unit Co-ordinator will at the same time lodge in the appropriate Divisional Office details of the marks or grade obtained by each student in each assessable component of the unit, and of the weighting attached to each component.

42. (1) Assessment results in all units shall be reported according to the following system of letter grades:

*final grades*

- HD: high distinction
- D: distinction
- C: credit
- P: pass
- UP: ungraded pass
- N: fail
- DNS: fail, did not submit: (did not participate in any assessments after HECS census date)

*interim grades*

- G: good standing
- NA: not available
- Q: deferred assessment
- S: supplementary assessment

(2) (a) A result of ungraded pass shall be reported only where:

(i) the School Committee has determined that the unit shall be assessed on this basis; or

(ii) the unit is offered by another institution and
the student has enrolled in it for credit towards the Murdoch University degree (“cross enrolment”).

(b) However, where a unit offered by another institution (i) is required by the major or listed as part of it, and (ii) the grading system is the same as that of Murdoch University, an ungraded pass shall not be recorded. Instead the grade awarded by the other institution shall be recorded as the Murdoch University grade.

(c) Where an ungraded pass is reported for a cross enrolment, the academic transcript shall also record the name of that institution and the result awarded by it.

(3) A result of good standing shall be reported only at the end of the academic period where all results in that enrolment option of the unit are not due to be completed until the end of a semester or trimester of the following year.

(4) A result of not available shall be reported only where a delay is caused by the unavoidable absence of the Unit Co-ordinator, where an examination script has yet to be received by the University, where the Executive Dean has approved assessment in that unit taking place after the academic period for that unit, or where the repeat of practical work or placement cannot reasonably be arranged within that academic period.

(5) A result of deferred assessment shall be reported only where deferred assessment has been approved in accordance with Regulation 46.

(6) Deliberately blank.

(7) Where a result of S, Q or NA has been reported, the Unit Co-ordinator shall report a final grade no later than six weeks after the end of the assessment period (eight weeks for second semester units). For units having a substantial project, practical or placement component which makes the arrangement of additional work required impractical within this time frame, the deadline shall be extended to the end of the semester or trimester (whichever applies to that unit) immediately following the unit assessment period.

43. (1) Students sitting for examinations must act in accordance with the Examination Rules approved by Academic Council on the recommendation of the Pro-Deputy Vice Chancellor (Academic).

(2) Students may inspect their marked examination scripts and discuss the marking with the Unit Co-ordinator or nominee within fourteen days of the posting of results. Unit Co-ordinators may require reasonable notice or set aside specified times when the scripts will be available for inspection and discussion. Unit Co-ordinators will retain examination scripts
until the end of the following semester.
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<td>Academic Progress Rules for Coursework Masters Degrees</td>
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### Bachelor Degree Regulations

#### Proposed Amendment

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## Certificate Regulations

**PROPOSED AMENDMENT**

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<tr>
<td>1. (c) Graduate Certificates in: Applied Economics (GradCertAppEcon), Applied Language Education (LOTE) (GradCertAppLangEd), Applied Sociology (GradCertAppSoc), Applied Statistics (GradCertAppStats), Asian Languages (GradCertAsLang), Australian Migration Law and Practice (GradCertAusMigLaw), Counselling (GradCertCounsel), Creative Arts (GradCertCA), Dispute Resolution (GradCertDispRes), Drama Teaching (GradCertDramaTeach), Early Childhood Education (GradCertEarlyChildEd), Education Studies (GradCertEdSt), Ecologically Sustainable Development (GradCertEcolSustDev), Economics (GradCertEcon), Ethics (GradCertEthics), Health, Safety and the Environment (GradCertHSE), Human Resource Management (GradCertHRM), Industrial Property (GradCertIndProp), Law (GradCertLaw), Legal Studies (Court Administration) (GradCertLegSt), Mathematics Teaching (GradCertMathTeach), Organisational Human Resources and Safety (GradCertOHRs), Pharmacy Entry (GradCertPharmEnt), Philosophy (GradCertPhil), Physics (GradCertPhys), Policy Studies (GradCertPolSt), Professional Writing (GradCertProfWrite), Radio Journalism (GradCertRadioJour), Religion (GradCertRel), Road Safety Studies (GradCertRSS), Security, Terrorism and Counterterrorism Studies (GradCertSecurTerr), Special Needs Education (GradCertSpecNeedsEd), Tertiary and Adult Education (GradCertTerAdEd), <strong>Graduate Certificate in Transport Studies (GradCertTransSt)</strong></td>
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<td>(d) Postgraduate Certificates in: Agricultural Biotechnology (PGCertAgrBiotech), Asian Sustainable Development (PgCertAsSDev), Applied Molecular Biology Techniques (PgCertAppMolBiol), Aviation Management (PgCertAvnMan), Business Administration (PgCertBusAdmin), City Policy (PgCertCityPol), Community Development (PgCertCommDev), <strong>Criminal Investigations (Commercial Crime) (PgCertCrimInv)</strong>, Ecological Public Health (PgCertEcolPubHlth), Ecologically Sustainable Development (PgCertEcolSustDev), Electronic Business (PgCertEB), Energy Policy (PgCertEnPol), Energy Studies (PgCertEnSt), Environmental Impact Assessment</td>
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(PgCertEIA), Environmental Management (PgCertEnvMan), Forensic Science (Courtroom Practice) (PgCertForSc), Human Resource Management (PgCertHRM), Inclusive Education (PgCertIncEd), Information Technology (PgCertIT), Journalism (PGCertJour), Knowledge Management (PgCertKnowlMngt), Media Production (PGCertMedProd), Neuromusculoskeletal Rehabilitation (PgCertNeurRehab), Policy Studies (PgCertPolSt), Public Policy (PgCertPubPol), Public Relations (PGCertPR), Psychology Teaching (PgCertPsychTeach), Science and Technology Policy (PgCertSTP), Telecommunications Management (PgCertTelMan), Veterinary Conservation Medicine (PgCertVetConsMed).
### Diploma Regulations

**Proposed Amendment**

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<th>Date of Academic Council endorsement:</th>
<th>01/11//2006</th>
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<td>Proposed amendment: (all changes to be shown in mark-up)</td>
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1. (1)(b) Graduate Diplomas in: Accounting (GradDipAcc), Applicable Mathematics (GradDipAppMath), Applied Economics (GradDipAppEcon), Applied Language Education (LOTE) (GradDipAppLangEd), Applied Statistics (GradDipAppStats), Arts (GradDipA), Asian Language Education (GradDipAsianLangEd), Asian Studies (GradDipAsianSt), Business Information Technology (GradDipBusIT), Computer Studies (GradDipCompSt), Counselling (GradDipCounsel), Creative Arts (GradDipCA), Development Studies (GradDipDevSt), Education (GradDipEd), Education Studies (GradDipEdSt), Environmental Science (GradDipEnvSc), Extractive Metallurgy (GradDipExtMet), Forensic Science (Courtroom Practice) (PgDipForSc), Health, Safety and the Environment (GradDipHSE), Human Resource Management (GradDipHRM), Information Systems (GradDipInfoSys), Journalism (GradDipJour), Knowledge Management (GradDipKnowlMngt), Mathematics and Statistics (GradDipMathsStats), Media Management (GradDipMedMan), Media Production (GradDipMedProd), Mineral Science (GradDipMinSc), Nanoscience (GradDipNano), Pharmaceutical Health Sciences (GradDipPharmHSc), Pharmacy Entry (GradDipPharmEnt), Physics (GradDipPhys), Road Safety Studies (GradDipRSS), Science (GradDipSc), Social Science (GradDipSocSc), Theological Studies (GradDipTheolSt), Tourism (GradDipTour), Graduate Diploma in Transport Studies (GradDipTransSt), Women’s Studies (GradDipWomSt),

(1)(c) Postgraduate Diplomas in: Advanced Mental Health Nursing (specialisation), Agricultural Biotechnology (PGDipAgrBiotech), Applied Molecular Biology Techniques (PGDipAppMolBiol), Arts (PGDipA), Asian Studies (PGDipAsianSt), Asian Sustainable Development (PGDipAsSDev), Business Administration (PGDipBusAdmin), City Policy (PGDipCityPol), Community Development (PGDipCommDev), Consultancy Psychology (PGDipConsultPsych), Development Studies (PGDipDevSt), Ecological Public Health (PGDipEcolPubHlth), Ecologically Sustainable Development (PGDipESDev), Education (PGDipEd),
Educational Computing (PgDipEdComp), Electronic Business (PgDipEB), Energy and the Environment (PgDipEnEnv), Energy Studies (PgDipEnSt), Environmental Forensics (PgDipEnvFor), Environmental Impact Assessment (PgDipEnvImpAss), Environmental Management (PgDipEnvMan), Extractive Metallurgy (PgDipExtMet), Games Technology (PgDipGamesTech), Human Resource Management (PgDipHRM), Information Technology (PgDipIT), Internetworking and Security (PgDipIntwkSecur), Journalism (PGDipJour) Knowledge Management (PgDipKnowlMngt), Media Production (PGDipMedProd) Mental Health Nursing (PgDipMHNurs), Neuromusculoskeletal Rehabilitation (PgDipNeurRehab), Physics (PgDipPhys), Policy Studies (PgDipPolSt), Professional Experience (fieldname) (PgDipProfExp[fieldname]), Psychology (PgDipPsych), Public History (PgDipPubHist), Public Management (PgDipPubMan), Public Policy (PgDipPubPol), Public Relations (PGDipPR) School Management (PgDipSchMangt), Science (PgDipSc), Science and Technology Policy (PgDipScTechPol), Social Research and Evaluation (PgDipSocResEval), Social Science (PgDipSocSc), Sports Chiropractic (PgDipSportsChiro), Telecommunications Management (PgDipTelMan).