1. **DECLARATIONS OF INTEREST (SENATE STANDING ORDERS CLAUSE 4.2)**

   Nil.

2. **CONFIRMATION OF MINUTES**

   Not applicable.

3. **AMENDMENT OF REGULATIONS**

   On 01/11/2006 Academic Council passed several resolutions related to the Postgraduate and Professional Education (PPE) Project. As part of that project, Regulations and Progress Rules were reviewed to bring them up to date and to make them specific to postgraduate coursework students. Please note that amendments in the attached documents and as outlined below for the BDRs and Bachelor Degree Progress Rules were not fully reviewed as part of this project. However it was resolved by Council that the BDRs be reviewed fully in the future.

   The Legislation Committee considered the following recommendations:

   3.1 Approve the attached, newly drafted Postgraduate Coursework Regulations which will replace the:

   (i) Master by Coursework Degree Regulations;

   (ii) Diploma Regulations;

   (iii) Certificate Regulations;

   3.2 Approve the attached, newly drafted Academic Progress Rules for Postgraduate Coursework.

   3.3 Approve the attached revised Academic Progress Rules for Bachelor Degrees;

   3.4 Approve the attached revised Bachelor Degree Regulation amendments;

   3.5 To rescind the Academic Progress Rules for Coursework Masters Degrees
4. **AMENDMENT OF REGULATIONS**

At its meeting on 01/11/2006 Academic Council recommended amendments to the following regulations (marks ups in attachments).

The Legislation Committee considered the following recommendations:

4.1 Bachelor Degree Regulation 1.(1) (amendments attached)
4.2 Certificate Regulation 1.(1) (c) and 1(d) (amendments attached)
4.3 Diploma Regulation 1.(1)(c) and 1(b) (amendments attached)

5. **AMENDMENT TO STATUTE 17 - GUILD OF STUDENTS**

On 01/11/2006 the Guild of Students proposed the attached amendments to Statue 17-Guild of Students. These amendments were passed by absolute majority.

The Legislation Committee considered the following recommendations:

5.1 Statute 17-Guild of Students (amendments attached)

**Resolved:**

To recommend to Senate that it 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)

(ix) Statute 17-Guild of Students (amendments attached)
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
24. 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.

25. The Program Chair shall be responsible for:

25.1 recommendations to the Board of Examiners on academic progress and award of qualifications;

25.2 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:

25.2.1 decisions on admission of students;

25.3 in consultation with the Accreditations Officer:

25.3.1 crediting of units from other institutions towards the course requirements; and

25.3.2 unit exemptions.

25.4 approval of variations to individual student enrolments and cross-institutional-enrolments;

25.5 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;

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

Admission

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

26.1 CUE may approve additional admission requirements and selection criteria for any course.

26.2 The PSAC Director has responsibility and authority for ensuring that the University meets its admission targets within agreed tolerance limits.

26.3 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:

26.3.1 decisions on quotas, targets and any operational policies and procedures approved by the Deputy Vice Chancellor (Enterprise and International);

26.3.2 any additional selection criteria approved by Academic Council for a particular postgraduate coursework qualification; and

26.3.3 recommendation by the appropriate Executive Dean on the selection of each course.

26.4 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>Amendment</td>
<td>A change to improve or edit a Course, or Unit offered by Murdoch University.</td>
</tr>
<tr>
<td>Assessment</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>Course</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>Course structure</td>
<td>The academic requirements of a course.</td>
</tr>
<tr>
<td>Credit</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>Discontinued</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>External</td>
<td>Units designed for students to study on their own without the requirement for on campus attendance.</td>
</tr>
<tr>
<td>Intermediate award</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>Internal</td>
<td>Units which require at least some on campus attendance.</td>
</tr>
<tr>
<td>Postgraduate coursework qualification</td>
<td>This includes the Masters by coursework, Postgraduate Certificate and Postgraduate Diplomas.</td>
</tr>
<tr>
<td>Progression periods</td>
<td><strong>ProgS1</strong>&lt;br&gt;For Semester based courses with any teaching period with an end date within the period 1/1 – 30/6.&lt;br&gt;<strong>ProgS2</strong>&lt;br&gt;For Semester based courses with any teaching period with an end date within the period 1/7 – 31/12.</td>
</tr>
</tbody>
</table>
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 (PgDipEnMan)
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.
   2.2.2 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;
3.2 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;

3.3 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.

3.4 students excluded from the University are not permitted to complete any continuing unit in which they were enrolled at the time of exclusion;

3.5 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.

4. 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

5. 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:

- Master of Business Administration: 4 years
- Master of Electronic Commerce: 4 years
- Master of International Business: 4 years
- Master of Natural Systems Engineering: 5 years
- Master of Transport Studies: 5 years
- Master of Pharmacy: 6 years

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

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

6.2 require the student to satisfy current course requirements;

6.3 require the student to repeat specified units taken earlier;

6.4 require the student to take additional specified elective units; or

6.5 exclude the student from further study at the University.

Progress requirements

7. At the end of each progression period:

7.1 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.
Schedule 1 (Dictionary)

<table>
<thead>
<tr>
<th>Column 1 (defined term)</th>
<th>Column 2 (meaning)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exclusion</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><strong>Progression periods</strong></td>
<td></td>
</tr>
<tr>
<td>ProgS1</td>
<td>For Semester based courses with any teaching period with an end date within the period 1/1 – 30/6.</td>
</tr>
<tr>
<td>ProgS2</td>
<td>For Semester based courses with any teaching period with an end date within the period 1/7 – 31/12.</td>
</tr>
<tr>
<td>ProgT1</td>
<td>For non Semester based courses, including the teaching periods Trimester 1 and Summer.</td>
</tr>
<tr>
<td>ProgT2</td>
<td>For non Semester based courses, including the teaching periods Trimester 2 and Winter.</td>
</tr>
<tr>
<td>ProgT3</td>
<td>For non Semester based courses, including the teaching periods Trimester 3.</td>
</tr>
<tr>
<td><strong>Standard teaching periods</strong></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><strong>Suspension</strong></td>
<td>A break in studies approved by the University upon request by the student.</td>
</tr>
</tbody>
</table>