ACADEMIC PROGRESS RULES FOR BACHELOR, DIPLOMA AND CERTIFICATE COURSES
PROPOSED AMENDMENT

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

Academic Progress Rules for Bachelor, Diploma and Certificate Courses

Degrees

University Academic Progress Requirements

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of the following semester shall be included within the points total of the semester in which the unit is completed (or withdrawn from).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

67. 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.

79. 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

89. 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
advised of these progress requirements, has failed to meet them.

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.
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 (B Nurs), Bachelor of Nursing Conversion (BNursConv), Bachelor of Planning (BPlanning), Bachelor of Policy Studies (BP o lSt), Bachelor of Psychology (BPsych), Bachelor of Science (BSc), Bachelor of Technology (B Tech), Bachelor of Theology (BTheol), Bachelor of Tourism (B Tour), 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.
(4) The manager of admissions may delegate the authority conferred by this regulation, but that authority cannot be further delegated.

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 of honours 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 Council.
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-prerequisite, 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-prerequisite. The Program Chair of the major offering the unit may, with the agreement of the Unit Coordinator, waive a prerequisite or co-prerequisite 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 that 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.
| **Proposed amendment:**
| Academic Progress Rules for Coursework Masters Degrees
| Rescind all sections 1 - 11 |
### Bachelor Degree Regulations

#### Proposed Amendment

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**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 (B Econ), 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 (BP psych), Bachelor of Science (BSc), Bachelor of Technology (BTech), Bachelor of Theology (BTheol), Bachelor of Tourism (BTour), Bachelor of Veterinary Medicine and Surgery (BVMS).
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<td>Certificate Regulations</td>
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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), Graduate Certificate in Transport Studies (GradCertTransSt).

(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), Criminal Investigations (Commercial Crime) (PGCertCrimInv), Ecological Public Health (PGCertEcolPubHlth), Ecologically Sustainable Development (PGCertEcolSustDev), Electronic Business (PGCertEB), Energy Policy (PGCertEnPol), Energy Studies (PGCertEnSt), Environmental Impact Assessment...
(PgCertElA), 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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<td>Proposed amendment: (all changes to be shown in mark-up)</td>
<td>Diploma Regulations</td>
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</table>

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 (GradDipPharmEntr), 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 (PgDipEnv), 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).
STATUTE 17 – GUILD OF STUDENTS
PROPOSED AMENDMENT

Date of Guild of Students endorsement: 2/5/2006

Guild of Students resolution number: 2/5/2006

Date of Legislation Committee endorsement: 2/5/2006

Legislation Committee resolution number: LC/2/5/2006

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

Diploma Regulations

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 Secretariat 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
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 then 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 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 Student 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 Student Executive and shall be confirmed if it is passed by an Absolute Majority. If the Student 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 Student Executive to a Referendum, to be held not later than 21 teaching days after such meeting of the Student 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 SecretariatStudent Executive** 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.
(3) 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 Member of the Secretariat. Elections to the Student Executive shall be conducted in accordance with Guild Election Regulations.

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

(5) 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.

(6) 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.

(7) The Secretariat shall cause accurate minutes to be made of all General Meetings and forums of the Guild and meetings of the Student Executive–Secretariat, and the result of every election and Referendum. All duly confirmed minutes shall be deemed correct until the contrary is proved.

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

(9) 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.

(10) 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.

(11) 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.