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

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

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

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>
</tbody>
</table>

**Progression periods**

<table>
<thead>
<tr>
<th>ProgS1</th>
<th>For Semester based courses with any teaching period with an end date within the period 1/1 – 30/6.</th>
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</thead>
<tbody>
<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>
</tbody>
</table>

**Standard teaching periods**

- 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.