**Bachelor Degree Regulations**

<table>
<thead>
<tr>
<th>Date of Academic Council endorsement:</th>
<th>01/11/2006</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Council resolution number:</td>
<td>AC/133/2006</td>
</tr>
<tr>
<td>Date of Legislation Committee endorsement:</td>
<td>/11/2006</td>
</tr>
<tr>
<td>Legislation Committee resolution number:</td>
<td>LC/11/2006</td>
</tr>
<tr>
<td>Proposed amendment: (all changes to be shown in mark-up)</td>
<td>Bachelor Degree Regulations</td>
</tr>
</tbody>
</table>

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 (BBusITSSt), Bachelor of Chiropractic (BChiro), Bachelor of Commerce (BCom), Bachelor of Economics (BEcon), Bachelor of Education (BEd), Bachelor of Education Studies (BEdSt), Bachelor of Engineering (BE), Bachelor of Engineering Science (BEngSc Bachelor of Environmental Science (BEnvSc), Bachelor of Environmental Management (BEnvMan), Bachelor of Extractive Metallurgy (BExtMet), Bachelor of Health Sciences (BHSc), Bachelor of International Business (BIB), Bachelor of Laws (LLB), Bachelor of Legal Studies (BLS) Bachelor of Marketing and the Media (BMM), Bachelor of MultiMedia (BMMedia), Bachelor of Nursing (BNurs), Bachelor of Nursing Conversion (BNursConv), Bachelor of Planning (BPlanning), Bachelor of Policy Studies (BPolSt), Bachelor of Psychology (BPsych), Bachelor of Science (BSc), Bachelor of Technology (BTech), Bachelor of Theology (BTtheol), Bachelor of Tourism (BTour), Bachelor of Veterinary Medicine and Surgery (BVMS).

2. (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.
Majors

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 President of Academic Council. Academic Council may over-rule any decision made by a Division on unit offerings where, in its view, this is against the interests of the University overall.

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

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

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

Minor

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

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

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

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

Part I Requirements

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

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

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

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

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

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

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

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

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

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

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

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

Part II Requirements

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

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

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

Responsibility for Majors and Minors

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

26. Rescinded

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

28. The Program Chair shall be responsible for:

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

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

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

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

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

29. Rescinded

30. Rescinded

31. Rescinded

Enrolment in Units

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Assessment

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

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

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

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

- **interim grades**
  - G good standing
  - NA not available
  - Q deferred assessment
  - S supplementary assessment

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

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

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

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

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

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

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

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

(6) Deliberately blank.

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

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

(2) Students may inspect their marked examination scripts and discuss the marking with the Unit Co-ordinator or nominee within fourteen days of the posting of results. Unit Co-ordinators may require reasonable notice or set aside specified times when the scripts will be available for inspection and discussion. Unit Co-ordinators will retain examination scripts
until the end of the following semester.