



# **John Paul II Institute**

for Marriage and Family, Melbourne

## **Academic Regulations as at 8 June 2011**

**Original review**

**External Review: Prof Peter Carpenter, Education Consultant  
1<sup>st</sup> May 2008**

**Prof John Ozolins, Head of Philosophy,  
Australian Catholic University  
12<sup>th</sup> May 2008**

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**Noted by the Council 3 December 2013**

## PREAMBLE

The following regulations relate to all award programmes or courses within award programmes in the Institute. Other regulations are specific to individual programmes and should be read in conjunction with these regulations.

### 1. DEFINITIONS

Unless context indicates otherwise, the following words and expressions have the following meanings in this document:

**Academic Executive:** The Academic Executive comprises the Director, the Dean and the Associate Dean and any other faculty members appointed to it from time to time by the Director.

**Assignment:** Any written, oral, online or other assessment task required in a subject, and defined as an assignment or assessment task in the Subject Outline.

**Audit:** Where a student is permitted to attend a subject on payment of the prescribed fee but does not complete assessment requirements.

**Australian Qualifications Framework (AQF):** The Commonwealth government, through the Ministerial Council on Education, Employment, Training and Youth Affairs, has established the AQF as the framework for recognition and endorsement of qualifications and to give effect to agreed standards in relation to the provision of formal education in Australia.

**Census date:** a date within each study period specified within the academic calendar, on which a student's enrolment in a subject of study is deemed final for that study period.

**Collusion:** occurs where a student works with others, without permission, or beyond the scope of permission granted, intending to produce work that is then presented by individual students, himself or herself included, as their separate assignments and/or where the work is almost identical or mostly the work of one of them. Collusion can be a form of plagiarism.

**Core,** in relation to units or other course requirements: requirements that are compulsory for course completion.

**Co-requisite:** a requirement that must be met by enrolling in an associated subject in order to be able to enrol in the stipulated subject.

**Course:** study leading to an accredited higher education award of the Institute.

**Credit points:** numerical values attached to each subject or component of a programme; each subject has a value of three credits or a multiple thereof.

**Cross-institutional:** relates to a student undertaking study at one institution as part of the course of study for an award of another institution, where both institutions formally recognise the study for purposes of credit.

**Course Co-ordinator:** The Course Coordinator is appointed by and responsible to the Dean for the management of a particular course.

**Director, Dean, Associate Dean, Registrar:** the person appointed to that role in the Institute for the time being or, in the absence of that person, such other person as is appointed by the Director or the Council to fulfil that role.

**Elective,** in relation to subjects or other requirements: requirements that may be met by selection from nominated options.

**Enrolment on a non-award basis:** the student has approval to undertake an individual subject or subjects offered within a program, even though the student has not been admitted to that program.

**Examination:** An examination defined as such in the Subject Outline. An examination may be conducted within the formal examination period or at some other time during the relevant study period.

**Exclusion:** prohibition from participating in any subject or program or any Institute activity or entering any site at which the Institute conducts its activities; "exclude" has a corresponding meaning.

**Exit point:** Some courses are structured in such a way that a student can exit with a lesser qualification after completion of part of the total course requirements. Typical examples are coursework masters' degrees, which may provide exit points at Graduate Diploma (normally 24 credit points in prescribed subjects completed).

**Fee:** any tuition fee, late fee or other charge or fine for which the student is liable.

**Full-time:** enrolled for 75% or more of a standard full-time workload for that year of the program.

**Grade Point Average:** the average of grades of result obtained by the student, weighted by the credit point value of each subject.

**Graduate:** a course for which prior completion of an undergraduate degree is the normal entry requirement.

**Higher degree by research:** a course in which the thesis or dissertation component constitutes no less than two-thirds of the degree requirements.

**Incompatible in relation to subjects:** subjects the content of which is such that credit can be allowed for only one of them.

**Institute** The John Paul II Institute for Marriage and Family, Melbourne, Australia.

**Member of the Institute:** any student or member of staff of the Institute or member of the Council or any of its Committees

**Non-standard study period:** a period of study outside the formal semester 1 and semester 2 study periods.

**Plagiarism:** occurs when a student intentionally presents as his/her own work the thoughts, ideas, findings or work which he/she knows to be the work of another person or persons, without acknowledgement, of the kind commonly required in academic practice, of the source.

**Prerequisite:** a requirement that must be met by a student before enrolment in the stipulated

subject.

**Program:** includes any accredited higher education course and/or any non-award course of this Institute.

**Recycling:** means the submission for assessment of one's own work, or of work which is substantially the same, where –

- (a) the work is being submitted, or has previously been counted towards the completion of another subject of study undertaken for credit towards any qualification; and
- (b) the Subject Coordinator has not granted prior written consent for the student to reuse the work.

**Subject Co-ordinator:** A subject coordinator is appointed by the Dean to prepare a subject outline, arrange the lecturers and manage the assessment and all other activities related to the teaching, assessment and revision of a subject.

**Show cause:** relates to a student being asked by the Institute why their enrolment in a program should not be terminated.

**Standard study period:** semester 1 & semester 2.

**Student:** a person who is enrolled at the Institute as a candidate for any program or to pursue any subject of study or research offered at or by the Institute. It includes a student of another university or other higher education provider who is granted temporary or ongoing rights of access to a campus or site of the Institute for study purposes. It does not include a person who:

- (a) has qualified for the award or completed the subject, as the case may be;
- (b) has been excluded from the Institute or had his or her enrolment terminated pursuant to the statutes, regulations, rules or policies of the Institute;
- (c) has not for the period January to June or June to December enrolled or re-enrolled by the date for enrolment or re-enrolment specified by the Institute; or
- (d) has given written notice of withdrawal from

the course or subject.

**Study period:** the period over which an individual subject of study is offered. It is inclusive of approved study breaks and assessment/examination times and may take the form of a standard or non-standard study period.

**Subject:** a particular subject or subject area within a course or programme, which has a specified number of credit points.

**Unauthorised Resubmission:** Unauthorised resubmission involves the unauthorised submission of material, previously submitted for degree purposes at any institution

**Working days:** days other than weekends and public holidays within working weeks.

**Working weeks:** weeks other than weeks in which the Institute is closed.

## 2. ADMISSION

### 2.1 Authority for admission

Students are admitted to a course by the Dean or Director of the Institute.

### 2.2 Eligibility for admission

Eligibility for admission to a course is determined by the applicant's capacity to meet the specific entry requirements approved by the Council for that course. Applicants must be at least eighteen years of age prior to admission.

To create an environment that is intellectually stimulating and characterised by generosity and mutual support, the Institute seeks men and women who are not only professionally competent but who will contribute to its religious, moral and cultural milieu. Clerical and religious students are authorised by their ordinary or major superior; lay students may be recommended by their parish priest or another cleric. Students should aspire to live in a manner compatible with the Institute's mission as an institution devoted to the study of the Catholic way of life and preparing its graduates to undertake a variety of Christian ministries.

#### 2.2.1 Graduate Certificate and Graduate

### Diploma programmes

To be considered for admission to a Graduate Certificate programme applicants must:

- have an undergraduate degree from a recognized institution; or
- be able to demonstrate sufficient professional or life experience in areas related to the specialisation of the diploma to qualify them for entry at a graduate certificate level in a recognised institution. (See Regulation 2.3 Special Entry)

To be considered for admission to a Graduate Diploma programme applicants must:

- meet the entry requirements of the Graduate Certificate and complete the four subjects of the latter before taking four further subject options to complete the eight subjects of the Graduate Diploma programme.

### 2.2.2 Masters programmes

To be considered for admission to this Master's degree programme applicants must:

- have completed the requirements for the Graduate Diploma in the area of specialization of the degree, or the equivalent; or
- have completed a 4<sup>th</sup> year of an undergraduate degree that includes subjects that are determined by the Dean to be equivalent to having completed a Graduate Diploma in the area of specialization of the degree; and
- have achieved an average grade of at least a Credit in their previous studies at fourth year or graduate diploma level.

### 2.2.3 Master of Sacred Theology programme

This is a professionally mandated master's degree program. To be considered for admission to the Master of Sacred Theology (Marriage and Family) programme applicants must:

- have received the pontifical Baccalaureate in Sacred Theology (STB), the Bachelor of Theology (Honours), or an equivalent degree from an approved higher education institution; or

- in the opinion of the Academic Board, have a sufficiently strong background in philosophy and at least three years of full-time, or equivalent, undergraduate study in theology; or have completed such preliminary coursework as may be required by the Academic Board; and
- have achieved an average grade of at least a Credit in their previous studies; and
- have an adequate reading knowledge of scholastic Latin and/or biblical Greek, demonstrated by successful completion of a written exam by no later than the end of their first semester of studies; and have an adequate reading knowledge of at least one modern language (French, Spanish, Italian or German), demonstrated by successful completion of a written examination by no later than the end of their second semester.

The Institute does not normally teach languages. Arrangements can, however, be made with other institutions for language courses as required.

#### **2.2.4 Doctoral Research programmes**

The entry requirements and all other matters pertaining to doctoral students are set out in the separate Handbook for Doctoral Candidates of the John Paul II Institute.

### **2.3 Special Entry**

#### **2.3.1 General**

Eligibility for special admission to a course by an applicant whose educational qualifications do not satisfy the ordinary requirements for admission to that course is determined by the applicant's capacity to meet the special entry requirements approved by the Academic Executive Committee (comprising the Director, Dean and Associate Dean). These requirements are available from the Registrar and involve submitting a recognised prior learning (RPL) portfolio. In certain cases the Dean may prescribe preliminary coursework or other appropriate work. Special Entry is limited to Graduate Certificate courses only. **No more than ten percent of admissions in any entering cohort may be made by Special Entry.**

### **2.4 Students excluded from other institutions**

Applicants who are currently serving a period of exclusion from another university or tertiary institution will not be considered for admission until that period of exclusion has been completed.

### **2.5 English language proficiency**

Where English is an applicant's second language or where their previous studies were undertaken in another language the applicant must demonstrate English language proficiency. Such proficiency will be taken to have been demonstrated by an overall IELTS (International English Language Testing System) score of 7.0 or equivalent.

### **2.6 Deferral of admission**

An offer of graduate enrolment may be deferred upon request for a maximum period of two semesters. Requests must be lodged prior to the first week of lectures.

### **2.7 Transfer between courses**

Students who have successfully completed at least one semester of study at the Institute may apply for transfer to another degree or diploma course of the Institute. Students must meet the entrance requirements and selection criteria for the course to which they are transferring and must follow normal admission and withdrawal procedures for the respective courses. Transfers are available only from the commencement of a semester and must be approved by the Director or Dean.

### **2.8 Not-for-assessment studies, 'auditing'**

Subject to a place being available, the Registrar, Dean or Director may admit an applicant to study one or more subjects that are part of award courses at the Institute without proceeding to an award of the Institute. Ordinarily such applicants must meet course prerequisites. If the student subsequently applies for and is granted admission to an award course at the Institute, non-award subjects satisfactorily audited may only be credited to that course following appropriate assessment. Applicants admitted to undertake

not-for-assessment subjects must pay fees set by the Institute.

### **3. ENROLMENT**

#### **3.1 Course enrolment**

##### **3.1.1 Requisite documentation and fees**

In order to become an enrolled student, a person who has been offered a place in a course must complete the required forms and provide the required supporting documentation. Enrolment is only considered complete when all relevant Institute and government fees and charges have been paid or approved arrangements have been made.

##### **3.1.2 Misleading enrolment**

The Registrar will cancel enrolment if an applicant is found to have been admitted on the basis of fraudulent or misleading information; fees paid may be forfeited.

##### **3.1.3 Re-enrolment**

Each year at re-enrolment time continuing students must complete the relevant re-enrolment procedures by the prescribed date.

#### **3.2 Change of name or address**

Students must notify the Institute immediately and in writing of any change of name or mailing address. Documentary evidence such as a marriage certificate must be provided as proof of change of surname. All correspondence from the Institute will be sent to the mailing address held by the Registrar, except where students have provided an alternative address for specific periods of the year. Students will be deemed to have received correspondence by the normal postal delivery time.

#### **3.3 Late enrolment**

Subject to the approval of the Registrar or Dean a student may enrol late or add a subject to an existing enrolment provided that such changes are requested before the end of the second week of the semester and the Subject Co-ordinator of each subject affected is/are willing to accept such late enrolment. Students who gain late enrolment to a course or subject may be given appropriate additional reading or assessment tasks at the discretion of the

Course or Subject Co-ordinator.

### **3.4 Withdrawal**

#### **3.4.1 Advice**

Advice should be sought from the Registrar or Dean before withdrawing from courses or subjects.

#### **3.4.2 Withdrawal without academic penalty**

A student may withdraw from a subject without academic penalty up to the end of week six of lectures in that semester or up to the end of the 18th hour of contact time in the case of summer schools or intensive subjects. If a student withdraws before the end of week three of lectures (or before the end of the 9th hour of contact time in the case of summer schools or intensive subjects), no notation will be recorded on the transcript; otherwise a notation of Withdrawn Without Academic Penalty (WW) will be recorded.

#### **3.4.3 Withdrawn-Fail**

Ordinarily a student who withdraws from a subject after week six of lectures (or after the 18th hour of contact time in the case of summer schools or intensive subjects), but prior to Examination Week will be recorded as Withdrawn - Fail (WN). In special circumstances a student may withdraw from a subject without academic penalty after week six of lectures (or after the 18th hour of contact time in the case of summer schools or intensive subjects) if the Registrar or Dean is provided with evidence that such a withdrawal is warranted.

#### **3.4.4 Withdrawal from all courses**

A student who withdraws from all subjects in a semester or fails to enrol in any subjects in a semester without obtaining Leave of Absence is deemed to have withdrawn from the course or programme.

#### **3.4.5 Date of withdrawal**

The date of withdrawal recorded will be the date of receipt of relevant correspondence from the student by the Registrar or Dean.

### **3.5 Outstanding fees and refusal of enrolment**

A student who is in debt to the Institute because of non-payment of any fee, charge or other debt to the Institute and who fails to make satisfactory settlement of that debt after notice from the Institute may not be permitted by the Director, Dean or Registrar to enrol or re-enrol until satisfactory arrangements have been made for settlement of the debt.

### **3.6 Enrolment at another institution**

Subject to approval by the Director, Dean or Registrar, a student may be enrolled concurrently at another tertiary institution in a course(s) or subject that will be credited to the student's programme in this Institute if successfully completed.

### **3.7 Enrolment in another course**

A student may not be enrolled in more than one course in the Institute. This provision may be waived in exceptional circumstances with the approval of the Director of the Institute.

**3.8 Period of candidature** (subject to adjustment for credit for previous studies)

#### **3.8.1 Graduate Certificates**

The minimum period for completion of a graduate certificate is six months of full-time study and one year of part-time study; the maximum period for completion of a graduate certificate is one year of full-time study and two years of part-time study.

In the case of a Graduate Certificate of Religious Education, the maximum period of completion is extended to two years, as CEO sponsorship of this course is offered for only one subject per semester.

#### **3.8.2 Graduate Diplomas**

The minimum period for completion of a graduate diploma is one year of full-time study and two years of part-time study; the maximum period for completion of a graduate diploma is two years of full-time study and three years of part-time study.

In the case of a Graduate Diploma of Religious Education, the maximum period of completion is extended to four years, as CEO sponsorship

for the first four subjects is offered only at the rate of one subject per semester.

#### **3.8.3 Master's degrees**

The minimum period for completion of a Masters degree is two years full-time, or three years part-time study. The maximum period for completion of a Masters degree is three years of full-time study and five years of part-time study.

The Master of Sacred Theology requires a minimum of 30 months (2.5years) full-time study or five years part-time. The maximum period for completion of a Master of Sacred Theology degree is four years of full-time study and six years of part-time study.

#### **3.8.4 Extensions**

An extension to the period of candidature may only be granted by the Academic Board on the recommendation of the Dean.

#### **3.8.5 Leave**

The maximum period will not include any period of approved leave or termination of enrolment from the course.

### **3.9 Credit**

#### **3.9.1 Specified, block and unspecified credits**

Credit may be granted for equivalent studies successfully completed at another tertiary institution. These studies should be in similar and/or related areas to those offered in the relevant course, and of the same/comparable academic level and workload.

Credit will not be granted for similar studies for which the candidate has already taken an award in cases when the course completed is equivalent to the course for which credit is sought.

Credit may be in the form of any one or more of the following:

- Specified Credit, i.e. credit granted for one or more subjects of the course;
- Block Credit, i.e. credit granted for complete sections, such as a semester or a year of the course;

- Unspecified Credit, i.e. credit granted, usually in the form of credit points, if previous study does not correspond precisely with components of the new course.

If Block or Unspecified Credit is granted the amount of credit granted will be expressed in terms of credit points and identified in terms of the course completion requirements. Credit will not be granted for segments of a subject.

### 3.9.2 Maximum credits

The maximum credit that may be granted in an award is half of the course, excluding theses, dissertations, or research projects.

### 3.9.3 Old credits

A student will not be granted credit for subjects completed more than ten years previously, unless evidence of subsequent development and life or work experience in the discipline is provided. The completed subjects should be part of an approved programme in the same field of study or with the same programme focus as the one in which credit is sought. Subjects undertaken previously may be used only once to obtain credit in this Institute.

### 3.9.4 Appeal

A student who is dissatisfied with the decision concerning credit may write to the Director seeking a review of the decision. The decision of the Director will usually be regarded as final.

Note that a student may lodge a complaint under the Grievance Policy on the grounds that there has been a lack of fair treatment and in academic matters this applies to matters such as:

- following the established procedures for student selection and admission;
- the maintenance of proper standards, so that awards retain their integrity; appropriate assessment of student learning; and
- accountable structures of academic policy formation, governance and administration

## 3.10 Recognised Prior Learning

A student may also apply for recognition of prior learning.

Recognised Prior Learning is non-formal or informal learning defined as; Relevant skills, knowledge or competencies that have been acquired through non-accredited study with a provider other than a university or accredited education provider. It includes education or training provided through employer based programmes and professional bodies.

Recognised Prior Learning may be used to gain entry to a course or credit towards a subject within a course.

It is necessary to compare the recognised prior learning the individual has achieved against the learning outcomes or performance criteria of credit to be granted for a particular subject within a course.

Assessment for Recognition of Prior Learning will be:

- a) evidence and outcome based;
- b) involve assessment processes of a comparable standard and integrity to those used to assess the relevant subject/course/qualification;
- c) be subject to quality assurance practices comparable to other assessment practises within the Institute.

### 3.11 Credit point limit in a semester

Students wishing to enrol in more than four subjects for assessment in any one semester must apply to the Dean or Registrar for approval. The student's previous academic record will be taken into account in determining approval.

### 3.12 Leave of absence

#### 3.12.1 Approval

In special circumstances a student may apply to the Registrar for approval of leave of absence. Leave of absence will not be granted until results have been recorded for at least one semester in the course. The maximum cumulative period of leave of absence is ordinarily two semesters.

#### 3.12.2 Leave during semester

If a student has been granted leave of absence during a semester the results of subjects in

progress are subject to the regulation on Withdrawal.

### **3.12.3 Return from leave**

A student on leave of absence is not an enrolled student but is entitled to re-enrol at the end of the period of leave in which case the student must comply with procedures for re-enrolment and will be subject to the conditions and course regulations in force at the time of the return. A student returning from leave of absence to take up course-work must do so at the commencement of a semester.

### **3.12.4 Failure to return from leave**

A student who does not re-enrol after a period of leave of absence will be deemed to have withdrawn from the course and from the Institute.

## **4. TEACHING AND LEARNING**

### **4.1 Course coordinator**

Each course (Graduate Diploma or Masters) is to have a course coordinator. The course coordinator is a member of the academic staff designated to be responsible for the oversight of each course with duties such as offering advice to students on elective subject choices, approving subject outlines (including submission dates for assessment items), leading the moderation of assessment items and grades across subjects, ensuring the availability of learning materials and library resources, maintaining contact with students.

A Course Co-ordinator may undertake roles under these Regulations in accordance with delegations from the Dean in respect of a particular program.

### **4.2 Subject Co-ordinator of each subject**

There will be a Subject Co-ordinator, nominated by the Director, for each subject who is responsible to the course coordinator for co-ordinating the preparation of subject outlines in accordance with existing subject descriptions, the lectures to be given by the adjunct (assistant) lecturers if any, and the results in accordance with Institute guidelines.

### **4.3 Subject outlines**

By the end of the first lecture week the Subject

Co-ordinator of the subject is to make a Subject Outline available to each student enrolled in that subject (see *Guidelines for Subject Development*). The outline must include: Subject number and title, Contact Hours, Credit Points, Subject coordinator (and contact information), Other lecturers, Subject Description, Expected Learning Outcomes, Learning and Assessment Procedures, Seminar List, Required Text(s), Recommended References, Further References.

### **4.3 Methods**

The Subject Co-ordinator shall determine the mixture of lectures, seminars, tutorials, field exercises and other appropriate uses of contact time.

### **4.4 Attendance and required reading**

Attendance at scheduled classes is expected and is compulsory where so designated in the subject outline. It is also expected that students will complete required reading and be appropriately prepared for classes. A student who misses more than 20% of the required class attendance for a particular subject will ordinarily be considered to have withdrawn from the subject. Students seeking leave from some part of a subject or special consideration should make application to the Subject Coordinator.

### **4.5 Availability of lecturers**

Lecturers shall, as far as is reasonable, be available inside and outside of class time for consultation by students on questions relating to the subject. They shall publish to the students, ways and times for such communication.

## **5. ASSESSMENT PROCEDURES**

### **5.1 Completion of assessment requirements by student**

#### **5.1.1 Due date**

It is expected that each student shall complete the assessment requirements by the due date in the Subject Outline.

#### **5.1.2 Extension of due date for assessment tasks**

A student may apply to the Subject Co-

ordinator for an extension to the submission date of an assignment for serious cause. Requests for extension must be made on or before the due date and signed by the Subject Co-ordinator (or, if unavailable, the Course Coordinator or Associate Dean) directly on the prescribed cover sheet that will be submitted by the student with the essay.

### **5.1.3 Late assignments**

Late submissions will normally incur a penalty of up to 20% per week and are not normally permitted beyond the end of the examination period.

### **5.1.4 Personal circumstances**

If a student believes that personal circumstances are likely to affect performance in an assessment in a course the student is responsible for notifying the Subject Co-ordinator and Registrar before the due date for submission of an assessment task. Alternatively, students may discuss their concerns with the Dean, Associate Dean or Director, prior to the submission date for an assessment task. The Subject Co-ordinator may take these matters into account in grading or in setting assessment tasks or due dates.

### **5.1.5 Reading Options**

Students studying at Master's level who have demonstrated research competency may undertake two of the prescribed subjects as reading options under the direction of the subject coordinator and provided that the latter approves of the subjects being taken in that manner. A subject taken as a reading option is taken without attending lectures but the student must complete the prescribed assessment for that subject or its written equivalent. A student wishing to undertake a reading option must first apply to the Dean who will determine whether the student has demonstrated research competency and may take a subject as a reading option. The subject coordinator must arrange with the student a program of one to one supervision which may include email correspondence. The subject coordinator must ensure that the student demonstrates through that interaction and through the assessment tasks that he or she has completed the prescribed reading and

has achieved the expected outcomes for the subject.

## **5.2 Plagiarism, collusion, unauthorised resubmission**

### **5.2.1 Plagiarism, collusion, unauthorised resubmission serious academic offences**

Plagiarism, collusion and unauthorised resubmission (defined in Regulation 1) are serious academic offences; if in doubt, students should consult the Subject Co-ordinator or the Course Coordinator.

### **5.2.2 Need for appropriate acknowledgment**

Students should make it clear when they are using a direct quotation from another work such as a published book or article, internet source, or another student's draft or completed assignment. They should also indicate by the appropriate method of footnoting or referencing if they have used an idea or an argument that is heavily dependent on the work of another person.

### **5.2.3 Collaboration sometimes permitted**

In some subjects students may collaborate on a project, sharing materials or data collected and discussing the interpretation of such material. If the work is individually submitted, collaboration should be acknowledged and the formulation of ideas and conclusions in the paper must be the independent work of each student.

### **5.2.4 Process upon identification of apparent plagiarism, collusion or unauthorised resubmission**

If plagiarism, collusion and or unauthorised resubmission in any work submitted for academic assessment appears to have occurred the matter is to be handled in accordance with the *Academic Honesty Policy*.

### **5.2.5 Process upon identification of repeat plagiarism, collusion and/or unauthorised resubmission**

If a second occurrence of plagiarism, collusion and or unauthorised resubmission in any work submitted for academic assessment appears to have occurred the matter is to be handled in accordance with the *Academic Honesty Policy*.

### **5.3 Examination procedures**

#### **5.3.1 Examination timetable**

The examination timetable will be posted on noticeboards approximately three weeks before the examination period begins. It is the responsibility of each student to ascertain the correct information regarding dates, times, and venues of examinations. Staff members will not provide information regarding examination times over the telephone. Students who misread the examination timetable will not be given special consideration or entitlement to another examination.

#### **5.3.2 Starting times**

Times listed on the timetable are starting times, when students are allowed to enter the examination room. Unless otherwise specified, ten minutes are allowed for reading time prior to the commencement of a written examination; candidates must not commence writing until the Supervisor has given permission. Candidates who arrive more than thirty minutes after the starting time of an examination will not be admitted. Late arrivals will not be allowed additional time in written examinations.

#### **5.3.3 During examinations**

There must be no communication of any kind between candidates in the examination room. A candidate must not in any way give assistance to, or receive assistance from, any other candidate during an examination. All books, notes, bags and devices, except those specifically authorised for the examination by the Subject Co-ordinator, must be left outside the examination area. So that results can be reviewed if necessary, oral examinations shall either be witnessed by an examiner-of-review or recorded.

#### **5.3.4 Leaving the examination**

Candidates must not leave the examination room during the final ten minutes of a written examination or at any time during an oral examination. Candidates who wish to leave the examination early or temporarily should raise a hand and remain seated until the Supervisor allows them to go. At the conclusion of the examination all candidates must remain seated and hand in their answer papers. Candidates

may leave when all papers have been collected and the Supervisor gives permission to leave. No examination stationery may be removed from the examination room. All unused materials and scrap papers must be left on the candidate's desk.

#### **5.3.5 Special needs**

The Registrar may approve adjustments to the examination conditions for students with special needs. If the special need relates to disability the Subject Co-ordinator shall consult with the student and the Registrar in determining the appropriate adjustment to the examination conditions.

#### **5.3.6 Deferred examinations**

A candidate who, through illness or other cause beyond the candidate's control, whether before or during an examination is unable to attend or to continue with an examination may make an application to the Registrar for a deferred examination. Such an application should be made no later than three working days after the day of the examination, and be supported by a medical certificate or statutory declaration as appropriate. The Subject Co-ordinator and the Registrar will consider the student's application for a deferred examination. A candidate who fails to attend a deferred examination may make a case for alternative assessment, following the same procedure as used for the original application, directly to the Registrar within three working days of the deferred examination; approval will only be granted in exceptional cases.

#### **5.3.7 Breach of procedures**

A candidate who commits an infringement of customary examination room procedures is guilty of misconduct. The Supervisor may expel the candidate immediately from the examination room.

Misconduct in examinations will be reported by the Supervisor to the Registrar who will refer it to the Dean or Director for determination.

### **5.4 Assessment Grades**

#### **5.4.1 Assignment and ratification of grades**

Grades in a course are assigned by the

Subject Co-ordinator, and ratified by the Dean; if the Dean is unable to ratify a grade the Dean is entitled to seek the opinion of a second expert examiner in consultation with the Subject Co-ordinator. A student's grade in a subject may be changed only with the approval of the Dean within six months of the original allocation of the final grade or as provided under Review and Appeal regulations.

#### 5.4.2 Second Marking

All assignments that result in a failure must be second marked either by a member of the faculty, or, if no-one on the faculty with the required subject knowledge and expertise is available, someone who is not a member of faculty but has the required subject knowledge and expertise,

#### 5.4.3 Grades

All subjects shall be assessed and recorded according to the following codes:

Grade	Code	% Range
High Distinction	HD	85-100
Distinction	DI	70-84
Credit	CR	60-69
Pass	PA	50-59
Pass on Pass-Fail basis	PS	50-100
Pass Conceded	PC	
Fail	NN	0-49
Withdrawn Without Academic Penalty	WW	
Withdrawn-Fail	WN	
Credit Granted	CG	
Course Extends over More than One Semester	YY	
Dissertation Awaiting Examination	TE	
Assessment Incomplete with Permission	IN	

#### 5.4.4 Pass conceded

A Pass Conceded grade does not satisfy prerequisite requirements but may be redeemed upon re-enrolment in the subject in a subsequent semester and attaining a grade of Pass or better. A student may not accumulate a grade of Pass Conceded in subjects amounting to more than 15% of the total credit points required for completion of the award.

#### 5.4.5 Assessment incomplete with permission

When a final result for a subject is not available at the end of a semester and an Assessment Incomplete with Permission (IN) grade has been recorded, this grade must be converted to a final result code by the beginning of the next semester.

### 5.5 Master's Degree Dissertations

#### 5.5.1 Dissertation proposal and appointment of supervisors

Before the beginning of the second semester of the course in the case of full-time students or of the fourth semester in the case of part-time students, the student shall prepare and submit to the Dean a topic and brief outline of the proposed dissertation, intended reading and possible supervisors. A supervisor, and in some circumstances an associate supervisor, will then be appointed by the Academic Board. The supervisor will assist in refining the question, directing reading and commenting on drafts, but the student remains responsible for the dissertation. A firm proposal must be submitted for approval to the Academic Board through the Dean by the middle of the second semester in the case of a full-time student or the fourth semester in the case of a part-time student. Continuing contact with the supervisor and co-supervisor is essential.

#### 5.5.2 Submission of the dissertation

The dissertation must be submitted by the end of Week 7 of the fourth semester of full-time study or eighth of part-time study. After submission the supervisor and co-supervisor shall signify:

- that they judge that the dissertation is complete and ready for examination;
- that they judge that the dissertation is substantively complete and worthy of examination, while noting some required and/or recommended corrections to be made prior to examination; or
- that they judge that the dissertation is not ready for examination and propose an alternative course of action.

#### 5.5.3 Submission of Master of Sacred Theology dissertation must precede Master of Sacred Theology Lecture

A student may not present the Master of Sacred Theology Lecture (a lecture given according to criteria specified by the Academic Executive in order to demonstrate proficiency in presenting to an academic audience) until his or her dissertation has been approved for examination, but will usually give that lecture before the dissertation is actually examined.

#### **5.5.4 Defence of the Master of Sacred Theology dissertation**

After acceptance of the dissertation by the supervisor and co-supervisor and the successful completion of the Master of Sacred Theology Lecture the student must then defend the dissertation in an oral examination of an hour, to be conducted by a board of two external examiners and one internal examiner appointed by the Dean. The student will begin with a presentation of the dissertation no more than fifteen minutes in length.

#### **5.5.6 Assessment and defence of Masters of Sacred Theology dissertation and assessment of Masters dissertation**

At the end of the defence, of the Master of Sacred Theology dissertation, both the dissertation and the oral examination will be marked by the examiners, and graded by averaging the marks given. If a candidate fails this examination, he or she must obtain permission from the Dean to retake the examination after an appropriate period of time (usually at least one semester) has elapsed. The theses of other Masters students will be marked using the normal marking scale by two external examiners appointed according to the Masters Dissertation Policy section 3.

#### **5.5.7 Lodgement of the dissertation**

After the student has successfully passed the examination of the dissertation, a copy of the dissertation must be submitted to the Mannix Library and the original lodged with the Dean.

### **6. TERMINATION OF ENROLMENT IN A COURSE**

#### **6.1 Grounds for termination**

A student's enrolment in a course of study is terminated, unless otherwise determined by the Director, if the student has:

- failed any core subject, or equivalent

subject, in the course on three occasions;

- failed a practicum on two occasions; or
- exceeded the maximum time for completion of the course; or
- failed more than 75% of the credit points for subjects enrolled in each of any two consecutive years.

Waiver of termination of enrolment by the Director will be reported at the first reasonable opportunity to the Council.

#### **6.2 Process of termination of enrolment**

Students identified as liable for termination of enrolment in a course will have their enrolment terminated by the Registrar or Dean with effect from the end of the semester during which they become liable. Students who feel they have grounds to have the termination reviewed may do so under provisions of the Regulation 7.

#### **6.3 After termination of enrolment**

Following termination of enrolment in a course students may subsequently apply for enrolment in any other course at the Institute. Any subsequent application for admission to the same course will, however, not be considered until at least three semesters have elapsed from the date of termination and require the approval of the Academic Board.

### **7. REVIEW AND APPEALS**

#### **7.1 Informal process**

##### **7.1.1 Dialogue before formal review**

If a student has concerns or is seeking clarification about a result for an item of assessment, about a grade or about termination of an enrolment in a course or subject, the matter should be raised in the first instance with the Course or Subject Co-ordinator of the course or subject. Where the Course or Subject Co-ordinator is not available, a student may indicate in writing to the Registrar or Dean their desire for clarification without prejudicing their review rights. Upon obtaining this clarification, the student has ten working days to seek a review under regulation 7.2.

##### **7.1.2 Student status**

A student who has requested an informal discussion or a formal review or who has submitted an appeal may continue in the course or subject until the outcome of the review or appeal is known.

## **7.2 Formal review of a decision**

### **7.2.1 Right to review**

A student who is dissatisfied with the outcome of the informal process of dialogue regarding a grade or the termination of an enrolment may ask for a review of the decision. The request must be in writing to the Dean and be received within five working days of advice of any clarification under 7.1.

### **7.2.2 Process of review regarding a grade**

The review will be conducted by the Associate Dean (or the Dean if the Associate Dean is the Subject Co-ordinator). The Associate Dean (or the Dean) may interview the relevant lecturer(s) and the student on the basis of the written request. The Associate Dean (or Dean) may seek advice from another lecturer in the discipline area whether from within the Institute or outside it, while as far as possible maintaining confidentiality. Within three working weeks the Associate Dean (or Dean) shall provide to the Registrar, to the relevant lecturer(s)

and to the student, a report specifying the outcome of the review including any amendment of the grade, the process undertaken during the review, and the reasons for the decision. Any amendment made to the original grade, will be determined by the Associate Dean (or Dean).

### **Process of review regarding a termination of enrolment**

The review of a termination of enrolment will be conducted by the Complaints Sub-Committee of The Academic Board (see Section 7.3). The student may appear in person before the Complaints Sub-Committee to address the issues identified in the written request for review. Within three working weeks the Complaints Sub-Committee shall provide to relevant other staff and to the student, a report specifying the outcome of the review including any change to the original decision, the

process undertaken during the review, and the reasons for the decision. The Complaints Sub-Committee will determine any change to the original decision.

## **7.3 Appeals and Grievances**

### **7.3.1 Dissatisfaction with Review**

Any student who is dissatisfied with the review of decisions under 7.2 may request a review or appeal of the decision in accordance with the *Institute Grievance Policy*.

### **7.3.2 Other Grievances**

Any student or member of staff that has a grievance with another member of staff may request redress in accordance with the *Institute Grievance Policy*.

## **8. CONFERRAL OF AWARDS**

### **8.1 Procedures**

Awards will be conferred in accordance with procedures prescribed by the Institute.

### **8.2 No overlapping awards**

An award will not be conferred upon a candidate who is enrolled for the corresponding higher award.

### **8.3 Outstanding fees or charges**

Students who become indebted to the Institute after enrolment procedures are complete will not be allowed to graduate until such debt is paid or satisfactory arrangements made for settlement of the debt.

## **9. ALTERATION OF REGULATIONS**

### **9.1 Alteration of Regulations**

The Council on the advice of the Academic Board may amend these Regulations from time to time.

### **9.2 Savings Clause**

Notwithstanding anything to the contrary contained in these Regulations the Dean may, in extraordinary circumstances, vary, dispense with, or suspend any requirements of or prescription in these Regulations.

Any such action by the Dean, must be reported to the Academic Board at the first reasonable

opportunity.