

## Part 2 – Bond University Academic Regulations

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## Part 2 - Bond University Academic Regulations

### *Division 1 – Preliminary*

#### **1 Introduction**

- (1) These regulations may be cited as the Bond University Academic Regulations.
- (2) Students should read the following regulations in conjunction with requirements as prescribed by the Faculty of enrolment. Where there is any conflict with Faculty regulations, the Academic Regulations take precedence.
- (3) Schedule A contains the Definitions used in these regulations.

#### **2 Commencement**

- (1) These Regulations commenced on 1 January 2005 and are reviewed on a continuing basis.
- (2) The most recent published version, as approved by Academic Senate, is the official version.

#### **3 Application of Regulations**

These regulations apply to all students enrolled in a subject or program at Bond University. Division 9 of these regulations also applies to prospective students.

#### **4 Vice Chancellor's Discretion**

The Vice Chancellor shall be empowered to waive such of the requirements of these regulations as considered appropriate. The Academic Senate is appointed as the arbiter of the interpretation and application of these regulations.

### *Division 2 – Admission*

#### **5 General**

##### **(1) Objectives**

Bond University aims to provide a high quality service to continuing and prospective students through an admissions process which is:

- (a) client-centred;
- (b) equitable;
- (c) system coordinated; and
- (d) quality controlled.

##### **(2) Selection**

Admission selection standards by program of study are the responsibility of the appropriate Executive Dean or delegate. All admission selection standards across the University are subject to the consideration of Academic Senate and approval by the Vice Chancellor.

##### **(3) Authority to make offers**

An offer of admission to any program shall be made by the Office of Admissions, on the authority of the Executive Dean(s) or delegate of the appropriate Faculty following determinations by, or according to, policies established by the Academic Senate.

##### **(4) Method of Application**

- (a) All eligible Medical Program applicants must apply through the Queensland Tertiary Admissions Centre (QTAC);
- (b) All other applicants must apply via the Bond University Online Application form, completing all relevant details including the declaration, and supplying all required documentation.

##### **(5) Closing date and late applications**

Subject to other applicable regulations, an application for admission lodged after the prescribed closing date will be processed only on the authority of the respective Faculty.

International applicants are further limited by the requirements of their visa and the issuing of a valid Confirmation of Enrolment (CoE).

#### **(6) Refusal of admission**

- (a) When incomplete, inaccurate, or fraudulent information has been provided by an applicant or by a certifying authority and that applicant is subsequently offered a place, the Office of Admissions may direct the offer be cancelled whether or not it has been accepted by the applicant. Fees paid may be forfeited;
- (b) The University may withdraw an offer of admission, refuse admission, and/or cancel the enrolment of a student where such offer/admission/enrolment:
  - (i) was made on the basis of incomplete, inaccurate, or fraudulent information provided by the applicant or a certifying authority;
  - (ii) would be contrary to Australian law or, if relevant, the law of another country in which the program is delivered; or
  - (iii) would be contrary to the University's contractual obligations including those with partner institutions.
- (c) The University may refuse any future applications for admission where an application or an offer has been cancelled/withdrawn due to provision of fraudulent documentation;
- (d) For applicants intending to obtain an Australian student visa, if Bond University is not satisfied the applicant is a Genuine Temporary Entrant and Genuine Student and/or does not have the capacity to study and live in Australia for the duration of the program, the Office of Admissions may direct the offer be cancelled, whether or not it has been accepted by the applicant. The University may impose additional requirements on applicants who will require Australian student visas to commence study. Applicants who do not meet these requirements at the time of application or acceptance will be refused admission;
- (e) The University may also refuse admission to applicants who would otherwise be eligible if:
  - (i) the applicant has outstanding fees owing to the University (the applicant may still be offered a place but will not be permitted to enrol until the debt is cleared);
  - (ii) the applicant has been excluded from the same program for unsatisfactory academic progress;
  - (iii) the applicant has been expelled, excluded or is subject to an executive suspension order from Bond University due to misconduct;
  - (iv) the applicant has been expelled or excluded from another tertiary education institution for unsatisfactory academic progress or for misconduct; or
  - (v) in the opinion of the University Registrar or delegate:
    - the applicant's conduct during the application process would provide reasonable grounds to exclude the person from study for misconduct had the applicant been a student of the University;
    - the applicant or the presence of the applicant poses a risk to the students and/or staff of the University or the wider University community; and/or
    - the admission of the applicant may prejudice the reputation, management, good governance, or discipline of the University.
- (f) The University may withdraw an offer of admission where it has been made through administrative error and the applicant does not meet the program entry requirements. If the offer was made to an international applicant and the applicant has accepted the offer, alternatives that do not involve greater cost to the applicant will be considered.

#### **(7) Admission following refusal of further enrolment**

- (a) The University reserves the right to refuse entry to any applicant who has been refused further enrolment in any program within a recognised tertiary institution or who becomes liable for such refusal while the application is being considered;
- (b) The University in accordance with the general law may refuse admission to any program.

#### **(8) Former Students**

- (a) Students who have been excluded from, a program of study at Bond must seek approval from the Faculty to re-enter the program;
- (b) Students who have not completed the requirements for their program and wish to change program to another at the same level are not required to reapply for admission and must seek approval from the relevant Faculty or Faculties.

**(9) Quotas**

A limit may be placed upon the number of applicants who may be admitted to a program of study or subject in any semester at the discretion of the Executive Dean of the offering Faculty.

**(10) Transferal to another program**

- (a) Applicants who have received an offer and who have not yet commenced study in the program to which they have been admitted, and who wish to change to another program, may make an application to the Office of Admissions;
- (b) If the applicant meets all the requirements for admission to the new program, and if there are still places available in the new program, the request to transfer may be approved;
- (c) A student who has been enrolled in a Bond University undergraduate program, yet not met the requirements of that program, may apply to transfer to another Bond University undergraduate program by completing an internal Change of Program form and submitting it to the Student Business Centre;
- (d) Applications to change programs must be received by the date specified in the academic calendar;
- (e) The Change of Program form will require the approval of the Faculty that provides the program to which the student is applying to transfer;
- (f) To be eligible for internal transfer, the student must fulfil all requirements for admission to the new program, including admission pre-requisites.

**6 Admission to Programs**

**(1) Eligibility for undergraduate admission**

- (a) Subject to the limitations imposed by program quotas and Award Regulations, the University may admit to an undergraduate program any applicant it believes can undertake the program with reasonable prospect of success. In determining whether an applicant has a reasonable prospect of success, the University shall consider the applicant's previous studies and/or other attainments and experience;
- (b) Qualifications deemed eligible for the purpose of admission are as follows:
  - (i) completion of an Australian Year 12 Certificate of Education;
  - (ii) where an applicant is currently completing an Australian Year 12 Certificate of Education and has a score predicted by their Secondary School for their Australian Year 12 Certificate of Education;
  - (iii) skills or qualifications deemed to be at least equivalent to Australian Year 12. These include, but are not limited to: International Baccalaureate Diploma, AQF Certificate IV or other recognized post-secondary studies, Foundation or Bridging programs, or previous tertiary studies from an approved provider;
  - (iv) inclusive of other factors taken into account to more fully assess the ability of the applicant to successfully complete the requirements of the undergraduate program including: a Special Tertiary Admissions Test (STAT), relevant working history or experience, any special or extenuating circumstances, and a portfolio or interview per the requirements of individual programs.
- (c) Where a specific qualification is required as the basis of admission, that qualification must be used as the basis of admission. If no specific qualification is required and the applicant has multiple qualifications the most recent qualification will be used as the qualification for selection and the basis of admission;
- (d) Secondary school applicants who completed their study in Australia will be considered for admission into Bachelor programs if they have achieved an Australian Tertiary Admissions Rank (ATAR) of 65.00 or equivalent selection rank or score;
- (e) Applicants who do meet the University minimum standard (ATAR 65.00) but do not meet the relevant Program Entry Standard will be offered a route to their chosen

degree via a Bond University College Pathway program or a place in an alternative degree program;

(f) Applicants who do not meet the specific Program Entry Standard (excluding applicants to the Medical Program) may be re-assessed on the basis of evidence of one or more of the following factors:

- (i) Successful completion of at least three semesters of Maths C or equivalent;
- (ii) Successful completion of at least three semesters of a non-first language subject;
- (iii) Successful completion of a Student for a Semester subject;  
Regional diversification: applicant's home must be located in a remote or regional area;
- (iv) Representative sporting participation: school or local representative participation; regional or State participation; and national, international, or professional participation;
- (v) Australian Aboriginal & Torres Strait Islander peoples;
- (vi) Evidence of community engagement;
- (vii) Proven leadership abilities.

(g) In addition to academic entry requirements, students will also be required to satisfy English language proficiency requirements as specified in Clause 7.

## **(2) Academic Program Prerequisites**

(a) All applicants are assumed to have satisfactorily completed the equivalent of Australian Year 12 studies in English;

(b) Knowledge of Queensland Senior Mathematical Methods or equivalent is assumed for Bachelor degree programs in Commerce and Actuarial Science;

(c) Satisfactory completion of Units 3 and 4 of Queensland Senior Mathematical Methods or equivalent, or Queensland Senior Physics or equivalent is required for Bachelor degree programs in Biomedical Sciences;

(d) For the Medical Program, satisfactory completion of Units 3 and 4 of Queensland Senior English or equivalent.

(e) For Bachelor programs in Exercise and Sports Science and Exercise and Sports Performance, the following prerequisites are required:

- (i) Satisfactory completion of Units 3 and 4 of Queensland Senior English or equivalent;
- (ii) Satisfactory completion of Units 3 and 4 Queensland Senior General Mathematics or equivalent; and
- (iii) Satisfactory completion of Units 3 and 4 in one of:
  - Queensland Senior Physics or equivalent;
  - Queensland Senior Biology or equivalent;
  - Queensland Senior Chemistry or equivalent; or
  - Queensland Senior Physical Education or equivalent.

## **(3) Eligibility for Postgraduate Admission**

(a) To qualify for entry to a postgraduate degree, diploma, or certificate program an applicant must satisfy the admission requirements outlined in the Award Regulations for the relevant program;

(b) Admission to a postgraduate degree program may be based upon any or all of the following:

- (i) an undergraduate degree from an approved tertiary institution in an approved discipline area as per the relevant Award Regulations; or
- (ii) an acceptable level of educational achievement comparable to the completion of an Australian Bachelor degree;
- (iii) other requirements as stipulated by the Faculty of enrolment;
- (iv) skills, experiences and other factors taken into account to more fully assess the ability of the applicant to successfully complete the requirements of the postgraduate program including: relevant working history or experience (supported by a Curriculum Vitae and employment experience verified by a statement of service from the employer on letterhead or via email stating the

position title and length of service and a very brief statement on the tasks undertaken) as well as any special or extenuating circumstances, and a portfolio or interview per the requirements of individual programs.

(c) In addition to academic entry requirements, students will also be required to satisfy English language proficiency requirements as specified in Clause 7.

#### **(4) Medical Program**

(a) For undergraduate applicants, selection is based upon:

- (i) Overall secondary and/or incomplete tertiary academic results completed within the last nine years; and
- (ii) Psychometric test; and
- (iii) Structured interview ranking.

Undergraduate applicants must apply through QTAC and meet all published application deadlines, pre-requisites and eligibility requirements set by QTAC and the University.

(b) For graduate applicants, selection is based upon:

- (i) Grade Point Average (GPA) from the most recently completed eligible tertiary qualification and any further or higher incomplete eligible tertiary studies undertaken within the last nine years; and
- (ii) Psychometric test; and
- (iii) Structured interview ranking.

Graduate applicants must apply through QTAC and meet all published application deadlines, prerequisites and eligibility requirements set by QTAC and the University.

(c) A limited number of places into Year 2 of the Medical Program are available based upon:

- (i) a minimum cumulative Grade Point Average (GPA) that is the equivalent of a Distinction average across one of the following Bond University programs:
  - Bachelor of Biomedical Science (Health Professional major);
  - Master of Nutrition and Dietetic Practice;
  - Master of Occupational Therapy;
  - Doctor of Physiotherapy; or
  - Graduate Diploma in Healthcare Innovations or Master of Healthcare Innovations provided equivalency is established between the applicant's undergraduate Biomedical Science degree and the Bachelor of Biomedical Science at Bond University.
- (ii) Psychometric test; and
- (iii) Structured interview ranking.

Year 2 entry applicants must apply directly to the University and meet all application deadlines, prerequisites and eligibility requirements set by the University. This is the only entry pathway to the Medical Program for international applicants.

## **7 English Language Requirements**

(1) Students will be admitted on the basis of satisfying criteria for English language proficiency as determined from time to time by Academic Senate and published as entry requirements on the Bond University website including:

(a) Successfully completed secondary education (equivalent to Australian Senior Certificate of Education) that was taught and assessed in English in one of the countries listed below where English is the first language:

American Samoa, Antigua and Barbuda, Australia<sup>^</sup>, Bahamas, Barbados, Belize, Bermuda, Botswana, Canada<sup>^</sup>, Cameroon, Cook Islands, Dominica, Falkland Islands, Fiji, Gambia, Ghana\*, Gibraltar, Grenada, Guyana, Ireland<sup>^</sup>, Jamaica, Kenya\*, Kiribati, Lesotho, Liberia, Malawi, Maldives, Mauritius, Namibia, Nauru, New Zealand<sup>^</sup>, Nigeria\*, Papua New Guinea, Philippines, Samoa, Seychelles, Sierra Leone, Singapore, Solomon Islands, South Africa<sup>^</sup>, St Kitts and Nevis, St Lucia, Tanzania, Tonga, Trinidad and Tobago, Uganda, United Kingdom (including

Northern Ireland)^, United States of America^, Vanuatu, Zambia, Zimbabwe

*^ meets AHPRA requirements and may meet other professional accreditation requirements*

*\*qualifications for the noted countries are valid for 48 months prior to the commencement of the Bond program*

(b) International English Language Testing System (IELTS), Test of English as a Foreign Language internet-Based Test (TOEFL iBT), Cambridge English Advanced (CAE) and Pearson Test of English Academic (PTE) and other approved English test results per the requirements of individual programs. Time Limits: Approved English language test results must have been achieved not more than 24 months before the applicant commences their degree;

(c) Successfully completed at least one year full-time equivalent at a post-secondary level (equivalent to an Australian Qualifications Framework Certificate IV or above) that was taught and assessed in English in one of the countries listed below where English is the first language (N.B. incomplete qualifications are only valid for 24 months):

American Samoa, Antigua and Barbuda, Australia, Bahamas, Barbados, Belize, Bermuda, Botswana, Canada, Cameroon, Cook Islands, Dominica, Falkland Islands, Fiji, Gambia, Ghana\*, Gibraltar, Grenada, Guyana, Ireland, Jamaica, Kenya\*, Kiribati, Lesotho, Liberia, Malawi, Maldives, Mauritius, Namibia, Nauru, New Zealand, Nigeria\*, Papua New Guinea, Philippines, Samoa, Seychelles, Sierra Leone, Singapore, Solomon Islands, South Africa, St Kitts and Nevis, St Lucia, Tanzania, Tonga, Trinidad and Tobago, Uganda, United Kingdom (including Northern Ireland), United States of America, Vanuatu, Zambia, Zimbabwe

*\*qualifications for the noted countries are valid for 48 months prior to the commencement of the Bond program*

(d) For entry to programs with an IELTS of less than 7.0 or equivalent:

- (i) Applicants that have successfully completed at least one semester full-time equivalent at any accredited onshore Australian university at Australian Qualifications Framework Bachelor level or above. (N.B. incomplete qualifications are only valid for 24 months.)

(e) (i) Undergraduate and Postgraduate applicants:

- **Denmark** – Studentereksamen: GPA of at least 6 in English at A-level or a GPA of at least 9 at B-level for Upper Secondary School HHX, HTX and HFX (HF).
- **Finland** – Lukionpaastotodistus: English grade of 8 or above in the Upper Secondary Examination.
- **Germany** - Abitur: English grade of 3 or better (1 highest). DAAD test with an A or B (the top two levels) in each category OR a grade of 5 stars (\*\*\*\*\*) in each category.
- **Malaysia** – Sijil Pelajaran Malaysia (SPM): Pass grade or better for English Language 1119.
- **Netherlands** – VWO: Pass English at secondary school.
- **Norway** – Vitnemal: English grade of 4 or higher in Upper Secondary.
- **Singapore**
  - Successfully completed Polytechnic Diploma of Advanced Diploma.
  - Singapore-Cambridge A-Level subject grade of C or better in General Paper, or Knowledge and Inquiry subject; or Grade C or better in H2 English Language and Linguistics, or Literature in English.
- **Sweden** – Avgångsbetyg/Slutbetyg: English A or English B score of C on their matriculation certificate.



- **General Certificate of Education** – Advanced Level grade of C in one of the following subjects:
  - AS or A Level General Paper
  - AS or A Level General Studies
  - AS or A Level English Language
  - AS or A Level English Literature
  - AS or A Level English Language and Literature
- General Certificate of Education (GCE) O Level / General Certificate of Secondary Education (GCSE / International GCSE (IGCSE)\* - . A grade C or better (or 4 or better) in:
  - English Language
  - English Literature
  - English as a Second Language
 \*(Must be endorsed by CIE, OCR, Edexcel, AQA or other UK authority. Independent and school-assessed A Levels are not sufficient.)
- International Baccalaureate grade of 4 or better in English A – Literature, or English A – Language and Literature (previously English A1 and English A2) at HL or SL; or a grade of 5 or better in English B (previously English B) at HL or SL.
- USA Advanced Placement (AP) Examinations - English AP a pass in English (Grade 3)

(ii) Undergraduate applicants:

- **Ghana** – Grade of C6 or better from the West African Education Council (WAEC) or West African Senior School Certificate of Education (WASSCE).
- **Hong Kong** – Diploma of Secondary Education: minimum grade of 4 in the subject, English.
- **India**
  - Central Board of Secondary Education (CBSE) English subject (65% or greater);
  - Council for Indian School Certificate Examination (CISCE) English subject (65% or greater);
  - English subject grade of 65% or greater for the following State Board Secondary Education exit awards:
    - Pre University Certificate from the Karnataka Board of Pre-University Education;
    - Higher Secondary Certificate from the Maharashtra State Board of Secondary and Higher Secondary Education;
    - Higher Secondary Certificate from the Tamil Nadu Board of Higher Secondary Education;
    - Higher Secondary Examination Certificate from Government of Kerala Board of Higher Secondary Examinations
    - Higher Secondary Examination from West Bengal Council of Higher Secondary Education.
- **Kenya** – Grade of C6 or better from the Kenyan Certificate of Secondary Education (KSCE).
- **Nigeria** – Grade of C6 or better from the West African Education Council (WAEC).

Applicants who have completed schooling in Ghana, Hong Kong, India, Kenya, and Nigeria must have graduated high school within 24 months of commencing their program of study.

(iii) Bond University College Foundation and Diploma program applicants:

- **Hong Kong** – Diploma of Secondary Education: minimum grade of 3 in the subject, English;

(f) Bond University College

- (i) English Level 7 - Where individual Bond University programs require an IELTS Academic result of:

- 6.5 (no band less than 6.0) or less, an applicant may meet this requirement by successfully completing Bond University College’s English Level 7;
  - 6.5 (6.5 in writing, no other band less than 6.0), an applicant may meet this requirement by successfully completing Bond University College’s English Level 7 with an overall grade of Credit or higher in the Writing final assessment;
  - 7.0 (no band less than 6.5), an applicant may meet this requirement by successfully completing Bond University College’s English Level 7 with attainment of a grade of Distinction or higher;
  - 7.0 (no band less than 7.0) or higher, will require an approved English test to satisfy the English language requirement for admission to the program.
- (ii) English Level 6 - Where individual Bond University programs require an IELTS Academic result of:
- 6.0 (no band less than 5.5) or less, an applicant may meet this requirement by successfully completing Bond University College’s English Level 6;
  - 6.0 (no band less than 6.0) or less, an applicant may meet this requirement by successfully completing Bond University College’s English Level 6 with an overall grade of Credit or higher and also a Credit in the Reading and Writing final assessments.
- (iii) English Level 5 – Where individual Bond University programs require an IELTS Academic result of 5.5 (no band less than 5.0) or less, an applicant may meet this requirement by successfully completing Bond University College’s English Level 5.
- (iv) English Level 4 – Where individual Bond University programs require an IELTS Academic result of 5.0 (no band less than 4.5) or less, an applicant may meet this requirement by successfully completing Bond University College’s English Level 4.
- (v) English Level 3 – Where individual Bond University programs require an IELTS Academic result of 4.5 (no band less than 4.0) or less, an applicant may meet this requirement by successfully completing Bond University College’s English Level 3.
- (vi) English Level 2 – Where individual Bond University programs require an IELTS Academic result of 4.0 (no band less than 3.5) or less, an applicant may meet this requirement by successfully completing Bond University College’s English Level 2.
- (vii) English Level 1 – Where individual Bond University programs require an IELTS Academic result of 3.5 (any band less than 3.0) or less, an applicant may meet this requirement by successfully completing Bond University College’s English Level 1.
- (g) Students from International Secondary Schools where the full medium of instruction is English will be required to submit a letter from the Principal (or other relevant school of authority staff member) certifying the medium of instruction unless evidence to that effect is located on the transcripts;
- (h) Other Institutions’ Academic English Programs  
Students may meet the English language proficiency requirements by successful completion of Academic English Programs from other high-quality Australian universities and institutions:

For Bond programs requiring the equivalent to IELTS 6.5 (no band less than 6.0) and IELTS 6.5 (6.5 Writing and no other band less than 6.0):

ANU College	60% in ANU Access English.
Curtin English	English Language Bridging (ELB)

ICET-UQ	Successful completion of Bridging English Program (BEP) with a minimum overall grade of 4 plus a minimum grade of C in all 4 sub-skills.
Monash College	Standard 6.5 (no band less than 6.0). Advanced 6.5 (no band less than 6.5).
QUT International College	English for Academic Purposes (EAP) 2.
RMIT English Worldwide	Successful completion of Advanced Plus.
UniSA Centre for English Language	Successful completion of Academic English 5.
University of Melbourne (Hawthorne-Melbourne)	Successful completion of University of Melbourne English Language Bridging Program (UMELBP)
University of Sydney Centre for English Teaching	Direct Entry Course (DEC) English language course. Letter from University of Sydney Centre for English Teaching is required to confirm equivalent IELTS score (IELTS 6-7.5).
University of Western Australia Centre for English Language Training	Successful completion of the Academic English and Study Skills Bridging Course.
UNSW Institute of Languages	Successful completion of University English Entry Course (UEEC) with a minimum overall grade of C+ and a minimum grade of C in the writing component.
UTS: Insearch	Successful completion of Academic English (AE) Level 5.

For Bond programs requiring the equivalent to IELTS 7.0 (no band less than 6.5) and IELTS 7.0 (no band less than 7.0). This does not apply to the AHPRA registered programs:

Curtin English	English Language Bridging (ELB). Letter from Curtin English is required to confirm equivalent IELTS score 7.0.
ICTE-UQ	Minimum overall grade of 5 plus a minimum grade of A in all macro skills.
Monash College	Advanced Plus.
QUT International College	English for Academic Purposes (EAP) 3.
UniSA Centre for English Language	Successful completion of Academic English 6.
University of Sydney Centre for English Teaching	Direct Entry Course (DEC) English language course. Letter from University of Sydney Centre for English Teaching is required to confirm equivalent IELTS score (IELTS 6-7.5).
University of Western Australia Centre for English Language Training	Successful completion of the Academic English and Study Skills Bridging Course. Letter from University of WA Centre for English Language Training is required to confirm equivalent IELTS 7+ score.

**(2)** Articulation and partner agreements may result in exemptions to the listed English Language Requirements and details of such exemptions will form part of signed Bond University partner agreements.

**(3)** Students who experience English language difficulties once enrolled will be referred for academic student support.

## 8 Minimum Age for Admission

**(1)** To meet the age requirement for admission into a program, the applicant must be:

- (a) 17 years of age by the first date for enrolment in the program; or
- (b) If under 17 years of age by the first date of enrolment, approved by the University Registrar subject to the following:
  - (i) Applicant must have at least an OP4 (ATAR of 95.00 or higher) or equivalent; and
  - (ii) have the recommendation of the Executive Dean of the Faculty or delegate responsible for the program to which admission is sought (this recommendation may be given subject to conditions); and
  - (iii) comply with any age restrictions imposed by a third party associated with any compulsory program components of practicum or industry experience; and
  - (iv) if an international student, live in Australia with a parent or parents or guardians (including Homestay) as approved by the Australian immigration authority.

**(2)** An applicant who is younger than 17 years of age and who does not meet the conditions for an exception to the minimum age requirement as outlined above may be offered a place in the program of study commencing in the semester in which the minimum age requirement will be satisfied.

(3) For the English program, students should normally be a minimum of 17 years of age, but must be at least 16 years and 8 months of age, by the first date of enrolment in the program.

(4) For the Foundation Program, students should normally be a minimum of 17 years of age, but must be at least 16 years and 4 months of age, at the time of commencement. The total number of students less than 17 years of age in the Foundation Program must not exceed 50% of the total intake each year.

## 9 Offer Process

(1) Unconditional Offer: Students who successfully meet admission criteria will be offered a place in their preferred program at Bond University, subject to any quotas.

(2) Conditional Offer: Students may be made a conditional offer of a place under the following circumstances:

(a) If a student has not yet completed a program required for academic entry;

(b) If a student meets academic entry requirements but has not yet met English language entry requirements; and/or

(c) If a student has met the stated entry requirements but has not provided certified documentation.

### (3) Deferrals

(a) Students who are offered a place, and who wish to defer their enrolment until a subsequent semester, must apply in writing for consideration by the Office of Admissions. The standard maximum deferment period is three semesters.

(b) Depending on the program being undertaken and the length of time requested, permission to defer may or may not be granted on the authority of the Office of Admissions.

(c) Despite subclauses (a) and (b), one application for deferments for the Bachelor of Medical Studies, program, Doctor of Physiotherapy program and postgraduate Psychology programs may be granted at the discretion of the Faculty of enrolment. Applications will be assessed under the special circumstances criteria and guidelines as set by the Higher Education Support Act.

### (4) Acceptance of an Offer

To accept an offer, an applicant must submit a signed Response to Offer, meet all stipulated conditions including the submission of any documentation, and pay the required fees by the due date. Failure to accept an offer, pay the required fees, or enrol within the prescribed timeframe will result in the lapsing of that offer.

## 10 Advanced Standing

Refer Clause 8 of the Award Regulations.

## 11 International Students - Issue of Electronic Confirmation of Enrolment (eCOE)

Only once an offer has been accepted, all required fees paid, and any offer conditions met, will an Electronic Confirmation of Enrolment (eCOE) be issued by the Office of Admissions.

## 12 Entry to Non-Award Programs

Non-award programs include the following:

- Non-degree
- Study Abroad
- Exchange
- Student for a Semester
- Audit

Refer to the Award Regulations Division 14 for information and admission regulations pertaining to non-award programs.

## 13 Entry to the English Program

Refer to the Award Regulations Division 2 for information and admission regulations pertaining to the English program).

## ***Division 3 – Enrolment***

### **14 Definitions**

(1) Census date – Prescribed date at which all enrolment must be finalised and deferred debt is calculated for a subject before being reported to Legislative bodies. No subjects may be added after this date. Withdrawal of subjects after this date will incur full financial penalty.

(2) Last Withdrawal date – Last date a student can withdraw from subject availability without receiving an academic penalty

### **15 Activities Fee**

All students undertaking studies on Campus at Bond University are required to pay the prescribed Bond University Activities Fee with the exception of students enrolled in a program identified as being exempt under the Student Activities Fee Administration Policy TLR 3.19.

### **16 Eligibility for Enrolment**

Students may not enrol in a program unless an offer of a place in the program has been made, the offer has been accepted in the prescribed manner and all the conditions for enrolment have been met, as prescribed in the University regulations.

### **17 Conditions of Enrolment**

All other enrolment conditions, including the payment of fees, must be met by the date specified. To effect enrolment, new students must complete the prescribed enrolment processes and continuing students, the prescribed pre-registration processes.

### **18 Late Enrolment**

Subject to compliance with the provisions of any regulations relating to late fees or any other regulation applicable in the circumstances, an application for enrolment in a program shall not be permitted if the commencement of class attendance is to occur later than the second week of the semester. Later commencement may be approved by the University Registrar only in exceptional circumstances and on the recommendation of an Executive Dean or relevant Associate Dean of a Faculty.

### **19 Pre-registration**

All continuing students are required to pre-register for their subsequent semester's enrolment by the prescribed date. Failure to undertake pre-registration by this date will result in the imposition of the advertised late fee.

### **20 Change of Subject Enrolment**

Current students adding subjects after Week 2 of the semester will require the permission of the lecturer.

### **21 Leave of Absence**

(1) Students may apply to take a leave of absence from their program for a maximum of three semesters.

(2) Students who wish to take a leave of absence for subsequent semesters following an approved leave of absence must submit an additional application.

(3) Students must complete a Leave of Absence form, available from the Student Business Centre. This form must be signed by the student and the student's academic adviser(s).

(4) Scholarship holders must comply with the provisions outlined in Division 10 Scholarships.

(5) Students will not normally be granted a leave of absence in programs (including program versions) that are scheduled to be discontinued. Leave approved on the basis of compassionate or compelling circumstances after the suspension process has

commenced for the relevant program will be negotiated on the basis that a return to the program in which the student is currently enrolled may not be possible.

**(6)** A leave of absence is not applicable for a current semester of study. Refer to Clause 9(3) Deferrals and Clause 39 Withdrawals.

## **22 Leave of Absence and Student Visa Holders**

**(1)** International students should refer to relevant Australian immigration authority rules and regulations governing leave of absence and may only be permitted to take a leave of absence in compassionate or compelling circumstances such as bereavement, or medical or other circumstances beyond their control. The Australian immigration authority will consider issuance of new COE's in instances where the period of absence will extend the completion date of the program.

**(2)** Student Visa holders who do not meet the compassionate and compelling circumstances guidelines may apply for leave of absence and, once approved, must leave the country. In this case the Student Visa holder's COE will be cancelled and the student will be required to apply for a new COE to return to study.

## **23 Change of Degree**

**(1)** Students seeking to change degrees while still enrolled in a program, must complete a change of degree form and have it approved by the Executive Dean or delegate of the Faculty(s) of enrolment. If approved, Change of Degree status will be activated from the subsequent semester of enrolment.

**(2)** Advanced standing, scholarship allocations and/or the duration for completion may not remain the same following a change of degree.

## **24 Concurrent Enrolment**

**(1)** Students seeking to enrol in concurrent programs must apply on the appropriate application forms through the Student Business Centre.

**(2)** Unless sub-clause (3) or (4) is relevant, students must satisfy the following criteria before applying:

- (a) The student will normally be sufficiently advanced in their studies for their existing program so as to be able to complete it in no more than the equivalent of one additional semester of full-time study (i.e. normally within 4 subjects of completion);
- (b) The student will have completed CORE1, CORE2 and CORE3 if enrolled in a Bachelor program;
- (c) The academic history of the student will be such as to indicate that concurrent enrolment is manageable (i.e. normally a cumulative GPA of at least 2);
- (d) The concurrent enrolment must not result in a workload which will, in the opinion of the Executive Deans responsible for the existing and proposed program, prejudice the academic performance of the student (i.e. if there is an overload proposed, the student's academic record should demonstrate superior performance – normally a cumulative GPA of at least 2.5);
- (e) The proposed concurrent enrolment must be approved in writing by the Executive Dean of the Faculty responsible for the existing program in which the student is enrolled and the Executive Dean of the Faculty responsible for the proposed program before being forwarded to Academic Senate Executive for final approval by flying minute.

### **(3) Concurrent LLB or JD and Graduate Diploma in Legal Practice enrolment**

The Faculty of Law allows concurrent enrolment in LLB or JD and Graduate Diploma in Legal Practice programs, subject to the following conditions:

- (a) The student is enrolled in the last semester of their LLB or JD program and has completed all compulsory law subjects;
- (b) The student has a maximum of two subjects remaining in their LLB or JD program; and
- (c) The proposed concurrent enrolment must be approved in writing by the Executive Dean or delegate.

#### **(4) Concurrent Diploma and Bachelor enrolment**

A student may enrol concurrently in the Diploma and Bachelor programs for a maximum of one semester only, subject to the following conditions:

- (a) The student is enrolled in the last semester of their Diploma program;
- (b) The academic history of the student is such as to indicate that concurrent enrolment is manageable (i.e. normally a cumulative GPA of at least 2.0);
- (c) The proposed concurrent enrolment must be approved in writing by the Director, Bond University College, and the Executive Dean of the Faculty responsible for the Bachelor program; and
- (d) The proposed concurrent enrolment has received final approval by Academic Senate Executive by flying minute.

#### **25 Corequisites**

Where two subjects have been designated corequisites, a student may not enrol for one such subject in any semester, except where the student has been granted credit for the corequisite on the basis of other study or has passed only one of the corequisite subjects at a previous attempt.

#### **26 Cross Institutional Study**

Refer Clause 13 of the Award Regulations.

#### **27 Maximum Subject Load**

Unless special permission is granted by the Executive Dean of the Faculty of enrolment or delegate, a candidate shall not attempt more than the equivalent of a normal full-time subject load of a particular program in one semester of enrolment.

#### **28 Medical Fitness**

If, in the opinion of the Executive Dean of any Faculty or the University Registrar, the state of health of any student enrolled or of any person applying for enrolment in that faculty gives cause for concern, the Executive Dean or the University Registrar may refer the matter to the Vice Chancellor who may thereupon take such action as he/she considers necessary in the interests of the student or person concerned, the University, its staff or students.

#### **29 Fees**

(1) The payment of fees associated with enrolment as a student in the University is an essential component of the enrolment process. Enrolment is not complete until all fees associated with enrolment have been paid.

(2) The fees payable at enrolment include: tuition fees, other subject or program specific fees and any fees or other charges outstanding from previous semesters. Fees payable are advised on individual notices or invoices issued to students.

#### **30 Personal Information**

(1) Students must notify the Student Business Centre of any change of name, address or other data recorded on the student information system which is not accurate.

(2) Students will be asked to check all personal data at each enrolment session and must advise the Student Business Centre of changes as they occur.

(3) Documentation is required when notifying a change of name.

(4) Failure to advise of changes to personal data will not be accepted as grounds for Review or Appeal against University decisions.

#### **31 Assumed Knowledge and Prerequisites**

(1) A student should only enrol in a subject if they believe they meet the assumed knowledge expectations for that subject. Where assumed knowledge is lacking, the student is strongly advised against enrolling in the subject and does so at their own risk. No concessions will be made for a student's lack of assumed knowledge.

(2) A student may not enrol in a subject unless all prerequisite requirements for that subject have been satisfied, except with the permission of the Executive Dean of the subject Faculty.

### **32 Probationary Enrolment**

Students who have been excluded and have been permitted to re-enrol will be enrolled on a probationary basis with their progress monitored on a semester by semester basis, or on a subject basis for Medical Program and Doctor of Physiotherapy students where subjects do not align with semesters. Such enrolment may also have conditions imposed. Unsatisfactory progress may result in Academic Exclusion.

### **33 Responsibility for Correct Enrolment**

- (1) Students are responsible for ensuring they are correctly enrolled each semester.
- (2) Students must ensure that information provided is complete and correct.
- (3) Subjects must be part of the program in which the student is enrolled.

### **34 Restrictions on Enrolment**

- (1) No person shall be entitled to enrol or re-enrol in any subject or program of study at the University:
  - (a) while academically excluded from the relevant program, unless re-enrolment is permitted by the Executive Dean or delegate of the Faculty or Bond Business School on such conditions as the Faculty or Bond Business School deem appropriate (subject to sub-clause 2(a));
  - (b) while expelled or suspended from the University (subject to sub-clause 2(a));
  - (c) while any monies are due for payment by that person, by way of tuition, accommodation or other charges, fees, or fines, to the University, unless the University Registrar in his/her discretion gives permission.
- (2) Any person who is either:
  - (a) Pending the determination of an appeal against an exclusion; and/ or
  - (b) Awaiting the determination of the disciplinary proceeding or of any appeal against a disciplinary determination may reenrol pending the outcome of the proceedings. Such enrolment is subject to cancellation or such conditions as determined by the outcome of the relevant proceedings in Subparagraph (a) and/ or (b).
- (3) In the interests of safety, no student whose standard of dress does not conform to the requirements prescribed from time to time by the Executive Dean of the subject Faculty shall enter a laboratory.
- (4) The Program Coordinator or nominee may place restrictions on the number of subjects students may take in a given semester, and/or may specify the particular subjects students may take.
- (5) Sanctions
  - (a) Sanctions are placed on a student's record when that student fails to comply with University Regulations or, in the case of Admissions sanctions because conditions or documents are outstanding. A sanction may result in the prevention of enrolment and/or results being withheld;
  - (b) A list of possible sanctions and necessary remedial action is available from the Student Business Centre. The imposition of sanctions is subject to the provisions of Division 9 – Complaints and Appeals for Review of Decisions.
- (6) Core Subjects – Completion Requirements  
Please refer to Clause 41(3) of the Award Regulations.

### **35 Student Identification Card**

- (1) All students studying at Bond University are required on the first occasion of their enrolment to obtain a student identification card from the University.
- (2) Thereafter, the card must be renewed at the beginning of each calendar year. Students requiring identification cards to be reissued before they expire, will be required to pay the student card replacement fee.



(3) An identification card is a student's authority to access a range of University services and facilities as determined by the University and including the authority to attend classes, receive teaching materials, sit examinations, and borrow specified materials from the University.

(4) Acceptance of an identification card signifies that a student undertakes to use the card for the purposes for which it is issued and to be bound by the rules or conditions, as amended from time to time, which are specified in relation to any of those purposes.

### **36 Subject Load**

(1) The normal full-time subject load for Diploma students is the equivalent of 30 to 40 credit points per semester depending on the relevant program structure.

(2) The normal full-time subject load for Bachelor students is the equivalent of 40 credit points per semester.

(3) The normal full-time subject load for postgraduate students is the equivalent of 30 to 40 credit points per semester depending on the relevant program structure.

(4) International students are required to maintain a normal full-time subject load in accordance with their program structure.

### **37 Subject Repeats**

Students repeating a subject must pay the full fee regardless of subject requirements previously completed.

### **38 Transcripts**

(1) A transcript is a complete academic record of a student's studies at Bond University and will be issued for all attempted subjects and programs.

(2) Transcripts cannot be modified to exclude or amend records.

(3) Transcripts for graduating students will not be available for the two weeks preceding graduation. Transcripts for all students will not be available during the week immediately preceding the formal publication of examination results.

### **39 Withdrawal from Subjects**

(1) Students can withdraw from a subject without academic penalty at any time up to the Last Withdrawal date for that subject. A status of "withdrawn (W)" is recorded against the subject concerned. A "withdrawn (W)" subject is not included in the calculation of the student's GPA.

(2) Students who do not follow the approved procedure to withdraw from a subject by the prescribed date will be graded accordingly. A student who withdraws after the Last Withdrawal Date but before the examination period will receive a status of "withdrawn failure (WF)" against the subject. A "withdrawn failure (WF)" subject is included in the calculation of the student's GPA.

(3) Students can apply to withdraw without academic and/or financial penalty if the student can demonstrate special circumstances defined by the Higher Education Support Act (HESA) 2003 as circumstances which:

- a) are beyond the student's control; and
- b) did not make their full impact on the student until on, or after, the census date for the impacted subject(s); and
- c) made it impractical for the student to complete the requirements for the impacted subject(s).

(4) A student applying to withdraw without academic penalty must apply by Friday of week 7 of the semester following that in which the student was enrolled in the impacted subject(s).

(5) A student applying to withdraw without financial penalty must apply within 12 months of the date of withdrawal, or if not withdrawn, 12 months from the last day of the semester in which the impacted subject(s) were undertaken.

(6) Late applications will normally not be accepted. The University Registrar or delegate has the discretion to waive this requirement where a student can demonstrate the application could not be made within the time limits specified in subclauses (4) or (5).

(7) Where a “Fail (F)” grade is recorded against a subject due to academic misconduct, the student is not eligible to be considered for withdrawal without academic or financial penalty.

(8) Students who believe a decision by the University Registrar or delegate in relation to withdrawal without academic and/or financial penalty to be incorrect may submit an appeal in accordance with Division 9 Complaints and Appeals for Review of Decisions.

#### **40 Audit Students**

(1) Subject to approval by the Executive Dean of the Faculty responsible for the subject, a person may be enrolled as an audit student subject to the payment of the prescribed fee.

(2) Subjects available for audit students are limited and enrolment is subject to places being available and the approval by the Executive Dean. No subjects in the Medical Program or Doctor of Physiotherapy will be available for auditing.

(3) Students enrolled to audit a subject are entitled to:

(a) Participate in all classes and contribute to classroom discussion provided this enhances the learning of all students;

(b) Use facilities associated with the subject;

(c) Receive a “Statement of Attendance” issued by the Executive Dean of the Faculty;

(d) Convert to enrolled student status with the approval of the Executive Dean prior to census date.

(4) Students enrolled to audit a subject are not entitled to:

(a) Submit assignments or sit examinations;

(b) Receive Financial Aid in respect to the subject being audited;

(c) Receive credit or advanced standing for subjects audited;

(d) Receive a grade in the subject, nor will they be issued with an academic transcript;

(5) Students enrolled to audit a subject are required to comply with all University Regulations, Policies and Procedures relevant to an audit student.

### ***Division 4 – Fees and Charges***

#### **41 General Provisions**

(1) All students are required to pay the University, by the prescribed date, any and all fees or charges for admission, tuition or access to any services which may be specified by the University from time to time, as well as any late fees or fines imposed in accordance with the regulations of the University.

(2)

(a) For domestic and international students entering or applying for entry to Bond University, the fees and charges as described in the University’s List of Fees shall apply;

(b) An international student who is granted Australian Permanent Resident status or Australian Citizenship before the census date of the teaching period in which the student is enrolled will be considered for a full-fee paying domestic place in the same program subject to provision of appropriate documentation.

(3) Acceptance of an offer of a place in any program shall be dependent upon payment of the prescribed fees. Any applicant who has not paid all fees and charges by the due date shall not be deemed to be enrolled as a student of the University and any offer of a place in any program or student residence shall lapse accordingly.

(4) The Admissions Officers may extend the closing date for acceptance of applications or permit applications to be considered and accepted after a prescribed closing date.

(5) In the case of any application considered after a prescribed closing date, a late fee may apply.

(6) Any student who is suspended or excluded from (a) attendance at classes, (b) participation in any University activity or (c) using any University service or facility, shall not thereby become entitled to be repaid any fees or charges paid or to be relieved from the payment of any fees or charges already payable, unless the

Vice Chancellor in any particular case otherwise directs. This clause does not apply to fees paid in advance for semesters subsequent to that in which the suspension or expulsion occurred.

(7) Any application to change a program or subject, or to enrol in an additional subject, shall normally be made prior to the prescribed date.

#### **42 Payment of Fees**

(1) Tuition and accommodation fees are payable in advance for each semester. Student enrolment will not be regarded as having been completed until such fees have been paid.

(2) All fees and charges are inclusive of GST where applicable

(3) Australian students will be required to pay fees for the full semester on enrolment prior to the commencement of the semester.

(4) International students will be required to pay one semester's tuition fees on acceptance of an offer of a place.

#### **43 Fees**

(1) Fees depicted here are correct at the time of publication, but may be varied from time to time by the University Council, without notice.

(2) Student Activities Fee: A student activities membership fee must be paid each semester by Bond University students undertaking studies on campus. This fee is prescribed annually by the Department of Education in accordance with the Higher Education Legislation Amendment (Student Services and Amenities) Act 2011 and used solely for student facilities and activities on campus.

(3) Late fees:

(a) Failure to pre-register by final day of pre-registration - \$350;

(b) Late payment penalty - \$350.

(4) Cancellation fees

(a) Late Cancellation Penalty 1 - \$250;

(b) Late Cancellation Penalty 2 - \$500.

(5) Other fees and charges

(a) Replacement Testamur – digital copy \$50; paper copy \$80 plus registered postage fees; replacement due to change of name \$110 including postage within Australia, \$125 including postage overseas;

(b) Replacement Student Identification Card – damaged \$25; lost \$35;

(c) Graduation Gown Hire - \$90;

(d) Review of results request - \$50/subject (refundable if result is changed). No charge if the original grade was a fail grade;

(e) Transcripts – digital copy \$10; paper copy \$25 including postage within Australia, \$25 plus postage overseas; \$10 for additional copies if requested at the same time;

(f) Australian Higher Education Graduation Statement (AHEGS) – digital copy \$10; paper copy \$25 including postage within Australia, \$25 plus postage overseas; \$10 for additional copies if requested at the same time;

(g) Program Change – one change free, subsequent changes \$50;

(h) Verification of Qualification request - \$20 per program; \$10 for additional copies if requested at the same time.

(6) In addition to the above fees, the Vice Chancellor may approve fees to students for specific services provided.

#### **44 Non-Payment of Compulsory Fees**

(1) Where a candidate has not paid all compulsory fees or charges (including tuition, accommodation, activity, late or other fees levied by the University) due to the University by the due date, the University Registrar may:

(a) exclude the candidate from sitting for any examination;

(b) de-register the student such that all University privileges may be withdrawn including admission to classes and sports centre, library borrowing rights, computer privileges and the right to remain in student residences; and/ or

(c) withhold any results obtained by the candidate;

- (d) prevent the student from graduating.

(Note: A list of possible sanctions and necessary remedial action is available from Student & Academic Services. The imposition of sanctions is subject to the provisions of Division 9 – Complaints and Appeals for Review of Decisions. In exceptional circumstances only, the University Registrar may waive or amend any compulsory fee.

## **45 Refunds**

### **(1) Cancellation of Subjects – Continuing Students**

- (a) All cancellations of subjects prior to the census date will receive a full refund. However, cancellation penalties may apply as follows:

- (i) Last Cancellation Date: Students cancelling a subject prior to the prescribed Last Cancellation date will not be penalised;
- (ii) Late Cancellation Penalty 1 Date: Students cancelling a subject after the prescribed Last Cancellation date but prior to the prescribed Late Cancellation Penalty 1 date will be charged the Late Cancellation Penalty 1;
- Late Cancellation Penalty 2 Date: Students cancelling a subject after the prescribed Late Cancellation Penalty 1 date but prior to the prescribed Late Cancellation Penalty 2 date will be charged the Late Cancellation Penalty 2;
- Students cancelling a subject after the Late Cancellation Penalty 2 date will not receive a refund of fees;

- (b) Students are not normally eligible for a refund of tuition fees for cancellation of subjects after the census date. However, the University Registrar or delegate may approve a refund or re-crediting of tuition fees when a student is able to demonstrate special circumstances. Refer Clause 39 Withdrawal of Subjects.

### **(2) Cancellation of Subjects - Commencing students**

- (a) Commencing students who cancel their acceptance before the semester commences will be refunded all tuition payments made;

- (b) Tuition deposit for commencing students:

- (i) The tuition deposit will not be refunded except where the student cancels due to serious illness or personal misadventure, as deemed by the University Registrar;
- (ii) International students whose visa application is refused prior to commencement of the program to which they have been admitted will receive a refund for the tuition deposit. Documentary proof of visa refusal must be submitted to the Office of Admissions;
- (iii) In the case where an international student's visa has been refused but the student has already commenced the program, any non-tuition fees are not refunded and refund of tuition fees will be calculated in accordance with sections 46D(7) and 47E(4) of the ESOS (Calculation of Refund) Specification 2014;
- (iv) In the case of (iii) above, the amount to be refunded will be calculated with effect from the week when the Student Business Centre receives notification from the student of their intention to cancel enrolment;
- (v) Where the notification of visa refusal is provided in Week 12, which coincides with the end of the teaching period, no refund will be provided. If appropriate, the student will be permitted to undertake end of semester examinations and the withdrawal will be actioned after the completion of the examination period;
- (vi) Depending on the date of enrolment cancellation, academic penalties may apply.

- (3) If a program or subject is cancelled by the University, a full refund of all payments made will apply.

- (4) Refunded fees are credited to students' account and will be used for future fees and charges unless the student requests the refund in writing. Any credited amounts not used or refunded are held for a period of twelve months, after which monies will be forfeited.

- (5) International students who cancel their subjects whilst in Australia will have any refunds, where applicable, forwarded to their home country.

- (6) All Refunds must be requested in writing with documentary evidence

## **(7) Cancellation of Accommodation**

- (a) Once a student has registered in Residences and accepted a key, they will be considered to have entered into a binding agreement to remain in Residences for the duration of the semester;
- (b) A current resident student who reserves a place in Residences for the following semester and then advises after Week 9 of the current semester that they will not take up residence will be charged up to a maximum of three (3) penalty units. This amount will be charged to their student account;

A current resident student who advises after Week 12 that they will not continue in the Residences in the following semester will be charged a minimum of two (2) penalty units up to a maximum forfeiture of their full semester accommodation fees.

These charges will be fully or partially waived if a suitable substitute (approved via the on-campus accommodation application/approval process) is sourced to occupy the room, depending on when this occurs.

- (c) A student who decides to withdraw from on-campus accommodation and vacate their room at any time during the semester will be charged the appropriate weekly rate for the time spent in Residences plus a levy of up to a maximum forfeiture of the balance of their full semester accommodation fees. Additional charges beyond those for the time spent in Residences will be fully or partially waived if a suitable substitute (approved via the on-campus accommodation/approval process) is sourced to occupy the room, depending on when this occurs;
- (d) A student who defers their studies for a semester must provide documentation from the Student Business Centre outlining the reason for the deferment. The student will be charged at the appropriate weekly rate for the time spent in Residences;
- (e) A student who is excluded or suspended for the balance of a semester from Residences for misconduct will forfeit the semester's accommodation fee.
- (f) A resident student who is excluded for academic reasons will be charged the appropriate weekly rate for the time spent in Residences;
- (g) For the purposes of sub-clauses 7(c), 7(d) and 7(f), time spent in Residences is determined from the start of the semester to return of the accommodation room key to the On-Campus Accommodation Office;
- (h) In cases that fall within sub-clauses 7(c), 7(d), 7(e) and 7(f), the student's unused dining plan will be refunded (if requested) once the room key is returned. The Office of Campus Accommodation and Dining Services will conduct a vacating inspection of the student's room to determine if there is any damage, in which case an amount for repair and/or restitution will be charged to the student's account with notation.

## **46 Financial Aid Disbursements**

**(1)** Provided financial aid is current and all conditions have been met in accordance with the Scholarships, Bursaries and Financial Aid Regulation:

- (a) Financial aid is disbursed as a reduction in tuition fees each semester by the percentage rate awarded;
- (b) If a student is granted financial aid after the commencement of study, or if the value of the financial aid is amended, the financial aid will be applied to remaining subjects only. It is not retrospective;
- (c) Financial aid is applicable to standard enrolments only; it does not apply to students auditing a subject;
- (d) In the case of a combined degree where only one Faculty grants financial aid, or where each faculty grants a different percentage, the percentage rate will be calculated on the proportion of the degree delivered by each Faculty. This proportion is 50% of the whole in all cases EXCEPT where an LLB is included when the Law Faculty funds 66 % and the other faculty funds 33%;
- (e) All proportional allocations are undertaken on this basis at a program level – under no circumstances are the actual subjects taken into account or used in this calculation. For example, where a student is enrolled in Commerce/Arts degree (32 subjects) and is granted a Bond Business School scholarship of 40% and a Faculty of Society & Design scholarship of 20% the student will receive 20% discount from the

Bond Business School and 10% from the Faculty of Society & Design for a total of 30% overall. This is calculated as the Commerce degree is nominally half the 32 subjects and the Arts degree is nominally half the 32 subjects. Therefore, Bond Business School will contribute 40% for 16 subjects, which is rounded down to 20% overall. The Faculty of Society & Design will contribute 20% for 16 subjects which is rounded to 10% overall.

## ***Division 5 – Assessment***

### **47 Academic Excellence**

#### **(1) Vice Chancellor's and Dean's Lists**

- (a) Exceptional students will be identified by the University and a noting recorded on their official academic records;
- (b) All subjects attempted in a semester are included in the calculation of the semester percentage;
- (c) Students must have completed a minimum of 30 credit points value in graded subjects in the same program (this includes joint and double degree programs) each semester before they are considered for inclusion on the Dean's or Vice Chancellor's list;
- (d) Students who achieve a semester percentage average between 82 and 84 per cent (inclusive) will be placed on the Dean's List for Academic Excellence;
- (e) Students who achieve a semester percentage average greater than or equal to 85 per cent will be placed on the Vice Chancellor's List for Academic Excellence.
- (f) Dean's and Vice Chancellor's lists cannot be calculated until grades have been finalised for that semester;
- (g) At the discretion of the Executive Dean or delegate, a student who has been found guilty of academic misconduct may not be eligible to be included on the Dean's List for Academic Excellence in the same semester that the academic misconduct occurred;
- (h) At the discretion of the Vice Chancellor, a student who has been found guilty of academic misconduct may not be eligible to be included on the Vice Chancellor's List for Academic Excellence in the same semester that the academic misconduct occurred.

#### **(2) First in Class Notations**

- (a) The University allows the notation 'First in Class' to be placed on a student's academic record where the Faculty has identified a student's performance in a subject as warranting such an accolade;
- (b) 'First in Class' notations will only be placed on a student's official academic record where certain conditions are met. These conditions include:
  - The minimum grade for the award is High Distinction;
  - There must be 5 or more students enrolled in the subject, at the discretion of the Executive Dean of Faculty or delegate;
  - 'First in Class' notations will not normally apply in subject enrolments such as Special Topics, Individual Studies, Work Experience, Work Integrated Learning subjects, Study Tours or Internships/Placement activities unless the Faculty advises the Student Business Centre that a ranking should be awarded;
  - Decisions are taken following finalisation of deferred examination results (cut-off date is Friday Week 2 for students taking deferred examinations to be eligible for an award of 'First in Class').
- (c) Where there is more than one student with the same mark, each student will be awarded the 'First in Class' notation on their transcript;
- (d) Faculties are responsible for advising the Student Business Centre of award recipients who have been included at the discretion of the Executive Dean of Faculty or delegate.

#### **48 Assessments - Subject**

- (1)** The work undertaken by a student for each subject shall be assessed in the subject faculty and a grade awarded.
- (2)** The subject assessment may include an examination, oral work and such tests, essays, assignments, projects and practical or clinical work as the Executive Dean or delegate of the subject faculty approves. A class participation requirement for a program or a subject may be stipulated in the form of minimum attendance requirements and/or active involvement in class discussion. Such requirements may be determined by the Executive Dean of the Faculty responsible for the program or subject.
- (3)** The method of subject assessment prescribed by the Executive Dean of the subject faculty shall be published in the subject outlines available to students.
- (4)**
  - (a)** If the Faculty approves an extension of the submission of assessment, the last date for submission of the assessment is to be no later than Friday of Orientation week of the following semester. If the submission date needs to be extended beyond Friday of Orientation week of the following semester, the extension is subject to approval by the Executive Dean or delegate;
  - (b)** Where interim grades such as DE, ICON, INC, SU, and Z have been applied, these grades must be finalised by the end of the semester immediately following the semester the subject was undertaken, otherwise the grade will be changed to a Fail grade.
- (5)** A subject outline must be issued to students on commencement of each subject undertaken by the student at the University. Subject outlines must contain:
  - (a)** the subject code, subject name, and a brief description of the content of the subject;
  - (b)** the name and contact details of the subject contact;
  - (c)** information on the intended learning outcomes and relevant University Graduate Attributes;
  - (d)** the finalized mode, weighting, and due dates of assessment items;
  - (e)** a weekly topic list of classes.
- (6)** Changes in the form of assessment after the commencement of teaching should only be made in exceptional circumstances with the approval of the Executive Dean. If such changes are made, all students must be notified in writing 4 weeks prior to the assessment due date.
- (7)** All subject results will be notified to the officer of the University and recorded on the official academic record of the student concerned.
- (8)** The Academic Senate shall be responsible for ensuring that the distribution of grades awarded by examiners is consistent across the University.

#### **49 Conduct of Candidates**

Cheating: A candidate shall not cheat or attempt to cheat in any subject assessment, nor shall a person, whether or not a candidate, do anything to assist a candidate to cheat. Cheating is considered misconduct and is subject to the provisions of Part 3 Discipline Regulation.

#### **50 Board of Examiners**

- (1)** Each Faculty will supervise any internal and external assessment moderation procedures, review reports and document action taken under Clause 50.
- (2)** For each Faculty or Institute, a Board of Examiners will be constituted by the Academic Senate, and will comprise the Executive Dean or nominee as Chair, program co-ordinators and other such persons as the Executive Dean shall require.
- (3)** The Board of Examiners for each Faculty must meet before the release of final results to students, and will be responsible for determining the grades to be awarded to all candidates enrolled in the Faculty and for transmitting those results to the relevant officer of the University.
- (4)** The Board of Examiners will consider for ratification all marks and grades forwarded to it by the staff members who are responsible for the various subjects taught in the

semester just completed. Where the final result for a subject is accumulated over more than one semester, the Board of Examiners may note and release interim results.

(a) It is suggested that the Executive Dean or delegate and appropriate senior academic staff review these marks before the Board of Examiners meets, and only submit changes to the marks with the agreement of the staff member responsible for the subject;

(b) When there is a disagreement between the Executive Dean and the subject staff member, then the Board of Examiners will decide to accept or change the marks;

(c) If the marks are changed against the subject staff member's wishes, then they may appeal to the Academic Senate Executive, which will make the final decision. If the Executive Dean involved is already a member of the Senate Executive, then an independent Executive Dean should be used as a replacement

**(5)** The Board of Examiners will also be responsible for examining all grades and grade distributions.

**(6)** The University Registrar will not transmit results to students until ratified by the appropriate Board of Examiners.

## **51 Deferred Examinations**

**(1)** A deferred examination may be granted to a student by the University Registrar or delegate where the student can demonstrate an inability to sit or perform at the minimum level of their demonstrated abilities, the original examination for medical or compassionate reasons, or as a result of unexpected and exceptional circumstances beyond the student's control.

**(2)** Students are required to apply using the official Application for Deferred Examination form within 2 working days following the day of the scheduled examination. The form must be submitted along with appropriate documentary evidence to the Student Business Centre.

**(3)** If an application is based on medical grounds, a student must submit the Bond University Student Medical Certificate completed by an Australian registered medical or dental practitioner stating:

(a) the date on which the medical practitioner examined the student;

(b) the severity and duration of the complaint expressed as a medical opinion;

Certificates merely reporting the student's account of an illness will not be accepted.

(c) the practitioner's opinion that the student was unable to sit the exam on the scheduled date of the examination.

If it is not possible to use the Bond University Student Medical Certificate a student may submit a certificate from a medical practitioner provided the certificate contains information as requested on the University certificate and covers points (i), (ii), and (iii) above. An application will not be approved if the medical certificate submitted by the student has been provided by:

(a) a family member who is a doctor; or

(b) a medical practitioner following an online or telephone medical consultation.

Foreign medical certificates will only be accepted in exceptional circumstances subject to approval by the University Registrar or delegate.

**(4)** Applications based on non-medical grounds must be accompanied by documentary evidence supporting the case plus a signed statutory declaration attesting to the unexpected and exceptional circumstances beyond the student's control that precluded them from sitting the relevant examination. Students who wish to defer a centrally scheduled end of semester examination due to religious commitments must provide written notice of their intention to the Student Business Centre no later than Week 7 of the relevant semester.

**(5)** The following would normally be considered acceptable grounds for deferring an examination:

(a) illness or medical reasons;

(b) accident;

(c) serious personal or emotional trauma (e.g. bereavement);

(d) religious commitments;



- (e) events or sporting commitments at a state, national or international representative level;
- (f) 3 scheduled examinations which commence within less than 24 consecutive hours.

Students who intend to rely on grounds 5 (c), (d) or (e) must seek advice from the Student Business Centre before the scheduled examination date if they are unsure whether their application would meet the criteria above. To the extent it is possible, students who have fallen ill or suffered an accident before the relevant examination should also seek advice from their program adviser if they are unsure whether their application would meet the criteria above.

Once an official examination period has commenced, including perusal time, a student undertaking the examination will be deemed to have sat the examination. A request for a deferred examination will not be considered if a student leaves an examination for any reason once the official examination period, including perusal time, has commenced.

**(6)**

(a) Approval will not be granted where it is reasonable to expect that the circumstances could have been avoided. The following would be considered unacceptable grounds for deferred examination:

- (i) travel or holiday arrangements;
- (ii) misreading the examination timetable;
- (iii) a desire to spread assessment tasks to yield improved performance\*;
- (iv) events and sporting commitments that are not at a state, national or international representative level;
- (v) applications normally received after the prescribed deadline.

(b) With the exception of students covered by sub-clause 6(c), a student will only be granted a deferred examination in one semester of their program, for no more than four subjects in that semester. In exceptional circumstances, which are properly substantiated, or in the case of a Faculty approved internship, a subsequent application may be approved.

(c) Students with disabilities or long term medical or psychological conditions, who by the nature of their condition may require deferred examinations more than once, may be exempted from the requirements of sub-clause 6(b) if they:

- (i) are registered with the Disability Office; and
- (ii) submit their applications in accordance with Clause 51(2); and
- (iii) are able to support their application with current medical documentation in accordance with Clause 51(3).

\* Applications may be rejected if there is reason to believe a student is trying to gain an unfair advantage through deferred examination. The student's academic record and prior history of deferred examinations will be considered when making this judgement.

**(7)** The result of a deferred examination will be made available after being ratified by the Executive Dean or delegate as follows:

- Mid Semester - normally no later than Friday of Week 12 of the current semester; and
- End of Semester – normally no later than Friday of Week 1 of the semester immediately following the semester in which the original examination should have been undertaken.

**(8) Deferred mid-semester examinations**

(a) Deferred mid-semester examinations will be scheduled by the Student Business Centre on Thursday, Friday, and Saturday of Week 9. Applicants will be advised of the timetable by the Student Business Centre;

(b) For other interim examinations that are eligible to be deferred, students will be required to contact the relevant academic staff from the Faculty to organise alternative arrangements;

**(9)** End-of-semester deferred examinations are conducted during orientation week of the immediately following semester. Students must be available to sit their deferred examination/s on any day from Wednesday to Friday of that orientation week. The timetable for deferred exams will be published by close of business on Monday of Bond

orientation week. It is the student's responsibility to contact the Student Business Centre if their subject has not been scheduled or there is some other discrepancy.

**(10)** Assessment standards for deferred mid-semester and end-of-semester examinations will be the same as the assessment standards for standard mid-semester and end-of-semester examinations.

**(11) Deferred Examinations**

- (a) Deferring an existing deferred examination is not permitted. Students who do not sit the officially scheduled deferred examination are not permitted to apply for a further deferred examination for that subject and must accept a fail grade for the examination;
- (b) In extraordinary and severe circumstances, the University Registrar or delegate may use his/her discretion to consider alternative arrangements;
- (c) Results for any approved alternative arrangements must be finalised by:  
Mid Semester - the end of Week 12 of the current semester; and  
End of Semester – the end of Week 3 of the semester immediately following the semester in which the original examination should have been undertaken;
- (d) Students unable to undertake alternative arrangements are not permitted to apply for a further alternative arrangement for that subject and must accept a mark of zero for that assessment.

Note – Students on clerkships and study tours etc. would fall under sub-clause 11(b) but management of these cases is delegated by the University Registrar to the relevant Faculty.

**52 Examiners**

- (1)** The Chief Examiner and, where appropriate, assistant examiners, in each subject shall be appointed by the Executive Dean of the subject Faculty.
- (2)** The Executive Dean of the subject Faculty shall also be empowered to appoint such external examiners as are considered appropriate.
- (3)** The Chief Examiner in each subject shall be responsible for the preparation of any examination papers required for the subject. The papers shall be provided to the officer of the University in the time and form prescribed.

**53 Grading System**

- (1)** There are two grading systems:
  - Graded system with HD, D, C, P, F; and
  - Ungraded system with UGP and UGF.
- (2)** In addition, a student may be awarded:
  - ATP, AN, EX, FSU, PSU, W, WF.
- (3)** The interim result codes are DE, INC, ICON SU, and Z.

Grades included in GPA and %AV calculations:

Grade	Description	Grade Points	%Guide
HD	High Distinction	4	85-100
D	Distinction	3	75-84
C	Credit	2	65-74
P	Pass	1	50-64
RP	Resit Pass (Bachelor of Medical Studies & Doctor of Physiotherapy only)	1	
RF	Resit Fail (Bachelor of Medical Studies & Doctor of Physiotherapy only)	0	
F	Fail	0	<50
FA*	Fail Absent	0	
AN	Annulled Result	0	0
UGF	Ungraded Fail	0	0
WF	Withdrawn – Fail	0	0

\* This grade applies to Bond University College only.

Grades not included in GPA and %AV calculations:

Finalised Grades

Grade	Description
ATP	Approved to Progress (Bachelor of Medical Studies, Doctor of Medicine & Doctor of Physiotherapy only, where student has been performing at a satisfactory standard)
EX	Exemption granted
FSU	Failed Supplementary Examination
PSU	Passed Supplementary Examination
UGP#	Ungraded Pass
W	Withdrawn

### Unfinalised Results

Result	Description
DE	Deferred Examination awarded
ICON	Continuing Enrolment (not including Medical Program or Doctor of Physiotherapy, refer ATP)
INC	Incomplete – awaiting student action
RM	Remediation Granted (Medical Program & Doctor of Physiotherapy only)
SU	Supplementary Examination awarded
Z	Result not finalised

### Discontinued Grades

Grade	Description	Included in GPA and %Av calculations	Grade Points	Effective from
DNS	Did not sit	Yes	0	1995
WA	Attended – No grade awarded	No		1997
~X	Grade denotes level of achievement but subject was not undertaken for credit towards any award	No		2000
CE	Enrolled – Special Examination candidate	No		2000
ENRX	Enrolled – Not for credit	No		2000
PCH	Challenge Exam Pass	No		2000
RW	Results Withheld	No		2000
S	Satisfactory	#		2000
U	Unsatisfactory	Yes	0	2000
PCXH	Conceded Pass – no credit awarded	Yes	0.5	2003
U	Unsatisfactory	Yes	0	2003
SP	Special Examination Awarded	No		2003
AU	Audit	No		2005
PC	Conceded Pass	Yes	0.5	2005

# Included in GPA calculation as a Grade Point of 1 (Pass) if the GPA or %AV would otherwise be a failing result

### 54 Release of results

Grade reports will be advised to students via the Bond Web site ([www.bond.edu.au](http://www.bond.edu.au)). Students with outstanding fees or other sanctions may have their results withheld.

### 55 Review of Results

#### (1) Review of Interim Assessment Items

- A student who is not satisfied with their marks for an interim assessment item should initially approach the lecturer or subject coordinator to discuss their marks.
- A student who is not satisfied with the outcome of the discussions with the lecturer or subject coordinator may request a formal review of their marks by the Executive Dean or delegate of the relevant Faculty.
- The request must be in writing and must provide the grounds for the seeking of a review.
- The request must be submitted within 14 semester days of the student being advised of the original marks.
- In exceptional circumstances only, the Executive Dean or delegate may approve an extension to the deadline for submission of a review of interim assessment marks.
- The Executive Dean or delegate will conduct the review and advise the individual of the outcome in writing within 14 semester days from the date of lodgement of the

request for review. This period may be extended by the Vice Chancellor if satisfied that the delay is reasonable.

(g) A student who believes the outcome of the review to be incorrect may lodge an appeal against the decision in accordance with Division 9 – Complaints and Appeals for Review of Decisions (Clause 82.3).

## **(2) Review of Grade**

(a) For the purposes of these regulations a Review of Grade is defined as a review of a final subject examination or other final assessment item. The review will determine whether the final subject examination or other final assessment item was correctly marked, and whether the aggregate marks for all assessment components for the subject have been taken into account;

(b) Reviews of interim assessment items are subject to the regulations outlined in Clause 55(1) and will not be undertaken as part of a Review of Grade;

(c) A student may seek a Review of Grade by lodging a Review of Grade/Final Examination Application with the Student Business Centre via eStudent, no later than the first Wednesday of the semester following the final examination or assessment;

(d) A student who has sat a deferred examination may seek a Review of Grade by lodging a Review of Grade/Final Examination Application with the Student Business Centre via eStudent no later than 14 semester days following publication of the result of that final deferred examination;

(e) In exceptional circumstances only, the Executive Dean or delegate of the relevant Faculty may approve an extension to the deadline for submission of a Review of Grade;

(f) A Review of Grade may lead to no change or to a less favourable or more favourable outcome for the student. Where there is no change of result, except where the original result was a fail grade, a fee of \$50 per subject will be charged to the student's account;

(g) For the purposes of a Review of Grade the relevant Senior Officer will be the Executive Dean or delegate of the Faculty responsible for the program in which the individual is enrolled;

(h) The Student Business Centre will notify the student of the outcome of the review by email in due course and charge the student's account if required;

(i) A student will be advised of the outcome of their Review of Grade normally no later than Wednesday of Week 2 of the semester following the final examination or assessment;

(j) A student who believes the outcome of the review to be incorrect may lodge an appeal against the decision in accordance with Division 9 – Complaints and Appeals for Review of Decisions (Clause 82.3).

## **56 Special Requirements Examinations**

(1) Students may apply for special arrangements for their examination, for example if they have a medical condition or otherwise that will affect their ability to sit their examination(s) under normal circumstances.

(2) The form and supporting documentation from a relevant professional must be lodged with the Disabilities Officer no later than Friday, Week 4 of the semester.

(3) For the application to be considered, it must be accompanied by documentation which details the condition/impairment and which may also stipulate any special requirements. This information should be submitted to the Disabilities Officer in Student Services who will treat the matter in confidence.

(4) Special requirements are subject to approval by the University Registrar or nominee.

(5) Students, who do not utilise the additional time during the course of the examination, will have this extra time deducted from the examination period.

## **57 Supplementary Examinations**

(1) A supplementary examination is an examination or assessment that may be granted at the discretion of the Executive Dean or delegate of the subject Faculty to a student who:

- has failed the final subject of their program, undertaken in their last semester required for graduation; or
- has failed a subject in their penultimate semester and this particular subject is required for graduation and it or an alternative subject is not offered in their last semester.

A supplementary examination is not available to a student who has failed a subject in their penultimate semester and credit for another subject undertaken in their last semester will allow the student to graduate.

**(2)** A student will only be entitled to one supplementary examination in a program.

**(3)** The discretion to grant a supplementary examination will not normally be exercised in favour of a student who has been found guilty of misconduct in relation to that subject.

**(4)**

- (a) The determination of what constitutes a penultimate semester is determined by the Faculty based on a normal and expected enrolment for a student;
- (b) For the Medical Program, the penultimate and last semesters refer to those semesters in the final year of the Doctor of Medicine component of the program.

**(5)** Such an examination is a 100 per cent examination and attracts a pass/fail mark only which does not count towards a student's overall Grade Point Average (GPA).

**(6)** A supplementary examination will be of the same length and of the same assessment standards as the original examination undertaken for the relevant subject.

**(7)** Despite subclause (6), at the discretion of the Executive Dean or delegate, a performance-based (practical) examination may require an alternative method to evaluate competency.

**(8)** A pass mark obtained for a supplementary examination will be retained on a student's academic transcript regardless of whether or not the student passes or fails any other of his/her remaining subjects.

**(9)** The result of a supplementary examination will be made available to a student after being ratified by the Executive Dean or delegate, normally no later than Friday of Week 1.

## **58 Examination Procedures**

**(1)** Responsibility for official examinations:

- (a) The University Registrar is responsible for the conduct of all official examinations of the University. Official examinations are those that occur at the end of semester during the University examination period, are organized by the Student Business Centre and are centrally scheduled;
- (b) The Principal Invigilator is a member of Academic Staff determined by the Executive Dean of the Faculty responsible for the subject as the Principal Invigilator for a particular examination;
- (c) The Examination Supervisor is a member of the administrative staff in the Student Business Centre who has overall responsibility for the administration of an examination including recording student attendance, monitoring timing of the examination, distributing examination materials, and setting up the examination venue.

**(2)** Examination Periods

- (a) At the end of the January, May and September semesters, 8 days will be set aside at the end of the teaching period for the conduct of official or final examinations;
- (b) Examinations may be held during this period on weekends, public holidays and in the evening;
- (c) Centrally scheduled deferred examinations will be held on the Wednesday, Thursday, and Friday of Bond Week for all final examinations and Thursday, Friday, and Saturday of Week 9 for mid-semester examinations;
- (d) Where required, a Faculty mid-semester examination may be scheduled during regularly scheduled class time of Weeks 6, 7 and 8 of a semester or on the relevant Saturday of Weeks 6, 7 and 8 of a semester. The subject Faculty is responsible for

the administration of these examinations including managing their conduct, notification, and invigilation;

**(3) Observance of Timetable required:** Except where a supplementary or deferred examination is approved, students may not take a final examination at any time other than on the day and at the time published in the timetable. Official or final examinations cannot be conducted in Week 13 unless centrally scheduled on or after Friday of Week 13.

**(4) Timetable:** The Student Business Centre will publish an examination timetable on Friday of Week 5 for all subjects in which there is a final examination.

**(5) Examination Materials**

(a) Candidates shall provide their own writing instruments at an examination. The University shall not supply instruments items or materials which are designated to be supplied by candidates;

(b) A candidate may not take into an examination materials other than those approved by the chief examiner for the subject concerned. Bilingual dictionaries, texts, calculators, textbooks or other reference materials, electronic devices including tablets, smart watches/pens and/or e-book readers, dictionaries, laptops or palmtop computers, mobile telephones are all, for the purpose of this regulation, defined as materials;

(c) Where some of the materials or items in the above are permitted in a particular examination, the following conditions will apply:

(i) Calculators - must be portable, silent, self-powered and must be used for numerical calculations only.

(ii) Texts and references - must be limited to those specified for the examination and may be subject to further restrictions imposed by subject examiner.

(iii) Dictionaries - must be printed, not electronic, and contain no additional notes or other annotations. Multi or bi-lingual dictionaries can be prohibited from an examination where:

- the subject is a language subject;
- it can be shown that a candidate will derive an unfair advantage that outweighs any possible disadvantage arising.

(iv) Electronic devices (including tablets, smart watches/pens and/or e-book readers) - are restricted to those which are handheld, internally powered, silent, and not capable of wireless communication with other devices;

(v) Watches – all smart watches including fitness tracker watches are, for the purposes of this regulation, defined as electronic devices. All other watches must be removed and placed at the top of the examination desk, where they can be seen clearly and easily by Examination Supervisors. All alarms and alerts must be switched off.

**(6) Unauthorised examination materials**

(a) All materials taken into an examination room shall be subject to the following checks. The Principal Invigilator is responsible for checking compliance;

(i) A check for unauthorised material will commence once students are seated;

(ii) The Principal Invigilator will check that students have not brought into the examination room any unauthorised material and that if they have, to raise their hand so that it can be collected from them before perusal time commences;

(iii) Checking for material will continue during perusal and after the commencement of the examination at which time such unauthorised material will be removed from students.

(b) Any unauthorised examination materials discovered after the commencement of perusal time will be held by the Principal Invigilator and submitted to the University with an incident report, following which the matter will be investigated under the provisions of Part 3 Discipline Regulations.

**(7) Means of Identification**

(a) Candidates shall bring with them to the examination room their current Student Identification Card;

(b) Students shall produce or keep displayed their card in accordance with any directions;

- (c) If the Student Identification Card is not available, then a passport, driver's license, or some other photographic identification will be required;
  - (d) Students will also be required to complete a declaration of identity form if they are unable to produce photographic identification;
  - (e) Should a student fail to bring photographic identification to an examination their results will be withheld.
- (8) Bags and Personal effects:** Candidates may take into the examination room a wallet or purse, which must be placed on the floor next to the candidate's desk. Briefcases, attaché cases, shopping bags and other property or personal effects must not be taken into the examination room.
- (9) Conduct during examination:**
- (a) Students will be instructed not to read or open question papers until the commencement of perusal time is announced;
  - (b) Students are not permitted to leave during the first 30 minutes from commencement of the examination or in the final 10 minutes of the examination period.
- (10) Late admission to the examination room:** At the discretion of the Principal Invigilator, candidates may be admitted up to 30 minutes after the commencement of the examination. Such candidates will not be given an extension of time to complete the examination.
- (11) Communication in the examination room:** Candidates shall not have any communication whatsoever with other candidates from the time of entering until leaving the examination room. Candidates wishing to communicate with an Invigilator or supervisor may do so by raising their hand.
- (12) Conclusion of the Examination:** The Examinations Supervisor shall indicate when 10 minutes of examination time remains. To minimise disruption, students will not be permitted to leave the examination room within the last 10 minutes of the examination. On the announcement "stop work", candidates will stop work immediately and remain in their place until answer booklets and papers have been collected.
- (13) Disruption and/or disturbances in the examination room:** If, in the opinion of the Principal Invigilator or Examinations Supervisor, a student's behaviour is such as to disturb or distract any other candidate, the Invigilator or Supervisor may require the offending candidate to leave the examination room and will report the circumstances in writing to the University Registrar. Such disruption and/ or disturbances may be considered as misconduct and subject to action under the Discipline Regulations.
- (14) Emergency Procedures**
- (a) In the event of an emergency requiring the evacuation of the examination room, the Principal Invigilator, Examinations Supervisor, or any authorised officer of the University will coordinate the following procedures:
    - (i) evacuation in a quick and orderly manner;
    - (ii) assembly in the car park opposite the swimming pool.
  - (b) Students will be required to remain in the assembly area until the Examinations Supervisor issues further instructions. No student will be permitted to leave the assembly area;
  - (c) Students can be assured that academic compensation will be given for the loss of time and disruption incurred in the event of an emergency;
  - (d) Depending on the progress of the examination at the point of evacuation, the University may:
    - (i) assess the students based on the work completed up to the point of evacuation; or
    - (ii) declare the examination null and void and reschedule another examination; or
    - (iii) grant all students sitting the examination at the time of the evacuation a deferred examination.

## ***Division 6 – Progression***

The regulations relate to progression, the process by which students are able to advance in their program having fulfilled academic and administrative requirements.

## **59 Academic Progress**

### **(1) Academic Warning**

- (a) A student will be issued with a warning if:
  - (i) the student fails at least 50% of the credit points attempted in a semester; or
  - (ii) the student fails a compulsory subject, program requirement or CORE curriculum subject; or
  - (iii) the student fails any year-based subject in the Medical Program as determined by the Medical Program Rules of Assessment and Progression. (A year-based subject in the Medical Program is inclusive of all enrolled credit points across either two or three University academic semesters involving a minimum of 100 credit points); or
  - (iv) the student fails a level of the English program.
- (b) Under (a)(i), the Executive Dean of the Faculty of enrolment may authorize a withdrawal of the warning if the failure was derived from a single subject and if the student's academic history is otherwise sound;
- (c) Doctor of Physiotherapy students will be issued a warning if their performance in specified components of a subject is objectively determined by the Board of Examiners to be less than satisfactory.

### **(2) Academic Exclusion**

- (a) Unless 2(b) applies, a student will be excluded from the relevant program if:
  - (i) the student has been placed on warning for failing at least 50% of the credit points attempted in a semester and then fails at least 50% of the credit points attempted in their following semester of study at Bond University or in two subsequent semesters; or
  - (ii) the student has been placed on warning for failing a compulsory subject, program requirement or CORE curriculum subject and then fails the same subject or program requirement for the second time;
  - (iii) the student has been placed on warning for failing any year-based subject in the Medical Program and then fails, based on the Medical Program Rules of Assessment and Progression, the same year-based subject in the following attempt. (A year-based subject in the Medical Program is inclusive of all enrolled credit points across either two or three University academic semesters involving a minimum of 100 credit points); or
  - (iv) the student has been placed on warning for failing any year-based subject in the Medical Program and then fails the next sequential year-based subject following successful remediation for the first failed subject;
  - (v) the student has been placed on warning for failing a level of the English program and fails the same level of the English program;
  - (vi) the student has failed two or more 10 credit point subjects in the Diploma Preparation Program.
- (b) The Faculty may permit a student who is liable to exclusion under (a) to re-enrol on such conditions as the Faculty deems appropriate;
- (c) A student who is permitted to re-enrol under 2(b) in the next semester of enrolment will be excluded from the relevant program if they:
  - (i) fail to pass at least 50% of the credit points attempted; or
  - (ii) fail to pass a compulsory subject, program requirement or CORE curriculum subject for the third time; or
  - (iii) fail to pass the year-based subject in which they enrol within the Medical Program;
  - (iv) fail to comply with any of the conditions prescribed for re-enrolment; or
  - (v) fail a level of the English program.
- (d) Where a student has unfinalised grades, a determination of that student's liability for exclusion will be made when the subject grades are returned;



- (e) Where progress in a program depends on one or more Progression Points:
  - (i) the Executive Dean or delegate of the Faculty may grant a student who has failed at the Progression Point the right to re-sit an examination at an appropriate time;
  - (ii) the Executive Dean or delegate of the Faculty may, in exceptional circumstances, offer alternative assessment following a period of remediation.
- (f) Additional progression and exclusion requirements apply to the Doctor of Physiotherapy, as specified in the Doctor of Physiotherapy Assessment and Progression Guidelines, and this document should be consulted as required;
- (g) International students who are excluded will be reported to the Australian immigration authority.

### **(3) Cancellation**

- (a) Cancellation of enrolment in any subject prior to the prescribed Last Withdrawal Date will not be regarded as failure for the purpose of these regulations;
- (b) Cancellation of enrolment in any subject at a later date will not be regarded as failure for the purpose of these regulations if the University Registrar is satisfied that cancellation is justified by special circumstances.

### **(4) Appeals**

A student who is excluded under this regulation is entitled to appeal that exclusion to the Decisions Review Committee (Exclusions) in accordance with Clause 83.3 (Division 9 – Complaints and Appeals for Review of Decisions).

### **(5) Readmission Following Exclusion**

- (a) A student who has been excluded from a program may apply for admission into a different program either within the same Faculty or another Faculty;
- (b) If a student who has been excluded from a program as a result of unsatisfactory academic progress does not appeal against the decision or if the student's appeal is dismissed, the decision to exclude may only be revoked by the Executive Dean or delegate through the approval of an application for readmission on condition that:
  - Normally, at least 2 semesters have elapsed from the date of exclusion; and
  - The student submits a personal statement in support of their application to be reviewed as part of the readmission decision.
- (c) It will be at the discretion of the Executive Dean or delegate to determine whether a student may be readmitted prior to the period of exclusion being reached;
- (d) A student who returns to study in the same or a different program after a period of exclusion may be placed on probationary enrolment for at least one semester;

Subjects failed prior to the period of exclusion will be taken into account when determining if unsatisfactory academic progress has occurred in subsequent semesters, regardless of whether or not any conditions attached to the readmission have been satisfied.

## ***Division 7 – Graduation***

### **60 Requirements for Graduation**

**(1)** A candidate who has completed all requirements for their award as specified in the Regulations for the program published in the University Handbook will be admitted to that award.

### **61 Articulated Sets of Programs - Nested and Intermediate Awards**

- (1)** For the purposes of this Regulation, an articulated set of programs is defined as:
- (a) a Master degree program which incorporates a graduate diploma and/or graduate certificate program in the same discipline area; or
  - (b) a Bachelor degree program which incorporates an associate degree or advanced diploma or diploma or associate diploma program in the same discipline area;
  - (c) a candidate who has not satisfied the requirements for the specific award but has met requirements for the generalist award in the same area (e.g. for BJuris instead of LLB).

(2) A student who is admitted to a higher level program in a nested (or articulated) set of programs or to a program which offers a lower level exit point may apply to graduate with the lower level award upon completion of the requirements for the lower level award whilst continuing in the higher level program if, and only if, the programs are in the same discipline area.

(3) Subject to Clause 63(2), a student in a program that is one of an articulated/nested set of programs who withdraws from or is excluded from the program may apply to graduate with the lower level award if all program requirements for the lower level award have been met.

## **62 Discharge of Obligations**

To be eligible to graduate, a graduand shall discharge all obligations and indebtedness to the University to the satisfaction of the University Registrar. For the purposes of this clause "to graduate" means to receive a testamur and final transcript and attend a graduation ceremony and receive the award either at a graduation ceremony or in absentia.

## **63 Application to Graduate**

(1) To be eligible to process at a graduation ceremony, students must apply by the date published.

(2) Students enrolled in articulated programs who wish to apply to graduate with a lower level award under the above regulations must apply to graduate within 5 years of all program requirements for the lower level award being met.

(3) Students will be advised if they are ineligible to graduate following the release of final results.

## **64 Late Results**

(1) The cut-off date for all grades relating to a specific semester is Friday of Week 3 of the following semester to meet graduation requirements for all students.

(2) Students whose results are not finalised by the cut-off date for inclusion in a graduation ceremony will have their awards conferred at a future ceremony.

## **65 Notification**

Graduands will be notified of their eligibility to graduate and arrangements associated with the graduation ceremony.

## **66 Posthumous Awards**

(1) If a student dies after completing an award or substantially completing an award, the relevant Executive Dean of Faculty may make a recommendation to Academic Senate that the University confers the award posthumously.

(2) For the purposes of these regulations, substantial completion of an award means 66% or more of the total requirements of the award.

## **67 Graduation with a Combined Degree**

(1) The following procedures apply in the case of graduation in a combined degree:

(a) A student who is eligible to graduate with one award only may choose to graduate with that award before continuing enrolment to meet the requirements of the second award;

(b) A student who elects to take out only one component of the combined degree must satisfy the requirements for that single degree;

(c) A student who elects to take out both awards at the same ceremony, will receive both degrees at the graduation ceremony and will be listed in the graduation program twice (once under each degree to be conferred).

## **68 Graduation and the Phasing Out of Programs**

(1) During the period that a program is being phased out, students in the (old) program may be invited to transfer to a new program which leads to a different award at the same

level as the old program. Such students will be invited to transfer to the new program and will be granted credit for all subjects completed in the old program that are deemed to be relevant to the new program as determined by the host Faculty.

(2) At the time of such an invitation to transfer, those students who have completed the old program but have not graduated from it may apply to graduate with the award of the new program if this is deemed to be appropriate by the host Faculty. Such applications must be approved by the Executive Dean or delegate.

#### **69 Deferment of Award Conferral**

(1) Deferment of award conferral is not permitted. Students qualified for graduation will have their award conferred immediately following the semester in which they completed requirements for an award.

(2) Students not attending the graduation ceremony at which their award is conferred may elect to process at a later ceremony; however, their name will appear in the graduation booklet for the ceremony at which the award was formally conferred.

#### **70 Testamur**

(1) Upon graduation from an award program, graduands will receive a testamur bearing:

- (a) the graduand's full name;
- (b) the name of the award as recorded on the University Register of Approved Awards and Programs;
- (c) student identification number;
- (d) the words "with High Distinction" if the Masters by Coursework graduand has the required record as per the Award Regulations Division 10;
- (e) the words "with Distinction Class 1" or "with Distinction Class 2" if the Juris Doctor graduand has the required record as per the Award Regulations Division 10;
- (f) the words "Honours Class....." if the graduand has completed a Bachelor (Honours) program with the required record as per the Award Regulations Division 7;
- (g) the words "with Honours Class 1" or "with Honours Class 2" if the Bachelor of Laws graduand has the required record as per the Award Regulations Division 7;
- (h) the date of the award;
- (i) the signature of the Chancellor, the Vice Chancellor, and
- (j) the University Seal.

#### **71 Graduand's' Names on Testamur**

(1) Subject to the other clauses of this regulation, a graduand's full legal name will be recorded on the testamur. A full legal name comprises all given names and a family name.

(2) A graduand may not choose to omit a given name from their testamur but may substitute a given name with the initial of that name. A graduand may not choose to substitute a short form of a given name for that given name. Given names will generally precede the family name on a testamur. A graduand from a culture where the family name precedes the given names may choose to have their name recorded with the family name first or last.

(3) The order of given names will be as listed in the student enrolment system.

#### **72 Appellations**

(1) Appellations such as Mr, Ms, Dr, Professor, Reverend and so on shall not be recorded on testamurs.

#### **73 Replacement Testamur**

(1) A graduate of the University may apply for a replacement testamur and must pay the required fee. Applications must be made in writing to the Student Business Centre and the applicant must provide:

- (a) their full name at the date of graduation;
- (b) the name of the program and the award received;
- (c) the year the program was completed; and
- (d) the date of graduation.

- (2) Replacement testamurs will only be issued where:
- the original testamur has been lost or damaged and a statutory declaration is submitted to that effect;
  - the original testamur was defective and is returned; or
  - a change of name has been requested and certified copies of supporting documentation provided.
- (3) Replacement testamurs will be issued free of charge where the original:
- (a) was lost or damaged in transmission from the University and a statutory declaration is submitted to that effect; or
  - (b) was defective and is returned.
- (4) Replacement testamurs will only be issued in the same name as the original testamur was issued unless there has been a request for change of name.
- (5) Replacement testamurs will be endorsed as follows: 'This testamur is a replacement for a testamur issued under the Bond University seal on (day, month, year appearing on original testamur).'

## ***Division 8 – Academic Dress***

### **74 Academic Dress**

Academic dress is to be worn at formal University ceremonies as determined by Academic Senate, from time-to-time.

### **75 Office Bearers of the University**

#### **(1) Chancellor**

- (a) Cap: Black brocade cloth trencher with a gold bullion cord and tassel;
- (b) Gown: A gown of black brocade cloth faced in Bond University blue and trimmed in gold bullion oak leaf, with the facing continued into a square collar upon which is embroidered the Bond University armorial bearing, and with the collar also edged in gold.

#### **(2) Vice Chancellor and President**

- (a) Cap: Blue brocade cloth trencher with a gold bullion cord and tassel;
- (b) Gown: A gown of blue brocade cloth, faced in white and trimmed in gold bullion oak leaf, with the facing continued into a square collar upon which is embroidered the Bond University armorial bearing, with the collar also trimmed in gold bullion oak leaf.

#### **(3) Deputy Vice Chancellor and Provost; University Registrar**

- (a) Cap: Black cloth trencher with a silver cord and tassel;
- (b) Gown: A gown of black cloth faced in Bond University blue and trimmed in silver bullion oak leaf, with the facing continued into a square collar also trimmed in silver bullion oak leaf.

#### **(4) Chair of Academic Senate**

- (a) Cap: Black velvet bonnet with silver cord and tassel;
- (b) Gown: A gown of blue cloth with the facing continued into a square collar, with the gown and the collar trimmed in silver bullion oak leaf.

#### **(5) Councillors, Members of the Company and Trustee Members of the Company**

- (a) Cap: Black velvet bonnet with gold cord and tassel;
- (b) Gown: A gown of black cloth faced in Bond University blue with the facing trimmed in gold and continued into a square collar, which is also trimmed in blue and edged in gold.

#### **(6) Pro Vice Chancellor and Mace Bearer; Corporate Counsel and Company Secretary**

- (a) Cap: Black cloth trencher with silver cord and tassel;
- (b) Gown: A gown of black cloth faced in Bond University blue with the facing only trimmed in silver bullion oak leaf, with the facing continued into a square collar also trimmed in silver bullion oak leaf.

## **76 Graduates of the University**

### **(1) Higher Doctorates**

- (a) Cap: Black velvet bonnet with gold cord and tassel;
- (b) Gown: A gown in scarlet cloth with facings as follows:
  - (i) Doctor of the University: faced in Bond University blue silk with the facing trimmed in gold.
  - (ii) Doctor of Laws: faced in Lilac silk with the facing trimmed in black.
  - (iii) Other higher doctorates: faced in the relevant Faculty colour in silk and trimmed in black.

### **(2) Doctor of Philosophy and other Research Doctorates**

- (a) Cap: Black velvet bonnet with scarlet cord and tassel.
- (b) Gown: A gown in black cloth with scarlet silk facings trimmed in gold and continuing around the collar.
- (c) Hood: Made in black cloth and lined in scarlet silk and trimmed in gold, with the lining turned two centimetres on the cowl.

### **(3) Professional Doctorates**

- (a) Cap: Black cloth trencher.
- (b) Gown: A gown of black cloth made in the Cambridge MA pattern.
- (c) Hood: Made in black cloth, lined in silk in the colour of the Faculty awarding the degree and trimmed in scarlet, with the lining turned two centimetres on the cowl.

### **(4) Master Degrees**

- (a) Cap: Black cloth trencher.
- (b) Gown: A gown of black cloth in the Cambridge MA pattern.
- (c) Hood: Made in Bond University blue cloth and lined in silk in the colour of the Faculty awarding the degree, with the lining turned one centimetre on the cowl.

### **(5) Bachelor Degrees**

- (a) Cap: Black cloth trencher.
- (b) Gown: A gown of black cloth in the Cambridge BA pattern.
- (c) Hood: Made in black cloth and lined in silk in the colour of the Faculty awarding the degree, with the lining turned one centimetre on the cowl.

## **77 Diplomates of the University**

### **(1) Undergraduate Diplomas/ Associate degrees**

- (a) Cap: No cap;
- (b) Gown: A gown of black cloth in the Cambridge BA pattern;
- (c) Hood: A stole made in silk in the colour of the Faculty awarding the Diploma/ Associate degree.

### **(2) Graduate Diplomas**

- (a) Cap: Black cloth trencher;
- (b) Gown: A gown of black cloth in the Cambridge BA pattern;
- (c) Hood: A stole made in silk in the colour of the Faculty awarding the diploma.

## **78 Colours**

### **(1) University**

- (a) Bond University - Blue Ultramarine (BCC 148);
- (b) PhD scarlet facings - Peony Red (BCC 37);
- (c) Gold Trim - Gold (BCC 114).

### **(2) Faculties**

- (a) Business - Buttercup (BCC 53);
- (b) Health Sciences - Green (808 U2X);
- (c) Humanities and Social Sciences - White (BCC 1);
- (d) Information Technology - Cherry (BCC 185);
- (e) Law - Lilac (BCC 176);
- (f) Sustainable Development and Architecture – Aqua (Pantone 3115c).

### **(3) Programs**

- (a) Bachelor of Medicine/Bachelor of Surgery, Bachelor of Medical Studies – Black, Green lining (808 U2X) and Gold piping (BCC 114);

(b) Doctor of Medicine, Doctor of Physiotherapy – Peony Red (BCC 37), Green lining (808 U2X) and Gold piping (BCC 114).

**(4) Aboriginal or Torres Strait Islander stoles**

(a) Aboriginal stole – Black, Red (Pantone 179) and Yellow (Pantone 123);

(b) Torres Strait Islander stole – Blue (Pantone 301), Green (Pantone 3288), Black and White (BCC 1).

## ***Division 9 – Complaints and Appeals for Review of Decisions***

### **79 Philosophy**

(1) The University is committed to achieving excellence in tertiary education and providing the fullest encouragement and support for students based on mutual respect.

(2) These regulations, which have been approved by the Academic Senate of the University and by the Bond University Council, provide a mechanism for grievance resolution and/or review of both academic and non-academic decisions where an individual student enrolled at the University or Bond University College, has a complaint or considers a decision by the University or Bond University College or their staff is not in accordance with these regulations. Grievance resolution is available for applicants seeking to enrol in a program of study for decisions relating to non-academic matters (refer Clause 82).

### **80 Applicability**

(1) This Division applies to all matters relating to student activities whether on campus or off campus.

(2) This Division does not apply to any matters defined as misconduct. These matters are subject to the provisions of Part 3 Discipline Regulations.

### **81 Complaints**

(1) A student may lodge a complaint about aspects of the University's operations, including operations provided by other entities on behalf of the University, without fear of reprisal.

(2) If possible, any complaint should be resolved by informal consultation between the student or applicant and the 'appropriate person' or original decision-maker wherever possible. The student or applicant should approach the 'appropriate person' regarding the complaint or the original decision maker to seek clarification of the reasons for the decision.

The 'appropriate person' means:

(a) For academic matters, the relevant Associate Dean in the Faculty to which the complaint relates or, if the complaint is about the Associate Dean, the Executive Dean of the Faculty. If the complaint is about the Executive Dean of Faculty, the 'appropriate person' will be the University Registrar;

(b) For academic matters regarding English language, Foundation or University Preparation programs, the relevant Academic Program Coordinator to which the complaint relates or, if the complaint is about the Academic Program Coordinator, the Director of Bond University College. If the complaint is about the Director, Bond University College, the 'appropriate person' will be the University Registrar;

(c) For administrative matters, the head of the relevant section or, if the complaint is about the head of the relevant section, the head of the department. If the complaint is about the head of the department, the 'appropriate person' will be the University Registrar;

(d) If the complaint is against the University Registrar, the 'appropriate person' will be the Vice Chancellor;

(3) Following consultation with the 'appropriate person' or original decision maker, a student or applicant may formally request a review of the decision by the relevant Senior Officer / Committee as set out in Clauses 82 and 83 of these regulations.

## 82 Review and Appeal of Decisions

Decisions eligible for review and appeal include:

Academic Decisions. For example:

- Mark or grade in any form of assessment for a subject
- Leave of absence
- Advanced Standing
- Termination of Candidature

Administrative Decisions. For example:

- Availability of or access to University facilities
- The imposition of Late Fees
- International Student Letter of Release
- Late Withdrawal (refer Clause 39.3 Withdrawal from Subjects)
- Scholarship termination
- Non-admission to a program of study related to a non-academic matter

Academic Exclusion.

- Review of academic exclusion is subject to Academic Regulations 59 and 83(3);

### (1) Stage 1: Informal Resolution

With the exception of Academic Exclusion (Refer to Clause 83(3)), a dispute with an administrative or academic decision made by the University should, in the first instance, be resolved by informal consultation between the student or applicant and the original decision maker or 'appropriate person' wherever possible (Refer Clause 81(2)).

### (2) Stage 2: Review by Senior Officer / Committee

a) Following consultation with the 'appropriate person' or original decision maker, with the exception of Academic Exclusion which is dealt with under Clause 83(3) and suspension or cancellation of enrolment which is dealt with under Clause 82(3)(a)(i), a student or applicant may formally request a review of the decision by the relevant Senior Officer / Committee on the grounds of procedural fairness;

b) For the purposes of this regulation the relevant Senior Officer / Committee will be:

(i) Academic Decisions

- The Executive Dean or delegate of the Faculty responsible for the program in which the individual is enrolled; or
- The Higher Degree Research Subcommittee for matters relating to termination of Higher Degree Research candidature.

(ii) Administrative Decisions

- The Executive Dean or delegate of the Faculty responsible for the program in which the individual is enrolled or for which the individual has applied for admission; or
- The University Registrar or delegate for decisions made by the Office of Admissions, Student Business Centre or other areas of the University Registrar's responsibility.

c) Review of Decision Other Than Academic Exclusion

(i) The request must be in writing, must clearly state the decision for which the review is being sought, including the subject code, subject name and assessment (if relevant) and must provide the grounds for the seeking of a review;

(ii) With the exception of subclause (iii), the request must be submitted within 14 semester days of the advice given of the original decision, which has given rise to the request for review;

(iii) A request pertaining to a Withdrawal from Subjects application must be submitted within 28 days of the advice given of the original decision, which has given rise to the request for review;

(iv) In exceptional circumstances only, the relevant Senior Officer / Committee may approve an extension to the deadline for submission of reviews of decisions;

- (v) Unless prior approval is granted or the Senior Officer / Committee requests additional information be provided, no further documentation will be accepted after the submission deadline;
- (vi) The relevant Senior Officer / Committee will conduct the review and advise the individual of the outcome in writing, addressing the student or applicant's specific arguments or grounds for seeking the review and providing rationale for the decision, within 14 semester days from the date of lodgement of the request for review. This period may be extended by the Vice Chancellor if satisfied that the delay is reasonable.

d) Academic Exclusions

- (i) Review of academic exclusion is subject to Academic Regulations Clauses 59 and 83(3);
- (ii) Review of academic exclusion is not subject to Academic Regulations Clause 82(1)-82(3).

**(3) Stage 3: Appeal of Academic or Administrative Decision (Decisions Review Committee)**

**Appeal Submission**

a) If a review of a decision by the relevant Senior Officer / Committee fails to achieve a resolution of the matter, the student or applicant may formally appeal the decision to the relevant Decisions Review Committee on certain grounds. The University will not accept appeal submissions from a student or applicant based solely on their disagreement with the outcome of a decision;

- (i) An appeal pertaining to a decision to suspend or cancel enrolment, must be submitted directly to the Decisions Review Committee (Administrative) in accordance with subclause (b), within 14 semester days (domestic students) or 20 working days (international students) of the advice given of the original decision which has given rise to the appeal;

b) The appeal must be in writing, and addressed to the Manager, Academic Secretariat. The appeal will only be considered valid where the submission:

- does not exceed 10 A4 pages including supporting evidence/documentation;
- clearly states the decision for which the appeal is being sought;
- includes (if relevant) the subject code, subject name and assessment;
- does not simply re-state the information provided by the student or applicant to the Senior Officer / Committee in the previous review;
- meets one or more grounds for appeal referenced in subclause c).

c) Grounds for Appeals

The grounds on which an appeal will be considered are as follows:

- (i) there is evidence that University Policies or Regulations were not adhered to or correct procedures were not followed in the matter under appeal;
- (ii) there is evidence that the matter was decided without due regard to facts, evidence, or circumstances;
- (iii) important relevant information or evidence has materialised that was not available for consideration when the decision was made or reviewed;
- (iv) the penalties (for example, fines or sanctions), where applicable, were unreasonably harsh.

d) A submission of greater than 10 A4 pages will require the prior consent of the relevant Chair of the Decisions Review Committee but this must be sought with appropriate justification and approved by the Chair prior to the appeal submission deadline;

e) With the exception of subclause (h), the appeal must be received by the Manager, Academic Secretariat, within 14 semester days of the individual being advised of the outcome of the review by the Senior Officer / Committee;

(f) Unless prior approval is granted or the Committee requests additional information be provided, no further documentation will be accepted after the submission deadline;

g) This sub-clause is blank;



- h) An appeal pertaining to a refusal to grant a letter of release from the University to an overseas student, must be submitted within 20 working days of the individual being advised of the outcome;
- i) In exceptional circumstances only, the Chair of the relevant Committee may approve a request for an extension to the deadline for submission of an appeal but only when the request is submitted in writing to the Manager, Academic Secretariat at least 2 working days prior to the deadline and where the request is sufficiently justified;

#### **Review of Submission**

- j) Within 5 working days of receiving an appeal submission, the Chair of the relevant Decisions Review Committee will consider the request and either:
- (i) accept the appeal and request the Manager, Academic Secretariat or nominee convene a hearing of the Decisions Review Committee; or
  - (ii) request that the Manager, Academic Secretariat or nominee provide the student or applicant with written notice that the appeal submission does not meet one or more of the conditions set out in subclauses a) - d). The student or applicant will be provided with 5 working days to resubmit the appeal for further review;
- k) where a student or applicant provides no further appeal submission within 5 working days, unless an extension of time is granted, the option to appeal will lapse;
- l) where a student or applicant provides a further appeal submission, the Chair may determine that the submission does not meet one or more of the conditions outlined in subclauses a) - d). In this case, the appeal will be considered invalid. The Chair will request the Manager, Academic Secretariat or nominee provide the student or applicant with written notice that the appeal submission is rejected and advise external appeal options (Clause 84);

#### **Appeal Hearing and Outcome**

- m) Where an appeal submission has been accepted, the Manager, Academic Secretariat, or nominee will ensure that the Decisions Review Committee is convened as soon as practicable, but no later than 14 semester days after the Chair has accepted the appeal;
- n) If it is not possible to arrange a meeting of the Decisions Review Committee within 14 semester days, the Vice Chancellor may authorise an extension to this period at the request of the Manager, Academic Secretariat, or nominee;
- o) A student attending a meeting of the Decisions Review Committee may be accompanied by or represented by another person not being legal counsel or a solicitor, being willing to act, whom the student appoints;
- p) The Manager, Academic Secretariat, or nominee acts as Secretary to the Decisions Review Committee. The Secretary is to provide the Committee with administrative support and advice but does not vote;
- q) The Decisions Review Committee may seek evidence from the applicant and from any staff member or any other student involved in the matter under consideration;
- r) The Decisions Review Committee will not consider any additional information or documentation submitted by a student or applicant in relation to an appeal once the Committee has made its determination on a student's case unless that determination was subject to the provision of such information or documentation;
- s) The Manager, Academic Secretariat, or nominee will provide the student with written notice of any hearing to be conducted by the Decision Review Committee to facilitate their attendance at the hearing, and will advise the student of the procedure to be followed in the hearing and provide them with access to the information that will be available to the Decisions Review Committee;
- t) The Decisions Review Committee will make a determination on the basis of the information available to it, whether or not to uphold an appeal, or to vary a determination. The Committee's decision is binding and must be implemented by the University;
- u) The Manager, Academic Secretariat, or nominee will advise the student of the Committee's decision and reasons for the decision in writing as soon as possible

following the meeting but normally no later than 5 working days. If this is not possible for any reason, such as the necessity for the Committee to obtain further information before making its decision, the Manager, Academic Secretariat, or nominee will advise the student accordingly;

v) There is no other avenue of appeal within the University. However, with the exception of decisions pertaining to remittance of FEE-HELP debt (which should be referred to the Administrative Appeals Tribunal), the student may refer the matter to the Student Ombudsman in accordance with Clause 84.

## **83 Decision Review Committees**

### **(1) Decisions Review Committee (Academic)**

a) The Decisions Review Committee (Academic) is established by Academic Senate with the following membership:

- Chairperson of professorial standing appointed by Academic Senate;
- Three (3) academic staff members of professorial standing appointed by Academic Senate drawn from each of the Faculties of the University other than that from which the Chairperson is appointed; and
- One (1) student representative nominated by the Bond University Student Association

b) Where a decision under appeal relates to a specific Faculty, the member of the Committee representing the Faculty must attend the hearing;

c) Where a decision is under appeal and a member of the Committee was a decision maker for the original decision or has any other conflict of interest, or is unable to attend a meeting for any reason, an alternate member from the same Faculty shall be appointed by the Chair of Academic Senate to sit on the Committee in that member's place;

d) The Chair of the Committee has a deliberative vote and a casting vote;

e) Nominated members serve a term of three (3) years and student representatives serve a term of one (1) year;

f) A quorum for the Committee is three (3) including one (1) student representative. A meeting will be considered to be quorate without a representative of the Student Association if the appellant consents;

### **(2) Decisions Review Committee (Administrative)**

a) The Decisions Review Committee (Administrative) is established by the Vice Chancellor and includes the following membership:

- Chairperson appointed by the Vice Chancellor;
- Two (2) Senior Academic or Senior Management Officers appointed by the Vice Chancellor;
- Director, Student and Academic Services (ex officio); and
- One (1) student representative nominated by the Bond University Student Association

b) The Chair of the Committee has a deliberative vote and a casting vote;

c) Nominated members serve a term of three (3) years and student representatives serve a term of one (1) year;

d) A quorum for the Committees is three (3) including one (1) student representative. A meeting will be considered to be quorate without a representative of the Student Association if the appellant consents;

### **(3) Decisions Review Committee (Exclusions)**

a) A student who is excluded under Clause 59(2) may appeal that exclusion to the Decisions Review Committee (Exclusions), which may permit the student to re-enrol in the same program on such conditions as it sees fit;

b) The appeal must be submitted within 10 days or, in the case of international students, 20 working days of the date of the official letter advising the student of his/her exclusion;

c) The Decisions Review Committee (Exclusions) is established by the Academic Senate with the following membership:

- Chair appointed by Academic Senate

- Associate Dean (Student Affairs & Service Quality) from each Faculty
  - One (1) representative from the Bond University Student Association
- d) The Chair of the Committee has a deliberative vote and a casting vote;
- e) If an Associate Dean is Chair of the Committee, the Executive Dean may nominate another academic staff member to fill this position for the duration of the Chair's term;
- f) A student attending a meeting of the Decisions Review Committee (Exclusions) may be accompanied by or represented by another person not being legal counsel or a solicitor, being willing to act, whom the student appoints;
- g) When appealing to the Decisions Review Committee (Exclusions), students should include all information relevant to their situation including a full account of the issues that prevented them from completing their studies successfully and copies of any relevant documents (e.g. medical certificates) that support statements made in their letter of appeal;
- h) The Decisions Review Committee (Exclusions) will not consider any additional information or documentation submitted by a student in relation to an appeal once the Committee has made its determination on a student's case unless that determination was subject to the provision of such information or documentation;
- i) If a student's appeal to the Decisions Review Committee (Exclusions) is unsuccessful, the decision to exclude the student will be implemented and, in the case of an international student, the student will be reported to the Australian immigration authority/Department of Education;
- j) The Secretary of the Decisions Review Committee (Exclusions) will advise the student of the Committee's decision and reasons for the decision in writing as soon as possible following the meeting but normally no later than 5 working days. If this is not possible for any reason, such as the necessity for the Committee to obtain further information before making its decision, the Secretary will advise the student accordingly;
- k) There is no other avenue of appeal within the University. However, the student may refer the matter to the Student Ombudsman in accordance with Clause 84.

## **84 External Review by Student Ombudsman**

### **(1) Domestic Students**

- (a) The Student Ombudsman, being a person of suitable background and experience; who is not an employee of the University, may be appointed by the Vice Chancellor, in consultation with the Student Association, to conduct external reviews of decisions;
- (b) An individual may refer a matter to the Student Ombudsman. A student or applicant to a program must have exhausted all internal avenues of appeal before lodging an appeal with the Student Ombudsman;
- (c) An individual who wishes to have a matter referred to the Student Ombudsman must notify the Manager, Academic Secretariat, or nominee in writing. The request for review must:
- (i) clearly state the decision for which external review is being sought;
  - (ii) provide the grounds for the seeking of an external review;
  - (iii) be submitted within 14 semester days of the advice given of the most recent decision, which has given rise to the request for external review; and
  - (iv) be referred by the Manager, Academic Secretariat, or nominee within 5 working days to the Ombudsman, together with any other relevant documentation pertaining to the decision for which review is sought.
- (d) The Student Ombudsman will conduct such enquiries as he or she thinks fit where a matter is referred for investigation, and will have access to such information as is necessary to conduct the investigation. The Ombudsman will investigate in an independent and impartial way and will not advocate for the student or the provider; Complaint investigations will be conducted in private and will normally be informal.
- (e) At the end of an investigation the Student Ombudsman may conclude that the University has acted reasonably and advise the University accordingly. If the Student Ombudsman finds that the University has failed to take appropriate action or the

action appears to have been contrary to the law, unreasonable, unjust or otherwise wrong, the Ombudsman may recommend that the University remedy the problem by reconsidering the decision, apologising to the student, providing clearer information, changing a policy or procedure or by taking some other appropriate action;

(f) The Student Ombudsman will normally review a decision and provide a formally signed off report on the matter to the Vice Chancellor within 20 working days of the date of referral. The report will contain the findings of the investigation, the Ombudsman's recommendations, and full reasons for the recommendations for the consideration of the Vice Chancellor. The Student Ombudsman will advise the student of his/her decision and the reasons for the decision in writing;

(g) The Vice Chancellor will, after consideration of the report, normally adopt the recommendations of the Ombudsman, unless there are exceptional circumstances which require otherwise;

(h) The Vice Chancellor will advise the student of the outcome of an appeal to the Ombudsman and the action the University will take in response to the Ombudsman's report within 5 working days of the date they receive notice of the decision.

## **(2) Current and Intending Overseas Students**

The Overseas Students Ombudsman offers a free and independent service for current and intending overseas students who have a complaint or want to lodge an external appeal about a decision made by the University. Refer to the Overseas Students Ombudsman website [www.ombudsman.gov.au](http://www.ombudsman.gov.au) or phone 1300 362 072 for more information.

If this option is taken, the student must advise the Manager, Academic Secretariat, within 14 semester days of being advised of the outcome from the Decisions Review Committee. The Manager, Academic Secretariat, will advise the Student Business Centre accordingly.

## **85 Records of Reviews of Decisions**

The Manager, Academic Secretariat, or nominee will ensure that records of all grievances and applications for review of decisions will be kept on file under his or her control. Access will be made available to these records only with the prior approval of the Manager, Academic Secretariat, or nominee. Records will be kept for a period of seven (7) years. Such records will remain confidential and subject to the provisions of the Privacy Act.

## ***Division 10 – Scholarships***

### **86 General Terms and Conditions**

- (1) The award of the scholarship is conditional upon the scholar formally enrolling in the semester offered for the program;
- (2) Scholarships must be taken up in the calendar year for which they are offered.
- (3) A scholar must be enrolled in a minimum of 30 credit points each semester;
- (4) A scholar may apply to the University Registrar to undertake a reduced load. Applications must include independent documentary evidence to support the request;
- (5) A scholar who intends to be absent from their program for one semester or more must apply to the University Registrar for approval to temporarily suspend their scholarship.
- (6) Scholars who undertake a reduced load or are absent without approval will have their scholarship terminated. A scholar may apply for reinstatement in a following semester. Applications must include independent documentary evidence to support the request;
- (7) A scholar may transfer from one degree program to another. If such a transfer requires the scholar to complete additional subjects, the scholar will be required to bear any additional costs;
- (8) The scholarship may not be used in conjunction with any other Bond University scholarship, bursary, tuition remission as it applies to staff or staff dependants, or loyalty discount;
- (9) Continuation of the scholarship will depend upon the scholar passing all subjects attempted and, for scholarships not based on Sporting or Indigenous criteria, the scholar must achieve an average semester percentage of 65%;
- (10) A scholar who fails a subject or does not meet the required performance in any single semester will normally receive a warning;
- (11) If the required performance is not achieved in any semester following the warning, the University Registrar will decide whether to terminate or allow the continuation of the scholarship with certain conditions. In making such a decision the scholar may be asked to explain their performance;
- (12) If a scholar fails a subject, the scholarship will not cover tuition fees associated with enrolment in repeat or substitute subjects;
- (13) Scholars must also comply with any additional conditions of the scholarship for which they have been awarded;
- (14) Scholars must comply with all other University rules and regulations;
- (15) A scholar who has been excluded, expelled or is subject to an executive suspension order from the University due to misconduct will have their scholarship terminated.

### **87 Review**

The Office of Admissions, each semester, will submit a list of the recipients of all scholarships awarded for that semester, including each recipient's TER, to the Scholarships and Financial Aid Committee for review and then to the Admissions Standards Committee for noting.

## Schedule A – Definitions

This glossary describes terminology in use at Bond University.

**Academic Action** - A student who is placed on warning or excluded as per assessment regulations.

**Academic Excellence** - A noting on a student's transcript indicating that a student has been placed on the Dean's or Vice Chancellor's list for academic excellence.

**Academic Exclusion** - Refer 'Exclusion'.

**Academic Misconduct** - Academic misconduct, whether inadvertent or deliberate, includes the failure to comply with the regulations, policies and procedures determining the conduct of students during assessment including plagiarism and cheating; falsification or misrepresentation of academic records; and other actions that are judged to be acts of academic misconduct.

**Academic Progress** - The process whereby a student's results are considered at the end of each semester or phase and, if the student's performance is deemed unsatisfactory in accordance with the regulations, their status or eligibility to continue their studies is determined.

**Academic Transcript** - An official statement of a student's academic record at the University.

**Academic Senate** - Bond University's peak academic body, which is constituted by Council, in accordance with Clause 6.9 (b) and (c) of the Constitution of Bond University Ltd and is an advisory body to the Vice Chancellor on the following matters:

- the formulation and development of the academic policies of Bond University and the oversight and coordination of the academic activities of the various faculties;
- regulatory provisions for the admission and exclusion of students, for degrees, diplomas and all programs of study, lectures, examinations, and other forms of assessment;
- the content and standard of programs of instruction and their assessment, and the requirements for admission to degrees and the award of diplomas;
- the conditions for scholarships, bursaries, cadetships, and prizes accepted by the University;
- matters referred by faculties of the University, either individually or severally.

**Admission** - The result of acceptance of an offer of a place in a program by an applicant and payment of the prescribed fee.

**Admissions Fraud** - Submitting falsified documentation to obtain entry into a Bond University program.

**Admissions Office** - Part of the Office of Student and Academic Services responsible for student admissions to all programs.

**Advanced Standing** - Credit for subjects in a program of study granted on the basis of successful previous studies.

**Allegation Notice** - The notice the University gives to a student to commence formal misconduct proceedings.

**Alumni** - Bond University graduates.

**Appeal** - The formal process whereby a student appeals a decision relating to an academic or administrative matter relating to their status as a student as embodied in the Academic Regulations (Division 9 Complaints and Appeals for Review of Decisions) and the Discipline Regulations (Division 5 Appeals).

**Appellant** - A student who lodges an appeal.

**Applicant** - A person who has submitted an application for admission to the University.

**Approved educational institution** - An institution which the Academic Senate recognises as offering programs of study at a level appropriate for the granting of advanced standing towards a Bond University degree.

**AQF** - Australian Quality Framework.

**Articulated Programs** – An articulated set of programs is:

- a Master Degree which incorporates a graduate diploma and/ or graduate certificate in the same discipline area; or
- a Bachelor Degree which incorporates an associate degree or advanced diploma or diploma or associate diploma in the same discipline area; or

- a program being undertaken by a candidate who has not satisfied the requirements for the specific award but has met requirements for the generalist award in the same area (e.g., BJuris instead of LLB).

**Articulation Agreement** - A formal agreement between Bond University and another educational institution which specifies status for admission and advanced standing for the applicant.

**Assessment** - The determination of a student's level of mastery of a subject resulting ultimately in a mark or grade. Determined by an examination, assignment, practical, presentation or project work, dissertation, thesis or minor thesis, which a student is required to complete for educational purposes; to provide a basis for an official record of achievement or certification of competence; and/or to permit grading of the student's performance in a subject.

**Associate Dean** - The member of academic staff responsible to the Executive Dean of a Faculty who undertakes administrative responsibilities.

**Assumed Knowledge** - The minimum level of knowledge of a subject area that students are expected to have acquired before enrolling in a particular subject.

**Audit student** - A student who has paid a fee to attend classes in a subject but who will not be assessed in that subject.

**Award** - A degree, graduate diploma, graduate certificate, associate degree, diploma, or associate diploma conferred by the University upon completion of a program or a program of research.

**Award Program** - An approved sequence of subjects; or an approved sequence of subjects together with industry, practical or clinical experience and/or cooperative study arrangements; and/or an investigation of an approved topic the results of which are presented in a thesis; leading to an award.

**Bachelor Degree** - An undergraduate award of 240 or more credit points taken over at least 6 semesters of study.

**Board of Examiners** - A meeting of the Examiners within a Faculty or School to approve subject results and make recommendations on academic progress.

**Bond Week** - The orientation week that takes place during the week prior to commencement of classes each semester. During Bond Week, students enrol in subjects at Registration, undertake orientation programs with their Faculty of enrolment and undertake many activities designed to acquaint them with the physical, social, and academic environment of Bond University.

**Bullying** - Repeated inappropriate behaviour that is unsolicited, intimidating, unwelcome, uninvited, and unreciprocated, which may cause distress to a person and/or create an intimidating, hostile or offensive environment.

**Bursary** - Financial aid given to a student by his or her Faculty of enrolment on the basis of demonstrated financial need or other specified criteria.

**Change of Program (Degree)** - The process whereby a student who has been admitted and enrolled into a program, but has not completed it, then transfers to another program.

**Class activity** - The type of activity required for a subject, such as lectures, tutorials, computer laboratories or seminars.

**Combined degree** - An approved combination of two programs at the same level, where, on completion, a student will be conferred with an award for both programs.

**Commencing student** - A student who has enrolled for the first time in a particular program and has not transferred from another program of the same level.

**Complaint** - A concern, grievance or dispute raised by an individual concerning an incident, judgement, situation, or problem that impacts or may impact on the person's performance or another person's performance or their study/work environment. For the purposes of data recording, a complaint is defined as a concern, grievance or dispute that cannot be adequately dealt with under the Appeals for Review of Decisions process.

**Compulsory subject** - a subject which must be successfully completed, unless credit or exemption is granted, in order to qualify for an award.

**Conceded Pass** - The grade of 'Conceded Pass' is no longer awarded by the University.

**Conflict of Interest** (in relation to disciplinary matters) – Knowledge of or connection with a student or students involved in a hearing of alleged misconduct that leads a committee member to believe they cannot objectively consider evidence and/or, when viewed from the perspective of an objective observer, could create a perception of bias towards or against the student/s involved. In such cases the committee member should notify the secretary of the committee and

voluntarily step aside. A substantial association (positive or negative, current, or previous) with the relevant student/s is a strong indicator of conflict of interest but this does not extend simply to the teaching of or familiarity with a student or students in isolation.

**Continuing student** - A student is a continuing student in a program if the student has been permitted to re-enrol and has met enrolment requirements in that program.

**Counselling** (in relation to disciplinary matters) – Counselling through the University's Office of Student Services, or another organisation agreed between the student and the decision-maker.

**Core subject** - Core curriculum studies required in all undergraduate programs.

**Corequisite** - If Subject A is a corequisite of Subject B then Subject A must be studied in the same semester as Subject B, or have been passed in an earlier semester.

**Course** - See **Program** which is the terminology used at Bond University.

**Credit** - A subject in which a student is not required to enrol as it has been formally acknowledged that the student has previously satisfied or completed the subject matter; thereby reducing the number of subjects needed to complete the program. Credit for a subject requires the student to be able to demonstrate prior study at tertiary level which has traversed the same syllabus. It will be at the discretion of the Executive Dean of the Faculty of enrolment to determine whether credit or advanced standing, towards the award for which a candidate is enrolled, will be approved in recognition of subjects previously completed at Bond University or elsewhere, with the proviso that such subjects have been completed within the previous ten years.

**Credit points** - The numerical value assigned to a subject which, when related to the total subject points for the program, is a measure of the size of the subject's contribution to the content of the program (for example, most undergraduate subjects constitute 10 credit points).

**Cross institutional student** - A student of a tertiary institution who has been permitted to enrol in another institution on the basis that the subject/s completed will be credited to an award of the home institution.

**Cross-listed subject** - A subject listed under more than one discipline with more than one subject code.

**Days** - Calendar days (see also Semester Days and Working Days).

**Decision-maker** (in relation to disciplinary matters) – An officer or body of the University listed in Schedule D of the Discipline Regulations.

**Defer** - Postpone entry to the University. The term 'deferring' is used from pre-admission to census date in the first semester of enrolment in the relevant program.

**Deferred examination** - Students can apply for a deferred examination when they miss a scheduled exam because of serious illness or other cause.

**Delegate** - An appropriate senior officer or committee.

**Deregistration** - The act of withdrawing all University privileges including admission to classes, the sports centre, clubs and societies, and the library.

**Discipline** - A set of subject offerings in the same area of study. Also refers to the University's processes for dealing with student misconduct.

Dissertation - See Thesis.

**Doctoral Degree** - An award and formal recognition for advanced study beyond the Bachelors and Masters degrees and offered by both research (e.g., PhD) and in some cases by coursework (e.g., Doctor of Physiotherapy).

**Drop** - To cancel enrolment in a subject without financial or academic penalty. This must be done within the prescribed timeframe.

**Dual Award** - An award facilitated through a formal agreement between Bond University and another tertiary institution involving two programs of study and resulting in two qualifications and two testamurs conferred separately by each provider.

**Elective** - A subject that may be chosen from virtually any subject on offer across the University provided prerequisites, enrolment restrictions and any other Faculty requirements have been met.

**Enrolment** - The process whereby a student is formally registered in one or more subjects each semester. It includes the payment of appropriate fees, completion of required documents and the signing of an agreement to abide by the regulations and rules of the University.

**Enrolment and Student Engagement Officer** - The Student Business Centre officer responsible for providing enrolment advice to students in accordance with University policy and regulations.

**Examination** – A summative assessment item that measures a student's mastery of some or all of the learning outcomes in a subject, that takes place in a defined time period, with a working



time of less than or equal to three hours and constitutes either 30% or more of the grade of a subject or is a hurdle assessment.

**Examination Officer** - A person appointed by the University to supervise the conduct of examinations on behalf of the University in accordance with the procedures determined by the University.

**Examiner** - An academic staff member responsible for setting the assessment tasks and submitting the results for a subject; or in the case of research students the person examining a thesis or dissertation.

**Exceptional Circumstances** - Circumstances beyond the control of the student that are considered by the Executive Dean or delegate of the relevant Faculty or other decision-maker to be unexpected and extraordinary.

**Exchange** - The process of attending another institution under formalised exchange agreements between that institution and Bond University. An outgoing exchange student pays all tuition fees to Bond University.

**Exclusion** - When a student is excluded on the basis of poor academic performance from a program at the University. A student is excluded from a specific program, not from a Faculty or the University as a whole.

**Executive Dean** - The member of academic staff responsible for the management of a Faculty.

**Executive Mode** - Subjects or programs delivered to enable participants to maintain full time employment.

**Exemption** - A compulsory subject that a student is exempt from undertaking. The subject must be replaced with an alternative subject. An exemption does not reduce the overall number of subjects required for the program and should be granted for relevant experience rather than formal study.

**Expulsion** - Permanent debarment of a student from the University. An expelled student may not attend classes or participate in any University activity on or off campus.

**Faculty** - The academic organisational unit consisting of academic and administrative staff headed by an Executive Dean, responsible for all matters concerning the programs and subjects it supervises. Faculty also refers to the Bond Business School, Bond University College (headed by the Director) and the Transformation CoLab (headed by the Assistant Provost).

**Faculty of enrolment** - The Faculty in which the candidate is enrolled as a degree candidate.

**Financial aid** - A system to assist students through scholarship, bursary, or other financial assistance.

**Foundation** - The required subjects in a program that provide the necessary framework for a future specialisation or major.

**Full-time student** - A student enrolled in subjects which amount to 75% or more of the normal full-time study load for a semester. (For CRICOS and ESOS purposes, International students are required to maintain a normal full-time subject load in accordance with their program structure.)

**Grade Point Average** - The average of the grades obtained by a student in all subjects weighted by the credit point value of each subject in accordance with the following formula:

- $GPA = \frac{\text{Sum}(GP)}{\text{Sum}(P)}$ ;
- where G=grade for each subject and P=credit point value for each subject.

If for any reason a student does not achieve a grade in a subject, the value of G for that subject shall be taken as zero. The GPA can be calculated for a semester or for a program.

**Grades** - A record of the level of assessment in subjects completed at the University and issued at the end of each semester after approval by a Board of Examiners meeting.

**Graduand** - A student who has completed all the program requirements but has not yet had the award conferred.

**Graduate** - A student who has completed their program and has had the award conferred.

**Graduate Certificate or Diploma** - A program generally designed for specific vocational purposes, either the broadening of skills and knowledge already gained in an under program, or vocational skills and knowledge in a new professional area.

**Graduation** - The ceremony at which awards are conferred by the University.

**HDR** - Higher Degree Research.

**Head of School** - In some Faculties, discipline areas are grouped into academic units called Schools. The Head of School is responsible for the management and oversight of the School. This does not apply to the Bond Business School, which is the equivalent of a Faculty.

**Higher degree** - An award at Master or Doctoral level.

**Honorary Degree** - Admission honoris causa, an award which is made in recognition of distinction by the recipient in public service, service to the University, or in recognition of distinguished contribution by the recipient in a field of academic endeavour.

**Honours** - Some Bachelor Degrees may be completed "with Honours". This may involve either the completion of a separate Honours Year or additional work in the later years of the program or meritorious achievement over all years of the program. Honours are awarded by Class (First class; Second class, Division A; Second class, Division B; Third class).

**Hurdle Assessment** – a compulsory piece of assessment for which a 'pass' grade (or higher) must be achieved in order to successfully complete the subject.

**In absentia** - An award is conferred, in absentia, when the student does not attend the graduation ceremony.

**Intensive mode** - Subjects delivered in a short, concentrated period.

**Intermediate award** - A program within an articulated set of programs, representing a point at which a student may exit with a lower level award than that of the program to which admission was made.

**International student** - A student who is not an Australian or New Zealand citizen or person granted permanent residence status in Australia.

**Joint degree** - Single program taught by Bond University and one or more partner institutions that is jointly approved and collaboratively developed and delivered. Results in a single joint award that is recognised, accredited, and badged by all the partner institutions.

**Leave of absence** - Permission to suspend a program once the student is part way through by not enrolling in a semester.

**Lecture** - Formal classes in which lecturers present program material to all students enrolled in a given subject.

**Location** - The campus at which studies are undertaken (e.g., Main Campus or other).

**Major** - A major sequence typically comprises at least six defined subjects within one discipline area; "double major" means an augmented sequence comprising at least 12 semester subjects within one area of study.

**Masters Degree** - Provides a mastery or high-order overview of a relevant field of study or area of professional practice.

**Medal** - A Faculty may recommend the award of a Medal to students qualified for an award, whose academic performance is judged to be outstanding within the requirements for the specified medal.

**Medical Practitioner** - A registered health practitioner defined under the Act (Health Practitioner Regulation National Law Act 2009) in Australia.

**Minor** - A minor sequence of subjects (normally 4) within one discipline area.

**Misconduct** - Any breach by a student of Schedule B or Schedule C of the Discipline Regulations.

**Nominee** - A person nominated to act on behalf of another person.

**Non-degree student** - A student enrolled in subjects, where completion of the subjects does not result in an award. The student is assessed in the subject.

**Normal full-time subject load** - 40 credit points per semester (4x10 credit point subjects).

**Offer** - A formal document offering an applicant a place in a program, outlining any conditions and requirements.

**Officer** - Any employee of the University.

**Overload** - Approval given to enrol in more than the maximum amount of credit points normally permitted.

**Penalty Unit** - One Penalty Unit equals \$300.

**Percentage Average (PA)** - The average of the percentage marks obtained by a student in all students weighted by the credit point value of each subject in accordance with the following formula:

- $PA = \text{Sum (MP)} \text{ divided by Sum (P)}$ ;
- where M = percentage mark for each subject and P = credit point value for each subject.

If for any reason a student does not achieve a percentage mark in a subject, the value of M for that subject shall be taken as zero. The PA can be calculated for a semester or for a program.

**Plagiarism** - The act of misrepresenting as one's own original work:

- another's ideas, interpretations, words, or creative works; and/or

- one's own previous ideas, interpretations, words, or creative work without acknowledging that it was used previously (i.e., self-plagiarism).

These ideas, interpretations, words, or works may be found in published and unpublished documents, print and/or electronic media, designs, music, sounds, images, photographs or computer codes, or gained through working in a group.

**Postgraduate award** - An award of graduate certificate, graduate diploma, master, or doctorate.

**Postgraduate student** - A student enrolled in a program that will lead to a postgraduate award.

**Practicum** - A subject designed to give students practical experience.

**Pre-Registration** - Enrolment and class registration of a student for a subsequent semester.

**Prerequisite** - A set of conditions that must be met by a student before enrolment in a particular subject is permitted.

**Probationary student** - A probationary student is one who has previously been excluded as a result of the Progress Regulations, and who may, or may not have conditions attached to their enrolment.

**Professorial Standing** - The status of full professor in relation to an academic staff member. For the purposes of the Decisions Review Committee (Academic), the term may also refer to the status of associate professor if the academic staff member's membership of that committee is endorsed by the appropriate authority.

**Program** - A combination of subjects which according to degree rules leads to an academic award of the University.

**Program code** - A group of letters and numbers that identifies a program for administrative purposes.

**Program Coordinator** - A member of the academic staff with overall responsibility for a program.

**Progression Point** - Occurs at the end of each subject and determines the student's eligibility to progress based on the score calculated by combining results of assessments held during, and at the end of, each semester that contribute to the subject.

**Provost** - The Provost leads research, learning and teaching, pathways, equity, diversity and Indigenous strategies and oversees the academic operations of the University.

**Registrar** - The senior officer of the University responsible for administrative matters relating to students and support services.

**Registration** - The process at the start of each semester where commencing students are formally recorded as students of the University. The registration process also involves payment of tuition fees.

**Research student** - A student enrolled in an honours, masters, or doctoral program in which at least two-thirds of the program is research-based.

**Resit Examination** - A pass or fail examination that may be granted to a Bachelor of Medical Studies, Doctor of Medicine or Doctor of Physiotherapy student who fails a subject.

**Restitution** - Recompense paid to the University or another person at the order of the decision-maker in disciplinary cases for property lost, damaged, or destroyed due, in whole or in part, to the conduct of the student.

**Restricted elective** - A restricted elective is a subject that must be chosen from a specified group of subjects, from a specified discipline area or from a specified range of discipline areas.

**Review** - The formal process whereby a student seeks review of a decision relating to an academic or administrative matter relating to their status as a student.

**Sanction** - A sanction prevents a student from accessing specified information (results) or undertaking specified actions (enrolment, admission, graduation) and is placed on a student's record due to non-compliance with University regulations.

**Scholarship** - Financial aid given on the basis of academic merit.

**School** - See Head of School.

**Semester** - A designated academic period, normally of 14 weeks duration including any relevant examination period. Standard semesters in the academic year commence in January, May, and September.

**Semester Days** - Days within a semester, including weekends but excluding days between semesters (See also Days and Working Days).

**Site** - Any land or waterways that are currently the property of, or in the possession of, or under the control of the University together with any associated structure, whether permanent or temporary.

**Special consideration** - There are no provisions for special consideration at Bond University.

**Special Requirements** - Approval given to students who have a disability or other impairment to take centrally scheduled examinations under special conditions.

**Student** - A person who is enrolled in one or more subjects or a research program offered by the University.

**Student Association** - Bond University Student Association but not Faculty Student Associations.

**Student Business Centre** - The unit that deals with the administration of all student activities including registration/enrolment, examination, timetabling and graduation.

**Student Identification number (SID)** - The 8-digit number given to a student during the application process; a means of identification for all official University processes.

**Study abroad** - The process of attending another approved institution. An outgoing study abroad student pays all tuition fees directly to the other institution.

**Subject** - A segment of instruction approved by a Faculty as being a discrete part of the requirements for a program offered by the University and identified by a unique subject code. A reference to a subject is taken to include a phase, discipline, or theme in the Medical Program unless the context indicates otherwise.

**Subject code** - A group of letters and numbers that identifies a subject for administrative purposes.

**Subject Coordinator** - The Academic staff member responsible for the curriculum, learning outcomes and assessment of a subject. A reference to a subject coordinator is taken to include the coordinator of a phase, discipline, or theme in the Medical Program unless the context indicates otherwise.

**Supervisor** - A member of academic staff responsible for the supervision of a student's research.

**Supplementary examination** - A pass or fail examination or assessment that may be granted to a student who fails a subject in a penultimate or ultimate semester.

**Suspension** - Temporary debarment of a student from the University. A suspended student may not attend classes or participate in any University activity on or off campus.

**Testamur** - A certificate awarded on completion of a program of study after the award has been conferred (normally presented at Graduation).

**Thesis** - Thesis or dissertations are works embodying results of original research on a subject and substantiating a particular point of view. They are written by a candidate as part of the requirements for an Honours Bachelor's Degree, or for a Research Master or PhD Degree.

**Timetable** - The subjects offered during a particular semester, and the class activities required for each subject.

**Transcript** - See Academic transcript.

**Tutorial** - Usually less formal than a lecture, tutorials are small classes in which material from lectures and readings can be discussed in more detail.

**Undergraduate award** - An award at associate or Bachelor Degree level.

**Undergraduate student** - A student enrolled in a program that leads to an undergraduate award. Includes a student in preparatory programs such as English Language, Foundation, and University Preparation programs.

**Unit** - See **Subject** which is the terminology used at Bond University.

**University calendar** - The annual calendar of academic events approved by the Academic Senate.

**University Council** - The governing body of the University.

**University Officer** - Any employee of the University.

**University Registrar** - See Registrar

**Vice Chancellor and President** - The chief executive officer of the University, responsible for its leadership and management.

**Withdrawal** - Action taken by a student to cancel their subject enrolment or their participation in a program.

**Working Days** - Days falling from Monday to Friday from 8:30am to 5:00pm excluding public holidays (See also Days and Semester Days).