



THE UNIVERSITY OF
NOTRE DAME
A U S T R A L I A

REGULATIONS: SCHOOL OF PHILOSOPHY & THEOLOGY FREMANTLE AND SYDNEY

Purpose:	These School Regulations apply to all students in the programs and courses offered by the Schools of Philosophy & Theology at the University of Notre Dame, Australia.
Responsible Executive:	Dean
Responsible Office:	Schools of Philosophy & Theology
Contact Officer:	Dean
Effective Date:	1st January 2018
Modification History:	Reformatted November 2006; modified January 2008; October 2009; December 2010; July 2011; February 2015; August 2015; October 2016; November 2018

1. INTRODUCTION AND INTERPRETATION

The *School of Philosophy and Theology* Regulations apply to all students enrolled in programs offered within the National College of Philosophy and Theology (Fremantle and Sydney). These Regulations should be read in conjunction with the *General Regulations* and *Program Regulations*. In the event of inconsistencies between different sets of regulations, the order of priority of enforceability is as follows:

- a) General Regulations
- b) Research Degree Regulations
- c) School Regulations
- d) Program Regulations

Amendment of Regulations: All proposals for amending School or Program Regulations must be endorsed by the School Learning and Teaching Committee and forwarded by the Dean to the Program and Course Accreditation Committee (PCAC) for consideration and to the Vice Chancellor for approval. Unless otherwise specified, amendments to School and Program Regulations will be deemed to be binding on all students enrolled in courses or programs offered by the School as soon as they are approved by the Vice Chancellor. Where the Dean is satisfied that amendments to School or Program Regulations impact on a student in an unreasonable, prejudicial or discriminatory manner, the Dean may take such steps as are reasonably necessary to avoid or mitigate this impact.

2. GOVERNANCE OF THE SCHOOL OF PHILOSOPHY & THEOLOGY

Dean (or delegate): Subject to the University Statutes the Dean (or delegate) is the senior executive and academic officer responsible for the welfare of the School.

Associate Dean (Academic): The Associate Dean (Academic) assists and reports to the Dean with day-to-day operations of the School with particular responsibility for the oversight of academic programs and student care. *Responsibility of the Associate Dean includes but is not limited to:*

- a) Chair: School Learning and Teaching committee
- b) Member of the University Learning and Teaching Committee
- c) Member of Course and Program Accreditation Committee
- d) Liaise with Quality Management Office (QMO)
- e) Program Reviews

Associate Dean (Research): The Associate Dean (Research) assists the Dean as the primary liaison person between the University Research Office (RO) and students enrolled in higher degrees by research (HDR). Responsibility of the Associate Dean includes but is not limited to:

- a) Chair: School Research Committee
- b) Interview all Postgraduate and HDR candidates
- c) Liaise with Research Office on all issues associated with Higher Degrees by Research (HDR)
- d) Program Reviews

School Learning and Teaching Committee (LTC): The LTC is the peak School body for all quality assurance matters pertaining to learning and teaching in the School of Philosophy and Theology. Chaired by the Associate Dean (Academic) the LTC drives continual improvement, monitors quality of learning and teaching, and designs\implements policies, procedures, and practices to ensure excellence in the School of Philosophy and Theology. The Learning and Teaching Committee is convened as required with a formal annual review of Learning and Teaching protocols held in September of each year. Every second year a combined campus (Fremantle and Sydney) LTC is convened to review all Learning and Teaching protocols. Quality assurance includes but is not limited to:

- a) Program and Course Accreditation Committee (PCAC) applications
- b) Program Review
- c) Higher Education Standards Framework

School Research Committee (RC): Chaired by the Associate Dean (Research) the RC is the peak School body for all quality assurance matters pertaining to research. A primary focus of the RC is to foster and promote a research culture and HERDC reportable outcomes. The RC is convened as required with a formal annual review of research protocols held in September of each year. The RC responsibilities includes but is not limited to:

- a) Oversee and assist academic staff in the pursuit of research funding
- b) Design, monitor, review, and implement research plans, policy, and procedures
- c) Monitor academic progress for all HDR students
- d) Oversee HREC (ethics approval) processes and documentation
- e) Monitor and review the School Research Plan
- f) Encourage a culture of scholarship and Research in the school
- g) Work with Early Career Research academic staff
- h) Identify and promote research priority based on the Objects and mission of the University

School Committee: In accordance with the University Statutes formal School Committee meetings (faculty and administration) meet at least twice per year. The Dean (or delegate) is the Chair of the meeting and has both a deliberative and casting vote on any matters requiring determination by the Committee. School Committee protocol includes but is not limited to:

- (a) Quorum consists of 50 percent of fulltime and fractional academic staff
- (b) Dates for School Committee Meetings are established at the first meeting of the calendar year
- (c) At least 24 hours prior notice is normally required to cancel a School Committee meeting
- (d) An agenda for the Committee meeting will normally be provided to Members 24 hours before the meeting
- (e) The Dean (or delegate) of the School appoints a person to record and retain minutes of each meeting
- (f) The Dean (or delegate) shall give due regard to views and determinations of the School Committee. However, the School Committee plays a subsidiary role to the School Learning and Teaching and Research Committee and thus the Dean (or delegate) may act contrary to the advice of the School Committee.
- (g) Where the Dean of the School chooses not to follow the advice of the School Committee, the Dean shall advise the Head of Campus of the issue involved.

3. ADMISSIONS

Special Requirements for Admission: Special requirements for admission (if any) to a program or courses offered by the School of Philosophy and Theology shall be detailed in specific Program Regulations and/ or in any relevant Policy of the University.

4. ACADEMIC PROGRESS

Attendance and Absence: Absence from scheduled lectures, tutorials, workshops, modules, or any other teaching period without the approval of the Program or Course Coordinator may result in an FN grade for the course (fail due to non-completion). Full time attendance at all scheduled internships or field trips, including necessary briefing sessions, is compulsory. The Dean of the School retains discretion to waive or modify any or all of the above conditions.

Graduation: *See General Regulations*

Degrees with High Distinction or Distinction: *See General Regulations*

Degrees with Honours: *See General Regulations*

5. ASSESSMENT AND EXAMINATIONS

Course outline: Course Outlines are published via the *Blackboard eLearning Portal* prior to the commencement of a particular semester or term.

Assessment: As per the School Handbook Assessment criteria, the School of Philosophy and Theology approaches assessment design and practices on the general principle that assessments should be “authentic” and that there should be a consistent standard of assessment practices across courses reflecting both the *General Regulations* (Chapter 6) and *University Guideline: Assessment*.

Supplementary Examinations: *See General Regulations*

Conceded Pass: *See General Regulations*

Extensions on continuous assessment items (excluding examinations): As per the *General Regulations* requests for extensions on items of assessment must be made in writing (email preferred) through the School Administration Office at least 24 hours before the due date.

- a) The School Administration officers will forward the application to the Course Coordinator. All applications must be accompanied by a medical certificate or other evidence for non-medical applications.
- b) The Course Coordinator will review the application and advise the student whether the application has been approved or denied. If the application is approved the Course Coordinator will advise the student of the revised due date for submission.
- c) The Dean (or delegate) has discretion to approve or dismiss an application for extension.

6. SCHOOL ASSESSMENT RULES

Rules associated with late submission of items of assessment includes the following:

- a) Assessment items submitted after the published due date are penalised Ten-Percent (10%) per calendar day of the weighting for that item of assessment as published in the Course Outline.
- b) Any item of assessment submitted more than five days after the due date (or extended due date if applicable) will not be marked and the student will be awarded a mark of "1%" and a Fail (F) grade recorded for that item of assessment.
- c) The Dean of the School (or delegate) retains discretion to waive or modify penalties imposed as listed above if the student can establish that there are compelling and legitimate reasons for the late submission.
- d) The decision of the Dean (or delegate) with respect to the request for extension or penalty for late submission is final.

Re-marking of pieces of continuous assessment: See *General Regulations*

Supplementary assessment: See *General Regulations*

Assessment Coversheets: Cover sheets are not required for all electronic submission of assessment items. A cover sheet is required for all hard-copy submission of assessment items.

7. CODE OF CONDUCT: See General Regulations

8. PRIZES AND AWARDS: See Appendix A

End of Regulations

APPENDIX A: PRIZES AND AWARDS CRITERIA**School of Philosophy & Theology, Sydney Campus**

- Archbishop Anthony Fisher OP Prize (annual): for Best Overall Performance in a Core Course at the University of Notre Dame Australia, Sydney Campus:
 - Best performance in any Core course in a given academic year in Sydney.
- Archbishop's Prize for Excellence in Postgraduate Theology (annual): for Excellence in a Major Research Essay in a Postgraduate Theology course at the University of Notre Dame Australia, Sydney Campus:
 - Best performance in a major research essay in a postgraduate Theology course in a given academic year in Sydney.

School of Philosophy and Theology, Fremantle Campus

At the University of Notre Dame Australia, Fremantle Campus, the following six prizes may be awarded annually:

- **The Dean's Prize (annual) for the best overall performance in CORE1030 Introduction to Theology in a given academic year at the Fremantle Campus:**
 - This prize will be awarded for the highest final grade in CORE1030 in a given year on the Fremantle Campus.
 - Where there are equal-top marks, the Dean of the School of Philosophy and Theology, Fremantle (or delegate), will determine the prize on the recommendation of the relevant course coordinator.
 - The School of Philosophy and Theology, Fremantle, retains the right not to award the Prize for the highest final grade if this grade is judged by the Dean (or delegate) not to merit recognition.
- **The Dean's Prize (annual) for the best overall performance in CORE1020 Ethics in a given academic year at the Fremantle Campus:**
 - This prize will be awarded for the highest final grade in ET100 in a given year on the Fremantle Campus.
 - Where there are equal-top marks, the Dean of the School of Philosophy and Theology, Fremantle (or delegate), will determine the prize on the recommendation of the relevant course coordinator.
 - The School of Philosophy and Theology, Fremantle, retains the right not to award the Prize for the highest final grade if this grade is judged by the Dean (or delegate) not to merit recognition.
- **The Dean's Prize (annual) for the best overall performance in CORE1010 Introduction to Philosophy in a given academic year at the Fremantle Campus:**
 - This prize will be awarded for the highest final grade in PH100 in a given year on the Fremantle Campus.
 - Where there are equal-top marks, the Dean of the School of Philosophy and Theology, Fremantle (or delegate), will determine the prize on the recommendation of the relevant course coordinator.
 - The School of Philosophy and Theology, Fremantle, retains the right not to award the Prize for the highest final grade if this grade is judged by the Dean (or delegate) not to merit recognition.

- **The “Pastoral Liturgy” Prize (annual) for the best overall performance in an undergraduate course in liturgy, sacramental theology or pastoral theology at the University of Notre Dame Australia, Fremantle Campus:**
 - This prize will be awarded for the highest final grade in an undergraduate course in liturgy, sacramental theology or pastoral theology at the University of Notre Dame Australia, in a given year on the Fremantle Campus.
 - Where there are equal-top marks, the Dean of the School of Philosophy and Theology, Fremantle (or delegate), will determine the prize on the recommendation of the relevant course coordinators in liturgy, sacramental theology and pastoral theology.
 - The Dean of the School of Philosophy and Theology, Fremantle (or delegate) retains the right not to award the Prize for the highest grade in an undergraduate course in liturgy, sacramental theology or pastoral theology if this grade is judged by the Dean (or delegate) not to merit recognition.

- **The Sylvia Box Prize (annual) for best research essay in an undergraduate theology course at the University of Notre Dame Australia, Fremantle Campus:**
 - This prize will be awarded for the best research essay written as part of an undergraduate theology course (excluding CORE1030) at the University of Notre Dame Australia, in a given year on the Fremantle Campus.
 - Undergraduate course lecturers will nominate excellent research essays from their theology courses over the course of the calendar year. A copy of any essay to be considered for this Prize will be submitted to the Dean for filing.
 - In the week following the conclusion of semester 2 classes, a committee of contracted academic staff in theology will consider these research essays and will nominate their choice for the best undergraduate research essay in theology to the Dean.
 - The Dean of the School of Philosophy and Theology, Fremantle (or delegate) retains the right not to award the Prize for the best essay in an undergraduate theology course if the essay proposed by the committee is judged by the Dean (or delegate) not to merit recognition.

- **The Anthony Imbrosciano Prize (annual) for the best research essay in an undergraduate philosophy course at the University of Notre Dame Australia, Fremantle Campus:**
 - This prize will be awarded for the best research essay written as part of an undergraduate philosophy course (excluding CORE1010 and CORE1020) at the University of Notre Dame Australia, in a given year on the Fremantle Campus.
 - Undergraduate course lecturers will nominate excellent research essays from their philosophy courses over the course of the calendar year. A copy of any essay to be considered for this Prize will be submitted to the Dean for filing.
 - In the week following the conclusion of semester 2 classes, a committee of contracted academic staff in philosophy will consider these research essays and will nominate their choice for the best undergraduate research essay in philosophy to the Dean.
 - The Dean of the School of Philosophy and Theology, Fremantle (or delegate) retains the right not to award the Prize for the best essay in an undergraduate philosophy course if the essay proposed by the committee is judged by the Dean (or delegate) not to merit recognition.