



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

# REGULATIONS: SCHOOLS OF BUSINESS FREMANTLE AND SYDNEY

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<b>Purpose:</b>	These School Regulations apply to all students in the courses and units offered by the Schools of Business at the University of Notre Dame, Australia.
<b>Responsible Executive:</b>	Dean
<b>Responsible Office:</b>	School of Business
<b>Contact Officer:</b>	Senior Administrative Officer
<b>Effective Date:</b>	1 January 2018
<b>Modification History:</b>	Created: January 2008, modified December 2008; modified February 2010; modified Oct 2010, modified June 2011, modified June 2012, modified October 2016; modified Nov 2017

## 1. INTRODUCTION AND INTERPRETATION

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### 1.1 School Regulations

These School of Business Regulations apply to all students enrolled in the programs offered by the Schools within the National College of Business and, as far as is appropriate, to those students enrolled in courses which are offered through the Schools of Business. These Regulations should be read in conjunction with the University's *General Regulations* and specific Program Regulations.

### 1.2 Program Regulations

In addition to these Schools of Business Regulations, all of the programs in the Schools of Business have specific regulations which apply to all students enrolled in these programs.

### 1.3 Interaction of Regulations

In the event of inconsistencies between different sets of regulations, the order of priority of enforceability is as follows:

1. General Regulations
2. Research Degree Regulations
3. School Regulations
4. Program Regulations
5. Course Outline

### 1.4 Interpretation

The words and phrases contained in this provision are to be interpreted in the following way throughout the School of Business Regulations, unless otherwise provided for herein:

*"(the) School Committee"* – shall have the same meaning as that given to it in the University Statutes.

*"(the) Program Coordinator"* – shall mean that person designated by the Dean to be the person in charge of a program and who shall be responsible to the Dean for the overall coordination of the program.

*"(the) Course Coordinator"* – shall mean that person designated by the Dean to be the lecturer in charge of a course and who shall be responsible to the Dean for the overall coordination of teaching and assessment in the course.

### 1.5 Amendment of Regulations

- (a) When the Vice Chancellor approves amendments to any of School Regulations or Research Degree Regulations or Program Regulations, the amendments automatically apply to all Students enrolled in that School, Research Degree or Program (as the case may be).
- (b) Where the amendments made are disadvantageous to a Student, the Student may apply in writing to the Dean (for School or Program Regulations) or the Pro Vice Chancellor, Research (for Research Degree Regulations) for permission to complete the requirements of the Regulations in effect at the time the Student first enrolled. That application may be upheld or denied as the Dean or Pro Vice Chancellor, Research sees fit.

## 2. GOVERNANCE OF THE SCHOOL OF BUSINESS

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### 2.1 Dean of a School

- 2.1.1 Subject to the University Statutes, the Dean of the School on the Fremantle Campus is the senior executive and academic officer primarily responsible for the welfare of a School on that Campus and on the Broome Campus.

2.1.2 Subject to the University Statutes, the Dean of the School on the Sydney Campus is the senior executive and academic officer primarily responsible for the welfare of a School on that particular campus.

## **2.2 Associate/Assistant Dean of a School**

Subject to the University Statutes, the Associate Dean/Assistant Dean of a School assists the Dean with the day-to-day operations of the School with particular responsibility for the oversight of academic programs and student care.

## **2.3 School Committee**

2.3.1 In accordance with the University Statutes, there shall be a School Committee on the Fremantle Campus and a School Committee on the Sydney Campus (the 'Schools Committees').

2.3.2 The School Committees shall each hold a minimum of two meetings per year, at which meetings the following rules shall apply:

- (a) The Dean of the School (or nominee) shall chair the meeting and will have both a deliberative and casting vote on any matters requiring determination by the School Committee.
- (b) A quorum consisting of 50 per cent of fulltime and fractional academic staff of that School must be present for there to be a quorum.
- (c) Members of the School Committee will be given notice that a meeting is to be held five working days before it is held.
- (d) If a meeting is to be cancelled, a minimum of 24 hours' notice will normally be given.
- (e) Members shall be notified of meeting details prior to the meeting. Such notice may be in writing, orally or electronically.
- (f) The Dean of the School shall appoint a person to record and retain minutes of each meeting.

2.3.3 The Dean shall have regard to the views and determinations of the School Committee; however, the role of the School Committee is advisory to the Dean only and the Dean may act contrary to the advice of the School Committee.

2.3.4 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 issues involved.

## **3. ADMISSIONS**

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### **3.1 Special Requirements for Admission**

Special requirements for admission (if any) to a program offered by the Schools of Business shall be detailed in specific Program Regulations and/or in any relevant Policy of the University.

### **3.2 Programs and Quotas**

3.2.1 The programs of the Schools of Business are set out in the School of Business Program Regulations.

3.2.2 Pursuant to the General Regulations and the University Policy: *Program Quotas*, the total intake of first year students admitted to a program on a particular Campus may be limited.

### **3.3 Specific Conditions of Enrolment in Courses of a Program**

3.3.1 Special conditions of enrolment (if any) in courses of a program offered by the Schools of Business shall be detailed in specific Program Regulations and/or in any relevant Policy of the University.

3.3.2 The Dean of a School (or delegate) may impose enrolment conditions on a student based on specific program or course requirements.

3.3.3 The conditions that may be imposed on a student include, but are not limited to:

- (a) the meeting of special requirements of admission;
- (b) achievement of a passing grade in a prerequisite course;

3.3.4 That a student may enrol in a particular course only if:

- (a) the student also enrolls in a co-requisite course at the same time, should a co-requisite be specified; or
  - (b) the student previously achieved a passing grade in the co-requisite course.
- 3.3.5 The Dean of a School (or delegate) may permit a student to enrol in a course without having satisfied the conditions listed in 3.3.3 and 3.3.4 if the Dean of a School is satisfied the student has demonstrated sufficient knowledge to undertake the course concerned.

### **3.4 Enrolment Deadlines**

- 3.4.1 Enrolment deadlines for undergraduate and postgraduate courses are those proclaimed by the Campus Registrar.
- 3.4.2 Enrolment deadlines for non-standard undergraduate and postgraduate courses are determined by the Dean of a School and advised to the Campus Registrar for publishing on the University's web site.

## **4. ACADEMIC PROGRESS**

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### **4.1 Attendance and Absence**

- 4.1.1 A student who is absent from a course without the approval of the Program Coordinator or Course Coordinator for more than 15 percent of its scheduled lectures, tutorials, workshops or any other teaching period outlined in the course outline may receive a Fail (F) grade for the course.
- 4.1.2 Arrival at any teaching period more than 10 minutes after the commencement of the class may be deemed to constitute absence.
- 4.1.3 Full time attendance at all scheduled practicums/internships/fieldtrips, including necessary briefing sessions, is compulsory.

### **4.2 Student Progress**

- 4.2.1 A student who fails to complete all of a particular year of her or his prescribed program may be permitted, at the discretion of the Dean of the School, to proceed to the next year of the program provided that the appropriate prerequisites are met and agreement can be reached on how the missing requirements will be completed.
- 4.2.2 A student will not be permitted to undertake placements, practicums or internships unless the prerequisite courses have been successfully completed.
- 4.2.3 A Dean may recommend to the Head of Campus for approval any change to a program regulation for an individual student.

### **4.3 Graduation**

Eligibility for graduation in the programs offered by the Schools of Business requires successful completion of all required units of credit and program conditions as detailed in the Program Regulations.

## **5. ASSESSMENT AND EXAMINATIONS**

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### **5.1 Course outline**

A student will be provided with a course outline at the commencement of a course in which he/she is enrolled in a particular semester/term. The course outline will provide the details of the course including specified learning outcomes, assessment schedule and required texts (if any).

### **5.2 Assessment**

- 5.2.1 Assessment criteria for each course are contained in the course outline of each course.
- 5.2.2 Participation in and completion of all prescribed assessment for a course is a precondition for a student being eligible to pass a course.

**5.3 Conceded Pass**

In accordance with the General Regulations, the grade of “Conceded Pass (CP)” may be awarded to any student enrolled in a program or course offered by the School of Business.

**5.4 Extensions on continuous assessment items (excluding examinations)**

- 5.4.1 A student may apply in writing before the due date for an extension of time within which to submit a piece of continuous assessment without penalty to the Dean (or delegate) setting out the grounds for the application. Such application must be accompanied by appropriate supporting documentation, such as a medical certificate.
- 5.4.2 The Dean (or delegate) has the discretion to approve or dismiss the application for extension.
- 5.4.3 If the Dean (or delegate) approves the application for extension, the Dean (or delegate) will set a new due date, “the extended due date”.
- 5.4.4 If the Dean (or delegate) does not approve the application for extension, the Dean (or delegate) will impose the penalty for late submission or non-submission of continuous assessment.
- 5.4.5 A student may apply directly to the Dean in the case of requests for extension on multiple assessment items in multiple courses for a given semester.

**5.5 Penalties for late submission or non-submission of continuous assessment items (excluding examinations)**

- 5.5.1 If a student has not submitted the piece of assessment on or before the due date (or on or before the extended due date, if applicable), the following rules will apply:
  - (a) The piece of assessment will be assessed as if it were submitted on the due date (or extended due date if applicable), but 10 percent per calendar day of the mark the student would have obtained will be deducted for every calendar day that the submission of the assessment exceeds the due date (or the extended due date if applicable).
  - (b) No piece of assessment will be marked or awarded a grade if the piece of assessment is submitted more than five days after the due date (or extended due date if applicable) and the student will be awarded a mark of “0” and grade “F” for that piece of assessment.
- 5.5.2 The Dean of the School (or delegate) retains discretion to waive or modify the penalties imposed as listed above if the student can establish to the satisfaction of the Dean (or delegate) that there are compelling and legitimate reasons for the late submission, non-submission of assessment, or the failure to participate in a prescribed activity.
- 5.5.3 The decision of the Dean (or delegate) with respect to the request for extension or penalty for late submission is final.

**5.6 Remarking of pieces of continuous assessment**

- 5.6.1 If the Dean of the School permits a remarking of the piece of assessment, the following procedures will apply:
  - (a) The Dean (or delegate) will organise a second person (either internal or external to the University) to remark the piece of assessment.
  - (b) The person undertaking the remarking will recommend to the Dean a mark for the piece of assessment. In so doing, the person undertaking the remarking will have regard to any marking guidelines or criteria produced by the original marker.
  - (c) The person undertaking the remarking will provide a written recommendation to the Dean (or delegate) as soon as is practicable giving an assessment of the piece of assessment and the recommended mark and grade.
  - (d) The final mark and grade to be awarded for the piece of assessment will be determined by the Dean (or delegate) based on the person undertaking the remarking recommendations.
  - (e) The Dean will advise the Course Coordinator of the outcome of the remark and if necessary, the Course Coordinator will amend the student’s assessment record.

**5.7 Supplementary assessment**

- 5.7.1 Supplementary assessment is provided to facilitate program completion.
- 5.7.2 Supplementary assessment is not a reassessment of the student's overall grade or the mark for an individual assessment item. It is a new item of assessment designed to assist students to complete requirements for their qualification, and is thus available for courses undertaken in the final year of study only.
- 5.7.3 The Dean (or delegate) is responsible for determining eligibility for supplementary assessment guided by advice from the Program Coordinator as to whether, given the student's marks for the course and the nature of the course, it is possible for the student to achieve a passing standard through supplementary assessment.
- 5.7.4 The form and type of supplementary assessment is at the discretion of the Dean (or delegate), who will ensure that academic standards are maintained.

**5.8 Referencing**

In the absence of any notification to the contrary, a student enrolled in courses offered by the School of Business must use the referencing guides provided by the Library for referencing pieces of assessment using the American Psychological Association (APA) style.

**5.9 Assessment Coversheets**

A student is required to attach a University Cover Sheet to every piece of continuous assessment on which they must declare that the work is all their own, that they have retained an electronic copy of the work, that the work has not been previously submitted for any other course or at any other tertiary institution, and the total word count (excluding footnotes and bibliography) of the assessment.

**5.10 Examinations**

- 5.10.1 Internship courses are exempt from examination as approved by the Program and Course Accreditation Committee.
- 5.10.2 All other courses will have a final invigilated examination unless specifically exempted by the Program and Course Accreditation Committee.

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**6. ETHICAL OBLIGATIONS OF STUDENTS**

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**6.1 Code of Conduct**

All students are obligated under the University's *Code of Conduct* to act in accordance with the ethical and academic obligations.

**6.2 Honour Code**

- 6.2.1 The Schools of Business may impose a further Honour Code on students detailing behaviour and expectations of the student enrolled in a program offered by the Schools of Business.
- 6.2.2 Without limiting obligations imposed by University Statutes and General Regulations, the ethical obligations of a student in the School of Business include the following:
- (a) To treat all students and staff of the University, and members of the community with whom they come into contact as a student, with courtesy and respect;
  - (b) To use the resources and property of the University honestly, with care and in accordance with any University or Schools Regulations and guidelines;
  - (c) To comply with any instructions issued in connection with the use of the University Library; and in particular, not to steal, deface, destroy or conceal from other students any library materials; and
  - (d) To conduct themselves fairly and honestly in connection with examinations and other forms of assessment; and in particular, to avoid all forms of cheating, including collusion, plagiarism and copying.
- 6.2.3 Additional professional and ethical behaviour expected of students may be detailed in Program Regulations.

**7. SPECIAL REQUIREMENTS RELATING TO INTERNSHIPS**

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- 7.1 A student must disclose to the Dean of the School any physical or mental health issue that has the potential to impact upon the student's capacity to undertake an internship/practicum/field trip, to complete that internship/practicum/field trip, or to complete it at the assigned agency
- 7.2 Upon receipt of such information, the Dean of the School will determine what (if any) steps need to be taken to appropriately balance the rights, interests and obligations of all affected parties, including (but not limited to) the student concerned, the University and the agency.

**8. FIELD TRIPS**

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- 8.1 Where applicable, a student participating in field trips conducted as part of a program in the School of Business must adhere to the requirements of the Guideline: *Field Trips* approved by Academic Council.
- 8.2 Unless alternative arrangements are approved by the Dean of the School, each student is required to participate in field trips organized for particular courses. Failure to do so will result in the awarding of an Fail due to Non-Completion (FN) grade for the course, regardless of the total marks otherwise accumulated.
- 8.3 Each student will be provided with a copy of the University's *Code of Conduct for Field Trips*. The Code of Conduct form attached to the *Code of Conduct for Field Trips* must be signed and returned to the Administration Officer in the School prior to the first such trip in any given semester.
- 8.4 Each student must complete and return a Biodata and Emergency Contact form to the Administration Officer in the School prior to the first field trip in any given semester.
- 8.5 A staff member organising or supervising a field trip must complete a *Field Trip Risk Assessment* prior to departure on the field trip, and submit this to the Dean of the School.

**9. SCHOOL POLICIES**

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- 9.1 School or College of Business policies are binding on all students enrolled in programs or courses within the School of Business.
- 9.2 School or College policies must be approved by a majority of the members of the School Committees and endorsed by the Dean of the School.
- 9.3 School and College policies must not conflict or replicate University policies, Regulations or Statutes that deal with such matters.

**10. PRIZES AND AWARDS**

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In accordance with General Regulations, a student in the Schools of Business may be eligible for an award and prize in accordance with School's policy. Awards and prizes offered within the Schools of Business may be presented at an annual event organized by the School of a particular Campus.