



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

REGULATIONS:
ACADEMIC ENABLING & SUPPORT
CENTRE (AESC)
Fremantle, Broome and Sydney Campuses

Purpose:	These School Regulations apply to all Students in the programs and courses offered by the Academic Enabling and Support Centres at the University of Notre Dame, Australia, Fremantle, Broome and Sydney Campuses.
Responsible Executive:	Director(s)
Responsible Office:	Academic Enabling and Support Centre
Contact Officer:	Director(s) Academic Enabling and Support Centre, Fremantle and Sydney Campuses
Effective Date:	1 January 2018
Modification History:	First created: July 2011; January 2012, December 2012 January 2013; March 2014; August 2015; November 2015, November 2017
Campus applicability:	Fremantle; Broome; Sydney

TABLE OF CONTENTS

CHAPTER 1: INTRODUCTION AND INTERPRETATION

- 1.1 Centre Regulations
- 1.2 Program Regulations
- 1.3 Interaction of Regulations
- 1.4 Interpretation
- 1.5 Amendment of Regulations

CHAPTER 2: GOVERNANCE OF THE ACADEMIC ENABLING AND SUPPORT CENTRES

- 2.1 The Governance of the AESC sits with the Director(s)
- 2.2 Director(s) of pathway programs Sydney and Fremantle

CHAPTER 3: ADMISSIONS

- 3.1 Special Requirements for Admission
- 3.2 Programs
- 3.3 Specific Conditions of Enrolment in Courses of a Program
- 3.4 Enrolment Deadline

CHAPTER 4: ACADEMIC PROGRESS

- 4.1 Attendance and Absence
- 4.2 Student Progress
- 4.3 Course Substitutions

CHAPTER 5: ASSESSMENT AND EXAMINATIONS

- 5.1 Assessment
- 5.2 Extensions on continuous assessment items (excluding examinations)
- 5.3 Penalties for late submission or non-submission of continuous assessment items (excluding examinations)
- 5.4 Remarking of pieces of continuous assessment
- 5.5 Supplementary assessment
- 5.6 Absence from in-class assessments
- 5.7 Referencing
- 5.8 Assessment Coversheets

CHAPTER 6: CONDUCT AND PRIVACY

- 6.1 Code of Conduct

1: INTRODUCTION AND INTERPRETATION

1.1 Centre Regulations

These Academic Enabling and Support Centre (AESC) Regulations apply to all Students enrolled in the programs offered by the AESC on any Campus. These Regulations should be read in conjunction with the University's *General Regulations* and AESC Program Regulations.

1.2 Program Regulations

In addition to these AESC Regulations, programs offered by the AESC have specific Regulations which apply to all Students enrolled in the programs with the exception of ELICOS, for which specific policies, procedures and ELICOS Program Outlines apply

1.3 Interaction of Regulations

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

1. General Regulations
2. AESC Regulations
3. Program Regulations

1.4 Interpretation

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

"AESC" – shall mean the Academic Enabling & Support Centre as relevant to the enrolling Campus or AESC service;

"Director" – shall mean alternately the Director AESC as relevant to the enrolling Campus or AESC service;

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

ELICOS Program shall mean component programs offered in accordance with the English Language Intensive Programs for Overseas Students (ELICOS) National Standards

"(the) Program Coordinator" – shall mean that person designated by the Director to be the academic in charge of a program and who shall be responsible to the Director for the overall coordination of the delivery, teaching and assessment in the program.

1.5 Amendment of Regulations

1.5.1 All proposals for amending these AESC Regulations must be forwarded by the Director to the *Program and Course Accreditation Committee* (PCAC) for consideration and to the Vice Chancellor for approval.

1.5.2 Unless otherwise specified, amendments to these AESC Regulations will be deemed to be binding on all Students enrolled in Courses, Programs offered by the AESC as soon as they are approved by the Vice Chancellor.

2: GOVERNANCE OF THE ACADEMIC ENABLING AND SUPPORT CENTRE

2.1 The Governance of the AESC sits with the Director

2.1.1 Subject to the University Statutes, the Director of the AESC is the senior executive and academic officer.

2.1.2 The Director of the AESC will have primary responsibility for the AESC services.

2.2 Director of pathway programs and programs

2.2.1 Subject to the University Statutes, the Director of the AESC (or delegate) is responsible for the AESC pathway programs and programs, including ELICOS Programs.

3: ADMISSIONS

3.1 Special Requirements for Admission

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

3.2 Programs

3.2.1 The programs of the AESC are set out in Appendix A.

3.3 Specific Conditions of Enrolment in Courses of a Program

3.3.1 The Director may impose enrolment conditions on a student based on specific program or course requirements.

3.4 Enrolment Deadline

3.4.1 Enrolments for AESC programs may be accepted until immediately prior to the commencement of classes for the teaching and/or study period.

3.4.2 Students enrolled in a program other than a program within an ELICOS Program, who miss more than three weeks of the program without providing notice, may be deemed absent without leave and File Closed for the AESC program in which they are enrolled.

4: ACADEMIC PROGRESS

4.1 Attendance and Absence

4.1.1 A student who is absent from a course without the approval of the Director of the AESC (or delegate) for more than 15% of scheduled lectures, tutorials, workshops or any other teaching period outlined in the Course Outline may receive a 'Fail due to Non Completion' (FN) Grade for the course.

4.1.2 Arrival at any teaching venue more than 10 minutes after the commencement of the class may be deemed to constitute absence.

4.1.3 Attendance requirements for students enrolled in an ELICOS Program are specified by the *Policy Attendance Monitoring- English Language (ELICOS) Programs* and supporting procedures. The University expects students enrolled in ELICOS Programs to attend class at all specified class times and a minimum of 80 percent.

4.2 Student Progress

- 4.2.1 Students must achieve a pass in all courses in a program to be considered for program progression and program completion.
- 4.2.2 Students enrolled in the Foundation Year Programs must successfully complete Part One before progressing to Part Two.
- 4.2.3 Students may study AESC programs in full or part-time study mode.

4.3 Program Progress - ELICOS Programs

- 4.3.1 Students enrolled in an ELICOS Program must be assessed as proficient (that is achieving a 60 per cent minimum grade in at least three of the four skill areas of reading, writing, speaking and listening in a study period) to be considered for satisfactory program progression. Students will be monitored over the study period in accordance with the Policy: Program Progress – English Language (ELICOS) Programs and related Procedure.

4.4 Course substitutions

With the exception of ELICOS Programs, equivalent course substitutions may be approved at the discretion of the Director.

5: ASSESSMENT AND EXAMINATIONS

5.1 Assessment

- 5.1.1 Assessment criteria are contained in each Course or ELICOS Program Outline.
- 5.1.2 The completion of all prescribed assessments for a course or ELICOS Program are a precondition for a student being eligible to pass the Course or ELICOS Program
- 5.1.3 Students enrolled in an ELICOS Program must satisfactorily complete all assessment items to pass the ELICOS Program. The pass mark for each of the four skills is 60 percent.

5.2 Extensions on continuous assessment items (excluding examinations)

- 5.2.1 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 Director (or delegate) setting out the grounds for the application. Such an application must be accompanied by appropriate supporting documentation and follow the process set out in the General Regulations.

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

- 5.3.1 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 is assessed as if it were submitted on the due date (or extended due date if applicable) but 10% of the total marks available for the piece of assessment will be deducted from the final mark obtained for the assessment 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 seven days after the due date (or extended due date if applicable) and the Student will be awarded a mark of "0" and a Fail ('F') Grade for that piece of assessment.
- 5.3.2 The Director (or delegate) retains discretion to waive or modify the penalties imposed as listed

above if the Student can establish to the satisfaction of the Director (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.

5.4 Re-marking of pieces of continuous assessment

5.4.1 If the Director (or delegate) permits a re-marking of the piece of assessment, in accordance with the General Regulations, the following procedures will apply:

- (a) The Director (or delegate) will organise a second person (either internal or external to the University) to re-mark the piece of assessment.
- (b) The person undertaking the re-marking will recommend to the Director (or delegate) a mark for the piece of assessment. In so doing, the person undertaking the re-marking will have regard to the marking guidelines provided for that assessment task.
- (c) The person undertaking the remarking will provide a written recommendation to the Director (or delegate) as soon as is practicable giving a recommended mark and grade.
- (d) The final mark or grade to be awarded for the piece of assessment will be determined by the Director (or delegate).

5.5 Supplementary assessment (excluding examination and ELICOS Programs)

5.5.1 Supplementary assessment may be provided to facilitate program completion.

5.5.2 Supplementary assessment is the provision of a new assessment item designed to assist a student to complete program requirements and is available, if approved by the Director (or delegate) for courses in the Tertiary Pathway Program or Part One of Foundation Year programs.

5.5.3 The Director (or delegate) is responsible for determining eligibility for supplementary assessment guided by advice from the relevant staff member as to whether, given the student's performance in the course and the nature of the course, it is possible for the student to achieve a pass mark through supplementary assessment.

5.5.4 The form and type of supplementary assessment is at the discretion of the Director (or delegate) who will ensure that academic standards are maintained.

5.5.5 Supplementary assessment is different from a supplementary examination awarded by the Board of Examiners pursuant to the General Regulations.

5.6 Absence from in-class assessments

5.6.1 A student absent from an in-class assessment, must apply for an irregularly scheduled assessment, using the form "Application for an irregularly scheduled assessment/test".

5.6.2 Only the Director (or delegate), can provide students with permission to complete an irregularly scheduled assessment. This requires that there are genuine grounds, such as medical illness, a family bereavement, or a serious accident. All applications require independent supporting documentation which substantiates the existence of extenuating circumstances. Holidays and travel, within the normal semester period, inclusive of official study breaks, are not grounds for approval of an irregularly scheduled assessment.

5.7 Referencing

5.7.1 A student enrolled in courses or programs offered by the AESC must use American

Psychological Association (APA) referencing.

5.7.2 Students must use the University Referencing Style Guide.

5.8 Assessment Coversheets

5.8.1 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, and that the work has not been previously submitted for any other course or at any other tertiary institution.

6: CONDUCT AND PRIVACY

6.1 Code of Conduct

6.1.1 All students are obligated under the University's *Code of Conduct for Students Enrolled at The University of Notre Dame Australia* to act in accordance with the ethical and academic obligations.

End of Regulations

APPENDIX

Appendix A: AESC Programs

Nationally, the AESC offers two pathway programs, the Tertiary Pathway Program (TPP) and nine Foundation Year (FY) programs and ELICOS Programs for direct entry into selected undergraduate programs:

Program Code	Program Title	Units of credit	Campus
0137	Tertiary Pathway Program	100	Sydney, Fremantle and Broome
0126	Foundation Year Education	200	Fremantle
0106	Foundation Year Education	200	Sydney
0124	Foundation Year Arts and Sciences	200	Fremantle
0107	Foundation Year Arts and Sciences	200	Sydney
0125	Foundation Year Business	200	Fremantle
0108	Foundation Year Business	200	Sydney
0127	Foundation Year Health Sciences	200	Fremantle
0128	Foundation Year Nursing	200	Fremantle
0110	Foundation Year Nursing	200	Sydney
	ELICOS		
	Academic English Bridging Level One		Sydney Fremantle and Broome
	Academic English Bridging Level Two		Sydney Fremantle and Broome
	Academic English Bridging Study Skills		Sydney Fremantle and Broome