

	<h2>Common Rules – Courses leading to the Award of Graduate Certificate</h2>	
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Council has made Common Rules which provide course structures and rules for Higher Education Awards.

Initially, these were approved as a single document which covered the full range of Higher Education Award types, but for ease of use, they have now been dissected into separate documents, with each document having common Introduction, Definition and General Rules sections.

1. INTRODUCTION

The processes involved in ensuring public accountability in terms of standards for the courses that CDU offers are quite distinct. For a higher education course CDU is self-accrediting hence the need for its own rules under which to operate. Within the VET sector CDU does not generally self-accredit and so must adhere to external national principles and rules. Even in cases of self accreditation these external rules are followed. Consequently Charles Darwin University has no general rules for VET courses as for these awards a framework for accreditation exists external to the University. Nationally endorsed training packages are progressively replacing many accredited vocational courses. Training Package qualifications provide nationally consistent qualifications based directly on competency standards

These course rules apply to higher education diplomas, advanced diplomas, associate degrees, degrees of Bachelor, Honours Bachelor degrees, postgraduate certificates and diplomas, degrees of Master and doctorates; specific awards are listed in the By-Laws.

For all these awards there are some General Rules; as described below.

For each category of award there is a common set of rules applicable to all programs leading to an award in that category. In addition, each course may have associated with it Specific Rules that apply only to that course in addition to the Common Rules; Specific Rules are described elsewhere with course details.

In this framework the same nomenclature is used in describing all courses, and courses in the same category have the same basic structure. The result is a simple and flexible arrangement that supports a wide variety of courses of study and a substantial degree of choice.

2. DEFINITIONS

“Council” means the Council of the Charles Darwin University.

“Faculty” means the faculty in which the candidate is enrolled for their course.

“Faculty Board” means the primary academic body responsible for policy regarding academic affairs of the faculty.

“Dean” means the Dean (or delegate of the Dean) of the faculty in which the student is enrolled as a candidate.

“the University” means the Charles Darwin University.

“Award” is a recognised certification of achievement or competence which may be granted to a student after completions of all the requirements of a course.

“Course” is a program of study formally approved/accredited and which leads to an academic award of the University.

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“Specialisation” is an approved combination of units from one identified disciplinary or multi-disciplinary sequence/strand which totals at least 60 credit points of which, at least 40 credit points must be 200 and 300 level units.

“Unit” is a set amount of academic work often characterised by a set of lectures, tutorials, workshops and other teaching and learning sessions, the basic building block of a course. A unit is normally studied over one semester.

With each unit is associated a number of credit points which are intended to give a value to the unit, indicating its contribution to the requirements of a course and to the enrolment load of the student. It is also an indicator of the amount of work the unit might entail. Most units are 10 credit points; such a unit represents a quarter of a load for a semester, that is, about 10 - 12 hours total study time for a week for an average student. A full coursework load for a semester is 40 points; a full load for the year is 80 credit points. Credit points are normally associated with units in multiples of 10 only.

A unit is identified as level 100, 200, 300, 400, according to its academic level.

Units making up a course are also classified as:

- core units which cover the fundamental principles and knowledge that are compulsory for study within the course;
- specialist electives which cover material that is desirable for study within the course or which are needed for specialisation in a particular area;
- electives covering material that may or may not be directly relevant to the field of study underlying the course, but which are relevant to undergraduate study generally.

“Independent study unit” is a unit whose content and structure are agreed by a student and a staff member responsible for the course of which it is intended to be a part.

“Specific Rules” are rules specific to a course and separate to the Common Course Rules, approved by Academic Board.

“Standard Load” is a real or notional program of studies, which a student would be required to undertaken in a full year of a particular course. The University has adopted 80 credit points as its standard load.

“Intensive Study” is when the workload for a period is higher than would normally be expected for the period. For example, a one year course where units total 120 points of study is equivalent to one which would be studied over 18 months at normal pace. A number of courses are available in intensive mode.

“Combined Degrees” consists of two awards for which all course requirements have been met through an approved program of study. Such a degree generally requires a longer period of study than for the individual awards comprising it, but the total study period may be less than that required to meet the requirements of the awards individually.

“Conjoint Awards and/or Conjoint Degrees” refer to situations where two institutions arrange to deliver an award or course and issue testamurs that contain both institutional logos. They should not be confused with combined degrees (such as Bachelor of Arts/Bachelor of Laws).

3. GENERAL RULES

A small number of rules apply to all courses; these are outlined below. In addition, unless otherwise stated in common or specific rules, all courses are subject to University policies including those dealing with admission, credit transfer, recognition of prior learning, assessment

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and exclusion. In particular, for courses at or beyond the level of the degree of Bachelor, credit for skills recognition of any form will not exceed two thirds of the total credit points; for all other courses, credit for skills recognition may be up to one hundred per cent of the total credit points for the course.

The following rules apply to all courses:

3.1 Registration

A candidate for an award shall be registered in one faculty for an award as specified in the Degrees and Other Awards By-laws but may study in more than one faculty.

3.2 Concurrent Studies

Except with the prior approval of the Dean of the Faculty in which the candidate is registered or, in the case of a candidate for a research degree, the Director of Postgraduate Research Studies, a candidate shall not be registered concurrently for any other award of the University or any other tertiary institution, except if undertaking a conjoint award. A candidate undertaking a combined degree shall enrol through a single Faculty with the designated administrative responsibilities for the particular award.

3.3 Leave of Absence

The Dean of the Faculty in which a candidate is registered, or the Director of Postgraduate Research Studies on the recommendation of the appropriate Dean in the case of a candidate for a research degree, may grant leave of absence from a course of study in special cases. The period of such leave shall not be counted as part of the period of candidature specified for the course.

3.4 Termination

A candidate whose progress is unsatisfactory may be excluded or have candidature terminated from an award in accordance with the provisions of the Exclusion Rules. Candidature for research degrees and Professional Doctorates may be terminated by the Director Postgraduate Research Studies and relevant Faculty Board respectively, pursuant to the Rules for these awards set out below.

3.5 Show Cause

A candidate may be issued with a notice to show cause in an award in accordance with the provisions of the Exclusion Rules. Candidates for research degrees and Professional Doctorates may be issued with a notice to show cause by the Director Postgraduate Research Studies and relevant Faculty Board respectively, pursuant to the Rules for these awards set out below.

4 COMMON RULES - COURSES LEADING TO THE AWARD OF GRADUATE CERTIFICATE

4.1 Preliminary

- (1) These Rules may be cited as the “Graduate Certificate Rules”.
- (2) These Rules apply to courses of study leading to postgraduate certificates as listed in the Degrees and Other Awards By-laws.
- (3) A graduate certificate may be awarded by Council to a candidate who has, on the recommendation of the Faculty Board, complied with the requirements of these Rules.

4.2 Admission

- (1) An applicant for admission to candidature for a graduate certificate;
 - (a) (i) shall have qualified for admission to a degree of Bachelor of the University or any other Australian tertiary institution and shall have achieved a level of attainment in an appropriate discipline or disciplines considered by the Faculty Board in which the applicant seeks to be registered, to be acceptable for the purpose of proceeding to a postgraduate certificate; or

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- (ii) shall hold, from the University or any other tertiary institution, qualifications approved as equivalent to the requirements set out in Clause (a)(i) of this Rule by the Faculty Board in which the applicant seeks to be registered; and
 - (b) shall have such additional requirements as are specified in the Specific Rules pertaining to the graduate certificate to which the candidate seeks admission.
- (2) In exceptional cases, an applicant may be admitted as a candidate for a graduate certificate if the applicant submits other evidence of academic or professional attainments and the candidature is approved by the Faculty Board.
 - (3) Notwithstanding the provisions of Rules 4.2(1) and 4.2(2) hereof, the Faculty may require an applicant to demonstrate fitness for admission as a candidate for a graduate certificate by carrying out such work and/or sitting for such examinations as the Faculty Board determines.

4.3 Course Requirements

- (1) (a) A candidate for a graduate certificate shall undertake a course of study which may consist of:
 - core units;
 - specialist electives; and
 - a project
 to a total value of 40 credit points.
- (b) The project may account for no more than 20 credit points.
- (2) Any material presented by a candidate for assessment:
 - (a) must be the work of the candidate, unless otherwise permitted by the Dean of the Faculty; and
 - (b) must not have been submitted to meet requirements for any other qualifications at this University or any other tertiary institution.

4.4 Periods of Candidature

- (1) The minimum periods of candidature for a graduate certificate shall be one semester full-time or two semesters part-time.
- (2) Unless otherwise specified in the Specific Rules for that graduate certificate, the maximum period of candidature shall be twice the minimum period set down in Rule 1 above, provided that the Faculty Board may grant an extension of the candidature for a further period, or periods.

4.5 Transfer

Subject to the approval of the Faculty Board, a candidate for a graduate certificate may, in special circumstances, be permitted to transfer candidature to another postgraduate award, other than a research degree, within the Faculty.

4.6 Award of Graduate Certificate

Where a candidate completes the requirement of a course leading to a graduate certificate, Council, on the recommendation of the Faculty Board, shall confer that award.

Document History and Version Control Record

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6.0	09.12.05	Document Editor	Editorial change: TAFE to VET
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