

	<h2>Common Rules - Courses leading to the Degree of Doctor of Science</h2>	
	Version: 2.2 26 June 2002	Approved: Council
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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.

CDU Council approved the following Course Rules at Meeting 3/02 held on 26th June 2002.

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/IAS”* means the Faculty or the Institute of Advanced Studies (IAS) in which the candidate is enrolled for their course.
- “Faculty/IAS Board”* means the primary academic body responsible for policy regarding academic affairs of the Faculty or the Institute of Advanced Studies.
- “Dean/Director”* means the Dean of the Faculty/ Director of the IAS (or delegate) in which the student is enrolled as a candidate.
- “the University”* means the Charles Darwin University.

Common Rules – Courses leading to the Degree of Doctor of Science	Version: 2.1
	Page 1 of 5

- “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.
- “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 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/IAS for an award as specified in the Degrees and Other Awards By-laws but may study in more than one Faculty/IAS.

3.2 Concurrent Studies

Except with the prior approval of the Dean/Director of the Faculty/IAS in which the candidate is registered or, in the case of a candidate for a research degree, the Deputy Vice Chancellor, Research, 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/IAS with the designated administrative responsibilities for the particular award.

3.3 Leave of Absence

The Dean/Director of the Faculty/IAS in which a candidate is registered, or the Deputy Vice Chancellor, Research on the recommendation of the appropriate Dean/Director 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 Deputy Vice Chancellor, Research and relevant Faculty/IAS 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 Deputy Vice Chancellor, Research and relevant Faculty/IAS Board respectively, pursuant to the Rules for these awards set out below.

4 COMMON RULES - COURSES LEADING TO THE DEGREE OF DOCTOR OF SCIENCE

Definitions

“the Panel” means the Research Panel and/or the Chair of the Research Panel who is the Deputy Vice Chancellor, Research.

“Higher Doctorate Rules” means the rules for the degree of Doctor of Science.

“Candidate” means candidate for the degree of Doctor of Science.

“published work/works” include books, articles and other printed material.

4.1 Preliminary

- (1) These Rules may be cited as the “Higher Doctorate Rules”.
- (2) The Council may confer the degree of Doctor of Science upon a candidate whom Academic Board has determined has fulfilled all the requirements of these Rules.

Common Rules – Courses leading to the Degree of Doctor of Science	Version: 2.1
	Page 3 of 5

4.2 Application

A person shall apply to the Registrar in writing setting out full details of the applicant's academic qualifications and include;

- (1) a list of published work proposed to be submitted in the event that candidature is approved;
- (2) a short discourse describing the research embodied in such work and making clear the extent of originality and the candidate's part in any collaborative work;

4.3 Qualifications for Admission

- (1) The Panel may admit as a candidate for the degree of Doctor of Science an applicant who
 - (a) holds a degree of the University and is a graduate of not less than 10 years standing; or
 - (b) holds a degree from any other tertiary education institution, qualifications deemed by the Committee, on the recommendation of the Dean/Director, as sufficient qualification to be equivalent to Rule 4.3(1)(a); or
 - (c) such other qualifications and/or experience as the Panel determines to be equivalent or superior to such a degree cited in Rule 4.3(1)(a) or (b).

4.4 Enrolment/Submission of Works

- (1) A candidate shall submit to the Panel four copies of published works of which the candidate is author or joint author.
- (2) In the case of works of which the candidate is a joint author, the candidate shall submit a written statement and supporting material as the Panel requires, indicating the portion of the work of which the candidate is the author.
- (3) A discourse describing the general subject of the published work submitted and stating how the various publication are related to one another and to that subject.

4.5 Examination

- (1) The Panel shall appoint three examiners, and at least one reserve examiner. At least two examiners of the thesis shall be external to the University.
- (2) The examiners shall not consult with each other or seek further information from the candidate except through the Panel. A copy of any information sought by and provided to, the examiners, shall be provided to all the examiners.
- (3) Each examiner shall submit to the Research Office for transmission to the Panel, a written report on the prescribed form, setting out the examiner's opinions on the quality of the work in relation to the award of the degree. The report shall conclude with a recommendation that:
 - (a) the degree be awarded; or
 - (b) the degree not be awarded.
- (4) The Panel shall determine whether, the candidate has fulfilled all the requirements for the degree.
 - (a) The Panel may, in making their determination, consult with the examiners, obtain further information from the candidate or the examiners, arrange for additional oral, written or practical examination or appoint additional examiners for the thesis, as it sees fit.
 - (b) The Panel shall inform the candidate of their determination.
- (5) A candidate may appeal against the determination of the Panel. Candidates wishing to lodge an appeal should refer to the following processes, located on CDU's Governance website:
 - (a) Student Administrative Complaints and Appeals Process
 - (b) Student Academic Grievance, Complaints and Review Process

Common Rules – Courses leading to the Degree of Doctor of Science	Version: 2.1
	Page 4 of 5

4.6 Award of the Degree

The candidate shall submit one permanently bound copy and one electronic copy (on CD) of the published works to the Research Office to be lodged with the University Library. The Research Office shall notify the Panel of the lodgement, prior to a recommendation for award of the degree of Higher Doctorate being forwarded through Academic Board to Council.

Where a candidate satisfies the requirements of the course, Council, on the recommendation of Academic Board, shall award the degree.

Version	Date Approved	Approved By	Brief Description
2.0	26.06.02	Council	Info Database ID 1430 – Document approved
2.1	22.03.06	Chancellor	<p>Editorial Changes: NTU to CDU TAFE to VET Northern Territory University to Charles Darwin University Remove invalid nteta link</p> <p>Editorial Changes: Committee to Panel Director Postgraduate Research Studies to Deputy Vice Chancellor Research Faculty to Faculty/IAS Dean to Dean/Director Higher Education and Research Branch to Research Office</p> <p>Consistency Changes: Electronic copy of thesis for library as per other research degree rules New Appeals process as per other research degree rules</p>