

	<h2 style="text-align: center;">Common Rules - Courses leading to the Higher Education Diploma</h2>	
	Version: 2.1 26 June 2002	Approved: Council
	Administered: Governance	Next Review:

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.

Common Rules – Courses leading to the Higher Education Diploma	Version: 2.1
	Page 1 of 5

“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 undertake 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.

Common Rules – Courses leading to the Higher Education Diploma	Version: 2.1
	Page 2 of 5

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 HIGHER EDUCATION DIPLOMA**

### **4.1 Preamble**

The following rules apply to courses leading to Diploma as listed in the Degrees and Other Awards By-laws.

### **4.2 Preliminary**

These rules may be cited as “Diploma Common Rules”. The Rules should be read in conjunction with the General Rules described in 3 above and with any Specific Rules set out in the detailed course descriptions.

The Common Rules shall take precedence over the other Rules mentioned above. Higher Education Diplomas are often linked to or articulated with Bachelor degrees. Normally satisfactory completion of the Diploma would give 80 credit points towards a Bachelor Degree in the same broad field of study as that covered by the Diploma.

### **4.3 Admission**

A candidate for a Diploma must satisfy the University’s normal admission requirements as determined by successful completion of the Northern Territory Certificate of Education (Year 12) or equivalent; or successful completion of a VET award of Certificate Level 4 or higher; or on the basis of the Special Tertiary Admissions Test (STAT); or successful completion of at least one year of full-time study (equivalent) of an undergraduate degree/diploma course; or successful completion of an CDU Tertiary Enabling Program; or a specific interview/audition requirement; applications for special admission may be approved by the Dean on an individual basis.

### **4.4 Course Structure and Requirements.**

(1) Unless otherwise specified, a course leading to a Diploma may include:

Common Rules – Courses leading to the Higher Education Diploma	Version: 2.1
	Page 3 of 5

- (a) Common units: These units are chosen from a group of units intended, among other things to ensure a degree of literacy and numeracy, to provide an introduction to higher education study and to explore social, cultural and scientific issues of local, national and international relevance. Common units are offered at the 100 level only. Common Units are categorised into two strands. Students must choose one unit from each strand. These strands are:
  - Strand A: units with an emphasis on regional studies; and
  - Strand B: units with an emphasis on academic literacy skills.
- (b) Core units: Such units are regarded as compulsory for the course.
- (c) Specialist electives: These are units chosen from a group of units identified as highly relevant to the course.
- (d) Electives: These units may be chosen from all of the University's higher education units. Where appropriate, electives may include certain specified VET units or combinations of modules.

Some courses may not include all classifications (ie common, core, specialist electives, electives) of units.

- (2) To be eligible for the award of a degree of Diploma a candidate must complete units to a specified value which shall normally be at least 80 credit points and, unless otherwise specified in any specific rules, must include:
  - (a) common units totalling at least 20 credit points;
  - (b) all specified core units;
  - (c) specialist electives with points value at least that specified in the Specific Rules;
  - (d) elective units as appropriate or as specified in the Specific Rules;
  - (e) no more than 10 credit points attributable to independent study units;
  - (f) no more than 10 credit points per 80 credit points with the grade of PT or PC or PS; and meet any other requirements as specified in the Specific Rules.
- (3) Subject to specific Course Rules, all students will successfully complete two common units as part of their Diploma.  
Where a student:
  - (a) enrolling in an undergraduate program has been granted Recognition of Prior Learning or Credit Transfer of 80 credit points or more, the student need not necessarily complete common units;
  - (b) has been granted less than 80 credit points in Recognition of Prior Learning, common units will normally be completed unless to do so would prevent the student meeting other course rules;
  - (c) enrolls in an undergraduate degree program through an articulated VET program, common units need not be taken where it can be established that the student completed similar work in the VET program.
- (4) Bearing in mind the purpose of articulating a Diploma with the degree of Bachelor, course structures of Diplomas must be compatible with the relevant Bachelor degree.

#### 4.5 Award of Diploma

Where a candidate completes requirements of a course leading to Diploma, Council, on recommendation of the Faculty Board, shall confer that Award.

Common Rules – Courses leading to the Higher Education Diploma	Version: 2.1
	Page 4 of 5

#### 4.6 Periods of Candidature

- (1) Unless specified otherwise, the minimum period of candidature for a course leading to the award of Diploma is two semesters.
- (2) The maximum period of candidature is at least twice the minimum period and no more than four years.

#### 4.7 Credit for a Unit

To obtain credit for a unit a candidate must satisfy the assessment requirements specified for the unit. A grade will be awarded in accordance with the Assessment Rules on completion of a unit.

#### 4.8 Prerequisites and Co-requisites

- (1) All prerequisites and co-requisites for core units will be core units; and all prerequisites and co-requisites for specialist electives may be either core units or specialist electives.
- (2) A candidate may not enrol in any unit until all prerequisite units (or their equivalents as approved by the Dean of the Faculty responsible for the unit) have been completed satisfactorily. The Dean of the Faculty may waive prerequisite requirements in special circumstances.

#### 4.9 Progress

Progress of a candidate shall be monitored by the appropriate Faculty Board in accordance with the Exclusion Rules.

#### Document History and Version Control Record

Version	Date Approved	Approved By	Brief Description
2.0	26.06.02	CDU Council	ID 1429
2.1	02.03.06	Secretary to Council	Editorial Change NTU to CDU TAFE to VET Northern Territory University to Charles Darwin University Remove invalid nteta link 4.4.1 (a) Remove reference to common course names.