

Common Course Rules

Undergraduate Certificate

COMMON COURSE RULES STATEMENT

In Higher Education (HE), all courses offered by the University must comply with national regulatory requirements, for example, the Australian Qualifications Framework (AQF), and many courses are also accredited through professional organisations. The University as a self-accrediting institution has a Council that determines course rules, which, provide course structures, and rules for HE awards. These course rules apply to HE AQF Levels 5 to 10.

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 in the course curriculum documentation.

COMMON COURSE RULES PRINCIPLES

1. Courses Leading to the Qualification of Undergraduate Certificate

- 1.1. The following rules apply to courses leading to the qualification of Undergraduate Certificate.
- 1.2. These Rules may be cited as the "Undergraduate Certificate Rules".
- 1.3. Each qualification accredited as an Undergraduate Certificate will include documented pathways consistent with the AQF Qualifications Pathways Policy.
- 1.4. The Undergraduate Certificate is a higher education qualification of six months duration that is not located at a particular AQF level but is covered by AQF levels 5, 6 or 7. It qualifies individuals with knowledge and skills for further study, professional upskilling, employment and participation in lifelong learning.

2. Course Requirements

- 2.1. Courses leading to a qualification of Undergraduate Certificate must meet the requirements for AQF Undergraduate Certificate qualification.
- 2.2. Unless otherwise specified in the course curriculum documentation, a course leading to a qualification of Undergraduate Certificate will include:
 - Common units;
 - Core units;
 - Specialist elective units; and/or
 - Elective units;
- 2.3. to a total value of 40 credit points. Some courses may not include all unit classifications i.e. common, specialist elective and/or elective.
- 2.4. Unless otherwise specified in the course curriculum documentation, the total credit point value for the core and specialist elective units of a course will be a minimum of half of the total credit point value of the course.

3. Prerequisites and Co-requisites

- 3.1. All prerequisites and co-requisites for core units will be core units; and all prerequisites and co-requisites for specialist elective units may be either core units or specialist elective units.
- 3.2. A student may not enrol in any unit until all prerequisite units (or their equivalents as approved by the Dean) have been completed satisfactorily. The College Dean may waive prerequisite requirements in special circumstances.

4. Periods of Enrolment

- 4.1. The maximum period of enrolment for a course leading to the qualification of Undergraduate Certificate will be twice the period required for a student undertaking a standard load to complete the course, plus one (1) year. The course will be offered for enrolment only until 2021 unless the qualification type is extended by the Education Council and Skills Council of COAG.
- 4.2. In exceptional circumstances, the College Dean may extend the period of enrolment in line with the AQF Specification for the Undergraduate Certificate Qualification.

5. Award of the Qualification

- 5.1. To receive a University award, a student must complete a minimum of one-third of the award or a minimum of one (1) year full-time equivalent, whichever is the lesser, through enrolment in the University course leading to the awarding of that qualification unless the course leads to an approved integrated qualification.
- 5.2. Where a student completes the requirements of a course leading to the qualification of Undergraduate Certificate, Council will award that qualification.

6. Termination of the Course

- 6.1. When a course is approved for termination or is superseded:
 - Transition/completion arrangements for existing students must be clearly documented and disseminated to all existing students;
 - As far as possible, students will not be disadvantaged by the transition/completion;
 - The course will be offered for re-enrolment only until 2021;
 - At the conclusion of the period for which the course is offered for re-enrolment only, the course will be closed.

NON-COMPLIANCE

Non-compliance with Governance Documents is considered a breach of the [Code of Conduct](#) and is treated seriously by the University. Reports of concerns about non-compliance will be managed in accordance with the applicable disciplinary procedures.

RELATED AND SUPPORTING DOCUMENTS

Legislation	Australian Qualifications Framework Charles Darwin University Act 2003
Policy	Admissions Policy Advanced Standing Policy Grading Policy Higher Education Course Delivery Relationships with Other Entities Policy Units and Courses Policy
Procedures	Higher Education Course Accreditation and Reaccreditation Procedures (CARP) Higher Education Students- Academic Progression Procedures
Definitions	CDU Glossary

GOVERNANCE

Owner	Vice-Chancellor	
Category	Academic	
Audience	Staff and Students	
Approving authority	Council	
Effective date	29 October 2020	
Review date	28 October 2023	
Version	1.00	Rul - 011
	Document history and version control maintained separately.	
Content enquiries	governance@cdu.edu.au	

DOCUMENT HISTORY AND VERSION CONTROL

Version	Date Approved	Approved by	Brief Description
1.00	29 Oct 2020	Council	<ul style="list-style-type: none"> Creation of new document and upload to CDU Website
			<ul style="list-style-type: none">
			<ul style="list-style-type: none">



