

# Common Course Rules - Diploma

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## INTRODUCTION

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.

## STATEMENT OF AUTHORITY

The authority behind this policy is the [Charles Darwin University Act 2003](#) section 47 under the authority of the Council.

## COMPLIANCE

This is a compliance requirement under the [Australian Qualifications Framework](#).

## RELEVANT DEFINITIONS

In the context of this document

**Award** means a recognised certification of achievement or competence, which may be granted to a student after successful completion of all the requirements of a course;

**College Dean** means the Dean of the College in which the student is enrolled;

**Common Units** means a group of units intended, among other things, to provide an introduction to higher education study, and to assist students to develop a degree of academic literacy and the capacity to critically explore social and cultural issues of local, national and international relevance. Common units are offered at the 100 level only;

**Core unit** means a unit that is compulsory for the course;

**Course** means a formally approved/accredited program of learning that leads to the award of a qualification;

**Credit point** means a value allocated to individual higher education units to indicate their contribution to the overall course requirements and to the enrolment load of a student e.g. a 10 credit point unit represents a quarter of a standard load for a semester;

**Elective** means a unit selected by the student from any of the University's higher education units. Where appropriate an elective may include certain specified VET units or combinations of modules. Unit selection is governed by the Units and Courses Policy;

**Exceptional circumstances** means an extended and serious illness of the student or an immediate family member; extreme financial hardship; long-term cultural obligations; or other circumstances such that failure to recognise them would result in an unfair or unreasonable outcome;

**Integrated qualification** means a purposely designed qualification that enables explicit articulation pathways and encompasses more than one AQF level and/or qualification type and/or education and training sector;

**Program of learning** means a course, curriculum, training package, unit of study or structured workplace learning that leads to the award of a qualification;

**Qualification** means the result of a completed accredited program of learning that leads to formal certification that a graduate has achieved learning outcomes as described in the Australian Qualifications Framework;

**Specialist elective** means a unit selected by the student from a group of units identified as highly relevant to the course;

**Standard load** means a real or notional program of studies, which a full-time 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; and

**Unit** means the smallest credit-bearing component of a qualification that has been accredited. A unit may also be called a 'module', 'subject', 'unit of competency' or 'accredited unit'.

## **RULES**

### **Courses Leading to the Qualification of Diploma**

The following rules apply to courses leading to the qualification of Diploma.

These Rules may be cited as the "Diploma Rules".

### **Course Requirements**

Courses leading to a qualification of Diploma must meet the requirements for AQF Level 5 qualifications.

Unless otherwise specified in the course curriculum documentation, a course leading to a qualification of Diploma will include:

- Common units;
- Core units;
- Specialist elective units; and/or
- Elective units;

to a total value of 80 credit points. Some courses may not include all unit classifications i.e. common, specialist elective and/or elective.

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.

### **Prerequisites and Co-requisites**

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.

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.

### **Periods of Enrolment**

The maximum period of enrolment for a course leading to the qualification of Diploma will be twice the period required for a student undertaking a standard load to complete the course, plus one (1) year.

In exceptional circumstances, the College Dean may extend the period of enrolment.

### **Award of the Qualification**

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.

Unless otherwise specified in the course curriculum documentation, to be eligible for the award of Diploma a student must complete units to a specified value, which will normally be 80 credit points and, unless otherwise specified, must include:

- Common units totalling at least 20 credit points;
- All specified core units;
- Specialist elective units with points value of at least that specified in the course curriculum documentation;
- Elective units as specified in the course curriculum documentation; and
- Meet any other requirements as may be specified in the course curriculum documentation.

Where a student completes the requirements of a course leading to the qualification of Diploma, Council will award that qualification.

### **Termination of the Course**

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 all existing students have completed/transitioned or for a period not to exceed twice the period required for a student undertaking a standard load to complete the course, whichever is less;  
At the conclusion of the period for which the course is offered for re-enrolment only, the course will be closed.

## ESSENTIAL SUPPORTING INFORMATION

### Internal

[Admissions Policy](#)

[Advanced Standing Policy](#)

[Grading Policy](#)

[Higher Education Course Accreditation and Reaccreditation Procedures \(CARP\)](#)

[Higher Education Course Delivery Relationships with Other Entities Policy](#)

[Higher Education Students - Academic Progression Procedures](#)

[Units and Courses Policy](#)

### External

[Australian Qualifications Framework](#)

## Document History and Version Control

<b>Last amendment:</b>	Jun 2019	<b>Next Review:</b>	Jun 2021
<b>Sponsor:</b>	Vice-Chancellor		
<b>Contact Officer:</b>	Provost		

Version	Date Approved	Approved by	Brief Description
1.00	26 Jun 2002	Council	Creation of original document and upload to CDU website.
1.01	9 Dec 2005	Secretary to Council	Editorial Change - Vocational Education and Training to VET
1.02	2 Mar 2006	Secretary to Council	Editorial Change – NTU to CDU Remove invalid NTETA link 4.4.1 (a) Remove reference to common course names
2.00	7 Dec 2012	Council	Major review of document to remove procedural details and ensure compliance with AQF
2.01	6 Mar 2013	Governance	<ul style="list-style-type: none"> <li>• Assigned document number</li> <li>• Updated and added hyperlinks</li> <li>• Minor changes to formatting, wording and grammar</li> </ul>
2.02	15 Dec 2017	Governance	<ul style="list-style-type: none"> <li>• Conversion to new Governance template due to new University branding</li> <li>• Updated hyperlinks</li> <li>• Contact officer updated to Pro Vice-Chancellor, Education and Student Success</li> <li>• Sponsor added, Vice-Chancellor</li> </ul> <p>Essential Supporting Documents updates</p> <ul style="list-style-type: none"> <li>• Academic Qualifications and Unit Level Policy (under development), Advanced Standing Policy (under development) and Integrated Qualifications Policy (under development) removed</li> <li>• Higher Education Students Progression Procedures updated to Higher Education Students - Academic Progression Procedures</li> </ul>
2.03	13 Jun 2019	Council	<ul style="list-style-type: none"> <li>• Remove definitions for Faculty and PVC due to restructure and add definition for College Dean</li> <li>• Add <i>Unit selection is governed by the Units and Courses Policy</i> to definition of Elective</li> <li>• Removed definitions for Combined course as the term are not used in the document</li> <li>• Remove Admissions paragraph as this information now contained in the Admissions Policy</li> <li>• Remove <i>All students must successfully complete University common units as per the Advanced Standing Policy</i> under Award of the Qualification paragraph</li> <li>• Add to Essential Supporting Information Admissions Policy and Units and Courses Policy</li> <li>• Amended Contact Officer from PVC ESS to Provost due to restructure</li> </ul>