1. **Purpose**

To set out the responsibilities of Students who enrol in ACER Higher Education Courses.

2. **Scope**

These Course rules apply to Students, Staff Members and Teaching Staff and govern enrolment, progression, qualification requirements and procedures.

3. **Definitions**

The following definitions apply each time the listed word appears in this document.

<table>
<thead>
<tr>
<th>Word/Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Academic Credit</strong></td>
<td>The recognition of credit for a Student’s prior study in a university or TAFE college (or equivalent) to support an application showing alignment between previous study and those of the Unit for which Academic Credit is sought. (See also RPL)</td>
</tr>
<tr>
<td><strong>ACER Academic Appeals Committee</strong></td>
<td>A sub-committee of ACER Academic Board to determine appeals from Students on matters defined within the Grounds for Appeal (section 6) of PP3118 Academic Appeals Policy</td>
</tr>
<tr>
<td><strong>ACER</strong></td>
<td>Australian Council for Educational Research Ltd (A.C.N.19 004 398 145)</td>
</tr>
<tr>
<td><strong>ACER Assessment Committee</strong></td>
<td>A sub-committee of ACER Academic Board to oversee the assessment processes and procedures.</td>
</tr>
<tr>
<td><strong>Approved or Approval</strong></td>
<td>Approval by ACER through its Board of Directors or under authority delegated by ACER</td>
</tr>
<tr>
<td>-------------------------</td>
<td>----------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Assessment Task</strong></td>
<td>A task which a Student is required to complete to provide a basis for an official record of achievement in a Unit— for example, examination, assignment, essay, report, presentation, tutorial participation, case study, online activity.</td>
</tr>
<tr>
<td><strong>Award</strong></td>
<td>The term used to identify the name and level of study -certificate, diploma, degree, graduate certificate, or graduate diploma - conferred upon successful completion of the requirements for that specified Course</td>
</tr>
<tr>
<td><strong>Co-requisite Unit</strong></td>
<td>A Unit that must be taken in conjunction with another Unit</td>
</tr>
<tr>
<td><strong>Course</strong></td>
<td>A Program of study consisting of a set of Units as specified in the Course Structure and leading to an AQF Award.</td>
</tr>
<tr>
<td><strong>Course Structure</strong></td>
<td>The specific Program which a Student undertakes to meet the requirements of a Course</td>
</tr>
<tr>
<td><strong>Examination</strong></td>
<td>A formal Examination including a supplementary Examination</td>
</tr>
<tr>
<td><strong>Examination Invigilator</strong></td>
<td>A person appointed to supervise Students in an Examination</td>
</tr>
<tr>
<td><strong>Examination Room</strong></td>
<td>A designated place where an Examination is sat</td>
</tr>
<tr>
<td><strong>Excluded Student</strong></td>
<td>A Student who has been excluded as a result of Misconduct, gross failure or other act.</td>
</tr>
<tr>
<td><strong>Exemption</strong></td>
<td>Where a Student is not required to take a certain Unit on the basis of previous formal and/or informal learning</td>
</tr>
<tr>
<td><strong>Full-time Student</strong></td>
<td>A student enrolled in at least 75% of the standard load for a period of study.</td>
</tr>
<tr>
<td><strong>Lapsed Student</strong></td>
<td>A student whose enrolment in a Course has lapsed due to the Student failing to re-enrol and not obtaining an approved Leave of Absence.</td>
</tr>
<tr>
<td><strong>Leave of Absence</strong></td>
<td>A period of approved leave granted to a Student</td>
</tr>
<tr>
<td><strong>Misconduct</strong></td>
<td>Refers to actions that damage or have the potential to damage the ACER workplace, organisation or reputation that is beyond issues arising from unsatisfactory performance or conduct that is in breach of the Rules, Codes, Policies and Procedures.</td>
</tr>
<tr>
<td><strong>Part-time Student</strong></td>
<td>A Student who is not a full-time Student.</td>
</tr>
<tr>
<td>Term</td>
<td>Definition</td>
</tr>
<tr>
<td>--------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Pass Conceded</td>
<td>A grade of Pass Conceded may be awarded for an Assessment Task by the Assessment Committee on the recommendation of Teaching Staff to a Student having good academic record with the exception of the Assessment Task for which the grade of Pass Conceded is being considered</td>
</tr>
<tr>
<td>Plagiarism</td>
<td>Using another person’s ideas and or manner of expressing them and to pass them off as one’s own by failing to give appropriate acknowledgement</td>
</tr>
<tr>
<td>Postgraduate</td>
<td>Students of Courses for Graduate Certificates, Graduate Diplomas, Masters by Coursework or Research and Doctoral Degrees.</td>
</tr>
<tr>
<td>Pre-requisite Unit</td>
<td>A Unit which must be completed satisfactorily before the Unit for which it is prescribed may be taken.</td>
</tr>
<tr>
<td>Program</td>
<td>The path to an Award or Course</td>
</tr>
<tr>
<td>RPL</td>
<td>The recognition of a Student’s existing knowledge and skills that align to a particular Unit. (See also Academic Credit)</td>
</tr>
<tr>
<td>Student</td>
<td>A person enrolled for a Unit or Course at the Institute</td>
</tr>
<tr>
<td>Study Period</td>
<td>The length of time specified for Unit/Course completion</td>
</tr>
<tr>
<td>Standard Load</td>
<td>Based on one year of full-time study – generally eight units.</td>
</tr>
<tr>
<td>Staff Member</td>
<td>An employee of ACER or a person engaged or commissioned by ACER to assist in the development, design, promotion, delivery and teaching activities of ACER Higher Education Courses</td>
</tr>
<tr>
<td>Teaching Staff</td>
<td>An employee of ACER or a person engaged or commissioned by ACER to assist in the delivery, teaching activities and assessment of ACER Higher Education Courses</td>
</tr>
<tr>
<td>Testamur</td>
<td>The formal document issued at graduation upon admission to the Award.</td>
</tr>
<tr>
<td>(The) Director</td>
<td>Director, ACER Institute and or nominee</td>
</tr>
<tr>
<td>(The) Institute</td>
<td>ACER Institute responsible for structure, delivery and assessment of ACER Higher Education Courses</td>
</tr>
<tr>
<td>Unit</td>
<td>Is a component of a Course.</td>
</tr>
<tr>
<td>Unit Guide</td>
<td>The document in hard copy or electronic format setting out content, delivery and assessment for a Unit.</td>
</tr>
</tbody>
</table>

4. **Legislation and Related Documents**

- Disability Discrimination Act 1992 (C’wealth)
Equal Opportunity Act 1995 (Vic)
Racial Discrimination Act 1975 (C’wealth)
ACER PP3118 Academic Appeals Policy
ACER PP3112 Academic Credit and RPL Policy
ACER PP3101 Code of Conduct Policy
ACER PP3115 Student Graduation Policy
ACER PP3116 Student Assessment Policy
ACER PP3120 Selection and Admissions Policy

5. Requirements and Procedures for Admission

To be considered for admission to a Course offered by ACER, a candidate needs to have:

i. successfully completed an approved degree, and be in a position to work closely in a school or cluster of schools.

ii. completed and submitted an Application for Enrolment Form together with supporting documentation – viz, certified copy of stated qualification(s), teacher registration number (if applicable) and current role in relation to schools.

6. Requirements and Procedures for Academic Credit or RPL

To apply for Academic Credit or Recognition of Prior Learning (RPL) to be considered, an applicant needs to:

i. complete an Application for Academic Credit or Recognition of Prior Learning (RPL);

ii. attach evidence to support the application – eg, documentation outlining previous studies (unit/module/course outline); certified transcript of the results attained; demonstration of alignment between the level and objectives of the previous study and those of the Unit for which recognition of prior learning is sought.

iii. attach evidence of prior learning and experience relevant to support the application for RPL including evidence of practice that demonstrates knowledge and skills – eg. statement of level of knowledge and how this knowledge has been acquired and how it is evidenced in current educational practice, video evidence of teaching practice relevant to a demonstration of knowledge and skills supported by data on student achievement as a direct result of the application of specific and relevant knowledge; demonstration of alignment between the level and application of knowledge and those of the Unit for which RPL is sought.

iv. pay an administration fee of $150 for the processing of the application.

Normally RPL will not be granted for studies completed more than 10 year prior to the application.

The maximum recognition allowable is 1 Unit of a 4 Unit Course (25% of the
total credit point requirement for that Course).

If it is found that a candidate has made false claims on their application or supporting documentation, the candidate’s enrolment will be cancelled immediately. The matter may also be reported to the police or other agency.

Reference: ACER PP3112 Academic Credit and Recognition of Prior Learning Policy.

7. **General Enrolment Rules**

7.1 **Enrolment in Units or Courses**

A Student may enrol in a Unit or Course provided that:

i. the conditions for enrolment specified for that Unit are satisfied;

ii. the Unit is not already fully subscribed;

iii. the Unit attracts sufficient Students to enable its delivery;

iv. the Student is not suspended, excluded or expelled from the ACER Institute as the result of a previous action;

v. there are appropriate and sufficient personnel and resources to enable the delivery of the Unit.

A Student enrolled in a Unit in contravention of the conditions for enrolment shall be withdrawn from the Unit unless permitted by the Director to remain enrolled.

7.2 **Withdrawal from a Course**

A Student may withdraw from a Course without penalty provided such withdrawal is made no later than two weeks before the Course commencement date.

A Student who withdraws from a Course after commencement but without obtaining an Approved Leave of Absence will have their enrolment lapsed and will forfeit all tuition fees. In addition, a grade of Fail will be recorded for the Units not completed on the official academic transcript. Once enrolment has lapsed, the Student will need to re-apply for enrolment.

A Student may apply to withdraw from a Course late without academic or financial penalty through application to the Course Coordinator providing the reasons for withdrawal and proposal for a resumption of studies at a later date.

If an application for late withdrawal from a Course without penalty is Approved, the Student will be deemed to have withdrawn from the Course and shall be recorded as “Approved withdrawal” on the enrolment record.

If an application for late withdrawal from a Course without penalty is not Approved, the enrolment will stand and a grade of Fail will be recorded for the Units not completed on the official academic transcript. The Student may appeal the grade received in accordance with ACER PP3118 Academic Appeals Policy.
7.3 Deferment of a Unit

A Student may apply to defer a Unit without penalty provided such deferral is made no later than two weeks before the Unit commencement date.

A Student who wishes to defer a Unit after commencement but without obtaining an Approved Leave of Absence will have their enrolment lapsed and will forfeit all tuition fees. In addition, a grade of Fail will be recorded for the Units not completed on the official academic transcript. Once enrolment has lapsed, the Student will need to re-apply for enrolment.

A Student may apply to defer from a Unit late without academic or financial penalty through application to the Course Coordinator providing the reasons for deferral and proposal for a resumption of studies at a later date.

If an application for late deferral from a Unit without academic or financial penalty is Approved, the Student will be deemed to have deferred the Unit without penalty and the Unit shall be recorded as “Approved deferral” on the enrolment record and the Unit will not appear on the academic transcript.

If an application for late deferral from a Unit without academic or financial penalty is not Approved, the enrolment will stand and a grade will be declared for that Unit. The Student may appeal the grade received in accordance with ACER PP3118 Academic Appeals Policy.

7.4 Suspension from a Unit

A Student suspended for Misconduct may be refused enrolment in a Unit as a consequence of failing to comply with ACER PP3110 Course Rules.

The period of suspension will comprise one or more Units. At the end of the period of suspension, the Student may be re-admitted to the Course.

8. Time Limits for Course Completion

The minimum and maximum time limits for completion of Courses apply except when Approval given for exceptional circumstances.

Normally a Student completing a Graduate Certificate – 4 Units of study - would be expected to complete the Course in no more than 3 years (Part time) unless Students have an Approved Leave of Absence.

Normally a Student completing a Graduate Diploma – 8 Units of study – would be expected to complete the Course in no more than 5 years (Part time) unless Students have an Approved Leave of Absence.

Approved Leave of Absence is not included as part of the maximum total Course duration.

9. Leave of Absence

A Student becomes eligible for Leave of Absence at the beginning of the second Unit in a four Unit Course if they feel that their Study Period will extend beyond the
maximum completion time for the Course.

Students should note that leave can only be taken for entire Units. It is not possible for Students to take leave for only a part of a Unit.

Students who take Leave of Absence from their Course for more than one year should note that the Course rules and conditions under which they originally enrolled may change during their period on leave and that they may be subject to the rules and conditions as they apply at the time that they return to their Course.

A request for Leave of Absence should be made in writing and addressed to the Director.

10. Refusal of Enrolments in Units

A Student may be refused enrolment in a Unit through Misconduct, suspension, exclusion or expulsion from the ACER Institute as a consequence of failing to comply with ACER PP3110 Course Rules.

The period of suspension will comprise one or more Units. At the end of the period of suspension, the student may be re-admitted to the Course.

10.1 Notification of exclusion and right of appeal

A Student who meets the criteria for exclusion will receive a Notice of Exclusion with an explanation of the reason for the Notice. The Notice will also state that the Student has the right to appeal if she/he believes extenuating circumstances led to exclusion.

10.2 Appeals against exclusion

Appeals against exclusion should be in writing and set out the reasons for the appeal, addressed to the Director, and lodged within 14 days of receipt of the Notice.

Where practicable, the Director should within 14 days convene the ACER Academic Appeals Committee to consider whether the exclusion should be upheld or overturned. In addition, the Committee may specify the duration of the exclusion and the conditions which must be met before re-enrolment will be considered.

A decision by the ACER Academic Appeals Committee is final.

Reference: ACER PP3118 Academic Appeals Policy

11. Conferral of Awards

A Course Award may be conferred upon a Student who has met the requirements for the Course as specified in the ACER PP3115 Student Graduation Policy, complied with relevant parts of these Rules and is not indebted to ACER.
Upon receipt of notification of completion of requirements to have an Award conferred, it is the Student’s responsibility to notify the ACER Institute that they will be attending the graduation ceremony to have their Award formally conferred or advising the Institute of the address to which their Testamur should be sent.

The Institute may award a qualification posthumously if a Student at the time of death was enrolled in a Unit(s) which, if successfully completed, would have completed Course requirements for that Award. If the Student was at an earlier stage in the Course, the Director may, upon request from the executor or family member, recommend to the ACER Assessment Committee that a certificate listing the successfully completed Units be issued.

A posthumous Award will be entered in the Register of Awards and identified as such.

Reference: ACER PP3115 Student Graduation Policy

12. Assessment

The following assessment rules should be read in conjunction with:

i. ACER PP3102 Code of Conduct Policy – outlining the general rights and responsibilities of Staff Members, Teaching Staff and Students at ACER;

ii. ACER PP3101 Academic Honesty and Integrity Policy– outlining the principles of honesty and integrity in academic endeavours and free intellectual enquiry;

iii. ACER PP3103 Intellectual Property Policy and ACER PP3104 Plagiarism Policy – outlining the need to respect and honour the Intellectual Property of others;

iv. ACER 3117 Special Consideration Policy – setting out the procedures and criteria for special academic consideration requests;

v. Examination Rules – outlined in these rules.

13. Assessment Responsibilities of Students

13.1 Assessment Task requirements

Unless permission is first obtained from the relevant Teaching Staff, Students must submit the prescribed Assessment Task in accordance with the requirements set out or referred to in the relevant Unit Guide which is distributed to Students at the commencement of their study. Failure to meet the requirements for an Assessment Task as set out in the Unit Guide may result in a reduction in marks or a fail grade for that Assessment Task.

Students should keep a copy of all work submitted for assessment and should be prepared to submit a copy if requested.

Students sitting an Examination must comply with the ACER Examination rules.
13.2 Minimum attendance requirements
Students must meet any mandatory minimum attendance requirements. Failure by a Student to comply with such requirements may constitute grounds for failure in that Unit.

13.3 Special consideration
Students may apply for academic consideration under the ACER PP3117 Special Consideration Policy (via the Application for Special Consideration Form on the Courses website or in the Unit Guide) where they believe that their academic performance in one or more Assessment Tasks has been, or is likely to be, adversely affected by illness or other circumstances beyond their control.

13.4 Request for extension of the due date of an Assessment Task
A request for an extension of the due date of an Assessment Task should be made directly to the Teaching Staff member in charge of the Unit. Normally the Teaching Staff member should respond within 48 hours of receipt of the extension request, and notify the applicant (in writing – preferably by email) of the outcome. If the request is denied, reasons for that decision will be stated.

Normally the turn-around-time for marking and returning of Assessment Tasks to Students is set at three weeks from the Assessment Task due date. As a result, an extension request for a date beyond the marking-return date may require a supplementary Assessment Task. This is to ensure fairness and equity for all Students and avoid an appeal which may be lodged by a Student who perceives that the Student with an extension received unfair advantage in that she/he had a longer period in which to prepare the Assessment Task and enjoyed the additional benefit of being in a position to take advantage of the marker’s feedback on Assessment Tasks submitted and returned on time.

13.5 Application to undertake a supplementary Assessment Task or Examination
A Student may apply for a supplementary Examination if circumstances arise that prevent the Student from attending or completing an Examination, or affect their performance in that Examination.

A Student may also be offered the opportunity of a supplementary Examination if she/he failed the original Examination but the Course Coordinator is of the view that the Student’s capacity to pass the Examination was unduly affected due to factors beyond the Student’s control – eg, Examination nerves.
13.6 Acknowledgement practice

Students are required to submit a Statement of Authorship with all Assessment Tasks not submitted online.

Students must acknowledge agreement to ACER PP3101 Academic Integrity and Honesty Policy before submitting Assessment Tasks online. Failure to agree to these conditions Assessment Tasks cannot be submitted and will not be assessed.

Failure by a Student to comply with these requirements may amount to Misconduct and disciplinary action will be taken.

13.7 Conduct during Examinations

Students sitting an Examination must not:

i. have in their possession any material that is not authorised by the Examination Invigilator for the subject concerned;

ii. communicate with any other Student, unless expressly Approved by the Examination Invigilator;

iii. give or endeavour to give assistance to any other Student, unless expressly approved by the Examination Invigilator;

iv. accept or endeavour to accept assistance from any Student or other person, unless such assistance has been expressly approved by the Examination Invigilator;

v. permit any other Student to read, copy from or use their Examination question or answer paper, unless expressly Approved by the Examination Invigilator;

vi. use any other material belonging to or written by another Student or other person unless expressly Approved by the Examination Invigilator;

vii. remove from the Examination Room any question or answer paper, other paper provided for use by the Student during the course of the examination or test, or other material which is the property of ACER, unless authorised by the Examination Invigilator; or,

viii. cause a disturbance or behave in a manner likely to disturb any other Student.

Students sitting an Examination must:

i. obey any instruction given by an Examination Invigilator for the proper conduct of an Examination or test;

ii. stay seated in the Examination Room until the time allocated for the Examination is complete.

A Student who does not comply with these rules:

i. may be guilty of Misconduct under the ACER PP3102 Code of Conduct Policy and disciplinary action may be taken by an authorised person
ii. will normally be allowed to complete the Examination but may be required to leave the Examination Room immediately in circumstances considered inappropriate by the Director.

14. Declaration and Release of Final Results

14.1 Declaration of results
A mark and an Approved grade of performance is determined and declared for each Unit in which a Student is enrolled in accordance with the ACER PP3116 Student Assessment Policy. The role of the ACER Assessment Committee in this process is set out in its terms of reference.

14.2 Release of results
After final results are declared, the results are released in a form and at a time determined by the Director. Students will receive their results in the mail. No information concerning results will be given by telephone.

14.3 Withheld results
When a result is withheld the initials WH will appear on the result notice. Withheld results may occur for a variety of reasons:

i. for medical or compassionate grounds – supported by an approved request under the ACER PP3117 Special Consideration Policy;

ii. for investigative grounds - any formal investigation carried out by a person or committee authorised to conduct the investigation;

iii. for an Approved extension of the submission date.

14.3.1 Teaching Staff responsibilities
A WH result must be declared ten weeks after the release of results date.

If an extension after that ten week period is required the Teaching Staff must submit a request for a four week extension for the non-declaration of results including a reason, to the Director. This extension must be submitted within ten weeks from the release of results date. Failure to request an extension will result in an automatic fail grade being given after the ten week period. If an extension has been granted failure to declare a result within four weeks from the extension date will result in an automatic fail grade being given.

14.3.2 Student responsibilities
When a WH is given, it is the Student’s responsibility to contact the Teaching Staff as soon as practical. Failure to do so will result in an
automatic fail grade being determined after ten weeks from the release of results.

15. Grades of Performance

The approved grades of performance and associated ranges of marks are as follows.

<table>
<thead>
<tr>
<th>Satisfactory completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>High Distinction</td>
</tr>
<tr>
<td>Distinction</td>
</tr>
<tr>
<td>Credit</td>
</tr>
<tr>
<td>Pass</td>
</tr>
<tr>
<td>Pass Restricted/Pass Conceded</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Unsatisfactory completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fail</td>
</tr>
</tbody>
</table>

16. Dispute Resolution

There are processes for dispute resolution should a dispute arise in relation to the interpretation or application of these rules. These are mentioned under the various headings.

In addition, ACER has a general ACER PP3111 Student Grievance Resolution Policy in place to handle disputes not arising from academic matters.

Note: The ACER PP3111 Student Grievance Resolution Policy cannot be invoked to overturn a decision made by the ACER Academic Appeals Committee or other Unit-based decisions in relation to academic matters.

17. Awareness of Policy

The Director will take reasonable steps to disseminate and explain this policy to Staff Members and Students who may be affected by it.

The policy will be available online at
http://courses.acer.edu.au/students/policies

18. Version Control

Authorised by: ACER Academic Board
Maintained by: Director ACER Institute
Written: March 2013
Review: November 2018
Version Number: 3
<table>
<thead>
<tr>
<th>Version Control</th>
<th>Date Effective</th>
<th>Amendments by</th>
<th>Amendment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>29/1/2013</td>
<td>E. Hartnell-Young</td>
<td>Logo, Page Numbers,</td>
</tr>
<tr>
<td>2.</td>
<td>13/03/2013</td>
<td>C. Kemp</td>
<td>Last review date updated, Version Control details included, formatting</td>
</tr>
<tr>
<td>3.</td>
<td>12/11/2015</td>
<td>G. Appleby</td>
<td>Definitions, Purpose, Scope.7.2,7.3,7.4,8,12.1,13.3,13.4, 13.6, Awareness of Policy, Version Control details, formatting</td>
</tr>
</tbody>
</table>