



THE UNIVERSITY OF
NOTRE DAME
A U S T R A L I A

REGULATIONS: SCHOOLS OF BUSINESS FREMANTLE AND SYDNEY

Purpose: These School Regulations apply to all students in the courses and units offered by the Schools of Business at the University of Notre Dame, Australia.

Responsible Executive: Executive Dean, Business

Responsible Office: Schools of Business

Contact Officer: Executive Dean

Effective Date: 1 January 2008

Modification History: Created: January 2008

1. INTRODUCTION AND INTERPRETATION

1.1 School Regulations

These School of Business Regulations apply to all students enrolled in the courses offered by the Schools within the National College of Business and, as far as is appropriate, to those students enrolled in units which are offered through the School of Business. These Regulations should be read in conjunction with the General Regulations and specific Course Regulations.

1.2 Course Regulations

In addition to these School of Business Regulations, all of the courses in the School of Business have specific regulations which apply to all students enrolled in these courses.

1.3 Interaction of Regulations

In the event of inconsistencies between different sets of regulations, the order of priority of enforceability is as follows:

1. General Regulations
2. Campus Regulations
3. Research Degree Regulations
4. School Regulations
5. Course Regulations

1.4 Interpretation

The words and phrases contained in this provision are to be interpreted in the following way throughout the School of Business Regulations, unless otherwise provided for herein:

"(the) School Committee" – shall have the same meaning as that given to it in the University Statutes.

"(the) Course Coordinator" – shall mean that person designated by the Dean to be the person in charge of a course and who shall be responsible to the Dean for the overall coordination of the course.

"(the) Unit Coordinator" – shall mean that person designated by the Dean to be the lecturer in charge of a unit and who shall be responsible to the Dean for the overall coordination of teaching and assessment in the unit.

1.5 Amendment of Regulations

1.5.1 All proposals for amending these School Regulations must be forwarded by the Executive Dean to Academic Council for consideration and to the Vice Chancellor for approval.

1.5.2 Unless otherwise specified, amendments to these School Regulations will be deemed to be binding on all students enrolled in units or courses offered by the School as soon as they are approved by the Vice Chancellor.

1.5.3 Where the Dean is satisfied that such amendments to these School Regulations will affect an existing student(s) of the School in an unreasonable, prejudicial or discriminatory manner, the Dean may take such steps as are reasonably necessary to avoid or minimise the unreasonable, prejudicial or discriminatory consequences impacting on the existing student(s).

2. GOVERNANCE OF THE SCHOOL OF BUSINESS

2.1 Dean of a School

2.1.1 Subject to the University Statutes, the Dean of the School on the Fremantle Campus is the senior executive and academic officer primarily responsible for the welfare of a School on that Campus and on the Broome Campus.

2.1.2 Subject to the University Statutes, the Dean of the School on the Sydney Campus is the senior executive and academic officer primarily responsible for the welfare of a School on that particular campus.

2.2 Associate/Assistant Dean of a School

Subject to the University Statutes, the Associate Dean/Assistant Dean of a School assists the Dean with the day-to-day operations of the School with particular responsibility for the oversight of academic programs and student care.

2.3 School Committee

2.3.1 In accordance with the University Statutes, there shall be a School Committee on the Fremantle Campus and a School Committee on the Sydney Campus (the 'Schools Committees').

2.3.2 The School Committees shall each hold a minimum of two meetings per year, at which meetings the following rules shall apply:

- (a) The Dean of the School (or nominee) shall chair the meeting and will have both a deliberative and casting vote on any matters requiring determination by the School Committee.
- (b) A quorum consisting of 50 per cent of fulltime and fractional academic staff of that School must be present for there to be a quorum.
- (c) Members of the School Committee will be given notice that a meeting is to be held five working days before it is held.
- (d) If a meeting is to be cancelled, a minimum of 24 hours notice will normally be given.
- (e) Members shall be notified of meeting details prior to the meeting. Such notice may be in writing, orally or electronically.
- (f) The Dean of the School shall appoint a person to record and retain minutes of each meeting.

2.3.3 The Dean shall have regard to the views and determinations of the School Committee; however, the role of the School Committee is advisory to the Dean only and the Dean may act contrary to the advice of the School Committee.

2.3.4 Where the Dean of the School chooses not to follow the advice of the School Committee, the Dean shall advise the Provost of the issues involved.

3. ADMISSIONS

3.1 Special Requirements for Admission

Special requirements for admission (if any) to a course offered by the School of Business shall be detailed in specific Course Regulations and/or in any relevant Policy of the University.

3.2 Courses and Quotas

3.2.1 The courses of the School of Business are set out in the School of Business Course Regulations.

3.2.2 Pursuant to the General Regulations and the University Policy: *Course Quotas*, the total intake of first year students admitted to a course in a on a particular Campus may be limited.

3.3 Specific Conditions of Enrolment in Units of a Course

3.3.1 Special conditions of enrolment (if any) in units of a course offered by the School of Business shall be detailed in specific Course Regulations and/or in any relevant Policy of the University.

3.3.2 The Dean of a School (or delegate) may impose enrolment conditions on a student based on specific course or unit requirements.

3.3.3 The conditions that may be imposed on a student include, but are not limited to:

- (a) the meeting of special requirements of admission;
- (b) achievement of a passing grade in a prerequisite unit;

3.3.4 That a student may enrol in a particular unit only if:

- (a) the student also enrolls in a co-requisite unit at the same time, should a co-requisite be specified; or
- (b) the student previously achieved a passing grade in the co-requisite unit.

3.3.5 The Dean of a School (or delegate) may permit a student to enrol in a unit without having satisfied the conditions listed in 3.3.3 and 3.3.4 if the Dean of a School is satisfied the student has demonstrated sufficient knowledge to undertake the unit concerned.

3.4 Enrolment Deadlines

- 3.4.1 Enrolment deadlines for undergraduate and postgraduate units are those proclaimed by the Registrar.
- 3.4.2 Enrolment deadlines for non-standard undergraduate and postgraduate units are determined by the Dean of a School and advised to the Registrar for publishing on the University's web site.

4. ACADEMIC PROGRESS

4.1 Attendance and Absence

- 4.1.1 A student who is absent from a unit without the approval of the Course Coordinator or Unit Coordinator for more than 15 percent of its scheduled lectures, tutorials, workshops or any other teaching period outlined in the unit outline may receive a Fail (F) grade for the unit.
- 4.1.2 Arrival at any teaching period more than 10 minutes after the commencement of the class may be deemed to constitute absence.
- 4.1.3 Full time attendance at all scheduled practicums/internships/fieldtrips, including necessary briefing sessions, is compulsory.

4.2 Student Progress

- 4.2.1 A student who fails to complete all of a particular year of her or his prescribed course may be permitted, at the discretion of the Dean of the School, to proceed to the next year of the course provided that the appropriate prerequisites are met and agreement can be reached on how the missing requirements will be completed.
- 4.2.2 A student will not be permitted to undertake placements, practicums or internships unless the prerequisite units have been successfully completed.
- 4.2.3 A Dean may recommend to the Provost for approval any change to a course regulation for an individual student.

4.3 Graduation

Eligibility for graduation in the courses offered by the School of Business requires successful completion of all required credit points and course conditions as detailed in the Course Regulations.

4.4 Degrees with High Distinction or Distinction

- 4.4.1 In accordance with the General Regulations, undergraduate courses offered by the School of Business are eligible to be awarded with Distinction or High Distinction.
- 4.4.2 In accordance with the General Regulations, all postgraduate degrees offered by the School of Business are eligible to be awarded with Distinction or High Distinction.

4.5 Degrees with Honours

- 4.5.1 An undergraduate student may be admitted to an undergraduate degree with Honours in the School of Business (where available) subject to satisfying entry requirements detailed in relevant Course Regulations.
- 4.5.2 In accordance with the General Regulations, degrees with Honours awarded within the School of Business (where available) are detailed in Course Regulations.

5. ASSESSMENT AND EXAMINATIONS

5.1 Unit outline

A student will be provided with a unit outline at the commencement of a unit in which he/she is enrolled in a particular semester/term. The unit outline will provide the details of the unit including specified learning outcomes, assessment schedule and required texts (if any).

5.2 Assessment

- 5.2.1 Assessment criteria for each unit are approved by Academic Council and are contained in the unit outline of each unit.

5.2.2 Participation in and completion of all prescribed assessment for a unit is a precondition for a student being eligible to pass a unit.

5.3 Conceded Pass

In accordance with the General Regulations, the grade of "Conceded Pass (CP)" may be awarded to any student enrolled in a course or unit offered by the School of Business.

5.4 Extensions on continuous assessment items (excluding examinations)

5.4.1 A student may apply in writing before the due date for an extension of time within which to submit a piece of continuous assessment without penalty to the Dean (or delegate) setting out the grounds for the application. Such application must be accompanied by appropriate supporting documentation, such as a medical certificate.

5.4.2 The Dean (or delegate) has the discretion to approve or dismiss the application for extension.

5.4.3 If the Dean (or delegate) approves the application for extension, the Dean (or delegate) will set a new due date, "the extended due date".

5.4.4 If the Dean (or delegate) does not approve the application for extension, the Dean (or delegate) will impose the penalty for late submission or non-submission of continuous assessment.

5.4.5 A student may apply directly to the Dean in the case of requests for extension on multiple assessment items in multiple units for a given semester.

5.5 Penalties for late submission or non-submission of continuous assessment items (excluding examinations)

5.5.1 If a student has not submitted the piece of assessment on or before the due date (or on or before the extended due date, if applicable), the following rules will apply:

- (a) The piece of assessment will be assessed as if it were submitted on the due date (or extended due date if applicable), but 10 percent per calendar day of the mark the student would have obtained will be deducted for every calendar day that the submission of the assessment exceeds the due date (or the extended due date if applicable).
- (b) No piece of assessment will be marked or awarded a grade if the piece of assessment is submitted more than five days after the due date (or extended due date if applicable) and the student will be awarded a mark of "0" and grade "F" for that piece of assessment.

5.5.2 The Dean of the School (or delegate) retains discretion to waive or modify the penalties imposed as listed above if the student can establish to the satisfaction of the Dean (or delegate) that there are compelling and legitimate reasons for the late submission, non-submission of assessment, or the failure to participate in a prescribed activity.

5.5.3 The decision of the Dean (or delegate) with respect to the request for extension or penalty for late submission is final.

5.6 Remarking of pieces of continuous assessment

5.6.1 If the Dean of the School permits a remarking of the piece of assessment, the following procedures will apply:

- (a) The Dean (or delegate) will organise a second person (either internal or external to the University) to remark the piece of assessment.
- (b) The person undertaking the remarking will recommend to the Dean a mark for the piece of assessment. In so doing, the person undertaking the remarking will have regard to any marking guidelines or criteria produced by the original marker.
- (c) The person undertaking the remarking will provide a written recommendation to the Dean (or delegate) as soon as is practicable giving an assessment of the piece of assessment and the recommended mark and grade.
- (d) The final mark and grade to be awarded for the piece of assessment will be determined by the Dean (or delegate) based on the person undertaking the remarking recommendations.
- (e) The Dean will advise the Unit Coordinator of the outcome of the remark and if necessary, the Unit Coordinator will amend the student's assessment record.

5.7 Supplementary assessment

- 5.7.1 Supplementary assessment is provided to facilitate course completion.
- 5.7.2 Supplementary assessment is not a reassessment of the student's overall grade or the mark for an individual assessment item. It is a new item of assessment designed to assist students to complete requirements for their qualification, and is thus available for units undertaken in the final year of study only.
- 5.7.3 The Dean (or delegate) is responsible for determining eligibility for supplementary assessment guided by advice from the Course Coordinator as to whether, given the student's marks for the unit and the nature of the unit, it is possible for the student to achieve a passing standard through supplementary assessment.
- 5.7.4 The form and type of supplementary assessment is at the discretion of the Dean (or delegate), who will ensure that academic standards are maintained.

5.8 Referencing

In the absence of any notification to the contrary, a student enrolled in units offered by the School of Business must use the *Style and Referencing Guide: College of Business* for referencing pieces of assessment (Harvard style or footnoting).

5.9 Assessment Coversheets

A student is required to attach a University Cover Sheet to every piece of continuous assessment on which they must declare that the work is all their own, that they have retained an electronic copy of the work, that the work has not been previously submitted for any other unit or at any other tertiary institution, and the total word count (excluding footnotes and bibliography) of the assessment.

5.10 Examinations

- 5.10.1 Internship units are exempt from examination as approved by Academic Council.
- 5.10.2 All other units will have a final invigilated examination unless specifically exempted by Academic Council.

6. ETHICAL OBLIGATIONS OF STUDENTS

6.1 Code of Conduct

All students are obligated under the University's *Code of Conduct* to act in accordance with the ethical and academic obligations.

6.2 Honour Code

- 6.2.1 The School of Business may impose a further Honour Code on students detailing behaviour and expectations of the student enrolled in a course offered by the School of Business.
- 6.2.2 Without limiting obligations imposed by University Statutes and General Regulations, the ethical obligations of a student in the School of Business include the following:
 - (a) To treat all students and staff of the University, and members of the community with whom they come into contact as a student, with courtesy and respect;
 - (b) To use the resources and property of the University honestly, with care and in accordance with any University or School Regulations and guidelines;
 - (c) To comply with any instructions issued in connection with the use of the University Library; and in particular, not to steal, deface, destroy or conceal from other students any library materials; and
 - (d) To conduct themselves fairly and honestly in connection with examinations and other forms of assessment; and in particular, to avoid all forms of cheating, including collusion, plagiarism and copying.
- 6.2.3 Additional professional and ethical behaviour expected of students may be detailed in Course Regulations.

7. SPECIAL REQUIREMENTS RELATING TO INTERNSHIPS

- 7.1 A student must disclose to the Dean of the School any physical or mental health issue that has the potential to impact upon the student's capacity to undertake an internship/practicum/field trip, to complete that internship/practicum/field trip, or to complete

- it at the assigned agency. Failure to disclose may result cancellation of enrolment or disciplinary action being taken against the student.
- 7.2 Upon receipt of such information, the Dean of the School will determine what (if any) steps need to be taken to appropriately balance the rights, interests and obligations of all affected parties, including (but not limited to) the student concerned, the University and the agency.

8. FIELD TRIPS

- 8.1 Where applicable, a student participating in field trips conducted as part of a course in the School of Business must adhere to the requirements of the Guideline: *Field Trips* approved by Academic Council.
- 8.2 Unless alternative arrangements are approved by the Dean of the School, each student is required to participate in field trips organized for particular units. Failure to do so will result in the awarding of an Fail due to Non-Completion (FN) grade for the unit, regardless of the total marks otherwise accumulated.
- 8.3 Each student will be provided with a copy of the University's *Code of Conduct for Field Trips*. The Code of Conduct form attached to the *Code of Conduct for Field Trips* must be signed and returned to the Administration Officer in the School prior to the first such trip in any given semester.
- 8.4 Each student must complete and return a Biodata and Emergency Contact form to the Administration Officer in the School prior to the first field trip in any given semester.
- 8.5 A staff member organising or supervising a field trip must complete a *Field Trip Risk Assessment* prior to departure on the field trip, and submit this to the Dean of the School.

9. SCHOOL POLICIES

- 9.1 School of Business policies are binding on all students enrolled in courses or units within the School of Business.
- 9.2 School policies must be approved by a majority of the members of the School Committees and endorsed by the Executive Dean.
- 9.3 School policies must not conflict or replicate University policies, Regulations or Statutes that deal with such matters.

10. PRIZES AND AWARDS

- 10.1 In accordance with General Regulations, a student in the School of Business may be eligible for the awards and prizes including but not limited to those listed in Appendix A of these Regulations.
- 10.2 Awards and prizes offered within the School of Business may be presented at an annual event organized by the School of a particular Campus.
- 10.3 A student who is pending graduation may be eligible for consideration of an award or prize of the School.

APPENDIX A

PRIZES AND AWARDS CRITERIA**Australian Human Resource Institute Prize**

- Awarded to two Bachelor of Human Resource Management students with the top result in the unit Strategic Human Resource Management Policy.
- Awarded to two Bachelor of Commerce students with a major in Human Resource Management with the highest result in the unit The Contemporary Workplace.

Financial Services Institute of Australasia Prize

- Awarded to the top undergraduate student in Financial Statement Analysis and Valuation

Certified Practising Accountants Prize

- Awarded to the top Accounting student over 3 years
- Awarded to the best first year student
- Awarded to the best final year student

Australian Marketing Institute Prize

- Awarded to the top undergraduate in Marketing and Public Relations

Institute of Chartered Accountants in Australia Prize

- Awarded to the top Auditing student

Chartered Institute of Management Accountants Prize

- Awarded to the best performing student in the unit Managerial Accounting and Control

Economic Society of Australia Prize

- Awarded to the top first year student in Economics

Chartered Secretaries Australia Prize

- Awarded to the top student in the unit Company Law

Australian Institute of Management Prize

- Awarded to the most outstanding 3rd year student in the unit Strategic Management

Taxation Institute of Australia Prize

- Awarded to the top taxation student