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Part 2 - Bond University Academic Regulations

Division 1 – Preliminary

1 Introduction

- (1) These regulations may be cited as the Bond University Academic Regulations.
- (2) Students should read the following regulations in conjunction with requirements as prescribed by the Faculty of enrolment. Where there is any conflict with Faculty regulations, the Academic Regulations take precedence.
- (3) Schedule 1 to the Bond University Award Regulations contains the glossary and definitions used in these regulations.

2 Commencement

These regulations commenced on 1 January 2005 and are reviewed on a continuing basis. The most recent published version, as approved by Academic Senate, is the official version.

3 Application of Regulations

These regulations apply to all students enrolled in a subject that starts on or after date of commencement and, where relevant, all persons applying to study at the University after the commencement date.

4 Vice-Chancellor's Discretion

The Vice-Chancellor shall be empowered to waive such of the requirements of these regulations as considered appropriate. The Academic Senate is appointed as the arbiter of the interpretation and application of these regulations.

Division 2 - Admission

5 General

- (1) Objectives: Bond University aims to provide a high quality service to continuing and prospective students through an admissions process which is:
 - (a) client-centered;
 - (b) equitable;
 - (c) system co-ordinated; and
 - (d) quality controlled.
- (2) Authority to make offers: An offer of admission to any program shall be made by the Office of Admissions, on the authority of the Dean(s) or nominee of the appropriate Faculty following determinations by, or according to, policies established by the Academic Senate.
- (3) Method of Application
 - (a) All current Queensland residents applying for undergraduate admission, excluding participants in the Student for a Semester program and international applicants, must apply through the Queensland Tertiary Admissions Centre (QTAC). Applicants applying through QTAC must also complete the Bond University Additional Information Form online (www.bond.edu.au/additional-information).
 - (b) All other applicants must apply via the Bond University Online Application

form, completing all relevant details including the declaration, and supplying all required documentation.

(4) Closing Date and Late Applications

Subject to other applicable regulations, an application for admission lodged after the prescribed closing date will be processed only on the authority of the respective Faculty. International applicants are further limited by the requirements of their visa and the issuing of a valid Confirmation of Enrolment (CoE).

(5) Authority to cancel offers: When incomplete, inaccurate or fraudulent information has been provided by an applicant or by a certifying authority and that applicant is subsequently offered a place, the Office of Admissions may direct the offer be cancelled whether or not it has been accepted by the applicant.

(6) Admission following refusal of Further Enrolment

(a) The University reserves the right to refuse entry to any applicant who has been refused further enrolment in any program within a recognised tertiary institution or who becomes liable for such refusal while the application is being considered.

(b) The University in accordance with the general law may refuse admission to any program.

(7) Former Students

(a) Students who have been excluded from, a program of study at Bond must seek approval from the Faculty to re-enter the program.

(b) Students who have not completed the requirements for their program and wish to change program to another at the same level are not required to reapply for admission and must seek approval from the relevant Faculty or Faculties.

(8) Quotas

A limit may be placed upon the number of applicants who may be admitted to a program of study or subject in any semester at the discretion of the Dean of the offering Faculty.

6 Admission to Programs

(1) Eligibility for undergraduate admission

(a) Subject to the limitations imposed by program quotas and Award Regulations, the University may admit to an undergraduate program any applicant it believes can undertake the program with reasonable prospect of success. In determining whether an applicant has a reasonable prospect of success, the University shall consider the applicant's previous studies and/or other attainments and experience.

(b) All qualifications deemed eligible for the purpose of admission to an undergraduate program will be converted to a Tertiary Entrance Rank (TER).

Eligible qualifications are:

- (i) completion of an Australian Year 12 Certificate of Education;
- (ii) where an applicant is currently completing an Australian Year 12 Certificate of Education and has attained results in a minimum of 15 semester units across Years 11 and 12;
- (iii) skills or qualifications deemed to be at least equivalent to Australian Year 12. These include, but are not limited to: International Baccalaureate Diploma, Certificate IV or other recognized post secondary studies, Foundation or Bridging programs, or previous tertiary studies from an approved provider;
- (iv) inclusive of other factors taken into account to more fully assess the ability of the applicant to successfully complete the requirements of the undergraduate program including: a Special Tertiary Admissions Test (STAT), relevant working history or experience (supported by referees' reports on the suitability of the applicant for tertiary study), any special

or extenuating circumstances, and a portfolio or interview per the requirements of individual programs.

(c) In addition to academic entry requirements, students from a Non-English Speaking Background (NESB) will also be required to satisfy English language proficiency requirements as specified in Clause 7.

(2) Academic Program Prerequisites

(a) All applicants are assumed to have completed the equivalent of Australian Year 12 studies in English.

(b) Knowledge of Queensland Year 12 Mathematics B or equivalent is assumed for Bachelor degree programs in Commerce, Finance and Information Technology:

(c) Satisfactory completion of Queensland Year 12 English, Chemistry, Mathematics B or equivalent is required for Bachelor degree programs in Biomedical Sciences, Forensic Science, Sports Science, Exercise Science, Medical Laboratory Science, Medicine and Surgery;

(d) While not a requirement, satisfactory completion of Queensland Year 12 Biology is highly recommended for science-based degree programs;

(e) Satisfactory completion of Queensland Year 12 Physics or equivalent may be substituted as a pre-requisite for Chemistry at the discretion of the Dean of the relevant Faculty.

(3) Eligibility for Postgraduate Admission

(a) To qualify for entry to a postgraduate degree, diploma or certificate program an applicant must satisfy the admission requirements outlined in the Award Regulations for the relevant program.

(b) Admission to a postgraduate degree program may be based upon any or all of the following:

(i) an undergraduate degree from an approved tertiary institution in an approved discipline area as per the relevant Award Regulations; or

(ii) an acceptable level of educational achievement comparable to the completion of an Australian Bachelor degree;

(iii) other requirements as stipulated by the Faculty of enrolment;

(iv) skills, experiences and other factors taken into account to more fully assess the ability of the applicant to successfully complete the requirements of the postgraduate program including: relevant working history or experience (supported by a Curriculum Vitae and referees' reports on the suitability of the applicant for tertiary study) as well as any special or extenuating circumstances, and a portfolio or interview per the requirements of individual programs;

(c) In addition to academic entry requirements, students from a Non-English Speaking Background (NESB) will also be required to satisfy English language proficiency requirements as specified in Clause 7.

(4) Bachelor of Medicine, Bachelor of Surgery

Special arrangements exist for entry into the Medical Program (MBBS) through both Undergraduate and Graduate entry as follows:

(a) Applications are not accepted from international applicants

(b) Undergraduate Applicants apply through QTAC. Applicants are required to sit the Undergraduate Medical Admissions Test and undergo an interview process.

(c) Graduate Applicants apply through QTAC. Selection is based upon Grade Point Average (GPA) and interview only. Applicants are not required to sit the Undergraduate Medical Admissions Test.

- (5) Provisional Enrolment
- (a) Applicants to coursework programs at Bond University may be granted “provisional” enrolment where the applicant does not meet normal admission requirements.
 - (b) The Dean of the Faculty of enrolment may impose conditions on the applicant's enrolment. These may include a limit on the number of subjects to be taken or an expected level of achievement.
 - (c) Students who are granted provisional entry to a program will be notified of such in their letter of offer.
 - (d) Provisional students are subject to the University’s academic progress regulations. The performance of all provisional students will be reviewed by the Dean or nominee of the Faculty of enrolment who will make one of the following recommendations regarding the student's academic status:
 - (i) that the student be admitted to degree candidature; or
 - (ii) that the student remain a provisional student and must satisfy academic progress regulations.

7 English Language Requirements for Students of Non-English Speaking Backgrounds

- (1) Documentary Evidence: All international applicants must provide formal documentary evidence of English proficiency per the stated requirements below.
- (2) Students will be admitted on the basis of satisfying criteria for English language proficiency as determined from time to time by Academic Senate and published as entry requirements on the Bond University website including:
 - (a) International English Language Testing System (IELTS), Test of English as a Foreign Language (TOEFL) and other approved English test results per the requirements of individual programs;
 - (b) successful completion of approved studies at least equivalent to one year full time in duration and equivalent to Australian Year 12 where evidence is provided that English is the language of instruction;
 - (c) BUELI’s English for Academic Purposes (EAP) Level 3, where individual Bond University programs require an IELTS result of 6.5 or less. Successful completion of the Bond University English Language Test (BELT) may also meet English language entrance requirements.
- (3) Time Limits: Approved English language test (IELTS/TOEFL) results must have been achieved not more than 24 months before the applicant commences their degree.
- (4) Students who experience English language difficulties once enrolled will be referred for academic student support.

8 Offer Process

- (1) Unconditional Offer: Students who successfully meet admission criteria will be offered a place in their preferred program at Bond University, subject to any quotas.
- (2) Conditional Offer: Students may be made a conditional offer of a place under the following circumstances:
 - (a) If a student has not yet completed a program required for academic entry;
 - (b) If a student meets academic entry requirements but has not yet met English language entry requirements; and/or
 - (c) If a student has met the stated entry requirements but has not provided certified documentation.
- (3) Deferrals

(a) Students who are offered a place, and who wish to defer their enrolment until a subsequent semester, must apply in writing for consideration by the Faculty of enrolment. The standard maximum deferment period is three semesters.

(b) Depending on the program being undertaken and the length of time requested, permission to defer may or may not be granted on the authority of the Faculty of enrolment.

(4) Acceptance of an Offer

To accept an offer, an applicant must submit a signed Response to Offer, meet all stipulated conditions including the submission of any documentation, and pay the required fees by the due date. Failure to accept an offer, pay the required fees, or enroll within the prescribed timeframe will result in the lapsing of that offer.

9 Applying for Credit/ Advanced Standing

(1) Process

(a) Faculties are responsible for the determination of Advanced Standing. Applications for Credit / Advanced Standing lodged with the Office of Admissions will be forwarded to the relevant Faculty for assessment.

(b) Applicants seeking admission with credit/ advanced standing for study undertaken at another recognised tertiary institution must apply for admission in the normal manner.

(c) Any request for Credit / Advanced Standing shall then be considered by the Dean (or nominee) of the relevant Faculty responsible for the subject in accordance with the regulations for the degree or diploma concerned.

(2) Timing of Applications

(a) Relevant information provided with the student's application for credit is the basis for assessing Advanced Standing.

(b) Credit / Advanced Standing applications must be lodged no later than the end of the first semester of enrolment unless there are exceptional circumstances as approved by the relevant Dean.

(3) Credit or Advanced Standing towards a Bond University program may be awarded at the discretion of the Dean of the Faculty of enrolment on the basis of studies completed at Bond or elsewhere within the previous 10 years.

(4) Documentation for Credit/Advanced Standing

(a) Applications should be accompanied by:

(i) a certified copy of transcripts of academic qualifications;

(ii) any other supporting documents that may be appropriate, for example: an explanation of the grading system used if this is not included on the transcript; and a copy of approved subject outlines for the year in which the subjects were successfully completed;

(iii) a certified translation if the transcript or other documents are not in English; and

(iv) other supporting documentation at the University's request.

(b) If subject outlines do not include the following information, it should be supplied separately:

(i) a detailed list of weekly topics covered in the subject;

(ii) the size and duration of the subject (eg. 3 hours/ week for 15 weeks);

(iii) the prescribed textbook and recommended readings;

(iv) the assessment requirements for the subject.

(5) Notification

(a) Students will receive advice in writing from the relevant Faculty(s) of the result of their Credit / Advanced Standing application.

(b)Subjects for which students receive Credit / Advanced Standing will be recorded as Credit / Advanced Standing on the students' transcript and no grade will be shown.

(6) Maximum Credit /Advanced Standing: Information relating to the maximum amount of Credit / Advanced Standing is included in the relevant Award Regulations.

(7) International students are required to confirm their acceptance of the Advanced Standing awarded in writing to the University.

10 International Students - Issue of Electronic Confirmation of Enrolment (eCOE)

Only once an offer has been accepted, all required fees paid, and any offer conditions met, will an Electronic Confirmation of Enrolment (eCOE) be issued by the Office of Admissions.

11 Entry to Non-Award Programs

Non-award programs include the following:

- Non-degree
- Study Abroad
- Exchange
- Student for a Semester
- Cross Institutional
- Audit

Refer to the Award Regulations Division 13 for information and admission regulations pertaining to non-award programs.

Division 3 – Enrolment

13 Definitions

(1) Census date – Prescribed date at which all enrolment must be finalised and deferred debt is calculated for a subject before being reported to Legislative bodies. No subjects may be added after this date. Withdrawal of subjects after this date will incur full financial penalty.

(2) Last Withdrawal date – Last date a student can withdraw from subject availability without receiving an academic penalty

14 Activities Fee

All students undertaking studies on Campus at Bond University (except students who only are enrolled as an audit student) are required to pay the prescribed Bond University Activities Fee.

15 Application for Re-Enrolment (Pre-Registration)

(1) In each semester, a person who seeks to pursue a program of study shall apply for enrolment by undertaking pre-registration with the University not later than the prescribed closing date.

(2) All persons applying for enrolment shall pay the prescribed fees, including the activities fee where applicable, and complete all other enrolment procedures by the prescribed date.

(3) A student may not attend any class in any subject unless enrolled for that subject, except with the permission of the PVC (SAS).

(4) All candidates are required to have received the approval of the Dean of the Faculty of enrolment or nominee, for their proposed program of study in each

semester. Non-graduating degree students must complete pre-registration by the prescribed deadline.

16 Change of Subject Enrolment

(1) Students adding subjects after Week 2 of the semester will require the permission of the lecturer.

17 Leave of Absence

(1) Students who take a leave of absence from their program are expected to return to their studies at a future point in time.

(2) Students must complete a Leave of Absence form, available from the Office of Student Administration. This form must be signed by the student and the student's academic adviser(s).

(3) Scholarship holders must also confirm with their Faculty of enrolment, or in the case of PSP or Vice-Chancellor Scholarships, the Director of Alumni and Community Relations, that they are permitted to defer their scholarship.

18 Leave of Absence and Student Visa Holders

(1) International students should refer to relevant Department of Immigration and Citizenship rules and regulations governing leave of absence and may only be permitted to take a leave of absence in compassionate or compelling circumstances such as bereavement, or medical or other circumstances beyond their control. DIAC will consider issuance of new COE's in instances where the period of absence will extend the completion date of the program.

(2) Student Visa holders who do not meet the compassionate and compelling circumstances guidelines may apply for leave of absence and, once approved, must leave the country. In this case the Student Visa holder's COE will be cancelled and the student will be required to apply for a new COE to return to study.

19 Change of Degree

(1) Students seeking to change degrees while still enrolled in a program, must complete a change of degree form and have it approved by the Dean (or nominee) of the Faculty(s) of enrolment. Change of Degree status will be activated from the subsequent semester of enrolment.

(2) Students should not assume that advanced standing, scholarship allocations or the duration for completion should remain the same following a change of degree.

20 Concurrent Enrolment

(1) Students seeking to enrol in concurrent degree programs must seek the approval of the Dean or nominee of the relevant Faculty(s) of enrolment.

(2) Students must first satisfy the following criteria before applying (on the appropriate application forms through the Office of Student Administration):

(a) The candidate will normally be sufficiently advanced in their studies for their first (existing) degree program so as to be able to complete no more than the equivalent of one additional semester of full-time study (i.e. normally within 4 subjects of completion).

(b) Candidates are to have completed all 4 core subjects if enrolled in a Bachelor degree program.

(c) The academic history of the student will be such as to indicate that concurrent candidature is manageable (a cumulative GPA of at least 2).

(d) The concurrent enrolment must not result in a workload which will, in the opinion of the Deans responsible for the existing and proposed program, prejudice the academic performance of the candidate (i.e. if there is an overload proposed, the

candidate's academic record must demonstrate superior performance - GPA>2.5).

(e) The proposed concurrent enrolment must be approved by the Dean of the Faculty responsible for the existing program in which the candidate is enrolled and the Dean of the Faculty responsible for the proposed program before being forwarded to Academic Senate Executive for resolution.

(3) Concurrent LLB and LLM enrolment

(a) The Faculty of Law allows concurrent enrolment in the LLB and LLM programs, subject to the following conditions:

(i) The student is enrolled in the last or penultimate semester of an LLB degree program;

(ii) The student has attained a GPA of at least 2.0 during the six preceding semesters of enrolment in the LLB degree program;

(iii) The student is found suitable for dual enrolment by the Dean;

(iv) The student is enrolled in maximum two post-graduate and maximum two undergraduate subjects during any of the two semesters concerned; and

(v) Awarding of the LLM degree is subject to graduation with the LLB degree.

(b) Students will benefit from greater flexibility in structuring their degrees and will have more choice in the selection of elective subjects.

(c) Concurrent enrolment will be particularly attractive to students who under a normal study plan would be left with one or two semesters during which they undertake less than four undergraduate subjects.

21 Conditions of Enrolment

All other enrolment conditions, including the payment of fees, must be met by the date specified. To effect enrolment, new students must complete the prescribed enrolment processes and continuing students, the prescribed pre-registration processes.

22 Corequisites

Where two subjects have been designated corequisites, a student may not enrol for one such subject in any semester, except where the student has been granted credit for the corequisite on the basis of other study or has passed only one of the corequisite subjects at a previous attempt.

23 Eligibility for Enrolment

Students may not enrol in a program unless an offer of a place in the program has been made, the offer has been accepted in the prescribed manner and all the conditions for enrolment have been met, as prescribed in the University regulations.

24 International Students and Subject Loads

Clause removed as no longer applicable.

25 Late Enrolment

Subject to compliance by the student with the provisions of any regulations relating to late fees or any other regulation applicable in the circumstances, an application for enrolment lodged with the PVC (SAS) or amended by the applicant after the closing date prescribed in relation to it, may be approved by the Dean of the Faculty, except in special circumstances, shall not be approved later than the end of the first week of a semester.

26 Maximum Subject Load

Unless special permission is granted by the Dean of the Faculty of enrolment or nominee, a candidate shall not attempt more than the equivalent of a normal full-time student load of a particular program in one semester of enrolment.

27 Medical Fitness

If, in the opinion of the Dean of any Faculty or the PVC (SAS), the state of health of any student enrolled or of any person applying for enrolment in that faculty gives cause for concern, the Dean or the PVC (SAS) may refer the matter to the Vice-Chancellor or Deputy Vice Chancellor who may thereupon take such action as he/she considers necessary in the interests of the student or person concerned, the University, its staff or students.

28 Payment of Fees

(1) The payment of fees associated with enrolment as a student in the University is an essential component of the enrolment process. Enrolment is not complete until all fees associated with enrolment have been paid.

(2) The fees payable at enrolment include: tuition fees, other subject or program specific fees and any fees or other charges outstanding from previous semesters. Fees payable are advised on individual notices or invoices issued to students.

(3) Where a candidate has not paid all compulsory fees or charges (including tuition, accommodation, late or other fees levied by the University) due to the University, the University may:

- (a) exclude the candidate from sitting for any examination;
- (b) de-register the student such that all University privileges may be withdrawn, including admission to classes, and to the sports centre, library borrowing rights and the right to remain in student residences;
- (c) withhold any results obtained by the student.
- (d) prevent the student from graduating

Note: A list of possible sanctions and necessary remedial action is available from Academic Services. The imposition of sanctions is subject to the provisions of Division 9 – Applicant and Student access to Review of Decisions.

29 Personal Information

(1) Students must notify the Office of Student Administration of any change of name, address or other data recorded on the student information system which is not accurate.

(2) Students will be asked to check all personal data at each enrolment session and must advise the Office of Student Administration of changes as they occur.

(3) Documentation is required when notifying a change of name.

(4) Failure to advise of changes to personal data will not be accepted as grounds for Review or Appeal against University decisions.

30 Pre-registration

All continuing students are required to pre-register for their subsequent semester's enrolment by prescribed date. Failure to undertake pre-registration by this date will result in the imposition of the advertised late fee.

31 Prerequisites

A student may not enrol for a subject unless all prerequisite requirements for that subject have been satisfied, except with the permission of the Dean of the subject Faculty.

32 Probationary Enrolment

Students who have been excluded and have been permitted to re-enrol will be enrolled on a probationary basis with their progress monitored on a semester by semester basis, or on a subject basis for MBBS students where subjects do not align with semesters. Such enrolment may also have conditions imposed. Unsatisfactory progress may result in Academic Exclusion.

33 Responsibility for Correct Enrolment

- (1) Students are responsible for ensuring that they are correctly enrolled each semester.
- (2) Students must ensure that information provided is complete and correct.
- (3) Subjects must be part of the program in which the student is enrolled.

34 Restrictions on Enrolment

- (1) No person shall be entitled to enrol or re-enrol for any subject or program of study at the University:
 - (a) while excluded from the University;
 - (b) while any monies are due for payment by that person, by way of tuition, accommodation or other charges, fees or fines, to the University, unless the PVC (SAS) in his discretion gives permission; or
- (2) Any person who is either:
 - (a) Pending the determination of an appeal against an exclusion; and/ or
 - (b) Awaiting the determination of the disciplinary proceeding or of any appeal against a disciplinary determination may reenrol pending the outcome of the proceedings. Such enrolment is subject to cancellation or such conditions as determined by the outcome of the relevant proceedings in Subparagraph (a) and/ or (b).
- (3) In the interests of safety, no student whose standard of dress does not conform to the requirements prescribed from time to time by the Dean of the subject Faculty shall enter a laboratory.
- (4) The Program Coordinator or nominee may place restrictions on the number of subjects students may take in a given semester, and/or may specify the particular subjects students may take.
- (5) Sanctions
 - (a) Sanctions are placed on a student's record when that student fails to comply with University Regulations or, in the case of Admissions sanctions because conditions or documents are outstanding. A sanction may result in the prevention of enrolment and/or results being withheld.
 - (b) A list of possible sanctions and necessary remedial action is available from the Office of Student Administration. The imposition of sanctions is subject to the provisions of Division 9 – Applicant and Student access to Review of Decisions.
- (6) Core Subjects
 - (a) Students are encouraged to complete the Core subjects within the first two semesters of enrolment but must complete them within the first three semesters of enrolment.
 - (b) A student who has not completed the Core subjects will only be allowed to enrol in a fourth semester with the permission of the Dean of the relevant faculty.

35 Student Identification Card

- (1) All students studying at Bond University are required on the first occasion of their enrolment to obtain a student identification card from the University.

(2) Thereafter, the card must be renewed at the beginning of each calendar year. Students requiring identification cards to be reissued before they expire, will be required to pay the student card replacement fee.

(3) An identification card is a student's authority to access a range of University services and facilities as determined by the University and including the authority to attend classes, receive teaching materials, sit examinations and borrow specified materials from the University.

(4) Acceptance of an identification card signifies that a student undertakes to use the card for the purposes for which it is issued and to be bound by the rules or conditions, as amended from time to time, which are specified in relation to any of those purposes.

36 Subject Load

The normal full-time subject load is the equivalent of 40 credit points per semester. Bond University defines 30 credit points per semester as the minimum for a full time load.

37 Subject Repeats

Students repeating a subject must pay the full fee regardless of subject requirements previously completed.

38 Transcripts

A transcript is a complete academic record of a student's studies at Bond University and will be issued for all attempted subjects and programs. Transcripts cannot be modified to exclude or amend records.

39 Withdrawal from Subjects

(1) Students can withdraw from a subject without academic penalty at any time up to the Last Withdrawal date for that subject. A status of "withdrawn (W)" is recorded against the subject concerned. A "withdrawn (W)" subject is not included in the calculation of the student's GPA.

(2) Students who do not follow the approved procedure to withdraw from a subject by the prescribed date will be graded accordingly. A student who withdraws after the Last Withdrawal Date but before the examination period will receive a status of "withdrawn failure (WF)" against the subject. A "withdrawn failure (WF)" subject is included in the calculation of the student's GPA.

(3) Where a student is able to demonstrate exceptional circumstances, the PVC (SAS) or delegate may permit a student to withdraw from a subject at a later date than the Last Withdrawal date for that subject. The student must apply by Friday of Week 7 of the semester following that in which the student was enrolled in the subject.

40 Audit Students

(1) Subject to approval by the Dean of the Faculty responsible for the subject, a person may be enrolled as an audit student subject to the payment of the prescribed fee.

(2) Subjects available for audit students are limited and enrolment is subject to places being available and the approval by the dean. No subjects in the MBBS Program will be available for auditing.

(3) Students enrolled to audit a subject are:

(a) Entitled to attend all lectures, classes and use facilities associated with the subject.

(b) Other University facilities are not available to the audit student.

Required to comply with all University Regulations, Policies and Procedures

relevant to an audit student.

(c) Entitled to receive a “Statement of Attendance” issued by the Dean of the Faculty.

(d) No result or grade in the subject will be awarded and no academic transcript will be issued.

(e) Eligible to convert to enrolled student status with the approval of the Dean prior to census date.

(4) Students enrolled to audit the subject are:

(a) Not entitled to submit assignments or sit examinations. Classroom participation is encouraged provided it enhances the learning of all students;

(b) Not eligible to receive Financial Aid in respect to the subject being audited;

(c) Not entitled to receive credit or advanced standing for subjects audited.

Division 4 – Fees and Charges

41 General Provisions

(1) A student is required to pay the University, by the prescribed date, any and all fees or charges for admission, tuition or access to any services which may be specified by the University from time to time, as well as any late fees or fines imposed in accordance with the regulations of the University.

(2) For students entering or applying for entry to Bond University, the fees and charges as described in the University’s List of Fees shall apply.

(3) Acceptance of an offer of a place in any program shall be dependent upon payment of the prescribed fees. Any applicant who has not paid all fees and charges by the due date shall not be deemed to be enrolled as a student of the University and any offer of a place in any program or student residence shall lapse accordingly.

(4) The Admissions Officers may extend the closing date for acceptance of applications or may permit applications to be considered and accepted after a prescribed closing date.

(5) In the case of any application considered after a prescribed closing date, a late fee may apply.

(6) Any student who is suspended or excluded from attendance at classes, from participation in any University activity or from using any University service or facility, shall not thereby become entitled to be repaid any fees or charges paid or to be relieved from the payment of any fees or charges already payable, unless the Vice-Chancellor or Deputy Vice Chancellor in any particular case otherwise directs.

(7) Any application to change a program or subject, or to enrol in an additional subject, shall normally be made prior to the prescribed date.

42 Payment of Fees

(1) Tuition and accommodation fees are payable in advance for each semester. Student enrolment will not be regarded as having been completed until such fees have been paid.

(2) All fees and charges are inclusive of GST where applicable

(3) Australian students will be required to pay fees for the full semester on enrolment prior to the commencement of the semester.

(5) International students will be required to pay one semester’s tuition fees on acceptance of an offer of a place.

43 Fees

- (1) Fees depicted here are correct at the time of publication, but may be varied from time to time by the University Council, without notice.
- (2) Student Activities Fee: A student activities membership fee must be paid each semester by Bond University students undertaking studies on campus. This fee is prescribed annually by DEEWR in accordance with the Higher Education Legislation Amendment (Student Services and Amenities) Bill 2010 and used solely for student facilities and activities on campus.
- (3) Late fees:
 - (a) Failure to lodge a pre-registration form by final day of pre-registration - \$350
 - (b) Late payment penalty - \$350
- (4) Cancellation fees
 - (a) Late Cancellation Penalty 1 - \$250
 - (b) Late Cancellation Penalty 2 - \$500
- (5) Other fees and charges
 - (a) Replacement Testamur - \$55 plus registered postage fees
 - (b) Replacement Student Identification Card – damaged \$25; lost \$35
 - (c) Graduation Gown Hire - \$90 plus \$250 Security holding deposit
 - (d) Review of results request - \$50/subject (refundable if grade is credited upwards)
 - (e) Transcripts - \$10 (plus postage)
 - (f) Certified Copies of Academic Transcripts - \$5.00
 - (g) Program Change – One change free, subsequent changes \$50.00
- (6) In addition to the above fees, the Vice-Chancellor or Deputy Vice Chancellor may approve fees to students for specific services provided.

44 Non Payment of Compulsory Fees

- (1) Where a candidate has not paid all compulsory fees or charges (including tuition, accommodation, activity or other fees levied by the University) due to the University by the due date, the PVC (SAS) may:
 - (a) exclude the candidate from sitting for any examination;
 - (b) de-register the student such that all University privileges may be withdrawn including admission to classes and sports centre, library borrowing rights, computer privileges and the right to remain in student residences; and/ or
 - (c) withhold any results obtained by the candidate.
 - (d) prevent the student from graduating

45 Refund Policy

- (1) Cancellation of Subjects
Domestic and all continuing students:
All cancellations of subjects prior to the census date will receive a full refund. However, cancellation penalties may apply.
 - (a) Last Cancellation Date: Students cancelling a subject prior to the prescribed last cancellation date will not be penalised.
 - (b) Late Cancellation Penalty 1 date: Students cancelling a subject after the prescribed Last Cancellation date but prior to the prescribed late cancellation penalty 1 date will be charged the Late Cancellation Penalty 1.
 - (c) Late Cancellation Penalty 2 date: Students cancelling a subject after the prescribed Late Cancellation Penalty 1 date but prior to the prescribed late cancellation penalty 2 date will be charged the Late Cancellation Penalty 2.
 - (d) Students cancelling a subject after the Late Cancellation Penalty 2 date will not receive a refund of fees.

- (2) Commencing students
Commencing students who cancel their acceptance before the semester commences will be refunded all tuition payments made.
- (b) Tuition deposit for commencing students
- (i) The tuition deposit will not be refunded except where the student cancels due to serious illness or personal misadventure, as deemed by the PVC (SAS).
 - (ii) International students whose visa application is rejected will receive a refund for the tuition deposit. Proof of visa rejection must be submitted to the Office of Student Administration in writing
- (3) If a program or subject is cancelled by the University, a full refund of all payments made will apply.
- (4) Refunded fees are credited to students' account and will be used for future fees and charges unless the student requests the refund in writing. Any credited amounts not used or refunded are held for a period of twelve months, after which monies will be forfeited.
- (5) International students who cancel their subjects whilst in Australia will have any refunds, where applicable, forwarded to their home country.
- (6) All Refunds must be requested in writing with documentary evidence
- (7) Accommodation Cancellation
- (a) Once a student has registered in Residences and accepted a key they will be considered to have entered into a binding agreement to remain in Residences for the duration of the semester.
 - (b) A current resident student who reserves a place in Residences for the following semester and then advises after Week 9 of the current semester that they will not take up residence will be charged up to a maximum of three (3) penalty units. This amount will be charged to their student account.

A current resident student who advises after Week 12 that they will not continue in the Residences in the following semester will be charged a minimum of two (2) penalty units up to a maximum forfeiture of their full semester accommodation fees.

These charges will be fully or partially waived if a suitable substitute (approved via the on-campus accommodation application/approval process) is sourced to occupy the room, depending on when this occurs.

(c) A student who decides to withdraw from on-campus accommodation and vacate their room at any time during the semester will be charged the appropriate weekly rate for the time spent in Residences plus a levy of up to a maximum forfeiture of the balance of their full semester accommodation fees.

Additional charges beyond those for the time spent in Residences will be fully or partially waived if a suitable substitute (approved via the on-campus accommodation/approval process) is sourced to occupy the room, depending on when this occurs.

(d) A student who defers their studies for a semester must provide documentation from Student Administration outlining the reason for the deferment. The student will be charged at the appropriate weekly rate for the time spent in Residences.

(e) A student who is excluded or suspended for the balance of a semester from Residences for misconduct will forfeit the semester's accommodation fee.

(f) A resident student who is excluded for academic reasons will be charged the appropriate weekly rate for the time spent in Residences.

(g) For the purposes of clauses 8(c), 8(d) and 8(f), time spent in Residences is determined from the start of the semester to return of the accommodation room key to the On Campus Accommodation Office.

(h) In cases that fall within clauses 8(c), 8(d), 8(e) and 8(f), the student's unused dining plan will be refunded (if requested) once the room key is returned. The Office of Campus Accommodation and Dining Services will conduct a vacating inspection of the student's room to determine if there is any damage, in which case an amount for repair and/or restitution will be charged to the student's account with notation.

46 Financial Aid Disbursements

(1) Provided financial aid is current and all conditions have been met in accordance with the Scholarships, Bursaries and Financial Aid Regulation

(a) Financial aid is disbursed as a reduction in tuition fees each semester by the percentage rate awarded.

(b) If a student is granted financial aid after the commencement of study, or if the value of the financial aid is amended, the financial aid will be applied to remaining subjects only. It is not retrospective.

(c) Financial aid is applicable to standard enrolments only; it does not apply to students auditing a subject.

(d) In the case of a combined degree where only one Faculty grants financial aid, or where each faculty grants a different percentage, the percentage rate will be calculated on the proportion of the degree delivered by each Faculty. This proportion is 50% of the whole in all cases EXCEPT where an LLB is included when the Law Faculty funds 66 % and the other faculty funds 33%.

(e) All proportional allocations are undertaken on this basis at a program level – under no circumstances are the actual subjects taken into account or used in this calculation. For example, where a student is enrolled in Commerce/Arts degree (32 subjects) and is granted a Faculty of Business scholarship of 40% and a Faculty of Humanities and Social Sciences scholarship of 20% the student will receive 20% discount from the Faculty of Business and 10% from the Faculty of Humanities and Social Sciences for a total of 30% overall. This is calculated as the Commerce degree is nominally half the 32 subjects and the Arts degree is nominally half the 32 subjects. Therefore Faculty of Business will contribute 40% for 16 subjects, which is rounded down to 20% overall. The Faculty of Humanities and Social Sciences contributes 20% for 16 subjects which is rounded to 10% overall.

Division 5 – Assessment

47 Academic Excellence – Vice-Chancellor's and Dean's Lists

(1) Exceptional students will be identified by the University and a noting recorded on their official academic records.

(2) All subjects attempted in a semester are included in the calculation of the semester percentage.

(3) Students must have completed a minimum of 30 credit points in graded subjects in the same program (this includes joint and double degree programs) each semester before they are considered for inclusion on the Dean's or Vice-Chancellor's list.

(4) Students who achieve a semester percentage average between 82 and 84 per cent (inclusive) will be placed on the Dean's List for Academic Excellence.

(5) Students who achieve a semester percentage average greater than or equal to 85 per cent will be placed on the Vice-Chancellor's List for Academic Excellence. Dean's and Vice-Chancellor's lists cannot be calculated until grades have been finalised for that semester.

48 Assessments - Subject

- (1) The work undertaken by a student for each subject shall be assessed in the subject faculty and a grade awarded.
- (2) The subject assessment may include an examination, oral work and such tests, essays, assignments, projects and practical or clinical work as the Dean or delegate of the subject faculty approves. A class participation requirement for a program or a subject may be stipulated in the form of minimum attendance requirements and/or active involvement in class discussion. Such requirements may be determined by the Dean of the Faculty responsible for the program or subject.
- (3) The method of subject assessment prescribed by the Dean of the subject faculty shall be published in the subject outlines available to students.
- (4) A subject outline must be issued to students on commencement of each subject undertaken by the student at the University. Subject outlines must contain:
 - (a) the subject code, subject name and a brief description of the content of the subject;
 - (b) the name of the lecturer(s) who will teach the subject;
 - (c) the lecturer(s) contact details (phone, fax and e-mail addresses) and consultation hours;
 - (d) information on the intended learning outcomes and relevant University Graduate Attributes;
 - (e) the finalized mode, weighting and due dates of assessment items;
 - (f) a weekly topic list of classes.
- (5) Changes in the form of assessment after the commencement of teaching should only be made in exceptional circumstances. If such changes are made, all students must be notified in writing, electronically, or otherwise within a reasonable time.
- (6) All subject results will be notified to the officer of the University and recorded on the official academic record of the student concerned.
- (7) The Academic Senate shall be responsible for ensuring that the distribution of grades awarded by examiners is consistent across the University.

49 Conduct of Candidates

Cheating: A candidate shall not cheat or attempt to cheat in any subject assessment, nor shall a person, whether or not a candidate, do anything to assist a candidate to cheat. Cheating is considered misconduct and is subject to the provisions of Part 3 Discipline Regulation.

50 Board of Examiners

- (1) Each Faculty will supervise any internal and external assessment moderation procedures, review reports and document action taken under Clause 50.
- (2) For each Faculty or Institute a Board of Examiners will be constituted by the Academic Senate, and will comprise the Dean or nominee as Chair, program co-ordinators and other such persons as the Dean shall require.
- (3) The Board of Examiners for each Faculty must meet before the release of final results to students, and will be responsible for determining the grades to be awarded to all candidates enrolled in the Faculty and for transmitting those results to the relevant officer of the University.
- (4) The Board of Examiners will consider for ratification all marks and grades forwarded to it by the staff members who are responsible for the various subjects

taught in the semester just completed. Where the final result for a subject is accumulated over more than one semester, the Board of Examiners may ratify and release interim results.

- (a) It is suggested that the Dean or delegate and appropriate senior academic staff review these marks before the Board of Examiners meets, and only submit changes to the marks with the agreement of the staff member responsible for the subject.
 - (b) When there is a disagreement between the Dean and the subject staff member, then the Board of Examiners will decide to accept or change the marks.
 - (c) If the marks are changed against the subject staff member's wishes, then they may appeal to the Academic Senate Executive, which will make the final decision. If the Dean involved is already a member of the Senate Executive, then an independent Dean should be used as a replacement.
- (5) The Board of Examiners will also be responsible for examining all grades, incomplete grades, and grade distributions.
- (6) The PVC (SAS) will not transmit results to students until ratified by the appropriate Board of Examiners.

51. Deferred Examinations

- (1) A deferred examination may be granted to a student by the Dean of the relevant faculty (or his/her delegate) where the student can demonstrate an inability to sit, complete, or perform at the minimum level of their demonstrated abilities, the original examination for medical or compassionate reasons, or as a result of unexpected and exceptional circumstances beyond the student's control. These regulations refer only to end of term examinations.
- (2) Students are required to apply using the official Application for Deferred Examination form within 48 hours following the scheduled examination. The form must be submitted along with appropriate documentary evidence to Student Administration (not directly to the Faculty).
- (3) If an application is based on medical grounds, a student must submit the *Bond University Student Medical Certificate* completed by an Australian registered medical or dental practitioner stating:
 - (i) the date on which the medical practitioner examined the student
 - (ii) the severity and duration of the complaint, expressed as a medical opinion. Certificates merely reporting the student's account of an illness will not be accepted.
 - (iii) the practitioner's opinion that the student was unable to sit the exam on the scheduled date of the examination.

If it is not possible to use the *Bond University Student Medical Certificate* a student may submit a certificate from a medical practitioner provided the certificate contains information as requested on the University certificate and covers points (i), (ii), and (iii) above.

An application will not be approved if the medical certificate submitted by the student has been provided by a family member who is a doctor. Foreign medical certificates will only be accepted in exceptional circumstances subject to approval by the Dean of the relevant Faculty or delegate.

- (4) Applications based on non-medical grounds must be accompanied by documentary evidence supporting the case plus a signed statutory declaration attesting to the unexpected and exceptional circumstances beyond the student's control that precluded them from sitting the relevant examination.
- (5) The following would normally be considered acceptable grounds for deferring an examination:
 - a) illness or medical reasons

- b) accident
- c) serious personal or emotional trauma (e.g. bereavement)
- d) events, sporting or religious commitments at a state, national or international representative level
- e) 3 scheduled examinations in less than 18 consecutive hours

Students who intend to rely on grounds 5 (c) or (d) must seek advice from their program adviser before the scheduled examination date if they are unsure whether their application would meet the criteria above. To the extent it is possible, students who have fallen ill or suffered an accident before the relevant examination should also seek advice from their program adviser if they are unsure whether their application would meet the criteria above.

Once an official examination period has commenced, including perusal time, a student undertaking the examination will be deemed to have sat the examination. A request for a deferred examination will not be considered if a student leaves an examination for any reason once the official examination period, including perusal time, has commenced.

(6) (a) Approval will not be granted where it is reasonable to expect that the circumstances could have been avoided. The following would be considered unacceptable grounds for deferred examination:

- i) travel or holiday arrangements
- ii) misreading the examination timetable
- iii) a desire to spread assessment tasks to yield improved performance*
- iv) events and sporting commitments that are not at a state, national or international representative level
- v) applications normally received after the prescribed deadline

(b) With the exception of students covered by sub-clause 6(c), a student will only be granted a deferred examination in one semester or phase of their program, for no more than four subjects in that semester or phase. In exceptional circumstances or in the case of a Faculty approved internship, the Dean of the relevant Faculty or delegate may approve a subsequent application.

(c) Students with disabilities or long term medical or psychological conditions, who by the nature of their condition may require deferred examinations more than once, may be exempted from the requirements of sub-clause 6(b) if they:

- (i) are registered with the Disability Office;
- (ii) submit their applications in accordance with Clause 51(2); and
- (iii) are able to support their application with current medical documentation in accordance with Clause 51(3).

* Applications may be rejected if there is reason to believe a student is trying to gain an unfair advantage through deferred examination. The student's academic record and prior history of deferred examinations will be considered when making this judgement.

(7) Deferred examinations are conducted during orientation week of the immediately following semester. Students must be available to sit their deferred exam/s on any day from Wednesday to Friday of that orientation week. The timetable for deferred exams will be published by Close of Business on Monday of Bond Week. It is the student's responsibility to contact their Program Advisor or Student Administration if their subject has not been scheduled or there is some other discrepancy.

(8) Deferred Examinations

a) Deferring an existing deferred exam is not permitted. Students may only apply for ONE deferred examination for a subject. Students who do not sit the officially scheduled deferred examination (during orientation week) are not permitted to apply for a further deferred examination for that subject and must accept a fail grade for the exam.

b) In extraordinary and severe circumstances only, the Dean of the relevant Faculty (or his/her delegate) can use his/her discretion to consider alternative arrangements.

Note – Students on clerkships and study tours etc. would fall into point 8 b) and would be managed in the Faculty, not centrally.

52 Examiners

(1) The Chief Examiner and, where appropriate, assistant examiners, in each subject shall be appointed by the Dean of the subject Faculty.

(2) The Dean of the subject Faculty shall also be empowered to appoint such external examiners as are considered appropriate.

(3) The Chief Examiner in each subject shall be responsible for the preparation of any examination papers required for the subject. The papers shall be provided to the officer of the University in the time and form prescribed.

53 Grading System

(1) There are two grading systems:

- Graded system with HD, D, C, P, F; and
- Ungraded system with UGP and UGF.

(2) In addition, a student may be awarded:

- AN, EX, FSU, PSU, W, WF.

(3) The interim result codes are DE, INC, ICON SU and Z.

Grades included in GPA and %AV calculations:

Grade	Description	Grade Points	%Guide
HD	High Distinction	4	85-100
D	Distinction	3	75-84
C	Credit	2	65-74
P	Pass	1	50-64
RP	Resit Pass (Medical Program only)	1	
RF	Resit Fail (Medical Program only)	0	
F	Fail	0	<50
FA*	Fail Absent	0	
AN	Annulled Result	0	0
UGF	Ungraded Fail	0	0
WF	Withdrawn – Fail	0	0

* This grade applies to Bond College only.

Grades not included in GPA and %AV calculations:

Finalised Grades

Grade	Description
EX	Exemption granted
FSU	Failed Supplementary Examination
UGP#	Ungraded Pass
W	Withdrawn

Unfinalised Grades

Grade	Description
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DE	Deferred Examination awarded
ICON	Continuing Enrolment
INC	Incomplete – awaiting student action
RM	Remediation Granted (Medical Program only)
SU	Supplementary Examination awarded
Z	Result not finalised

Discontinued Grades

Grade	Description	Included in GPA and % Av calculations	Grade Points	Effective from
DNS	Did not sit	Yes	0	1995
WA	Attended – No grade awarded	No		1997
~X	Grade denotes level of achievement but subject was not undertaken for credit towards any award	No		2000
CE	Enrolled – Special Examination candidate	No		2000
ENRX	Enrolled – Not for credit	No		2000
PCH	Challenge Exam Pass	No		2000
RW	Results Withheld	No		2000
S	Satisfactory	#		2000
U	Unsatisfactory	Yes	0	2000
PCXH	Conceded Pass – no credit awarded	Yes	0.5	2003
U	Unsatisfactory	Yes	0	2003
SP	Special Examination Awarded	No		2003
AU	Audit	No		2005
PC	Conceded Pass	Yes	0.5	2005

Included in GPA calculation as a Grade Point of 1 (Pass) if the GPA or PA would otherwise be a failing result

54 Release of results

Grade reports will be advised to students via the Bond Web site (www.bond.edu.au). Students with outstanding fees or other sanctions may have their results withheld.

55 Review of Results

A candidate may seek a review of a subject assessment by requesting that the Dean of the subject Faculty or delegate review the result. For further information refer to Clause 83 Process for Review in Division 9 – Applicant and Student access to Review of Decisions.

56 Special Requirements Examinations

- (1) Students may apply for special arrangements for their examination, for example if they have a medical condition or otherwise that will affect their ability to sit their examination(s) under normal circumstances.
- (2) The form and supporting documentation from a relevant professional must be lodged with the Disabilities Officer no later than Friday, Week 4 of the semester.
- (3) For the application to be considered, it must be accompanied by documentation which details the condition/impairment and which may also stipulate any special requirements. This information should be submitted to the Disabilities Officer in Student Services who will treat the matter in confidence.
- (4) Special requirements are subject to approval by the PVC (SAS) or nominee.
- (5) Students, who do not utilise the additional time during the course of the examination, will have this extra time deducted from the examination period.

57 Supplementary Examinations

- (1) A supplementary examination is an examination which may be granted at the discretion of the Dean (or Dean's delegate) of the subject Faculty to a student who has failed the final subject of their degree, undertaken in their last semester required for graduation or who has failed a subject in their penultimate semester and this particular subject is required for graduation and it or an alternative subject is not offered in their last semester. To avoid doubt a supplementary examination is not available to a

student who has failed a subject in their penultimate semester and credit for another subject undertaken in their last semester will allow the student to graduate. A student will only be entitled to one supplementary examination in a degree. The discretion to grant a supplementary examination will not normally be exercised in favour of a student if the failure in the subject is caused by misconduct. The determination of what constitutes a penultimate semester is determined by the Faculty based on a normal and expected enrolment for a student.

(2) Such an examination is a 100 per cent examination and attracts a pass/fail mark only which does not count towards a student's overall Grade Point Average (GPA).

58 Examination Procedures

(1) Responsibility for official examinations:

(a) The PVC (SAS) is responsible for the conduct of all official examinations of the University. Official examinations are those that occur at the end of semester during the University examination period, are organized by Student Administration and are centrally scheduled.

(b) The Principal Invigilator is a member of Academic Staff determined by the Dean of the Faculty responsible for the subject as the Principal Invigilator for a particular examination.

(c) The Examination Supervisor is a member of the administrative staff in Student Administration who has overall responsibility for the administration of an examination including recording student attendance, monitoring timing of the examination, distributing examination materials and setting up the examination venue.

(2) Examination Periods

(a) At the end of the January, May and September semesters, 8 days will be set aside at the end of the teaching period for the conduct of official or final examinations.

(b) Examinations may be held during this period on a Saturday, public holidays and in the evening.

(c) The period for deferred examinations will be the Wednesday, Thursday, and Friday of Bond Week.

(3) Observance of Timetable required: Except where a supplementary or deferred examination is approved, students may not take a final examination at any time other than on the day and at the time published in the timetable. Official or final examinations cannot be conducted in Week 13 unless centrally scheduled on or after Friday of Week 13.

(4) Timetable: Student Administration shall publish an examination timetable on Friday of Week 5 for all subjects in which there is a final examination.

(5) Examination Materials

(a) Candidates shall provide their own writing instruments at an examination. The University shall not supply instruments items or materials which are designated to be supplied by candidates.

(b) A candidate may not take into an examination materials other than those approved by the chief examiner for the subject concerned. Bilingual dictionaries, texts, calculators, textbooks or other reference materials, electronic devices including dictionaries, laptops or palmtop computers, mobile telephones are all, for the purpose of this regulation, defined as materials.

(c) Where some of the materials or items in the above are permitted in a particular examination, the following conditions will apply:

(i) Calculators - must be portable, silent, self powered and must be used for

numerical calculations only.

(ii) Texts and references must be limited to those specified for the examination and may be subject to further restrictions imposed by subject examiner.

(iii) Where dictionaries are permitted in a particular examination they must be printed not electronic and contain no additional notes or other annotations.

(iv) Multi or bi-lingual dictionaries can be prohibited from an examination where:

- the subject is a language subject;
- it can be shown that a candidate will derive an unfair advantage that outweighs any possible disadvantage arising

(6) Unauthorised examination materials

(a) All materials taken into an examination room shall be subject to the following checks. The Principal Invigilator is responsible for checking compliance.

(i) A check for unauthorised material will commence once students are seated;

(ii) The Principal Invigilator will check that students have not brought into the examination room any unauthorised material and that if they have, to raise their hand so that it can be collected from them before perusal time commences;

(iii) Checking for material will continue during perusal and after the commencement of the examination at which time such unauthorised material will be removed from students.

(b) Any unauthorised examination materials will then be held by the Principal Invigilator and submitted to the University with an incident report. When unauthorised material is deemed to have been used, the matter will be investigated under the provisions of Part 3 Discipline Regulations.

(7) Means of Identification

(a) Candidates shall bring with them to the examination room their current Student Identification Card.

(b) Students shall produce or keep displayed their card in accordance with any directions.

(c) If the Student Identification Card is not available, then a passport, drivers licence, or some other photographic identification will be required.

(d) Students will also be required to complete a declaration of identity form if they are unable to produce photographic identification.

(e) Should a student fail to bring photographic identification to an examination their results will be withheld.

(8) Bags and Personal effects: Candidates may take into the examination room a wallet or purse, which must be placed on the floor next to the candidate's desk. Briefcases, attaché cases, shopping bags and other property or personal effects must not be taken into the examination room.

(9) Conduct during examination:

(a) Students will be instructed not to read or open question papers until the commencement of perusal time is announced.

(b) Students are not permitted to leave during the first 30 minutes from commencement of the examination or in the final 10 minutes of the examination period.

(10) Late admission to the examination room: At the discretion of the Principal Invigilator, candidates may be admitted up to 30 minutes after the commencement of the examination. Such candidates will not be given an extension of time to complete the examination.

(11) Communication in the examination room: Candidates shall not have any communication whatsoever with other candidates from the time of entering until

leaving the examination room. Candidates wishing to communicate with an Invigilator or supervisor may do so by raising their hand.

(12) Conclusion of the Examination: The Examinations Supervisor shall indicate when 10 minutes of examination time remains. To minimise disruption, students will not be permitted to leave the examination room within the last 10 minutes of the examination. On the announcement “stop work”, candidates will stop work immediately and remain in their place until answer booklets and papers have been collected.

(13) Disruption and/or disturbances in the examination room: If, in the opinion of the Principal Invigilator or Examinations Supervisor, a student’s behaviour is such as to disturb or distract any other candidate, the Invigilator or Supervisor may require the offending candidate to leave the examination room and will report the circumstances in writing to the PVC (SAS). Such disruption and/ or disturbances may be considered as misconduct and subject to action under the Discipline Regulations.

(14) Emergency Procedures

(a) In the event of an emergency requiring the evacuation of the examination room, the Principal Invigilator, Examinations Supervisor or any authorised officer of the University will coordinate the following procedures:

- (i) evacuation in a quick and orderly manner;
- (ii) assembly in the car park opposite the swimming pool.

(b) Students will be required to remain in the assembly area until the Examinations Supervisor issues further instructions. No student will be permitted to leave the assembly area.

(c) Students can be assured that academic compensation will be given for the loss of time and disruption incurred in the event of an emergency.

(d) Depending on the progress of the examination at the point of evacuation, the University may:

- (i) assess the students based on the work completed up to the point of evacuation; or
 - (ii) declare the examination null and void and reschedule another examination;
- or
- (iii) grant all students sitting the examination at the time of the evacuation a deferred examination.

Division 6 – Progression

The regulations relate to progression, the process by which students are able to advance in their program having fulfilled academic and administrative requirements.

59 Academic Progress

(1) Academic Warning

(a) A student will be issued with a warning if:

- (i) the student fails at least 50% of the credit points attempted in any semester; or
- (ii) the student fails a compulsory subject, program requirement or CORE curriculum subject.

(b) Under (a)(i), the Dean of the Faculty of enrolment may authorize a withdrawal of the warning if the failure was derived from a single subject and if the student’s academic history is otherwise sound.

(c) MBBS students will be issued a warning if their performance in specified components of a subject is objectively determined by the Board of Examiners to be less than satisfactory.

(2) Academic Exclusion

- (a) Unless 2(b) applies, a student will be excluded from the relevant program if:
- (i) the student fails at least 50% of the credit points attempted in two consecutive semesters or in three non-consecutive semesters; or
 - (ii) the student fails a compulsory subject, program requirement or CORE curriculum subject for the second time.
- (b) The Faculty may permit a student who is liable to exclusion under (a) to re-enrol on such conditions as the Faculty deems appropriate.
- (c) A student who is permitted to re-enrol under 2(b) in the next semester of enrolment will be excluded from the relevant program if they:
- (i) fail to pass at least 50% of the credit points attempted;
 - (ii) fail to pass a compulsory subject, program requirement or CORE curriculum subject for the third time; or
 - (iii) fail to comply with any of the conditions prescribed for re-enrolment.
- (d) Where a student has unfinalised grades, a determination of that student's liability for exclusion will be made when the subject grades are returned.
- (e) Where progress in a program depends on one or more Progression Points:
- (i) the Dean (or delegate) of the Faculty may grant a student who has failed at the Progression Point the right to re-sit an examination at an appropriate time.
 - (ii) the Dean (or delegate) of the Faculty may, in exceptional circumstances, offer alternative assessment following a period of remediation.
- (f) Additional progression and exclusion requirements apply to the MBBS program as specified in the MBBS Assessment and Progression Guidelines and this document should be consulted as required.

(3) Cancellation

- (a) Cancellation of enrolment in any subject prior to the prescribed Last Withdrawal Date will not be regarded as failure for the purpose of these regulations.
- (b) Cancellation of enrolment in any subject at a later date will not be regarded as failure for the purpose of these regulations if the PVC (SAS) is satisfied that cancellation is justified by special circumstances.

(4) Appeals

A student who is excluded under this regulation is entitled to appeal that exclusion to the Decisions Review Committee (Exclusions) in accordance with Clause 83.3 (Division 9 – Applicant and Student Access to Review of Decisions).

Division 7 - Graduation

60 Requirements for Graduation

A candidate who has completed all requirements as detailed in the University regulations, for a degree or diploma, by applying on the prescribed form to the PVC (SAS) to be admitted to that degree.

61 General Requirements

(1) Students must complete to the satisfaction of the relevant Faculty(s), the requirements for the program as specified in the Regulations for the program published in the University Handbook and elsewhere.

(2) If a person dies after completing an award or substantially completing an award the relevant Dean of Faculty may make a recommendation to Academic Senate that the University confers the award posthumously.

62 Articulated Sets of Programs - Nested and Intermediate Awards

(1) For the purposes of this Regulation, an articulated set of programs is defined as:

- (a) a Master degree program which incorporates a graduate diploma and/or graduate certificate program in the same discipline area; or
- (b) a Bachelor degree program which incorporates an associate degree or advanced diploma or diploma or associate diploma program in the same discipline area;
- (c) a candidate who has not satisfied the requirements for the specific award but has met requirements for the generalist award in the same area (e.g. for BJuris instead of LLB).

(2) A student who is admitted to a higher level program in a nested (or articulated) set of programs or to a program which offers a lower level exit point may apply to graduate with the lower level award upon completion of the requirements for the lower level award whilst continuing in the higher level program if, and only if, the programs are in the same discipline area.

(3) A student in a program that is one of an articulated/nested set of programs who withdraws from or is excluded from the program may apply to graduate with the lower level award if all program requirements for the lower level award have been met.

63 Bachelor/ Bachelor (Honours) Programs

A student, who completes requirements for the award of a Bachelor degree in one session and is admitted to a Bachelor (Honours) program in a subsequent semester, may apply to graduate with the Bachelor award.

64 Discharge of Obligations

To be eligible to graduate, a graduand shall discharge all obligations and indebtedness to the University to the satisfaction of the PVC (SAS). For the purposes of this clause “to graduate” means to receive a testamur and final transcript and attend a graduation ceremony and receive the award either at a graduation ceremony or in absentia.

65 Application to Graduate

(1) To be eligible to graduate, students must submit a Graduand Details form. The completed form should be returned to the Office of Student Administration by the date published.

(2) Students enrolled in articulated programs who wish to apply to graduate with a lower level award under the above regulations shall notify the Office of Student Administration of their intention to apply to graduate.

(3) Students will be advised if they are ineligible to graduate following the release of final results and upon confirmation from their Faculty of enrolment.

66 Late Applications

At the discretion of the PVC (SAS), some applications to graduate may be deemed too late for processing in time for the graduation ceremonies held in February, June and October. Graduands may choose either:

- (a) to defer their graduation until the graduation ceremony in the following semester; or
- (b) to have their awards conferred in absentia at the ceremony.

67 Notification

Graduands will be advised to check the web for information regarding their eligibility to graduate and arrangements associated with the graduation ceremony.

68 Graduation with a Combined Degree

(1) The following procedures apply in the case of graduation in a combined degree:

- (a) A student who is eligible to graduate with one award only may choose to graduate with that award before continuing enrolment to meet the requirements of the second award;
- (b) A student who elects to take out only one component of the combined degree must satisfy the requirements for that single degree;
- (c) A student who elects to take out both awards at the same ceremony, will receive both degrees at the graduation ceremony, will be listed in the graduation program twice (once under each degree to be conferred) and will be called onto the stage twice to receive each Testamur separately.

69 Graduation and the Phasing Out of Programs

(1) During the period that a program is being phased out, students in the (old) program may be invited to transfer to a new program which leads to a different award at the same level as the old program. Such students will be invited to transfer to the new program and will be granted credit for all subjects completed in the old program that are deemed to be relevant to the new program as determined by the host Faculty.

(2) At the time of such an invitation to transfer, those students who have completed the old program but have not graduated from it may apply to the Office of Student Administration to graduate with the award of the new program if this is deemed to be appropriate by the host Faculty. Such applications must be approved by the Dean or the Dean's delegate.

70 Deferment of Award Conferral

(1) Deferment of award conferral is not permitted. Students qualified for graduation must apply to have their award conferred immediately following the semester in which they completed requirements for an award.

(2) Students not attending the graduation ceremony at which their award is conferred may elect to process at a later ceremony however their name will appear as "in absentia" for the ceremony at which the award was formally conferred.

71 Honours

(1) Students may graduate with a Bachelor (Honours) award upon successful completion of Honours requirements.

(2) For Bachelor (Honours) the University awards Honours in the following classes:

- Class 1;
- Class 2, Division A;
- Class 2, Division B;
- Class 3.

(3) For the award of Juris Doctor with Honours the following classes maybe awarded:

- Honours – Summa Cum Laude;
- Honours – Magna Cum Laude;
- Honours – Cum Laude.

72 Testamur

(1) Upon graduation from an award program, graduands will receive a testamur bearing:

- (a) the graduand's full name;
- (b) the name of the award as recorded on the University Register of Approved Awards and Programs;
- (c) student identification number;
- (d) the words "with high distinction" if the Masters graduand has the required record;
- (e) the words "Honours Class....." if the graduand has completed a Bachelor (Honours) program;
- (f) the date of the award;
- (g) the signature of the Chancellor, the Vice-Chancellor, and
- (h) the University Seal.

73 Graduand's' Names on Testamur

(1) In determining the name to appear on a graduand's testamur, the University may require the graduand to produce a certified copy of his/her birth certificate or extract certificate; and/or a certified copy of a marriage certificate or deed poll as evidence of a name change. Subject to the other clauses of this policy, a graduand's full legal name will be recorded on the testamur. A full legal name comprises all given names and a family name.

(2) A graduand may not choose to omit a given name from his/her testamur but may substitute a given name with the initial of that name. A graduand may not choose to substitute a short form of a given name for that given name. Given names will generally precede the family name on a testamur. A graduand from a culture where the family name precedes the given names may choose to have his/her name recorded with the family name first or last.

(3) The order of given names will be as listed by a graduand on the Graduand Details form.

(4) A graduand who, during his or her enrolment with the University has been recorded on the enrolment system under one family name and wants a different family name recorded on the testamur may be required to give reasons for the request to the Manager of Student Administration who shall decide the matter.

74 Appellations

(1) Appellations such as Mr, Ms, Dr, Professor, Reverend and so on shall not be recorded on testamurs.

75 Replacement Testamur

(1) A graduate of the University may apply for a replacement testamur and pay the required fee. Applications must be made in writing to the PVC (SAS) and return the damaged Testamur or provide a Statutory Declaration that the original Testamur has been lost or destroyed. The applicant must provide:

- (a) his or her full name at the date of graduation;
- (b) the name of the program and the award received;
- (c) the year the program was completed, the date of graduation.

(2) Replacement testamurs will only be issued in the same name as the original testamur was issued.

Division 8 - Academic Dress

Academic dress is to be worn at formal University ceremonies as determined by Academic Senate, from time-to-time.

76 Office Bearers of the University

- (1) Chancellor**
 - (a) Cap: Black velvet bonnet with a gold bullion cord and tassel.
 - (b) Gown: A gown of black cloth faced in Bond University blue and trimmed in gold bullion oak leaf.
- (2) Vice Chancellor and President**
 - (a) Cap: Black velvet bonnet with a metallic silver cord and tassel.
 - (b) Gown: A gown of black cloth, faced in Bond University blue, and trimmed in silver metallic oak leaf.
- (3) Deputy Vice-Chancellor and Provost**
 - (a) Cap: Black velvet bonnet with a silver cord and tassel.
 - (b) Gown: A gown of black cloth of similar style to that worn by the Vice Chancellor, but with silver metallic oak leaf trim on the blue facing and the sleeve opening.
- (4) Chair of Academic Senate**
 - (a) Cap: Black velvet bonnet with silver cord and tassel.
 - (b) Gown: A gown of shape, style and trimmed in silver braid as for the Vice Chancellor, but made entirely in Bond University blue cloth.
- (5) Councillors, Members of the Company and Trustee Members of the Company**
 - (a) Cap: Black velvet bonnet with gold cord and tassel.
 - (b) Gown: A gown in black cloth faced in Bond University blue with the facing trimmed in gold and continued into a square collar, which is also trimmed in blue and edged in gold.
- (6) Pro Vice Chancellor (Students and Academic Support)**
 - (a) Cap: Black cloth trencher with silver cord and tassel.
 - (b) Gown: A gown in black cloth faced in Bond University blue.

77 Graduates of the University

- (1) Higher Doctorates**
 - (a) Cap: Black velvet bonnet with gold cord and tassel.
 - (b) Gown: A gown in scarlet cloth with facings as follows:
 - (i) Doctor of the University: faced in Bond University blue silk with the facing trimmed in gold.
 - (ii) Doctor of Laws: faced in Lilac silk with the facing trimmed in black.
 - (iii) Other higher doctorates: faced in the relevant Faculty colour in silk and trimmed in black.
- (2) Doctor of Philosophy and other Research Doctorates**
 - (a) Cap: Black velvet bonnet with scarlet cord and tassel.
 - (b) Gown: A gown in black cloth with scarlet silk facings.
 - (c) Hood: Made in black cloth and lined in scarlet silk and trimmed in gold, with the lining turned two centimetres on the cowl.
- (3) Professional Doctorates**
 - (a) Cap: Black cloth trencher.
 - (b) Gown: A gown of black cloth made in the Cambridge MA pattern.
 - (c) Hood: Made in black cloth, lined in silk in the colour of the Faculty awarding the degree and trimmed in scarlet, with the lining turned two centimetres on the cowl.
- (2) Master Degrees**
 - (a) Cap: Black cloth trencher.
 - (b) Gown: A gown of black cloth in the Cambridge MA pattern.

(c) Hood: Made in Bond University blue cloth and lined in silk in the colour of the Faculty awarding the degree, with the lining turned one centimetre on the cowl.

(3) Bachelor Degrees

- (a) Cap: Black cloth trencher.
- (b) Gown: A gown of black cloth in the Cambridge BA pattern.
- (c) Hood: Made in black cloth and lined in silk in the colour of the Faculty awarding the degree, with the lining turned one centimetre on the cowl.

78 Diplomates of the University

(1) Undergraduate Diplomas/ Associate degrees

- (a) Cap: No cap
- (b) Gown: A gown of black cloth in the Cambridge BA pattern
- (c) Hood: A stole made in silk in the colour of the Faculty awarding the Diploma/ Associate degree.

(2) Postgraduate Diplomas

- (a) Cap: Black cloth trencher
- (b) Gown: A gown of black cloth in the Cambridge BA pattern
- (c) Hood: A stole made in silk in the colour of the Faculty awarding the diploma.

79 Colours

(1) Faculties

- (a) Business - Buttercup (BCC 53)
- (b) Health Sciences - Green (808 U2X)
- (c) Humanities and Social Sciences - White (BCC 1)
- (d) Information Technology - Cherry (BCC 185)
- (e) Law - Lilac (BCC 176)
- (f) Sustainable Development and Architecture – Aqua (Pantone 3115c)

(2) University

- (a) Bond University - Blue Ultramarine (BCC 148)
- (b) PhD scarlet facings - Peony Red (BCC 37)
- (c) Gold Trim - Gold (BCC 114)

Division 9 – Complaints and Appeals for Review of Decisions

80 Philosophy

The University is committed to achieving excellence in tertiary education and providing the fullest encouragement and support for students based on mutual respect. These regulations, which have been approved by the Academic Senate of the University and by the Bond University Council, provide a mechanism for grievance resolution and/or review of both academic and non academic decisions where an individual student, or applicant for admission to a program at the University or Bond College, has a complaint or considers a decision by the University or Bond College or their staff is not in accordance with their expectations.

For the purposes of Division 9, the giving of a mark or grade for any form of assessment for a subject constitutes a decision. Therefore, the overall marks for a subject will be the result of a series of decisions, each one of which shall be reviewable under this Division.

81 Applicability

This Division applies to all matters relating to student activities whether on campus or off campus.

A student may lodge a complaint about any aspect of the University's operations, including operations provided by other entities on behalf of the University, without fear of reprisal.

A complaint or appeal against a decision may be lodged in relation to:

Academic Matters such as:

Non-admission to a program of study

Mark or grade in any form of assessment for a subject

Leave of absence

Note: Review of subject assessment is subject to Academic Regulation 55.

Administrative Matters such as:

Availability of or access to University facilities.

The imposition of late fees

Exclusions

Review of academic exclusion is subject to Academic Regulation 59.

Review of academic exclusion is not subject to Academic Regulations 82, 84 and 86.

This Division does not apply to any matters defined as misconduct. These matters are subject to the provisions of Part 3 Discipline Regulations.

Other matters such as sexual harassment or bullying in relation to the treatment of a student are subject to Part 3 Discipline Regulations or the University Policies such as Bullying and Harassment, and should be pursued via the processes provided therein.

82 Principles

In the interests of all concerned, any complaint or grievance should be resolved by informal consultation between the student or applicant and the 'appropriate person' or original decision-maker wherever possible.

The 'appropriate person' means:

- (a) For academic matters, the Head of the School to which the complaint relates or, if the complaint is about the Head of School, the Dean of the Faculty. If the complaint is about the Dean of Faculty, the 'appropriate person' will be the PVC (SAS).
- (b) For administrative matters, the head of the relevant section or, if the complaint is about the head of the relevant section, the head of the department. If the complaint is about the head of the department, the 'appropriate person' will be the PVC (SAS).
- (c) If the complaint is against the PVC (SAS), the 'appropriate person' will be the Vice Chancellor or Deputy Vice Chancellor.

If a satisfactory outcome is not achieved by consultation, a formal process of review and appeal may be initiated by the individual concerned.

The steps in the process for the individual concerned are:

- (a) Approach the 'appropriate person' in relation to a complaint or the original decision maker to seek clarification of the reasons for the decision.
- (b) If the approach to the 'appropriate person' or original decision maker fails to achieve a resolution of the matter, formally request a review of the decision by the Relevant Senior Officer.
- (c) If a review of the decision by the Relevant Senior Officer fails to achieve a resolution of the matter, formally appeal to the relevant Decisions Review Committee.

If the individual wishes to appeal outside the University, having first exhausted the internal processes available, the matter may be referred to the Student Ombudsman. The process of review by the Student Ombudsman is set out in section 87(1) of these regulations.

Any employee of the University, who is involved in the initial decision which is the subject of the review and appeal, cannot be involved in any subsequent part of the process. An alternative person will be appointed for this purpose, where necessary, by the Vice Chancellor or Deputy Vice Chancellor.

83 Process for Review

(1) Reviews of Decisions Other Than Reviews of Grades and Exclusions

- (a) Where an individual has approached the 'appropriate person' in relation to a complaint or the original decision-maker to seek clarification of the reasons for a decision and remains dissatisfied with the outcome, the student may request the relevant Senior Officer to review the decision.
- (b) The request must be in writing, must clearly state the decision for which review is being sought, and must provide the grounds for the seeking of a review.
- (c) The request must be submitted within 14 semester days of the advice given of the original decision, which has given rise to the request for review.
- (d) For the purposes of this regulation the relevant Senior Officer will be:
For Academic Matters (other than late withdrawals *) – The Dean (or Dean's delegate) of the Faculty responsible for the program in which the individual is enrolled or for which the individual has applied for admission;
For Administrative Matters (and late withdrawals*) - the PVC (SAS).
* Refer Clause 39.3 Withdrawal from Subjects
- (e) In exceptional circumstances only, the Senior Officer may approve an extension to the deadline for submission of reviews of decisions.
- (f) The Senior Officer will conduct the review and advise the individual of the outcome in writing within 14 semester days from the date of lodgement of the request for review. This period may be extended by the Vice Chancellor or the Deputy Vice Chancellor if they are satisfied that the delay is reasonable.

(2) Review of Grade

- (a) For the purposes of these regulations a Review of Grade is defined as a review of a final subject examination or other final assessment item. The review will determine whether the final subject examination or other final assessment item was correctly marked, and whether the aggregate marks for all assessment components for the subject have been taken into account. Reviews of interim assessment items are subject to the regulations outlined in sub clause (1) and will not be undertaken as part of a Review of Grade.

- (b) A student may seek a Review of Grade by lodging an *Application for Review of Grade/Final Examination* form with Student Administration no later than the first Wednesday of the semester following the final examination or assessment.
- (c) A student who has sat a deferred examination may seek a Review of Grade by lodging an *Application for Review of Grade/Final Examination* form with Student Administration no later than 14 days following publication of the result of that final deferred examination.
- (d) In exceptional circumstances only, the Dean of the relevant Faculty or delegate may approve an extension to the deadline for submission of a Review of Grade.
- (e) A Review of Grade may lead to no change or to a less favourable or more favourable outcome for the student. In the event of no change of result, a charge of \$50 per subject will be charged to the student's account.
- (f) For the purposes of a Review of Grade the relevant Senior Officer will be the Dean (or Dean's delegate) of the Faculty responsible for the program in which the individual is enrolled.
- (g) Student Administration will notify the student of the outcome of the review by email in due course and charge the student's account if required. The review may take several weeks depending on the availability of appropriate academic staff.

(2) Exclusions

- (a) A student who is excluded under Clause 59(2) is entitled to appeal that exclusion to the Decisions Review Committee (Exclusions), which may permit the student to re-enrol in the same program on such conditions as it sees fit.
- (b) The Decisions Review Committee (Exclusions) is established by the Academic Senate with the following membership:
- Chair appointed by Academic Senate
 - One (1) academic staff member from each of the Faculties of Business, Law and Humanities & Social Sciences
 - One (1) student advisor from each of the Faculties of Business, Law and Humanities & Social Sciences
 - One (1) academic staff member and one (1) student advisor from the Institute of Sustainable Development & Architecture whenever one of its students appeals
 - One (1) academic staff member and one (1) student advisor from the Faculty of Health Sciences & Medicine whenever one of its students appeals
 - One (1) representative from the Bond University Student Association
 - One (1) Student Counsellor with observer status.
- (c) If a student's appeal to the Decisions Review Committee (Exclusions) is unsuccessful the decision to exclude the student will be implemented and, in the case of an international student, the student will be reported to DEEWR/DIAC.
- (d) Where a student is not satisfied with the outcome of an appeal to the Decisions Review Committee (Exclusions), the matter may be referred to the Student Ombudsman in accordance with Clause 87.

84 Appeals Process

An individual who is not satisfied with the outcome of the review may lodge an appeal against the decision. The appeal must be in writing and addressed to the Manager, Academic Secretariat.

In order to discourage frivolous appeals, an Appeals Application Charge of \$150 will be charged to the applicant's Student Account prior to an appeal being considered and will be payable if the appeal is dismissed, at which time it will become an Appeals Fee. If the appeal is upheld the charge will be credited in full to the applicant's Student Account. In special circumstances the Appeals Charge/Fee may be waived at the discretion of the Vice Chancellor or Deputy Vice Chancellor. The Decisions Review Committee may recommend to the Vice Chancellor or Deputy Vice Chancellor that the fee be waived if the Committee considers that the circumstances warrant this.

For **Academic Matters**: appeals will be heard by the Decisions Review Committee (Academic).

For **Administrative Matters**: appeals will be heard by the Decisions Review Committee (Administrative).

The appeal must be lodged within 14 semester days of the individual being advised of the outcome of the review.

The Manager, Academic Secretariat, or nominee will ensure that the appropriate Decisions Review Committee is convened as soon as practicable and no later than 14 days after receipt of an appeal and payment of the Appeals Application Charge.

85 Grounds for Appeals

Appeals must clearly state the grounds for the appeal, which may include that:

- (a) there is evidence that University Policies or Regulations were not adhered to or correct procedures were not followed in the matter under appeal;
- (b) there is evidence that the matter was decided without due regard to facts, evidence or circumstances; or important relevant information was not available for consideration when the decision was reviewed;
- (c) the penalties, where applicable, were unreasonably harsh.

86 Decisions Review Committees

(1) Decisions Review Committee (Academic)

(a) The Decisions Review Committee (Academic) is established by Academic Senate with the following membership:

- Chairperson of professorial standing appointed by Academic Senate;
- Four (4) academic staff members of professorial standing appointed by Academic Senate drawn from each of the Faculties and Institutes of the University other than that from which the Chairperson is appointed; and
- One (1) student representative nominated by the Bond University Student Association

(b) Where a decision under appeal relates to a specific Faculty or Institute, the member of the Committee representing the Faculty or Institute must attend the hearing.

(c) Where a decision is under appeal and a member of the Committee was a decision maker for the original decision or has any other conflict of interest, or is unable to attend a meeting for any reason, an alternate member from the same Faculty or Institute shall be appointed by the Chair of Academic Senate to sit on the Committee in that member's place.

(2) Decisions Review Committee (Administrative)

The Decisions Review Committee (Administrative) is established by the Vice Chancellor or Deputy Vice Chancellor and includes the following membership:

- Chairperson appointed by the Vice Chancellor or Deputy Vice Chancellor;
- Two (2) Senior Academic or Senior Management Officers appointed by the Vice Chancellor or Deputy Vice Chancellor;
- Director, Student and Academic Services (*ex officio*); and
- One (1) student representative nominated by the Bond University Student Association

(3) The Manager, Academic Secretariat, or nominee acts as Secretary to the Decisions Review Committee. The Secretary is to provide the Committee with administrative support and advice but does not vote.

(4) Nominated members serve a term of three (3) years and student representatives serve a term of one (1) year.

(5) A quorum for the Committees is three (3) including one (1) student representative. A meeting will be considered to be quorate without a representative of the Student Association if the appellant consents.

(6) A Decisions Review Committee may seek evidence from the applicant and from any staff member or any other student involved in the matter under consideration.

(7) Where a decision is under appeal, the implementation of that decision is suspended.

(8) The Manager, Academic Secretariat, or nominee will provide the student with written notice of any hearing to be conducted by a Decisions Review Committee to facilitate their attendance at the hearing, and will advise the student of the procedure to be followed in the hearing and provide them with access to the information which will be available to the Decisions Review Committee.

(9) A Decisions Review Committee will make a determination on the basis of the information available to it, whether or not to uphold an appeal, or to vary a determination. The Committee's decision is binding and must be implemented by the University.

(10) The Manager, Academic Secretariat, will advise the student of the Committee's decision and reasons for the decision in writing as soon as possible following the meeting but normally no later than 5 working days. If this is not possible for any reason, such as the necessity for the Committee to obtain further information before making its decision, the Manager, Academic Secretariat, will advise the student accordingly.

(11) There is no other avenue of appeal within the University.

87 External Review by Student Ombudsman

(1) Domestic Students

(a) The Student Ombudsman, being a person of suitable background and experience; who is not an employee of the University, may be appointed by the Vice Chancellor or Deputy Vice Chancellor, in consultation with the Student Association, to conduct external reviews of decisions.

- (b) Where an individual is not satisfied with the outcome of an appeal the matter may be referred to the Student Ombudsman. A student must have exhausted all internal avenues of appeal before lodging an appeal with the Student Ombudsman.
- (c) An individual who wishes to have a matter referred to the Student Ombudsman must notify the Manager, Academic Secretariat, or nominee in writing. The request for review must:
- i. clearly state the decision for which external review is being sought;
 - ii. provide the grounds for the seeking of an external review;
 - iii. be submitted within 14 semester days of the advice given of the most recent decision, which has given rise to the request for external review; and
 - iv. be referred by the Manager, Academic Secretariat, or nominee within 5 semester days to the Ombudsman, together with any other relevant documentation pertaining to the decision for which review is sought.
- (d) The Student Ombudsman will conduct such enquiries as he or she thinks fit where a matter is referred for investigation, and will have access to such information as is necessary to conduct the investigation. The Ombudsman will investigate in an independent and impartial way and will not advocate for the student or the provider. Complaint investigations will be conducted in private and will normally be informal.
- The process followed by the Student Ombudsman may at his or her discretion include interviewing the student who has requested the review, and interviewing other parties who have been involved in the making of the decision under review. A student may also specifically request an interview with the Student Ombudsman. Where a student attends an interview with the Student Ombudsman, whether at the request of the Student Ombudsman or the student, they may be represented or accompanied by another person, not being legal counsel or solicitor.
- (e) At the end of an investigation the Student Ombudsman may conclude that the University has acted reasonably and advise the University accordingly. If the Student Ombudsman finds that the University has failed to take appropriate action or the action appears to have been contrary to the law, unreasonable, unjust or otherwise wrong, the Ombudsman may recommend that the University remedy the problem by reconsidering the decision, apologising to the student, providing clearer information, changing a policy or procedure or by taking some other appropriate action.
- (f) The Student Ombudsman will normally review a decision and provide a formally signed off report on the matter to the Vice-Chancellor or Deputy Vice Chancellor within 20 working days of the date of referral. The report will contain the findings of the investigation, the Ombudsman's recommendations, and full reasons for the recommendations for the consideration of the Vice Chancellor or Deputy Vice Chancellor. The Student Ombudsman will advise the student of his/her decision and the reasons for the decision in writing.
- (g) The Vice Chancellor or Deputy Vice Chancellor will, after consideration of the report, normally adopt the recommendations of the Ombudsman, unless there are exceptional circumstances which require otherwise.
- (h) The Vice Chancellor or Deputy Vice Chancellor will advise the student of the outcome of an appeal to the Ombudsman and the action the University will take in

response to the Ombudsman's report within 5 semester days of the date they receive notice of the decision.

(2) Current and Intending Overseas Students

The Overseas Students Ombudsman offers a free and independent service for current and intending overseas students who have a complaint or want to lodge an external appeal about a decision made by the University. Refer to the Overseas Students Ombudsman website www.oso.gov.au or phone 1300 362 072 for more information.

If this option is taken, the student must advise the Manager, Academic Secretariat, within 20 working days of being advised of the outcome from the Decisions Review Committee. The Manager, Academic Secretariat, will advise Student Administration accordingly.

88 Records of Reviews of Decisions

The Manager, Academic Secretariat, or nominee will ensure that records of all grievances and applications for review of decisions will be kept on file under his or her control. Access will be made available to these records only with the prior approval of the Manager, Academic Secretariat, or nominee. Records will be kept for a period of seven (7) years. Such records will remain confidential and subject to the provisions of the Privacy Act.

Division 10 - Scholarships and Bursaries

89 Terms and Conditions

- (1) The Terms and Conditions of all new scholarships and bursaries will be drafted by the Office of Admissions in the form of a document entitled: "*Terms and Conditions of the [name] Scholarship/Bursary*".
- (2) The Terms and Conditions document template for each scholarship and bursary will include the following information:
 - (a) Purpose or object of the scholarship or bursary.
 - (b) Eligibility criteria.
 - (c) Selection criteria.
 - (d) Process of selection including the composition of the selection panel.
 - (e) Number and frequency of the scholarship or bursary.
 - (f) Whether it is externally or internally funded.
 - (g) Benefits of the scholarship or bursary.
 - (h) Obligations of each recipient.
- (3) All new Terms and Conditions documents will be submitted by the Office of Admissions to the next meeting of the Admissions Standards Committee for endorsement. The Committee may make recommendations in relation to the wording of the document.
- (4) The Office of Admissions will ensure that all Terms and Conditions documents will be made available on the University website.

90 Review

- (1) The Office of Admissions, each semester, will submit a list of the recipients of all scholarships awarded for that semester, including each recipient's TER, to the Admissions Standards Committee for review.

91 Number of Scholarships Allowed

(1) The number of scholarships to be awarded to an individual student is limited to one but a bursary may be granted if extra funds are required.