

ACADEMIC RULES

Rules Governing Undergraduate Honours

Application of Rules

1. (1) These Rules shall apply to undergraduate honours degrees at the University of the Sunshine Coast.

(2) These Rules shall not apply to degrees conferred *honoris causa* or *ad eundum gradum*.

Interpretation

2. In these rules, unless the context or subject matter otherwise indicates or requires -

"Dean" means the Dean of the faculty in which the candidate is carrying out the program of study and research;

"degree" means the undergraduate honours degree for which a person is, or proposes to be, a candidate;

"Director, Student Affairs" means the Director, Student Affairs of the University and includes a person acting, for the time being, in the position;

"Faculty" means the Faculty in which a candidate is carrying out the program of study and research;

"course" means any part of the program for which a result may be recorded, other than a thesis;

"supervisor" means the person appointed by the Dean, or where more than one such person is appointed, the person to whom is assigned the responsibility as principal supervisor;

"thesis" means a thesis as defined by Rule 9.

The Degree

3. (1) The undergraduate honours degree shall be a graded degree awarded for a significant contribution achieved through a program of advanced study and research to any branch of learning of concern to the Faculty in which the candidate is enrolled.

(2) The grades of the degree shall be: Class 1; Class 2, Division 1; Class 2, Division 2; and Class 3.

- (3) Class 1 will correspond to a High Distinction grade; Class 2, Division 1 will correspond to a Distinction grade; Class 2, Division 2 will correspond to a Credit grade; and Class 3 will correspond to a Pass grade.
- (4) To qualify for admission to the degree a candidate shall enrol and satisfy the requirements prescribed in these Rules.

Admission To Candidature

4. (1) An applicant for admission to candidature for the degree shall -
 - (a) have satisfied all of the requirements for admission to the degree of Bachelor in this University or other recognised institution or its equivalent; and
 - (b) have demonstrated a high level of achievement in the intended area of study.
- (2) An applicant shall not be admitted to candidature unless adequate supervision and resources are available. Whether these are available shall be determined by the Dean.

Enrolment

5. (1) A person shall be deemed to be an enrolled student following:
 - (a) an offer of admission;
 - (b) completion of appropriate enrolment documentation;
 - (c) payment of all appropriate fees and charges.
- (2) The Dean shall determine the enrolment of a candidate as either full-time or part-time.

Concurrent Enrolment

6. Except with the permission of the Dean, a candidate for the degree shall not be concurrently enrolled as a candidate for any other degree or award, whether of this or another tertiary institution.

Program of Study and Research

7. (1) A candidate shall enrol and complete to the satisfaction of the Academic Board a program of advanced study and research ("the program"). The research shall be embodied in a thesis; but such other work as may be approved by the Dean may also be submitted and considered in conjunction with this thesis.
- (2) The program shall be carried out under the direction of a supervisor or supervisors appointed by the Dean.

- (3) A candidate shall be required to carry out the program in the University, except as otherwise permitted by the Dean.

Thesis Topic

8. A candidate shall submit the topic of the thesis for approval by the Dean not later than six (6) months after admission to candidature. After the thesis topic has been approved it may be changed only with the further approval of the Dean.

Thesis

9. A thesis submitted for a degree shall embody the result of an investigation or design or other research undertaken by the candidate, and shall comply with the following requirements, namely -
 - (1) A thesis -
 - (a) shall be written in English or in another language approved by the Dean at the time of admission to candidature;
 - (b) shall be accompanied by an abstract of approximately 300 words describing its content; and
 - (c) shall be typed, bound or presented in the manner prescribed by the Dean and, for the copy lodged under Rule 14(2), by the University Librarian.
 - (2) A thesis -
 - (a) must consist of a candidate's own account of the research undertaken by the candidate the greater part of which must have been completed subsequent to admission to candidature for the degree. Work done jointly with other persons may be accepted provided the Dean is satisfied on the candidate's part in the joint research; and
 - (b) must not contain as its main content any work or material which has previously been submitted for a University degree or other similar qualification unless the Dean otherwise permits.

Progress

10.
 - (1) The candidate and the supervisor shall normally submit progress reports each semester to the Dean for presentation to the Board of Examiners.
 - (2) For the purpose of assessing a candidate's progress, the supervisor may submit reports to the Dean at any time on the candidate's progress.
 - (3) The Dean, after considering any reports and other evidence of unsatisfactory progress may recommend the termination or the placing of conditions on the continuation of the candidature.

- (4) Before exercising the power referred to in sub-Clause (3), the Dean shall give the candidate an opportunity to make representations orally or in writing and shall take such representations into account before reaching a decision.

Examinations

11. Examinations in courses shall be conducted in accordance with the University's Assessment Rules.

Submission of Thesis for Examination

12. (1) A candidate shall submit to the Director, Student Affairs four copies of the thesis together with -
 - (a) a certificate signed by the candidate that the thesis complies with Rule 9(2); and
 - (b) if the candidate so desires, any documents or work published by the candidate bearing on the subject of the thesis.
- (2) The supervisor shall provide a report advising that the candidate has completed the program in the University, under the direction of the supervisor.

Examination of Thesis

13. (1) The Dean shall appoint at least one internal and one external examiner.
- (2) The Dean shall consider the reports of examiners and any other recommendations and shall -
 - (a) recommend to the Board of Examiners that the candidate be admitted to the degree subject to any condition that the Dean may impose; or
 - (b) recommend to the Board of Examiners that the candidate not be admitted to the degree, and that the candidature be terminated; or
 - (c) such other action as is deemed appropriate.
- (3) The candidate must have completed any courses required for the degree before the thesis is submitted.

Availability of Thesis

14. (1) The University shall be entitled to retain the submitted copies of the thesis.
- (2) An electronic copy of the thesis of a candidate satisfying the requirements for the degree shall be deposited in the University Library. The electronic form of the thesis shall conform to electronic publishing standards and formats specified by the University Librarian.
- (3) The copy of the thesis deposited in the University Library may be made available for loan.
- (4) The Library may supply in any medium, a copy of the thesis upon request to any person or library in accordance with the Copyright Act.

Leave of Absence

15. (1) Upon request in writing by a candidate the Dean may grant to that candidate leave of absence from the program. Such leave shall be taken into account in calculating the period for completion.
- (2) On return from leave of absence, the candidate must enrol prior to submission of the thesis.

Withdrawal

16. A candidate may withdraw from the program of study by informing the Director, Student Affairs in writing and the withdrawal shall take effect from the date of receipt of such notification.

Relaxing Provision

17. In order to provide for exceptional circumstances arising in a particular case, the Academic Board, on the recommendation of the Dean, may relax any provision of these Rules.

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