

# Academic Board Regulation

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## PART 1 – PRELIMINARY

### 1 Purpose

The purpose of this Regulation is to make provision for:

- (a) membership, meetings and procedures of the Academic Board;
- (b) the accreditation of courses and awarding degrees and other awards;
- (c) selection, admission and assessment requirements;
- (d) academic progress and fitness to practice;
- (e) matters relating to academic integrity; and
- (f) student appeals arising from grievances, academic misconduct, academic progress, fitness to practice and selection.

### 2 Authorisation

This regulation is made under Part 5 of the *University of Melbourne Act 2009* (Vic).

### 3 Commencement

This regulation, following Council approval, comes into operation upon publication on the University of Melbourne website.

### 4 Definitions

Unless otherwise defined, the following definitions apply:

**“accreditation”** means the process for approval by the Board of a course of study leading to a formal award qualification.

**“academic progress”** means the process by which students are able to advance in their course, having fulfilled academic and administrative requirements.

**“Academic Secretary”** is the person appointed to be the secretary to the Board.

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**“accredited volume of learning”** means the identification of the notional duration of all activities required for the achievement of the learning outcomes specified for a particular AQF qualification type. It is expressed in equivalent full-time years and credit points.

**“Act”** means the *University of Melbourne Act 2009* (Vic).

**“area of study descriptor”** or **“generic title”** means the description given to a field, area or discipline of study.

**“AQF”** means the Australian Qualifications Framework and any successor national policy framework for regulated qualifications in Australian education and training.

**“assessment”** means assessment in accordance with these regulations and policies determined by the Board.

**“assessment materials”** means any resources that support any part of the assessment process.

**“Board”** means the Academic Board established under Section 10 of the University of Melbourne Statute.

**“Board officers”** mean the offices of the President, Vice-President or Deputy Vice-President of the Board.

**“class of students”** means a cohort of students defined by one or more criteria which may include citizenship status, course, course level, course type or fee type.

**“component of assessment”** means a component of assessment for which marks for a subject are assigned or is hurdle requirement in a subject and may include:

- (a) any examination, essay, test, exercise, article, thesis or other requirement determined by the board of examiners under Section 30 of these regulations; and
- (b) any additional or alternative assessment administered by a board of examiners.

**“course”** means a program of study that leads to a degree or other award.

**“coursework”** means studies undertaken for any undergraduate or graduate degree or other award but does not include studies undertaken in satisfaction of a requirement to submit a thesis for a higher degree by research.

**“degree”** means an accredited program of learning leading to a formal certification that meets the requirements for an AQF qualification.

**“faculty”** means:

- (a) an academic unit established as a faculty under Section 13(1) of the Council Regulation. This includes a graduate school established as a faculty; and
- (b) for the purposes of Section 27 of this Regulation, an institute or other academic unit that:
  - (i) is not assigned to a faculty; and
  - (ii) delivers accredited programs.

**“hardship”** includes financial hardship.

**“higher degree by research”** means studies undertaken in satisfaction of a requirement to submit a thesis for a higher degree by research.

**“nested suite”** means two or more courses designed with specific advanced standing arrangements that allow students to easily articulate between courses at different award levels.

**“other award”** means an accredited program of learning that leads to a formal certification at

the University but the program is not a degree.

**“qualification descriptor”** means the description given to a level of study.

**“senior member of academic staff”** or **“senior lecturer”** means a member of academic staff appointed at classification Level C or above.

**“senior member of the professional staff”** means a member of staff appointed at or above HEW/PSC/UoM 10 level or above.

**“statutory decision”** means a decision in respect of which Commonwealth or State legislation requires the University to provide a right of appeal to a student or eligible person which is not covered by another appeal process.

**“student organisations”** means those recognised by University Council under Council Regulation 19 (2).

**“supervisor”** includes academic staff or designated representatives of the University involved in supervising assessment.

**“termination of enrolment”** means the termination of a student’s enrolment at the University and cancellation of the student’s enrolment. “Terminate” and “terminated” have a corresponding meaning.

**“University business day”** means a day that is not a Saturday, Sunday or a University holiday as indicated on the University calendar (as amended from time to time).

## PART 2 – THE ACADEMIC BOARD

### 5 Membership

(1) The Board comprises:

- (a) the Chancellor;
- (b) the Vice-Chancellor;
- (c) the deputy vice-chancellors (including any deputy vice-chancellor appointed as Provost);
- (d) the pro vice-chancellors;
- (e) the University Librarian;
- (f) the Academic Registrar;
- (g) the University Secretary;
- (h) the professors;
- (i) the full-time salaried professorial fellows;
- (j) deans of faculties;
- (k) heads of academic departments;
- (l) heads of schools (including graduate schools);
- (m) other staff who are members of Academic Board committees;
- (n) the President of University of Melbourne Student Union, and one nominee of the President of University of Melbourne Student Union who must be an education officer, of the University of Melbourne Student Union;
- (o) the President of the Graduate Student Association and one nominee of the President of the Graduate Student Association;

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- (p) the President of the University of Melbourne Student Union (International) or their nominee
  - (q) two members elected by and from the professional staff who will hold office for a term of two years; and
  - (r) any other persons whom the Board determines by resolution.
- (2) The University Secretary is to conduct the ballot for the election in (1)(q) in accordance with policy.
- (3) Board members with a term of membership set under the former statutes and regulations continue to be members upon the commencement of this Regulation until the end of the duration of the term set under the former statute and regulations.

### 6 Election of Board officers

- (1) The Board must elect three members of the Board to be Board officers as President, Vice-President and Deputy Vice-President.
- (2) By virtue of their office, the President and the Vice-President of the Board are appointed as pro-vice-chancellors of the University.
- (3) The term for Board officers must:
- (a) commence from 1 January of the year following the election; and
  - (b) be for two years.
- (4) A member may be elected for a subsequent term as a Board officer.
- (5) Upon a vacancy in any of the Board offices, a member of the Board, including any member holding office, may be elected to fill the vacancy for the remaining term of the vacated office.
- (6) Board officers with a term of office set under the former statutes and regulations continue to be officers upon the commencement of this Regulation until the end of the term of office set under the former statute and regulations.

### 7 President of the Board

- (1) The Board President may exercise any powers of the Board which are:
- (a) of a routine or minor nature; or
  - (b) involve an urgent matter requiring immediate action.
- (2) For the avoidance of doubt, the Board President alone cannot hear or decide an allowable student appeal.
- (3) The Board President must notify the next meeting of the Board of any exercise of power under this Section.

### 8 Meetings

- (1) The Board must meet:
- (a) at least twice a year; and
  - (b) when requested by the Board President, the Chancellor, the Vice-Chancellor or by ten members of the Board.
- (2) Requests under (1)(b) must be made in writing to the Academic Secretary.
- (3) The Board must conduct its meetings in accordance with its standing orders.

(4) The Academic Secretary must publish all Board resolutions.

### **9 Petitions from student organisations**

- (1) The Board must respond to petitions from a recognised student organisation if it involves matters affecting teaching or student academic conduct.
- (2) The Board may refer to Council any petitions from a recognised student organisation involving matters affecting teaching or students provided the Board attaches a report.

### **10 Hardship arising from incorrect advice**

Notwithstanding any regulation, the Board or the Board President may make a recommendation to the Vice-Chancellor to alleviate hardship imposed on a student provided the Board, or the Board President:

- (a) is satisfied:
  - (i) the student suffered hardship by reason of acting upon incorrect information or advice given by any academic or administrative staff of the University or appearing in any publication of the University; or
  - (ii) the hardship imposed on the student was due to alterations in course completion requirements; and,
  - (iii) the student had reasonable grounds for acting upon such information or advice; and
- (b) consults with the relevant faculty.

## **PART 3 – AWARDS AND QUALIFICATIONS**

### **Division 1 - Courses and subjects**

### **11 Accreditation requirements**

The Board must set policy for accreditation of courses and subjects which may include requirements for:

- (a) entry to the course of study;
- (b) content, number, timing, frequency and duration of subjects;
- (c) subject requisites and sequences;
- (d) combinations of subjects;
- (e) level of performance to be attained in subjects for course progression;
- (f) major and minor studies;
- (g) thesis or project work including requirements as to supervision, submission and publication;
- (h) the nature and extent of any fieldwork, clinical placement or other practical work component;
- (i) allocation of credit points to a subject;
- (j) completion including the total number of credit points;
- (k) attendance or participation;
- (l) nested suites;
- (m) grant of an alternate exit award; and

(n) double, concurrent or combined degrees.

## 12 Course and subject accreditation

- (1) The Board may, on recommendation from a faculty, accredit courses and subjects in the manner set by the Board provided the course structures, including alternative course structures, allow students to complete the course.
- (2) Sub-section (1) does not apply if the Board establishes entry requirements that require students to have undertaken previous study for which academic credit is then granted.
- (3) Nothing in this Section prevents course completion requiring:
  - (a) work placement; and/or
  - (b) applied professional research and clinical or other integrated practice.
- (4) The Board must regularly review the academic quality of accredited courses and subjects.

## 13 Course completion and conferral of awards

- (1) The Board may set a maximum time to complete a course or class of courses.
- (2) The Board, Board President, or a dean may waive the maximum time to complete a course for a particular student.
- (3) The Board, Board President, a dean, or the Academic Registrar may correct errors in course completions upon recommendation of a faculty.
- (4) The Board, or Board President, or dean may make alternative course arrangements to alleviate hardship imposed on a particular student due to alterations in course completion requirements.

## 14 Course discontinuation

The Board may set requirements for the discontinuation of a course or subject by a dean.

## 15 Register of awards

The Academic Secretary must keep a register of accredited awards which may be conferred or granted by Council.

### Division 2 - Abbreviations, nomenclature and testamurs

## 16 Nomenclature for awards and recognition

The following terminology must be used in connection with the conferring or granting of degrees or other awards:

- (a) Degrees  
The correct terminology for degrees is:  
Bachelor **of** xxx;  
Associate Degree **of** xxx;  
Master **of** xxx;  
Master **of** xxx (with Distinction); and  
Doctor **of** xxx.  
Exceptions must be considered and approved by the Board on a case by case basis.
- (b) Diplomas and certificates  
The correct terminology for diplomas and certificates is:  
Diploma **in** xxx or Associate/Advanced/Graduate/Postgraduate Diploma **in** xxx;  
Certificate **in** xxx; or  
Associate/Advanced/Graduate/Postgraduate/Professional/Specialist Certificate **in** xxx.

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Exceptions to this rule: Concert Recital Diploma, VET awards, and Undergraduate Certificate (Field of Study/Discipline).

(c) Bachelor honours degrees

Bachelor honours degrees for which an additional year of study is required are designated: Bachelor **of** xxx (Degree with Honours).

Bachelor honours degrees for which no additional year of study is required are designated: Bachelor **of** xxx with Honours.

### 17 The University of Melbourne as the conferring institution

When the University is named as the conferring institution for a degree or other award in a person's post-nominals, it is correctly shown abbreviated and italicised as follows: *Melb*.

### 18 Compliance requirements for abbreviations and wording

- (1) The Board may set policy for University degrees or other awards in relation to the following requirements:
  - (a) the nomenclature for awards;
  - (b) the designation for discipline specialisations;
  - (c) the abbreviations of qualification descriptors;
  - (d) the abbreviations of area of study descriptors;
  - (e) the wording and features for testamurs; and
  - (f) for relevant degrees, whether it may be awarded with honours or distinction.
- (2) A setting in (1) must comply with the nomenclature specified by the applicable State or Commonwealth recognised accrediting authority.

## PART 4 – SELECTION AND ADMISSION

### 19 Minimum entry requirements for courses

- (1) The Board must set policy for minimum course entry requirements which may include:
  - (a) academic merit;
  - (b) English language proficiency;
  - (c) equivalence measures;
  - (d) prior learning;
  - (e) other experience and attainments;
  - (f) core participation requirements;
  - (g) special factors, including residency, performance at interview, folios and auditions; and
  - (h) other matters.
- (2) The Board may set minimum entry requirements for courses provided the minimum entry requirements:
  - (a) are recommended by the relevant faculty; and
  - (b) relate to the likelihood of an applicant achieving success in the course.
- (3) Minimum entry requirements set by the Board for degrees and other awards must be published in the University handbook, or as directed by the Board.

## **20 Review**

- (1) The Board must regularly review:
  - (a) minimum entry requirements of courses; and
  - (b) methods used to rank applicants for entry into courses.
- (2) The Board may use the success rates of students in a review as it sees fit.

## **21 Additional selection criteria**

The Board may set additional selection criteria and restrictions in respect of all courses or a class of courses to apply in addition to the minimum entry requirements under Section 19, including:

- (a) higher levels of achievement;
- (b) ensuring suitability of the applicant; and
- (c) restrictions required by regulatory or administrative requirements or guidelines.

## **22 Selection committees**

- (1) A dean must establish a selection committee for the faculty for determining entry into courses that are not higher degrees by research.
- (2) A dean may establish a selection committee for determining entry into courses that are higher degrees by research.
- (3) The Board may set the composition of, and procedures for, the selection committee.

## **23 Discretion**

- (1) A dean may refuse entry into a course or subject, permanently or for a fixed period of time, based on:
  - (a) previous studies or conduct at any institution;
  - (b) information about the person which leads to a reasonable belief that the applicant should not be admitted;
  - (c) lack of ability to fulfil inherent or core participation requirements of a course including a research component of a course; or
  - (d) regulatory or administrative requirements or guidelines.
- (2) The Academic Registrar may refuse entry into a course or subject, permanently or for a fixed period of time, based on:
  - (a) previous conduct at any institution;
  - (b) information about the person which leads to a reasonable belief that the applicant should not be admitted; or
  - (c) regulatory or administrative requirements or guidelines.
- (3) The Board may:
  - (a) waive entry requirements in special cases on the recommendation of the relevant dean; and
  - (b) authorise deans to waive entry requirements in special cases.
- (4) The Board may impose additional course completion requirements for any person admitted to a course as a special case.



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(5) For the avoidance of doubt, this Section applies whether or not:

- (a) the applicant meets minimum entry requirements;
- (b) the applicant meets the required entry score; or
- (c) quota or other restrictions apply.

**Note:** *In regards to Section 23(1)(d) and 23(1A)(c) the Autonomous Sanctions Regulations Act 2011 (Cth) requires universities to take specified non-academic considerations into account in decisions to issue offers to specified international candidates.*

### PART 5 – ACADEMIC CREDIT

#### 24 Granting academic credit

- (1) The Board must set policy in regards to granting academic credit in courses on specific grounds which may include:
  - (a) prior studies; or
  - (b) prior relevant work experience.
- (2) The Board may set a maximum limit on the granting of academic credit for courses, including courses under cross-crediting arrangements.

#### 25 Minimum amount of study

- (1) The Board may set the amount of study required to be taken at the University for a student to complete a course and be awarded a degree or other award.
- (2) The minimum amount of study required to be taken at the University for completion of a course is 50 per cent of the accredited volume of learning for the course.
- (3) The Board may exempt courses from the minimum amount of study requirement as part of accreditation of the course.

#### 26 Time limits for granting academic credit

- (1) The Board may set time limits for recognition of prior study or relevant work experience used for academic credit, provided any maximum set is less than 10 years prior to the date of completion of the course.
- (2) The Board, Board President, or a dean, may, on the recommendation of a faculty, waive the credit limitation for a particular person or student.

### PART 6 – ASSESSMENT

#### Division 1 - Assessment

#### 27 Assessment requirements

- (1) The Board must set policy for faculties in regard to assessment in subjects and courses which may include:
  - (a) assessment design;
  - (b) provision of details of assessment to students; and
  - (c) notification of final subject results to students.
- (2) The Board, on the recommendation of a faculty, may set the assessment for a particular subject during the accreditation of a course.
- (3) Deans may set the assessment for a particular subject in the manner set by the Board.

- (4) Students are responsible, in regard to assessment requirements, including deferred assessment requirements, for:
  - (a) ascertaining the time and place of any examination, assessment task or performance;
  - (b) ensuring their availability and attendance at examinations, assessment tasks and performances; and
  - (c) providing any required equipment.
- (5) An intentional or unintentional breach by a student of one or more of the responsibilities in (4) does not entitle a student to any further examination or special consideration.
- (6) Students must complete the assessment required by the subject in which they are enrolled and not another or previous availability of the same or equivalent subject.

**28 Alternate assessment arrangements**

The Board may set requirements for alternate assessment arrangements including deferred assessment, late assessment and extensions for students.

**29 Reassessment and additional assessment**

The Board may set requirements for reassessment and additional assessment of student work.

**Division 2 - Board of examiners, results and grades**

**30 Board of examiners**

- (1) A dean must establish a board of examiners for the faculty to:
  - (a) determine assessment standards for examining each subject;
  - (b) ensure, as much as possible, examiners apply the standards;
  - (c) determine the grade and mark to be awarded to each student; and
  - (d) other requirements related to examination of subjects set by the Board.
- (2) The dean may divide the board of examiners with each division having the responsibility for one or more subjects.
- (3) The Board may set requirements for appointment of members and proceedings of the board of examiners and any divisions of the board of examiners.

**31 Grades and marks**

- (1) The Board may set a grading scheme for final and temporary grades for each student.
- (2) The board of examiners must use the grading schema in determining the final results for each student enrolled in subjects taught by the faculty.
- (3) The Board may determine a method for calculating a grade point average.

**32 Amendment to results after release**

A board of examiners or the Board may alter a grade if the alteration is necessary to:

- (a) correct an error; or
- (b) make the grade accord with the grade which would have been awarded if relevant circumstances, which were not considered at the time of the determination of the grade, had been taken into consideration.

**Division 3 - Recognition of academic achievement**

**33 Recognition of academic achievement**

The Board may allow the inclusion of notification of student academic achievements on the official student record.

**PART 7 – ACADEMIC PROGRESS**

**Division 1 - Academic progress requirements**

**34 Academic progress requirements**

- (1) The Board must set policy for students, or a class of students, in regards to academic progress requirements which may include:
  - (a) maintenance of satisfactory academic progress;
  - (b) identification of, and consequences for, student “at risk” of making unsatisfactory academic progress; and
  - (c) identification of, and consequences for, students making unsatisfactory academic progress.
- (2) The Board may set higher academic progress or completion requirements for a class of students in a course on the recommendation of the relevant dean.
- (3) A dean may set requirements for identification of, and consequences for, students at risk of making unsatisfactory progress within the relevant faculty in addition to any “at risk” requirements set by the Board.

**35 Academic progress committees**

- (1) The dean of each faculty must establish one or more academic progress committees to implement academic progress requirements.
- (2) Each academic progress committee must comprise:
  - (a) the dean of the appropriate faculty or the dean’s nominee (chair) who must be at the rank of senior lecturer or above;
  - (b) two members of the continuing academic staff of the rank of Level B or above with expertise relevant to the course; and
  - (c) where deemed appropriate by the chair of the academic progress committee, a senior member of the professional staff may replace a Level B academic staff member.
- (3) A decision taken or an opinion formed by an academic progress committee is to be regarded as the decision or opinion of the appropriate faculty.
- (4) No question is to be decided at any meeting of an academic progress committee unless at least three members are present.
- (5) The Board may set requirements for proceedings of academic progress committees.

**36 Notices**

The Board may set requirements for notices to students identified:

- (a) “at risk” of unsatisfactory progress; or
- (b) as making unsatisfactory progress.

**Division 2 - Termination of enrolment**

**37 “Show cause” notice**

A dean must issue a notice to a student not making satisfactory progress in a course to “show cause” why the student should not have their enrolment terminated.

**38 Consequences of unsatisfactory progress**

- (1) If a student has been issued a show cause notice, an academic progress committee convened to hear the matter may as a consequence:
  - (a) impose conditions on the student’s enrolment or academic performance in the next:
    - (i) one or two teaching periods for coursework students; or
    - (ii) agreed timeframe for higher degree by research candidates;
  - (b) impose a probationary status on the student’s enrolment, which may include a requirement to undertake specified actions, including attending workshops or meetings with designated staff;
  - (c) require the student to undertake specified actions;
  - (d) revoke a scholarship that was awarded to the student;
  - (e) require the student to take leave of absence for a specified period;
  - (f) require the student to transfer to another course if the student wishes to remain enrolled at the University;
  - (g) make such changes to the candidature of the student's higher degree by research as specified in the show cause notice; and/or
  - (h) terminate the student’s enrolment in the course.
- (2) A student terminated under (1)(h) may re-enter a course at the University, including the course from which the student was terminated, provided the student meets the entry requirements of the course at the time of the application to re-enter.
- (3) An academic progress committee may, in determining consequences under this Section, take into account the level of student engagement and compliance with the unsatisfactory academic progress proceeding requirements.

**PART 8 – STUDENT FITNESS TO PRACTICE**

**39 Student fitness to practice**

- (1) A dean may set fitness to practice rules applicable to students:
  - (a) undertaking one or more core or inherent requirements, including placement, experiential learning or clinical work, of a professionally accredited and relevant course or subject; and
  - (b) where the students are required by community expectations and professional practice codes or rules to have a range of physical, psychological and emotional attributes that will enable them to carry out their responsibilities in a professional, competent and safe manner.
- (2) Subject to (3), a dean who is satisfied that a student has breached a fitness to practice rule for a relevant course or subject may:

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- (a) allow the student to continue subject to further review by the committee established under (4) with or without certain specified conditions such as careful mentoring by a named senior academic member of staff;
  - (b) require the student to undertake a second attempt for certain elements of the course or subject without academic penalty;
  - (c) require the student to interrupt the student's study in the course or subject for an unspecified period of time or to resolve a specifically identified problem;
  - (d) suspend a student from a placement with immediate effect if the well-being of patients/clients/students or other service providers is put at risk as specified in the course or subject's fitness to practice statement;
  - (e) allow the student to transfer to another relevant course or subject provided the student meets the selection requirements of the other course or subject;
  - (f) allow the student to undertake an exit strategy from their current course, provided the student meets the exited course's completion requirements;
  - (g) suspend the student from enrolment in a relevant course or subject until the student has, to the dean's satisfaction, fulfilled specified conditions; and/or
  - (h) prohibit the student from enrolment or re-enrolment in a relevant course or subject until the student has to the dean's satisfaction fulfilled specified conditions.
- (3) A dean must not give a direction under (2) unless the student has been provided an opportunity to be heard by a committee with two academic members from a school or faculty different to the student's school or faculty and at least one member from the student's chosen profession.
- (4) The Academic Board may make policies and procedures related to this Section.
- (5) Student appeals against a decision made under this Section, or any policy or procedure made under this Section, are available in accordance with Part 10 of this Regulation.

## PART 9 – STUDENT ACADEMIC INTEGRITY

### 40 Definitions

In this part—

**“exclusion”** means, except where the context indicates otherwise, denial of access to all or specified university premises, facilities, services, University activities and “exclude” and “excluding” have a corresponding meaning.

**“expulsion”** means termination of a student's enrolment and exclusion from the University without any right to enrol or re-enrol in any course or subject at the University, or any right to access University premises, facilities, services, activities, except with the consent of the Vice-Chancellor. Expel has a similar meaning.

**“facilities”** includes University computing and/or network facilities.

**“general misconduct”** has the meaning given to it in Part 6 of the Vice-Chancellor Regulation.

**“Immediate Order”** has the meaning given to it in the Vice-Chancellor Regulation.

**“plagiarism”** has the meaning given to it in Section 43 of this Regulation.

**“research misconduct”** means a failure to comply with the University code or policies set for conduct of research activities of the University.

**“student”** includes:

- (a) a person who is enrolled in a course, a subject or a group of subjects at or offered by the University;
- (b) a person who is enrolled in a course, subject or group of subjects at or offered by an affiliated educational establishment which is approved as an award course, subject or group of subjects by the Board;
- (c) a student of another university or higher education institution who is granted temporary or ongoing rights of access to University premises or facilities;
- (d) a person who was a student at the time of any alleged misconduct;
- (e) a person who became a student after having allegedly done so by misleading or false means;
- (f) a person who has consented in writing to be subject to the statutes, regulations and policies of the University;
- (g) a person who was at the time of any alleged misconduct a member of a class of persons designated pursuant to Section 9(2)(c) of the Act or pursuant to any statute or regulation to be a student;
- (h) a person who is suspended or subject to an Immediate Order or on leave of absence from the University or who has deferred enrolment in a course, subject or group of subjects at or offered by the University or by an affiliated educational establishment which is approved as an award course, subject or group of subjects by the Board.

**“student academic misconduct”** has the meaning given to it in Section 42 of this Regulation.

**“subject”** means a subject offered on an assessed or a non-assessed basis.

**“suspension”** means the suspension of a student’s enrolment at the University for a specified period at the end of which the student’s enrolment is reinstated unless otherwise requested by the student, “suspend” and “suspended” have a corresponding meaning.

**“University”** means the University of Melbourne and any affiliated educational or residential establishment and associated premises and property or any establishment with which the University has an agreement for the purposes of a professional or vocational placement, or in which the student is participating in a University activity.

**“University activities”** has the meaning given to it in the Vice-Chancellor Regulation.

**“University community”** includes staff, students, alumni, contractors, visitors and guests of the University as defined in this part.

### 41 Objectives

The objective of this part is to maintain and protect academic integrity at the University.

### 42 Student academic misconduct

A person commits student academic misconduct if the person, is a student and:

- (a) by act or omission does anything which is intended to or is likely to have the effect of obtaining for that student or any other person an advantage in the performance of assessment, by unauthorised, unscholarly or unfair means whether or not the advantage was obtained; or
- (b) in relation to an examination or assessment, includes but is not limited to, a student who:

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- (i) engages in cheating;
- (ii) engages in plagiarism;
- (iii) resubmits in whole or in part one's own work for another assessment item;
- (iv) gives or provides one's own work to someone else;
- (v) falsifies or misrepresents data or results;
- (vi) improperly colludes with another person or persons;
- (vii) fails to comply with examination or assessment rules or directions;
- (viii) engages in other conduct with a view to gaining unfair or unjustified advantage;
- (ix) uses or possesses any unauthorised or prohibited information, books, notes, paper or other materials;
- (x) directly or indirectly assists any other student or accept assistance from any other person;
- (xi) copies from or otherwise uses the answer of any other person engaged in the performance of the same or comparable component of assessment or permits any other person to copy from or otherwise use the student's answer;
- (xii) forges or falsifies documents to gain for the student, or for any other person, any academic advantage or advancement to which the student or that other person is not entitled;
- (xiii) purchases or obtains assessment materials from commercial services or other individuals;
- (xiv) sells assessment materials to entities or individuals; or
- (xv) in relation to research, commits research misconduct.

### 43 Plagiarism

- (1) For the purposes of this Regulation a student engages in plagiarism if the student uses another person's work as though it is the student's own work.
- (2) Without limiting sub-section (1), a student uses another person's work as though it is the student's own work if the student, without appropriate attribution:
  - (a) when writing a computer program and presenting it as owned by the student, incorporates the coding of a computer program written by another person;
  - (b) uses work from any source other than the student's own work, including a book, journal, newspaper article, set of lecture notes, current or past student's work or any other person's work;
  - (c) uses a musical composition, audio, visual, design, graphic or photographic work created by another person; and/or
  - (d) uses an object created by another person, including an artefact, costume or model.
- (3) Without limiting sub-section (1), it is plagiarism if a student produces and submits or presents as the student's own independent work an assessment item which has been prepared in conjunction with another person.

### 44 Proceedings for student academic misconduct

- (1) The dean of each faculty must establish one or more student academic misconduct committees to implement student academic misconduct requirements.

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- (2) The composition of any student academic misconduct committee must include at least one student nominated by the recognised student organisation.
- (3) Subject to (2) the Board may set in policy the composition of student academic misconduct committees.
- (4) Notwithstanding requirements set in this Section or policy made under this Section, the Board President may vary the composition of a student academic misconduct committee.
- (5) A student appearing before a student academic misconduct committee may bring a specified support person who may not be a legal practitioner.
- (6) The Board may set requirements for proceedings of the student academic misconduct committee including requirements relating to:
  - (a) allegations;
  - (b) hearings; and
  - (c) notification of allegations and hearings.

### **45 Penalties for student academic misconduct**

- (1) Penalties for a finding of student academic misconduct are one or more of the following:
  - (a) issue a reprimand and caution to the student;
  - (b) require the student to undertake a course of corrective action;
  - (c) prohibit or deny access to or use of University premises, University facilities and services or University activities for up to two weeks;
  - (d) impose conditions on the student's attendance at University premises, participation in University activities or use of University facilities and services;
  - (e) require the student to resubmit, or revise and resubmit, the whole or part of the assessment, examination or research;
  - (f) disallow or amend a mark or grade for the whole or part of the assessment, examination or research;
  - (g) fail the student;
  - (h) recommend to the Vice-Chancellor that the student's enrolment be suspended for any period and on such terms and conditions as the committee considers necessary or appropriate;
  - (i) recommend to the Vice-Chancellor that the student be expelled from the University;
  - (j) recommend to Council the revocation of the award.
- (2) The Vice-Chancellor must provide within 24 hours of a decision to suspend or a student's enrolment or expel a student under (1)(h) or 1(i) written notice to the student:
  - (k) of the decision, any terms and conditions of the decision, and a summary of the reasons for the decision;
  - (l) a copy of this Regulation; and
  - (m) of the student's right of appeal against the suspension, or expulsion.
- (3) In the case of research misconduct concerning externally funded research under a contract requiring the misconduct to be dealt with in accordance with the Australian Code for the Responsible Conduct of Research, a course of action is to be taken in accordance with that Code.



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- (4) In the case of a recommendation made under 45 (1) (j), the faculty must allow 20 working days for the student to appeal to the Board before sending the recommendation to revoke the award to the University Secretary for Council's consideration.
- (5) The Board may set the manner of application of penalties for student academic misconduct.
- (6) Failure by a student to comply with a penalty given under this Section is general misconduct and the penalties for general misconduct may be applied.

### 46 Other considerations relating to misconduct

- (1) Where both student academic misconduct and student general misconduct are alleged to have been committed by a student arising from one incident or closely related incidents, the Academic Secretary will decide whether the matter is to be heard as student academic or student general misconduct.
- (2) A member of staff who reports student misconduct, provides evidence of student misconduct or refers an allegation of student misconduct for investigation, may not be a member of any committee formed to investigate or decide an allegation of student misconduct.

## PART 10 – STUDENT APPEALS TO ACADEMIC BOARD

### 47 Definition

In this part “**student**”:

- (a) includes a person who is seeking admission or enrolment at the University;
- (b) is a “student” as defined in Part 9 of this Regulation and is appealing a student misconduct decision; or
- (c) is a former student who:
  - (i) in accordance with the relevant policy, submits a grievance within 6 months from the end of the student's enrolment and the event, decision or action, which is the subject of grievance, occurred within 12 months prior to the submission date; and
  - (ii) is appealing a decision relevant to the hearing of the grievance, except for decisions not to hear the grievance.

### 48 Student appeal of decision

Unless a University statute, regulation or policy provides otherwise:

- (1) the Board may establish a committee of the Board to hear student appeals arising from:
  - (a) student academic misconduct;
  - (b) academic progress;
  - (c) student fitness to practice;
  - (d) selection;
  - (e) statutory decisions and/ or
  - (f) student grievances, provided the grievance does not involve an alleged breach by staff of the University's Appropriate Workplace Behaviour policy.
- (2) The Board may set the circumstances and manner for student appeals including:
  - (a) a time limit for appeals which permits students at least 20 days to lodge an appeal; and

- (b) provision for consideration of the appeal panel of any relevant information provided by the student (*such information to be provided in the manner directed by the Board*).

### 49 Limitations

The following are not subject to an appeal at the University:

- (a) A grievance, complaint or appeal arising from failure to read and act upon a notice or correspondence sent to a student's University email account;
- (b) A decision, which is based solely on academic judgment, by an examiner or board of examiners in relation to the academic performance of a student in any assessment;
- (c) A grievance, complaint or appeal about the content of a University policy made in accordance with the University Regulatory Framework;
- (d) A decision by Council to revoke an award.

### 50 Reference to a student appeal panel

- (1) The Academic Secretary may accept appeals lodged with the Board provided the notice of appeal contains:
  - (a) a description of the decision being appealed; and
  - (b) a valid ground of appeal as set under the relevant policy; and
  - (c) a statement of the grounds of the appeal; and
  - (d) any other matter required under the relevant policy.
- (2) Upon receipt of the notice of appeal, the Academic Secretary must consider the merits of the appeal and;
  - (a) allow the appeal to be heard by a student appeal panel; or
  - (b) give notice they intend to disallow the appeal.
- (3) If the Academic Secretary gives notice under (2)(b) they must give the person who lodged the appeal an opportunity to provide further relevant information, and the Academic Secretary must consider this further information in deciding to allow or disallow the appeal.
- (4) The timeframes for taking actions referred to in (2) and (3) will be set out in the relevant policy.
- (5) In considering the merits of the appeal in (2) and (3) the Academic Secretary is required to take into account:
  - (a) the notice of appeal and any supporting documents; and
  - (b) related information and/or documents on the University record including, but not limited to, the process/es followed, and the decision/s made.
- (6) The Academic Secretary must, within 15 University business days after allowing an appeal to be heard, refer the appeal to a student appeal panel.
- (7) The student appeal panel must hear the appeal as soon as reasonably practicable following referral.
- (8) A student appeal panel must comprise three members of the Board.
- (9) Notwithstanding (7) the Academic Secretary may invite an undergraduate or graduate student to sit on a student academic misconduct appeal panel.

- (10) A member appointed to a student appeal panel must not be:
- (a) a person who works in the academic subject or administrative area in which the decision under appeal was made; or
  - (b) a person who was involved in, associated with, or alleged to have been involved in or associated with the decision being appealed.
- (11) The Academic Secretary must nominate one of the student appeal panel members to be the chair of the student appeal panel.
- (12) The Academic Secretary must nominate a secretary to support the student appeal panel.

## **51 Hearing**

- (1) The chair of a student appeal panel, in consultation with the Academic Secretary, must:
- (2) decide how the appeal is to be conducted; and
- (3) allow the student an opportunity to be heard
- (4) At an appeal in relation to penalty, the student appeal panel must consider only the question of penalty.

## **52 Decision**

- (1) Following consideration of an appeal, the student appeal panel must decide, by majority, to:
  - (a) dismiss the appeal, for reasons stated in writing; or
  - (b) to uphold the appeal in whole or in part and:
    - (i) remit the decision to the original decision maker or decision makers for the matter to be reconsidered in light of the student appeal panel's findings; or
    - (ii) if the appeal is in relation to penalty, substitute a different penalty; or
    - (iii) substitute its decision for the original decision.
- (2) The student appeal panel must dismiss the appeal unless a majority of the members of the student appeal panel is satisfied that a ground of appeal has been established.
- (3) The student appeal panel may not:
  - (a) increase the period of any suspension imposed; or
  - (b) impose any penalty which the panel considers more onerous than the original penalty imposed on the student.
- (4) When making a decision the student appeal panel may include directions arising from the consideration of the appeal, for action by the student and/or relevant University staff.
- (5) The student appeal panel may make a recommendation to the Vice-Chancellor to alleviate hardship of students due to:
  - (a) alterations to the requirements for courses; or
  - (b) due to incorrect information or advice provided by any University staff or publication.
- (6) The chair of a student appeal panel must, as soon as is practicable after a decision is made, advise the applicant and the relevant dean of:
  - (a) the decision and the reasons for it; and
  - (b) in the case of the notification to the applicant, the applicant's right to apply for external review of the decision.

**53 External appeals not excluded**

Nothing in this Regulation excludes or is intended to exclude:

- (a) the operation of any law giving a person a right to apply to a court for review of a decision or determination made under any of the statutes or regulations; or
- (b) the right of any person to lodge complaints and grievances with an appropriate body external to the University, including the relevant ombudsman or equivalent agency.

## Academic Board Regulation

### VERSION HISTORY

Version	Council Approval	Commencement	Note / amendment
1	14 Dec 2015 23 June 2016 (amendments)	21 July 2016	New Regulation
2	30 May 2018	4 June 2018	Am. Section 5 Membership – extend membership to those listed at (m)
3	5 December 2018	5 December 2018	Am. Section 36(2) & (4)
4	3 December 2019	3 December 2019	Am. Sections 1, 4, 23(1), 27(4)(6), 34(2), 37, 38(1),(2), 40, 41, 42, 43, 44, 45(1)(2), 48(4), 52, 53, 54, 55 & 56 Ins. Part 8 – Section 39 Am Part 10 heading Del. Section 18 (version 3) <i>*Section and Part references are to version 4 numbering unless otherwise stated</i>
5	17 June 2020	17 June 2020	Am. Section 16(b)
6	9 December 2020	11 December 2020	Am. Sections 1, 4, 5, 8, 10, 13, 40 Part 9, 46, 47, 48, 50 Del. Division 3 (of version 4) <i>*Section and Part references are to version 5 numbering unless otherwise stated</i>
7	16 June 2021	17 June 2021	Am. Sections 40, 45, 48 Ins. Section 49
8	6 October 2021	6 October 2021	Am. Section 50
9	10 January 2022 ( <i>Editorial – approved by University Secretary</i> )	10 January 2022	Am. Section 5(2)
10	16 March 2022	24 March 2022	Am. Sections 50 & 52
11	19 October 2022	22 December 2022	Am. Sections 1, 5, 23, 39, 40, 44-46, 48, 50, 52
12	15 March 2023	26 May 2023	Am. Sections 13(2)-(4), 26(2), 27(1), 27(4)