General Course and Examination Regulations

Note: Unless otherwise indicated, appeals against decisions under the General Course and Examination Regulations are governed by Section O Appeals and Grievances.

A. Enrolment in Courses

1. (a) A student may be enrolled for a personal course of study only when this has been approved by the Dean of the appropriate Faculty or, where specific regulations so require, the Academic Board.

   (b) A student may enrol for a course only after having satisfied the prerequisites for that course, and only while concurrently enrolled in or after having satisfied every co-requisite for that course.

   (c) Permission to Repeat Courses: Unless otherwise stated in individual degree regulations, an undergraduate student may attempt a course no more than three times, and after failing an undergraduate course twice the student must obtain the permission of the relevant Dean before enrolling in the course for a third and final time.

   Notes:

   1. *This clause applies to courses deemed to be equivalent to courses already failed.*
   2. *Re-enrolment in limited entry courses is addressed in Admission Regulation G, B4.*

   (d) The Dean of the appropriate Faculty may refuse a student permission to enrol for a personal course of study, which conforms to the regulations, if in the Dean's opinion that course of study is not suitable.

   (e) A student must ensure that their course of study complies with the regulations of the qualification sought. Lack of knowledge of a regulation(s) or schedule(s) does not provide a valid excuse for non-compliance. This clause is not in derogation of the University's obligation to take care in giving advice.

   (f) The University reserves the right to cancel a course where:

   i. a staff member is unable to teach because of significant illness or prolonged absence for other unanticipated reasons and where the department has no other available suitably qualified staff who might teach the course;

   ii. the Dean has determined that enrolments in that course completed by 5pm on the Wednesday prior to the week in which teaching commences are insufficient;

   iii. other emergency situations or exceptional circumstances, as approved by the Academic Administration Committee acting on behalf of the Academic Board on a case-by-case basis.

   Notes:

   1. *A personal course of study might be considered unsuitable if, for example, it were too heavy for the student, or involved examination or lecture timetable clashes.*
   2. *Refer also to Admission Regulations Section A General for further grounds on which enrolment by a student in a particular course or programme may be declined or cancelled.*
   3. *Where a course is cancelled the programme coordinator for that course is responsible for contacting all students already enrolled and advising them of alternative courses.*

2. (a) Notwithstanding anything in Regulation 1, the Academic Board may in special cases approve a personal course of study which does not conform to the regulations. Applications under this regulation must be submitted in writing to the Academic Manager of the appropriate College.

   (b) Exemption from a prerequisite or co-requisite will be granted only when the Dean of the appropriate Faculty is satisfied either:

   i. that sufficient material in the prerequisite or co-requisite has been covered to a comparable standard elsewhere; or

   ii. that there is clear evidence of special ability in the subject area of the proposed course.

   (c) The Academic Board may in special cases approve a suspension of enrolment for a specified period of time.

Notes:

1. *A suspension of a student's enrolment may be sought by the student, Head of Department/ school or programme convenor on the grounds of the student's ill-health or some other reason that prevents the student from pursuing their course of study, and when the course of study is otherwise subject to strict time limits. A condition of the suspension is that no work relevant to the course shall be undertaken during the period of suspension and the student is not eligible to receive any supervision.*
2. *Master's thesis students and PhD students may apply for a suspension of their studies; however, suspensions can only start from the first day of the month, will be for a minimum period of one month and will be granted for whole months only*
3. *Where suspension of a student's enrolment is sought, whether by a student, Head of Department/School or programme convenor, the approval of the relevant Dean is required (in the case of postgraduate students, the Dean of Postgraduate Research).*

3. A student may enrol in more than one qualification concurrently only with the approval of the relevant Dean or Deans. The Dean(s) may determine the maximum and/or minimum number of points for which the student may enrol in each qualification.
4. Where prescriptions provide options, a student must consult the Head of Department/School concerned before any selection is made.

   Notes:

   1. *For the purposes of these regulations the term Head of Department/School includes the Chairperson or Coordinator of an interdisciplinary course.*
   2. *Not all of the options listed in the prescriptions are necessarily offered in any one year.*
5. If a student enrols again in a course for any reason (such as failure or receipt of restricted credit), the Head of the relevant Department/ School may, at his or her discretion, and with the agreement of the student concerned, exempt the student from tuition in lectures, tutorials, laboratory, practical, field, or any other work. If a student seeks such an exemption, application to the Head of Department/School must be made before the end of the second teaching week of the course or the first teaching week for a Summer Programme course.
6. If any exemption from tuition is granted, the student must nevertheless enrol and pay the full tuition fee for the course, but the student may be exempt from any additional course costs (such as those specifically to cover the costs of fieldwork) related to the work for which an exemption has been granted.
7. Late enrolment in a course is subject to the approval of the Head of Department/School concerned, and may be declined.

B. General Conditions for Credit

1. A student seeking credit in any course must attend such lectures and perform satisfactorily such oral, practical, written and other work as the Head of Department/School concerned may require. The Head of Department/School shall give reasonable notice of these requirements in writing (see Section C Work and Assessment, regulations 1 and 3 below).
2. No student may receive credit for both of two substantially equivalent courses.

   Note: Courses to which this restriction applies are in general indicated in the restrictions column of the schedules to the degree regulations.
3. If a specific course is offered under different course codes, a student passing such a course may subsequently elect to receive credit under any one of those course codes.
4. A student enrolled in a course for a Certificate of Proficiency may not receive credit for that course towards a degree, diploma, certificate or professional qualification without the approval of the Dean.
5. Credit may be withheld from any student who fails to pay any fee, fine or cost owed to the University or to a Department/School, or who fails to return University property.

   Note: This applies, for example, to the refund of Student Allowances overpayment, Library and parking fines and to costs incurred on behalf of students who are required to take part in fieldwork or excursions at their own expense.
6. A student shall take reasonable care of all University apparatus, equipment, machinery and other material with which he or she works and may be required to replace or repair, to the satisfaction of the Head of Department/School concerned, any apparatus, equipment, machinery or other material lost or damaged through lack of reasonable care on his or her part. A student who fails to comply with these requirements may at the discretion of the Academic Board, be excluded from laboratories and workshops or

from using any such equipment, machinery or other material.

7. (a) A candidate who wishes to qualify for a degree of the University of Canterbury but is unable to complete studies for that degree as a student of this university may be permitted to credit approved courses passed as a student of another university in New Zealand or overseas.
   (b) A candidate seeking credit under this regulation must make prior application to the Academic Board.
8. *Note: This regulation is not applicable to students studying by distance, at a regional campus or flexibly, for which no special permission is required, or to students with timetable difficulties.*
   (a) When attendance is expected in a course, a student enrolled in an undergraduate, Honours or Masters course may, in exceptional circumstances and with the approval of the relevant Head of Department/School, study for the course away from the University of Canterbury Christchurch campus. Such a student is not expected to attend all classes, but will complete all oral, written, practical and other work and will sit all tests and formal examinations for the course.

      A student seeking approval to study away from the University of Canterbury Christchurch campus must produce evidence to the satisfaction of the Head of Department/School that they are prevented from attending classes at the Christchurch campus.
   (b) A student enrolled for a postgraduate degree programme involving the writing of a thesis, creative work or a Master's project in the Faculty of Engineering and Forestry may be permitted to study away from the University of Canterbury Christchurch campus.
      i. For a Master's project in the Faculty of Engineering and Forestry, approval to study away from the University of Canterbury is required from the Head of Department/School, and shall have effect only for the duration of the specified course.
      ii. For a Master of Fine Arts, a Master of Music in Composition or a Master of Fine Arts in Creative Writing, approval to study away from the University of Canterbury is required from the Dean of Creative Arts. Approval may be given for the duration of enrolment in the award.
      iii. For a Master's thesis or dissertation not specified in i. or ii. above, for a period of more than one month (not including field work), and for all study and research overseas, approval is required from the Faculty Dean.
      iv. For a PhD thesis, approval to study and research away from the University of Canterbury is required from the Dean of Postgraduate Research.

      In all cases, approval will be given only when it is established to the satisfaction of the person granting the approval that the student will receive adequate supervision, that the necessary resources (financial or otherwise) to support the work are available, and that there are reliable and satisfactory means of communication between the student and the supervisor/lecturer for the duration of the time away from the University of Canterbury.

      Notes:
      1. *See also the Master's and PhD Regulations and Guidelines.*
      2. *Students should consult Departments/Schools about departmental policies in relation to study away from the Christchurch campus.*
9. (a) No candidate shall normally be eligible to graduate with the Degree of Bachelor of Arts, Bachelor of Commerce, Bachelor of Education (Physical Education), Bachelor of Science, Bachelor of Sport Coaching, Bachelor of Teaching and Learning (Early Childhood), or Bachelor of Teaching and Learning (Primary), unless he or she has been credited with courses of this University which:
      i. have a total value of at least 120 points; and
      ii. include courses satisfying the 300-level majoring requirements for the degree.
   (b) No candidate shall normally be eligible to graduate with the degree of Bachelor of Music unless he or she has been credited with the following courses of this University:
      i. the courses in Group A of the Schedule to the degree; and
      ii. courses which satisfy the 300-level majoring requirements for the degree; or in the case of students who have satisfactorily completed the first two years of the Christchurch Polytechnic Institute of

Technology Jazz Diploma (2002 onwards): a combination of courses from Group C of the Schedule satisfying the 300-level requirements of the degree.

(c) No candidate shall normally be eligible to graduate with the degree of Bachelor of Fine Arts unless he or she has been credited with courses at this University which:
   i. have a total value of at least 243 points from courses in Part 2 of the Schedule; and
   ii. include 81 points at 400-level in Part 2 of the Schedule.

(d) No candidate shall be eligible to graduate with the degree of Bachelor of Engineering, Bachelor of Engineering with Honours, Bachelor of Forestry Science or Bachelor of Forestry Science with Honours unless he or she has been credited with courses at this University which satisfy the 300 and 400-level requirements of the degree.

C. Work and Assessment

1. The performance of each student enrolled for credit in a course shall be assessed on the basis of such examinations, tests, and other work as the examiners for the course shall determine.
2. For the purpose of these regulations, the term 'work' includes the following:
   (a) Formal examinations supervised by the Registry;
   (b) Major tests in the form of supervised written examinations supervised by the Department/School or the Registry, each worth not less than 10% of the total assessment;
   (c) Major work, other than major tests, each item of which is worth not less than 10% of the total assessment;
   (d) Minor work each item of which is worth less than 10% of the total assessment.
   (e) Professional placement or fieldwork practice.

   The items listed in 1(b) to (e) are referred to collectively as the course work.

   All work for assessment, including theses, shall be presented in English or Maori unless otherwise specified.

   Note: Students are advised to preserve any item of the course work as defined under this regulation in case they wish to submit it for a reconsideration under Section G Course Work, Regulation 2 or a recounting under Regulation 8 below.
3. The Head of Department/School shall, not later than two weeks after the start of each course, ensure that the type, dates and times of all items of course work for each course and the value apportioned to each item have been notified in Course Outlines, and have been entered in the appropriate official University database, and are therefore available to students on the Web. Students will also be advised on the Web of their rights under Section G Course Work, Regulation 2 and Section H Aegrotat Consideration.

   Notes:
   1. *Because of the compressed time-span of Summer Programme courses this information will be provided not later than the third teaching day of the course.*
   2. *Although the Head of Department/School is obliged to provide this information, students are responsible for ensuring that they acquire and understand it.*
   3. *See also Section E Formal Examinations, regulation 2.*
4. If a student re-enrols in a course for any reason the Head of the relevant Department/School may, at his or her discretion and with the agreement of the student concerned, carry forward graded assessment for some of the work (including the final examination) from the previous enrolment. If a student seeks such an exemption, application to the Head of Department/School must be made before the end of the second teaching week of the course or the first teaching week for a Summer Programme course.
5. The examiners for a course shall submit a report to the Registrar in which they record their assessment of the performance of each student enrolled for credit in the course by signifying whether the student has passed the course and hence may receive credit for it, or has failed the course and hence may receive no credit for it.

   Notes:
   1. *Pass or credit is signified by Pass (P), Special Pass (S), or the letter grades A+, A, A-, B+, B, B-, C+, C, or C- (restricted credit); no credit by Fail (F) or the letter grades D or E. An X grade may be used where a student has been found guilty of a disciplinary offence related to academic dishonesty. In the determination of a GPA (grade point average), the relative course weightings, as published in the Calendar and/or on the Web, will be taken into account together with the following values assigned to letter grades: A+ (9), A (8), A- (7), B+ (6), B (5), B- (4), C+ (3), C (2), C- (1), D (0), E (-1), X (-3).*

2. *In recommending the award of Honours, faculties will normally apply the following guidelines: First Class Honours, GPA in the range 7.00-9.00; Second Class Honours, GPA in the range 4.00-6.99. The calculation of GPA for the purposes of Honours may involve a selection of course material from the degree programme, and special weightings may apply. Master's degrees may be awarded with Distinction or Merit, as specified in individual award regulations. College Offices (or in the case of Law, the School Office) will be able to provide more information on how the calculations are made in the case of any specific degree or subject, and they will also be able to provide information on how Second Class Honours is divided into Divisions One and Two, and how Third Class Honours (if it exists) is determined.*
3. *Unless an exception has been approved, all final undergraduate grades for S1 occurrences and other relevant courses offered within the first semester (S1) period shall be submitted to the Registrar by 5pm on the Wednesday preceding the first teaching week of the second semester (S2).*

6. In a course at 100- or 200-level examiners may grant restricted credit which shall be equivalent to a pass for all purposes except as a prerequisite. *Note: A student granted restricted credit may re-enrol in the course in an attempt to obtain non-restricted credit, subject to the Limitation of Entry/Special Application Regulations. However, the student may receive credit only once for any course: see Section B General Conditions for Credit, Regulation 2.*
7. A student shall be deemed to be credited with a course on the date on which the University releases the results, or in a particular case on such earlier date as the Council may determine.
8. Any student may apply in writing to the Associate Registrar (International/Student Services) within four weeks of the date of publication of final results for a reconsideration of a final grade. The application must be accompanied by the prescribed fee, which will be refunded if the application results in a change of grade. The reconsideration will normally consist of a re-marking and re-counting of the final examination script (if any) together with a recount of the marks awarded for any other items of work as defined under Regulation 2 above.
9. Any student who considers that the marking of an item of assessment has been affected by bias or inappropriate practice may apply to the Head of Department/School for re-assessment by another examiner. The application must include sufficient evidence to satisfy the Head of Department/School that an independent reassessment is justified.
10. The teachers in each course shall give reasonable notice of the conditions applying to all work required in that course including the dates of tests and the dates of submission of other work.

D. Examiners and Assessors

1. All examiners and assessors shall be appointed by the Council on the recommendation of the Head of Department/School. Internal examiners are continuing members of staff of this University. External examiners are normally external to this University.
2. A Faculty, Board of Studies or Department/School may hold meetings of examiners at which the examination results as a whole are considered, and at which student grades are reviewed and finalised.
3. An assessor may be appointed to assess one or more specific items of work. It shall be the duty of an assessor to ensure that the work concerned is marked at a proper standard, and, in cases where the assessor is appointed to assess an examination, to ensure that the papers set are of a proper standard.

   Notes:
   1. *Certain professional courses are subject to external moderation or assessment. In some instances this requirement is statutory.*
   2. *For examination of theses see Section L Theses.*

E. Formal Examinations

1. Formal examinations shall be conducted at such times and places and in accordance with such instructions as the Council may from time to time determine and subject to the regulations of this part.

   All formal examinations shall be written in English or Maori unless otherwise specified.

   Notes:
   1. *Students' attention is drawn to Section H Aegrotat Consideration.*
   2. *All candidates are normally required to sit examinations on the University campus.*
   3. *In certain cases of medical disability the University will make concessions regarding the conduct of formal examinations. Students suffering from permanent disability which they*

feel might qualify them for such a concession are encouraged to contact the Disability Resource Service as early in the year as possible.

2. The Head of Department/School shall, not later than two weeks after the start of each course, ensure that the occurrence of a formal examination in a course and the value apportioned to each examination have been notified in course outlines. Examinations will be scheduled after the change of enrolment period has ended. The examination timetable will be released to students and available on the University website by the Friday following the change of enrolment period.
3. Examinations will usually be two or three hours in length. The length of all examinations must be specified in the student management system as part of the examination timetable.
4. Students shall write answers in the presence of a supervisor who shall be appointed by the Council.
5. No student shall communicate with any examiner about an examination except through the Registrar until the results have been released.
6. The scripts shall be preserved for six months from the date of publication of results by the Registrar. For up to three months after the release of results any student may apply in writing to the Associate Registrar (International/Student Services) for a copy of any final examination script submitted by that student. The application must be in writing and must be accompanied by the prescribed fee. Thereafter and until the scripts are destroyed, a student may apply directly to the Department/School to have their original script returned. Original scripts are returned free of charge. This regulation does not apply in the case of multi-choice papers where the Head of Department/School has been authorised by the Academic Board to not release marked scripts.

   Notes:

   1. *Once an original script is uplifted, no appeal in relation to that script will be accepted.*
   2. *Except in the case of multi-choice papers where the Head of Department/School has been authorised by the Academic Board not to release scripts, candidates are entitled to view their marked scripts without charge, and they are entitled to obtain on request from the Head of Department/School, without charge, the grade for all items of assessment including those for examinations and final tests.*

F. Missed Examinations

1. A candidate who misses an examination as the result of a genuine mistake about the scheduled time of the examination may be considered for a Special Pass. A candidate wishing to be so considered must, within 72 hours (excluding weekends and statutory holidays) after the starting time of the missed examination, submit a completed statutory declaration to the Associate Registrar (International/Student Services) and report to the Head of Department/School which set the examination paper.
2. If the Head of Department/School is satisfied that the candidate's work in the course and results in other courses are substantially above minimum pass standard, the Head of Department/School may recommend to the Dean of the Faculty that a Special Pass (S) be awarded by the Faculty at its examiners' meeting. To assist in coming to a decision, a Head of Department/School may require the candidate to take a special test or examination.
3. A candidate may be given only one Special Pass in his or her university career, at this University.

G. Course Work

1. Major tests shall be supervised by a member of the academic staff nominated by the Head of Department/School concerned.
2. A student may, within 7 days after the result of a major test or other major work is made known, apply to the Head of Department/School to have it reconsidered. The reconsideration will normally consist of a re-marking and re-counting of the work submitted.
3. Except in the case of multi-choice papers where the Head of Department/School has been authorised by the Academic Board not to release marked scripts, test scripts and other items of work must be returned to students, normally within 4 weeks of the date of the test or within 4 weeks of the date on which they were submitted; they will be accompanied by sufficient oral or written information to allow students to form an accurate appraisal of their performance. The requirement to return test scripts will not apply to any test which constitutes the final examination in a course.
4. Notwithstanding anything in Regulation 3, a student may apply to the Associate Registrar (International/Student Services) within three months of the release of results in the course for a copy of his or her script for a final test except in

the case of multi-choice scripts where the Head of Department/School has been authorised by the Academic Board to not release scripts. The application must be in writing and must be accompanied by the prescribed fee. Thereafter and until the scripts are destroyed, a student may apply directly to the Department/School to have their original script returned. Original scripts are returned free of charge. The scripts must be preserved for six months from the date of publication of results.

Notes:

1. *Once an original is uplifted, no appeal in relation to that script will be accepted.*
2. *Students' attention is drawn to Section H Aegrotat Consideration.*
3. *Candidates are entitled to view their marked scripts without charge, and they are entitled to obtain on request from the Head of Department/School, without charge, the grade for all items of assessment including those for examinations and final tests.*

H. Aegrotat Consideration

1. A student prevented from completing any major item or items of work for assessment in a course, or who considers that his or her performance in completing any major item or items of work for assessment in a course has been impaired by illness or injury or bereavement or any other critical circumstance may apply for aegrotat consideration for the course. A student may apply on the basis that disrupted revision through one of these causes has resulted in impaired performance. Please refer to Regulation 6 below.

   Note: Aegrotat consideration is not available where results have been affected by impairment to a student's ability to learn the material for the course(s) concerned. The aegrotat provisions are intended to assist students who have covered the work of a course but have been prevented by illness or other critical circumstance from demonstrating their mastery of the material or skills at the time of assessment.

2. The application must be made to the Associate Registrar (International/Student Services) on or within seven days after the due date for submission of the work concerned, or on or within seven days after the date of a test or examination. In a special case, the Academic Board may approve a late application, and in the case of a student making multiple applications for the same examination or test period, the Academic Board may approve a consolidated application which should normally be submitted within seven days after the last test or examination concerned.
3. The application must be supported by satisfactory evidence.
   (a) In the case of illness or injury to the student, satisfactory evidence must be a confidential report on the prescribed form from a registered medical practitioner, registered dental surgeon, registered midwife or a student counsellor approved by the Academic Board, and relate to a consultation which normally has taken place shortly before or within 24 hours after the due date for the required work or the date of the test or examination. In exceptional cases the Academic Board may extend this time provided that the consultation has taken place at such a time as to permit the practitioner to make a sound evaluation of the applicant's condition at the time of the assessment. The report must state the nature of the illness or injury and an opinion about its effect on the student's ability to complete the required work or to sit the test or examination.

   Note: Students needing to see an approved counsellor should enquire at the Student Health and Counselling Service.

   (b) In the case of bereavement, appropriate evidence may be a death notice from a newspaper or a letter from a medical practitioner, minister of religion, kaumatua or the police. Where the notice or letter does not indicate the relationship of the deceased to the applicant, the applicant should attach a letter stating the relationship or connection.
   (c) In cases of other critical circumstances, supporting evidence will depend on the nature of the circumstances, some independent supporting evidence should be provided where possible, and this might include police reports, medical certificates or letters from others concerned in the situation.
4. The Associate Registrar (International/Student Services) shall forward the application and supporting evidence in confidence to the Head of Department/School concerned. The Head of Department/School may submit the supporting evidence to the Director of the Student Health and Counselling Service for comment. The applicant will be informed within 14 days if the grounds for the application are accepted or not

accepted, in the former case by the Head of Department/School, and in the latter case by the Associate Registrar (International/Student Services).

5. If the application is accepted, the Head of Department/School may, in the case of assessed work other than tests or examinations, offer a specified extension of time without penalty to complete the work. Where an offer of extension is not appropriate or accepted, and in the case of tests and examinations, the aegrotat for the course will be considered at the completion of the course and after the final item of assessment has been marked. After consultation with the examiners, the Head of Department/School shall determine whether an aegrotat pass, or grade, or class of Honours shall be awarded.

   A Head of Department/School's determination shall be based on the work done throughout the course in items of assessment that are appropriate, and may take into account other relevant work done in the course and in any other related courses undertaken at the same time or earlier. An aegrotat pass, or grade, or class of Honours shall be recommended only if the Head of Department/School is satisfied that the student would in the absence of the impairment have attained at least a pass or that grade or that class of Honours.

   An aegrotat grade or pass may be awarded only where the student has been able to complete a substantial part of the course and a substantial part of the assessment for that course at a satisfactory level.

   Notes:

   1. *Departments/Schools must inform students of any items of assessment in a course for which aegrotat consideration is not available.*
   2. *Students may request information from departments/schools on their policy in relation to these regulations as to what constitutes a substantial part of a course and a substantial part of the assessment, and as to what is considered to be a satisfactory level.*

6. Where a student has missed a final examination, or has a substantially impaired performance, in circumstances that justify an aegrotat application, but where the Department/School is unable - because of insufficient information/assessment - to make an aegrotat assessment, a Head of Department/School, after consultation with the relevant examiners, may make provision for a 'special assessment' to be implemented if this is considered appropriate. Departments/Schools are not obliged to conduct special assessments.

I. Academic Progress

1. The records of all students who have failed to make satisfactory academic progress will be reviewed by the faculties concerned at the end of each year or at such other times as determined by the Academic Administration Committee.
2. (a) The records of all first-year students who have an overall GPA of less than 1.5 or who have not passed half or more of the points in which they were enrolled will be reviewed by the faculties concerned at the end of semester one, or at the end of their first year of study, as appropriate.
   (b) The records of all other undergraduate students will be reviewed if:
      i. in the year under review and in the preceding year in which they were enrolled they have not passed half or more of the points in which they were enrolled; or
      ii. they have an overall GPA of less than 1.5 for their degree level study; or
      iii. they have failed to demonstrate competence in professional requirements.
   (c) The records of any undergraduate students may be reviewed if:
      i. they have withdrawn from more than half of the courses in which they were enrolled in the preceding two years of study; or
      ii. they have otherwise failed to demonstrate any likelihood of success.

      Note: The records of all students enrolled in the BE(Hons)Int, the professional years of the BE(Hons) and any year of the BForSc will be reviewed each semester.
   (d) The records of graduate and postgraduate students may be reviewed if there is poor academic progress in the award for which they are enrolled.
   (e) The records of students will not be reviewed if:
      i. they are enrolled in summer courses only; or
      ii. they are enrolled in an exchange programme.

      Note: For the purposes of this Regulation, students are considered to be 'enrolled' in a course if they were on the course roll after the official course discontinuation date.

3. (a) Decisions with respect to individual courses or subjects are made by faculties and will be reported to the Academic Administration Committee.
   (b) Decisions with respect to undergraduate and graduate awards, or exclusion from faculties or the University are made by the Academic Administration Committee, on the recommendation of faculties.
   (c) Decisions with respect to postgraduate awards are made by the Academic Administration Committee, on the recommendation of the Faculty Dean or the Dean of Postgraduate Research.
4. After reviewing the records of the students identified in 2(a–c) above, the faculty or the Academic Administration Committee (as appropriate – see 3 above) may make one or more of the following decisions:
   (a) that no action be taken;
   (b) that the student be sent a letter giving advice to assist in improving his or her academic performance, which might include referral to the Learning Skills Centre;
   (c) that the student be sent a letter warning that if his or her academic performance does not improve in the next semester or next year further action, including exclusion from the facultyor the University, may be taken;
   (d) that the student be permitted to re-enrol subject to specified conditions, or restricted to a certain number of points. These conditions or restrictions will be determined by the Dean.
   (e) that the student be declined enrolment for the future, or for such future period as may be specified, in a particular course or courses, subject, award, or faculty. Students may not be declined enrolment in a faculty if they have not already received a warning letter and/or a restriction.A student who has been excluded from an award or faculty may enrol in a second award or faculty only with the approval of the Dean of that second award or faculty. A student who is considered for exclusion from a second faculty may also be considered for exclusion from the University;
   (f) that the student be declined enrolment in the University. Students may not be declined enrolment in the University if they have not already received a warning letter and/or a restriction.
5. For students already enrolled in a course of study from which they are later declined enrolment, the decision related to their progression will override their enrolment and their enrolment will be cancelled by the Assistant Vice-Chancellor (Academic). The Academic Administration Committee will report to the Council the names of all students declined enrolment in the University.
6. Any student against whom a decision is made by the Academic Administration Committee under clauses 4(d) - 4(f) may seek a review of that decision first by the Faculty Dean and then by the Academic Administration Committee or a sub-committee of the Academic Administration Committee. Such a review will consider any extenuating circumstances, such as ill-health, which might have contributed to the student's lack of success.
7. A student who is not satisfied with the outcome of the review by the Academic Administration Committee may appeal to the Council Appeals Committee. The appeal must be lodged in writing with the University Grievance Advisor within 10 working days of the decision or such longer period as the Council Appeals Committee may determine. The decision of the Council Appeals Committee is final.
8. Any student against whom a decision has been made under clauses 4(e) or 4(f) may apply for readmission to the course, the subject, the award, the faculty or the University after not less than one year, or the number of days specified in the particular case. Applicants should provide evidence of their likelihood of success in future university studies.
   (a) Applications for readmission to a course, subject, award or faculty shall be made to the Faculty Dean, acting on behalf of the Academic Board.
   (b) Applications for readmission to the University shall be made to the Assistant Vice-Chancellor (Academic).

J. Breach of Instructions and Dishonest Practice

1. In the case of tests and other work being taken for credit (excluding formal examinations):
   (a) An examiner, with the approval of the Head of Department/Schoolor delegate, may:
      i. decline to award a grade; or
      ii. deduct marks; or
      iii. resolve the matter in any other appropriate way.

   for any work which is the result of

dishonest or improper practice, including non-compliance with formal instructions undertaken with dishonest intent.

Note: Plagiarism is a form of dishonest practice.

(b) If an examiner is satisfied that a student has committed a breach of instructions not amounting to dishonest or improper practice, the examiner may, with the approval of the Head of Department or delegate.
   i. decline to award a grade for that student's work in whole or in part; or
   ii. deduct marks; or
   iii. resolve the matter in any other appropriate way.

(c) Before determining that dishonest practice or breach of instructions has occurred, the Head of Department/School or delegate shall give the student an opportunity to make representations.

(d) If the Head of Department/School or delegate, after hearing the student's representations, is of the opinion that the student may be guilty of dishonest or improper practice in connection with the test or other work, the Head of Department/Schoolor delegate may, instead of determining that the work shall be penalised, refer the matter to the Proctor for investigation and reference to the Discipline Committee if the Proctor thinks fit.

(e) Any student against whom a decision is given by the Head of Department/School or delegate may appeal to the Discipline Committee within 10 working days of the decision.

2. In the case of formal examinations:
   (a) If an examiner is satisfied that a student has committed a breach of instructions not amounting to dishonest or improper practice, the examiner may, with the approval of the Head of Departmentor delegate
      i. decline to mark that student's examination script in whole or in part; or
      ii. deduct marks; or
      iii. resolve the matter in any other appropriate way.
   (b) In such a case the examiner shall submit a written report to the Secretary of the Discipline Committee stating the reason for the refusal to mark, and the Secretary of the Discipline Committee shall inform the student of the reason.
   (c) Any student against whom a decision is given not to mark his or her examination script may appeal to the Discipline Committee within 10 working days of the date of the decision being communicated to the student.
   (d) If an examiner, after consultation with the Head of Department/Schoolor delegate, is of the opinion that a student may have engaged in dishonest or improper practice in the examination, the examiner shall refer the matter to the Proctor for investigation, and reference to the Discipline Committee if the Proctor thinks fit.
3. Dishonest or improper practice in examinations, tests or other work shall be deemed to be a breach of discipline, and the Discipline Regulations shall apply to the proceedings accordingly.

   If the Discipline Committee, after giving any student such opportunity as it thinks fit to make representations, finds him or her guilty of any dishonest or improper practice in connection with examinations, tests or other work, including the bringing into an examination or test of any unauthorised material, it may impose all or any of the following penalties:
   (a) expulsion from the University;
   (b) suspension from enrolment in the University or in particular courses for such period as it thinks fit;
   (c) denial of credit or partial credit or an X grade in any course or courses;
   (d) a fine;
   (e) a reprimand;
   (f) unpaid community work.
4. Appeals against decisions made under Regulation J are governed by the Discipline Regulations, clause 7.

K. Cross Crediting and Double Degrees

1. A student may credit courses common to two degrees or diplomas towards both degrees or diplomas subject to the following general conditions:
   (a) no degree or diploma may contain more than 120 points from any other award or awards unless the regulations for the relevant degree or diploma permit otherwise;
   (b) courses cross credited from another award must meet the requirements of the relevant degree or diploma;
   (c) postgraduate courses may not be so credited;
   (d) no course may be used to satisfy the 300-level or final Professional or Honours

year requirement of more than one degree or diploma;

(e) if any regulation prevents the transfer of credit for a course which is compulsory for the second degree another course approved by the Dean of the appropriate Faculty must be substituted.

2. With the permission of the Academic Board, a student may receive credit on transfer towards Honours and Master's degrees, and postgraduate diplomas for courses taken at other universities but not already credited to completed qualifications.
   (a) The amount of credit allowed will depend on the facts of the particular case, but will not exceed 50 percent of the total degree requirements.
   (b) If a thesis is a requirement of the degree, the thesis must normally be undertaken at the University of Canterbury.
   (c) Such transfer of credit would normally be approved by the Faculty Dean.

L. Theses

Notes:

1. *These regulations apply to all theses. They might also apply to postgraduate dissertations, projects, and other original work if the regulations for the degree or diploma specify that the work is subject to the conditions laid down in General Course and Examination Regulations Section L, and shall be submitted in accordance with those regulations.*
2. *Unless otherwise specified in these regulations, 'relevant Dean' means the relevant Faculty Dean in the case of Master's theses and the Dean of Postgraduate Research in the case of PhD theses. HOD/HOS means the Head of Department or School, and the HOD/HOS may delegate to a programme director or other suitable person. Where a thesis student is enrolled in a research centre, HOD/HOS means the Director of the Centre.*
3. *For regulations specific to individual degrees, see the relevant Master's Degree Regulations and the PhD Regulations and Guidelines. Students and staff are also referred to the Student Administration website, where forms, policies and guidelines relating to thesis work are available.*
4. *Any departure from the following regulations requires the approval of the Dean of Postgraduate Research acting on behalf of the Academic Board.*

Supervision

1. (a) All theses shall be supervised by more than one supervisor.
   (b) One supervisor shall be designated the Senior Supervisor and shall be responsible for ensuring administrative and regulatory requirements are met.
   (c) The Senior Supervisor must be a member of the continuing academic staff of the University and shall be appointed by the relevant Dean on behalf of the Academic Board, after considering the recommendation of the HOD/HOS (see Note 2. above).
   (d) Any other supervisors shall be appointed by the HOD/HOS in consultation with the candidate and the Senior Supervisor. Such supervisors need not be members of the student's department and need not be members of the continuing academic staff.
   (e) Other supervisors may be designated as co-supervisors, associate supervisors, assistant supervisors or supervision committee, as appropriate.
   (f) The names of the supervisors and their affiliation to the University if they are not continuing academic staff shall be recorded on the Research Proposal in 2 below.
   (g) The relevant Dean may, after consultation with the HOD/HOS, replace a Senior Supervisor, and the HOD/HOS may replace any other supervisor if there is good reason to do so.

Registration

2. All students undertaking research towards a thesis shall submit for registration a Research Proposal to the relevant Dean no later than:
   (a) two months from the date of enrolment for the thesis work for full-time Master's students;
   (b) four months from the date of enrolment for the thesis work for part-time Master's students;
   (c) four months from the date of enrolment for the thesis work for full-time Master's students enrolled concurrently for thesis and course work;
   (d) six months from the date of enrolment for doctoral students;

   unless the relevant degree regulations specify otherwise.
3. Every Research Proposal shall be accompanied by the 'PhD Registration (Research Proposal)' form which includes a standardised agreement signed by the student, the Senior Supervisor, and the HOD/HOS, and which sets out expectations regarding supervision, resource availability, and feedback.

4. Theses shall be written in English or Maori.
   Note: The stipulation that a thesis will be written in English or Maori does not preclude significant portions of illustrative or analytic material being written in a language other than English or Maori where this is appropriate. Students intending to submit and defend their thesis in te reo Maori must seek permission at the time of registration. A recommendation will be made by the Assistant Vice-Chancellor (Maori) or nominee on the candidate's fluency and literacy in te reo Maori in the thesis subject and the likelihood of being able to find appropriately qualified examiners for the thesis.

Progress Reports

5. All students undertaking research towards a thesis shall submit progress reports to the relevant Dean. The progress reports will be accompanied by the standard form on which the Senior Supervisor comments on progress. Master's students will report every six months; the first report being due six months after the date of registration of the Research Proposal. Doctoral students will report six months and twelve months after the date of registration of the Research Proposal, and annually thereafter.

Submission

6. (a) At the time of the initial submission to the Registry for examination, a thesis should normally be in print form and soft (not ring) bound and the candidate must pay the specified fee to cover the costs of hard-binding: the thesis will not be examined until the fee is paid. Every copy of a thesis to be submitted for examination shall be produced in the manner prescribed by the Librarian. Normally two copies of a Master's thesis and two copies of a Doctoral thesis are submitted for examination (but see Regulation 12, below, regarding extra copies).
   Note: The hard-binding fee shall be as specified by the Council.
   (b) On the recommendation of the Senior Supervisor, and with the approval of the Dean of Postgraduate Research, a thesis may be submitted entirely in digital form. This will normally only be permitted if the content and presentation of the thesis are such that an ordinary print version would be inappropriate.

Examination

7. Oral examinations will normally be conducted in English or Maori. The work shall be examined by such persons as are appointed by the Council on the recommendation of the Dean of Postgraduate Research, after consultation with the HOD/HOS. The HOD/HOS must consult with the supervisors.
8. (a) For Master's students there shall be two examiners:
      i. one examiner must be external to the University and the supervisory team;
      ii. one examiner will be a continuing staff member of the University and may be a member of the supervisory team.
   (b) For PhD students there shall be two external examiners. One of these shall normally be from overseas. No member of the supervisory team may be an examiner.
   (c) For Master's examinations, any supervisor who is not an examiner will provide a contextual report on the student's thesis. For PhD examinations the supervisory team will submit a joint contextual report. The contextual report should provide a commentary on the working relationship between the supervisor and the candidate, an opinion on the extent to which the thesis work is the candidate's own (especially in cases where the thesis work was done in close collaboration with others), and opinions on where the candidate's work stands in the context of the discipline, both nationally and internationally.
9. The student has the right to make a case to the Dean of Postgraduate Research that any particular person not be an examiner.
10. When the work is forwarded for examination, it shall be accompanied by a certificate from the Senior Supervisor stating that the work embodies the results of research carried out by the candidate under the direct supervision of the supervisors; and stating what part the supervisors played in the conduct of the research and the preparation of the work.
11. The examiners of any thesis shall each submit independent written reports to the Postgraduate Office. After both PhD examiner reports have been received, copies shall be given to the candidate's Senior Supervisor, who has the right to make a written report on any aspect of the examiner's reports. This report should be signed by all members of the supervisory team and forwarded to the Postgraduate Office.
12. In the event of any disagreement between examiners, after the Department has taken all reasonable steps to achieve consensus, the Dean

of Postgraduate Research may appoint a referee to adjudicate, in which case the result shall be determined by the referee. This regulation is subject to any other regulations providing for the resolution of disagreements.

After Examination

13. If the candidate submitted printed copies of the thesis for examination under Regulation 5(a), then:
    (a) After examination, after the candidate has made any necessary revisions, and after the candidate has been approved for the award of the appropriate degree, one printed copy of the thesis in its final form will be delivered by the Senior Supervisor to the University Library for binding, cataloguing, and shelving. The degree will not be awarded until this has been done.

    In all cases, whether submission was under Regulation 5(a) or 5(b):
    (b) The Senior Supervisor will deposit a digital copy of the final approved version of the thesis in the University Library in the way prescribed by the University Library.
    (c) In addition to the copies deposited in the Library, a copy may be provided to each of the examiners, except in cases where confidential or other material in the thesis makes this not possible. Print copies for the examiners may be soft-bound, and when the thesis has not undergone major revision, it may be that the copy initially sent for examination is kept by the examiner.
    (d) The candidate should also ensure that sufficient extra copies, whether in printed or digital form, are prepared to provide for those required by the department/school, and sponsor of the work, and the candidate him/herself.

M. Higher Doctorates

1. Upon receiving any application for a higher doctorate which meets the qualifying criteria, the Dean of Postgraduate Research shall request the Dean of the relevant Faculty to appoint an ad hoc committee of not fewer than three persons. The committee shall report to the Dean of Postgraduate Research whether the work submitted is prima facie worthy of examination for the degree and, if it is, recommend the names of suitable examiners.
2. If the examiners recommend the award of the degree, the degree shall not be conferred until two copies of the complete submission are deposited in the University Library.

N. Hardship

1. Where in any case it is shown to the satisfaction of the Academic Board that hardship has been or will be caused to any student by either:
    (a) an alteration or amendment of a University statute, regulation or prescription involving a change in a course of study or in examination requirements; or
    (b) a misinterpretation of these or any other regulations by an authorised member of the University staff; or
    (c) exceptional circumstances, including circumstances arising from decisions taken under University regulations and statutes;

    the Board may make such provision as it thinks fit for the relief of such hardship.

    Note: Please refer to Section A Enrolment in Courses.

O. Appeals and Grievances

Appeals

1. **Right of Appeal**

    A student may appeal against any decision by which he or she is aggrieved which is made in the exercise of powers under the General Course and Examination Regulations, the Limitation of Entry Regulations, the Course Regulations or any other academic decision where an appeal right is not provided within the University regulations.
2. **Appeal Hearing**
    (a) Appeals to the Academic Appeals Committee are conducted as a full re-examination of the original decision.
    (b) Appeals to the Council Appeals Committee will be conducted in accordance with the policy relating to Appeals to the University Council.
3. **Appeals from a Departmental or School Decision**

    A student who is aggrieved by a decision made by a Head of Department/School, or an academic within a Department or School, may appeal to the Dean of the Faculty for the degree to which the decision applies or, for matters related to PhD or any thesis examination, to the Dean of Postgraduate Research.

4. **Appeals from a Decision of a Dean, Academic Manager, Assistant Vice-Chancellor, Pro-Vice-Chancellor or other University Officer**
   (a) A student who is aggrieved by a decision made by a Dean, Academic Manager, Assistant Vice-Chancellor, Pro-Vice-Chancellor or other University Officer may appeal to the Academic Appeals Committee (a subcommittee of the Academic Administration Committee acting on behalf of the Academic Board).
   (b) A student who is not satisfied with the outcome of the appeal to the Academic Appeals Committee may appeal that decision to the Council Appeals Committee.
5. **Appeals from a Decision of a University Committee (including the Academic Appeals Committee)**
   (a) A student who is aggrieved by a decision made by the Academic Administration Committee, a subcommittee of the Academic Administration Committee, or the Executive of the Academic Administration Committee may appeal to the Council. Appeals to the Council are heard on behalf of the Council by the Council Appeals Committee.
   (b) The decision of the Council Appeals Committee is final.
6. **Procedure**
   (a) Any appeal by a student shall be made in writing within 10 working days of the student receiving notification of the decision. Only in exceptional cases will a late appeal be considered. Reasons for lateness should be provided when the late appeal is made.
   (b) Appeals against a departmental decision should be addressed to the relevant College Academic Manager.
   (c) All other appeals should be addressed to the University Grievance Advisor.

Note: The detailed procedures for the conduct of academic appeals are available on the University website at www.canterbury.ac.nz/ucpolicy or from the University Grievance Advisor or the Secretary of the Academic Appeals Committee.

Grievances

1. **Informal resolution of concerns**
   (a) Should minor concerns arise, students are encouraged to raise the matter directly with the staff member concerned, with the aim of resolving the matter at the lowest possible level and without undue formality.
   (b) A staff member or student who is uncertain about how to seek informal resolution of a concern is encouraged to seek advice from the University Grievance Advisor or the UCSA Education Support Office.
   (c) Where informal discussions have not resulted in a satisfactory resolution for the student, or where the matter is more serious, the formal academic grievance procedures should be followed.
2. **Formal academic grievances**
   (a) Where it has not been possible to resolve a concern informally or the grievance is considered serious, a student may lodge a formal academic grievance.
   (b) A student who wishes to lodge a formal academic grievance must submit it in writing on the prescribed form to the University Grievance Advisor.
   (c) When a formal academic grievance has been lodged in conjunction with an academic appeal, the grievance will be considered before the academic appeal is heard.
   (d) A student who wishes to lodge a formal academic grievance must do so within 20 working days after the last occurrence of the action or matter that has given rise to the grievance, unless the Vice-Chancellor decides otherwise.
   (e) A student dissatisfied with the outcome of the consideration of an academic grievance may appeal to the Vice-Chancellor within 10 working days of being notified of the outcome. Such an appeal will only be considered on the grounds of process or on the presentation of new material. The Vice-Chancellor's decision will be final.

Note: The detailed procedures relating to academic grievances are available on the University website at www.canterbury.ac.nz/ucpolicy or from the University Grievance Advisor.

P. General Transitional Provisions

1. All candidates for degrees, diplomas and certificates must complete the requirements for their qualifications in accordance with the Course Regulations in this edition of the Calendar, except that where:
   (a) candidates began their courses of study under course regulations other than the current regulations, and
   (b) the current regulations do not contain relevant transitional provisions,
   (c) then candidates will complete their qualifications by taking such courses, as may

be prescribed by the Deans of the relevant Faculties that are consistent with current regulations.

2. Notwithstanding 1. above, candidates who are completing qualifications in which they originally enrolled at the Christchurch College of Education, and which were formerly awarded by the Christchurch College of Education, will complete under the Christchurch College of Education regulations applicable at the date of the merger between the University of Canterbury and the Christchurch College of Education. In all these cases, there are time limits for completing the qualification under these regulations.
3. A University of Canterbury student, enrolled before 2006, can complete his or her degree under the transition regulations, as specified in 4. below. Where, however, a student abandons the original degree and enrols in another University of Canterbury degree, the transition regulations will no longer apply.
4. Students who have enrolled prior to the 2006 academic year in the Bachelor of Arts, Bachelor of Commerce, Bachelor of Education, Bachelor of Education in Science, Bachelor of Engineering with Honours, Bachelor of Fine Arts, Bachelor of Forestry Science, Bachelor of Laws, Bachelor of Music, Bachelor of Social Work, Bachelor of Speech and Language Therapy, Bachelor of Science, Graduate Diploma in Accountancy Finance and Information Systems, Graduate Diploma in Arts, Graduate Diploma in Forestry, Graduate Diploma in Management, Graduate Diploma in Science, may complete the qualification under the 2005 regulations, in which case the qualification must be completed by 31 December 2009. If a student does not complete their current qualification before 31 December 2009 then transition arrangements will be made on an individual basis.

   Note: See also General Course and Examination Regulations Section N Hardship regarding hardship arising from changes to Course Regulations.

Q. Waiver and Variation of Regulations

1. For the regulations governing each award (i.e. degree, certificate or diploma) of the University there is a provision for a student to apply for a waiver or a variation of the regulation.

   Notes:

   1. *Students should ask the College or School Office whom to approach for a given request and/or check the College website.*
   2. *A student whose application is declined may appeal that decision (see General Course and Examination Regulations Section O Appeals).*

R. Courses from Other Degrees are Subject to the Regulations of those Awards (Qualifications)

1. When a candidate for an award is permitted by its regulations to take courses which are drawn from the schedule of courses for a different award, such courses must comply with the relevant regulations of the latter award.

S. Excessive Course Loads Defined

1. For excessive workload the approval of the Dean is required when
   (a) a student is enrolled in more than 150 points for Semester 1 and Semester 2 courses and more than 75 points for each Semester;
   (b) a student is concurrently enrolled in more than 30 points of summer school courses.

T. Part-time and Full-time Defined

1. A full-time candidate is one who is enrolled for 0.8 EFTS or more for full-time/whole-year study, or 0.4 EFTS or more for full-time/part-year study (first or second semester).
2. A part-time candidate is one who is enrolled for less than 0.8 EFTS for whole year study, or less than 0.4 EFTS for part-time study (first or second semester).

   Note: A full-time postgraduate student who wishes to be employed by the University in academically relevant work may do so, with the approval of the Dean of Postgraduate Research, for up to six hours per week averaged over the calendar year.