

# General Course and Examination Regulations

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

## A. Enrolment in Courses

1.

- (a) A student may only be enrolled for a personal course of study which 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) 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.
- (d) 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.
- (e) 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) applications to enrol fail to reach a predetermined minimum number;
- (iii) applications to enrol meet the predetermined minimum but enrolments at the end of the week (5.00pm Friday) prior to the commencement of teaching in that course do not;
- (iv) other emergency situations or exceptional circumstances, as approved by the Academic 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 Regulation A: General for further grounds on which enrolment may be declined or cancelled.

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.

*Note: A suspension may be sought on the grounds of ill-health or some other reason that prevents the student from pursuing the 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.*

- 3. A student may enrol for no more than two degrees or diplomas in the same year. When a student enrolls for two degrees or diplomas in the same year, the Dean of the appropriate Faculty shall determine the number of courses for which the student may enrol.
- 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 enrolls again in a course for any reason (such as failure or receipt of a 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, and possibly carry forward graded assessment related to that work from the previous enrolment. If a student seeks an exemption, application to the Head of Department/School must be made before 31 March in the case of first semester

or whole year courses or 15 August in the case of second semester courses.

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.

## 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 Regulation C1).

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 Course Regulations.

3. If a specific course is offered under different course prescription codes, a student passing such a course may subsequently elect to receive credit under any one of those course prescription codes.

4. A student not enrolled in a course for a degree, diploma, certificate or professional qualification may not receive credit for that course without the leave of the Academic Board.

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 an internal student of this university may be permitted to credit approved courses passed in one or more of the following ways:

- (i) as an internal student of another university in New Zealand or overseas;
- (ii) as an extramural student registered for tuition at another university in New Zealand or overseas;
- (iii) as a student enrolled extramurally without tuition at Canterbury.

(b) A candidate seeking credit under this Regulation must make prior application to the Academic Board.

8.

(a) No candidate shall normally be eligible to graduate with the Degree of Bachelor of Arts, Bachelor of Commerce, Bachelor of Science, Bachelor of Education or Bachelor of Education in Science unless he or she has been credited as an internal student with courses of this University which:

- (i) have a total value of at least 120 points; and
- (ii) include courses satisfying the 300-level 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) as an internal student, courses which satisfy the 300-level 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): as an internal student, 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 as an internal student 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.

## 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:

- (i) Formal examinations supervised by the Registry;
- (ii) 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;
- (iii) Major work, other than major tests, each item of which is worth not less than 10% of the total assessment;
- (iv) Minor work each item of which is worth less than 10% of the total assessment.

These items of work are referred to in these Regulations as (i) formal examinations, (ii) major tests, (iii) other major work, (iv) minor work; classes (ii), (iii) and (iv) are referred to collectively as the course work.

*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 Regulation G2 or a recounting under Regulation C8.*

3. The Head of Department/School shall, not later than two weeks after the start of each course, ensure that the basis, dates and times of all items of assessment 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 Regulations G2 and H.

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.*
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.
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), Compensation Pass (CP) 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. 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).*

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. 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.*

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. No candidate may receive restricted credit toward any one degree for courses worth more than 88 points.*

*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 Regulations. However, the student may receive credit only once for any course: see Regulation B2.*

7. *A student shall be deemed to be credited with a course on the date on which the Registrar publishes the results, or in a particular case on such earlier date as the Council may determine.*

*Note: Students enrolled in first semester courses for which results are not credited mid year may apply to the Registrar for early crediting which may be allowed if there are adequate reasons (e.g. completion of degree/diploma requirements, transfer or scholarship applications). Such credit will be granted where a report has been received from the examiners in respect of that student's results in accordance with Regulation C5.*

8. *Any student may apply in writing to the Manager (Student Records, Examinations and Graduation) 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 C2.*

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

Notes:

(i) *Certain professional courses are subject to external moderation or assessment. In some instances this requirement is statutory.*

(ii) *For examination of theses see Regulation L: Theses.*

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 or Board of Studies 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.

## 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.

Notes:

1. *Students' attention is drawn to Regulation H: Aegrotat Consideration.*

2. *All candidates are normally required to sit examinations in the University precincts.*

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 inform the Students with Disabilities Co-ordinator as early in the year as possible.*

2. Examinations will usually be two or three hours in length. The length of all examinations must be specified in the student management system by two

weeks after the start of the course.

3. Students shall write answers in the presence of a supervisor who shall be appointed by the Council.

4. No student shall communicate with any examiner about an examination except through the Registrar until the results have been published.

5. 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 publication of results any student may apply in writing to the Manager (Student Records, Examinations and Graduation) 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 or in writing to the Manager (Student Records, Examinations and Graduation) 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:

(i) *Once an original script is uplifted, no appeal in relation to that script will be accepted.*

(ii) *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 Manager (Student Records, Examinations and Graduation) 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 Pass) 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 G3, a student may apply to the Manager (Student Records, Examinations and Graduation) within three months of the publication 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 or in writing to the Manager (Student Records, Examination and Graduation) 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:

(i) *Once an original is uplifted, no appeal in relation to that script will be accepted.*

(ii) *Students' attention is drawn to Regulation H: Aegrotat Consideration.*

(iii) *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 also.

*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 Manager (Student Records, Examinations and Graduation) on or within 7 days after the due date for submission of the work concerned, or on or within 7 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.

(i) 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.

(ii) 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.

- (iii) 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 Manager (Records, Examinations and Graduation) 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 Manager (Records, Examinations and Graduation).

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 should 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 after the formal examinations each year. Each Faculty shall thereupon submit to the Academic Committee (acting for the Academic Board) the names of those students in respect of whom action is recommended and proposals for appropriate action.

(a) Decisions with respect to individual courses or programmes may be made by Faculties and will be reported to the Academic Committee.

(b) Decisions with respect to exclusions from degrees, Faculties or the University are made by the Academic Committee.

2.

(a) The records of all first year students shall be reviewed at the end of semester one and the students advised of assistance available if their records indicate they are unlikely to pass more than half of their courses.

(b) The record of a student enrolled in a Professional year for Engineering or Forestry, or Speech and Language Therapy, or the Fine Arts Intermediate Examination, shall be reviewed if he or she has not passed the whole of the Examination in the two years comprising the year of study under review and the preceding year of study.

(c) The record of a student enrolled for any other course of study shall be reviewed in the second or subsequent year of study (including at the end of semester one) if he or she satisfies none of the following criteria:

either (i) in the year of study under review he or she has been credited with courses worth more than half the total points value of the courses

for which he or she was enrolled in that year;

or (ii) in the year of study preceding the year of study under review he or she has been credited with courses worth more than half the total points value of the courses for which he or she was enrolled in that preceding year;

or (iii) he or she has been credited with the equivalent of a full time course in the two years comprising the year of study under review and the preceding year of study.

(d) In this Regulation, a student is considered to be “enrolled” in a course if he or she was on the course roll after the following dates:

- Full year course: 30 September
- First semester course: 31 May
- Second semester course: 30 September

A “year of study” is a year in which the student was enrolled for at least one course as above. A “full time course” means a full time course as defined for Student Allowances purposes.

3. After considering the recommendations, the Faculty or the Academic Committee may make one or more of the following determinations:

- (a) that the student be permitted to re-enrol subject to such conditions as may be specified;
- (b) that the student be permitted only restricted enrolment under Regulation 4;
- (c) that the student be declined enrolment for the future, or for such future period as may be specified, in a particular course or courses, or, in exceptional circumstances, in the University.

The Academic Committee shall report to the Council the names of all students declined enrolment in the University.

4.

(a) A student subject to restricted enrolment shall have the number of points in which he or she may enrol determined by the Dean of their Faculty.

(b) If a student subject to restricted enrolment is credited with courses worth at least 36 points in the year of study following the year in which the restriction was imposed the restriction shall cease to apply. In all other cases, a student’s record shall be reviewed at the end of each semester or year of study during which enrolment is so restricted.

5. Any student against whom a decision is given by the Academic Board under Regulation 3 may first seek a review of that decision by the body which made the decision. Such a review will consider any extenuating circumstances, such as ill-health, which might have contributed to the student’s lack of success. If the original decision stands, the student may appeal to

the Academic Appeals Committee within the time specified by the Academic Committee, which will thereupon reconsider the student’s case.

6.

(a) Any student against whom a decision is given by a determination of the Academic Committee under Regulation 3 may appeal to the Council, provided that if he or she has not exercised the right to make representations to the Academic Committee under Regulation 5, the leave of the Council to appeal must first be obtained. A decision of the Council under this paragraph shall be final.

(b) All appeals to the Council under this Regulation must be lodged in writing with the Registrar within 14 days of the decision complained of, or such longer period as the Council may allow in a particular case.

7. Any student against whom a decision has been made under clause 3(c) may apply for readmission to the course, the degree, 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.

(a) Applications for readmission to a course shall be made to the Faculty Dean, who will be advised by the course convenor.

(b) Applicants for readmission to a degree or Faculty shall be made to the Academic Committee, acting on behalf of the Academic Board.

(c) Applications for readmission to the University shall be made to the University Council (via the Registrar).

## J. Dishonest Practice and Breach of Instructions

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/School, may decline to mark any work which the examiner is satisfied is the result of some dishonest or improper practice, or does not comply with instructions formally promulgated. Note: Plagiarism is a form of dishonest practice.

(b) before determining that such work shall not be marked the Head of Department/School shall give the student an opportunity to make representations;

(c) if the Head of Department/School, after hearing the student’s representations, is of the opinion that the student may be guilty of some dishonest or improper practice in connection with the test or other work, the Head of Department/School may, instead of determining that the work shall not be marked, refer the matter to the Proctor for investigation and reference to the Discipline Committee if the Proctor thinks fit;

(d) any student against whom a decision is given by the Head of Department/School that work shall not be marked may appeal to the Discipline Committee within 7 days of such 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 Department, decline to mark that student's examination script in whole or in part. Note: Plagiarism is a form of dishonest practice.

(b) in such a case the examiner shall submit a written report to the Registrar stating the reason for the refusal to mark, and the Registrar shall when notifying the student of the results inform him or her of this 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 14 days of the date of publication of results;

(d) if an examiner, after consultation with the Head of Department/School, 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.

(a) Dishonest or improper practice in examinations, tests or other work shall be deemed to be a breach of discipline, and Regulations 2, 3, 4 (b) and 6 of the Discipline Regulations shall apply to the proceedings accordingly.

(b) 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:

- (i) expulsion from the University;
- (ii) suspension from enrolment in the University or in particular courses for such period as it thinks fit;
- (iii) denial of credit or partial credit in any course or courses;
- (iv) a fine;
- (v) a reprimand;
- (vi) unpaid community work.

4. Appeals against decisions made under Regulation J are governed by the Discipline Regulations, clause 6.

## 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) points cross credited from another award must meet the requirements of the relevant degree or diploma;

(c) graduate courses may not be so credited;

(d) no course may be used to satisfy the Stage 3 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.

## L. Theses

Notes:

(i) *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.*

(ii) *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 Studies 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.*

(iii) *For regulations specific to individual degrees, see relevant Master's Degree Regulations and PhD Regulations. Students and staff are also referred to the Academic Services website, where forms, policies and guidelines relating to thesis work are available.*

(iv) *Any departure from the following regulations requires the approval of the Dean of Postgraduate Studies acting on behalf of the Academic Board.*

### Supervision

1.

1.1 All theses shall be supervised by more than one supervisor.

1.2 One supervisor shall be designated the Senior Supervisor and shall be responsible for ensuring

administrative and regulatory requirements are met.

**1.3** The Senior Supervisor must be a member of the continuing academic staff of the university and shall be appointed by the relevant Dean (see NOTE (ii) above) on behalf of the Academic Board, after considering the recommendation of the HOD/HOS (see Note (ii) above).

**1.4** 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.

**1.5** Other supervisors may be designated as co-supervisors, associate supervisors, assistant supervisors or supervision committee, as appropriate.

**1.6** 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.

**1.7** 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:

- 2 months from the date of enrolment for the thesis work for full-time Master's students;
- 4 months from the date of enrolment for the thesis work for part-time Master's students;
- 4 months from the date of enrolment for the thesis work for full-time Master's students enrolled concurrently for thesis and course work;
- 6 months from the date of enrolment for doctoral students.

**3.** Every Research Proposal shall be accompanied by the standard form "Application for Approval of Registration of Research Proposal" 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.

### Progress Reports

**4.** 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

**5.**

**5.1** 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 from time to time. Normally two copies of a Master's thesis and three copies of a Doctoral thesis are submitted for examination (but see Regulation 12, below, regarding extra copies).

*Note: The fee shall be as specified by the Librarian; it is currently \$25 per volume.*

**5.2** On the recommendation of the Senior Supervisor, and with the approval of the Dean of Postgraduate Studies, 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

**6.** The work shall be examined by such persons as are appointed by the Council on the recommendation of the Dean of Postgraduate Studies, after consultation with the HOD/HOS. The HOD/HOS must consult with the supervisors.

**7.**

**7.1** 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.

**7.2** For PhD students there shall be three examiners:

- (i) two of the examiners must be external to the university and the supervisory team and one of these shall normally be from overseas;
- (ii) one examiner will be a continuing staff member of the university and may be a member of the supervisory team.

**7.3** Any supervisor who is not an examiner will provide a contextual report on the student's thesis. 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.

8. The student has the right to make a case to the Dean of Postgraduate Studies that any particular person, including a supervisor, not be an examiner.
9. 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.
10. The internal and external examiners of any thesis shall each submit independent written reports to the Manager (Student Records, Examinations and Graduation).

11. In the event of any disagreement between examiners, after the Department has taken all reasonable steps to achieve consensus, the Dean of Postgraduate Studies 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**

12. If the candidate submitted printed copies of the thesis for examination under Regulation 5.1, then
  - 12.1 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 to the University Library for binding, cataloguing and shelving by the internal examiner. The degree will not be awarded until this has been done.

In all cases, whether submission was under Regulation 5.1 or 5.2:

- 12.2 The internal examiner 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.
- 12.3 In addition to the copies deposited in the Library, it is normal practice to provide each of the examiners with a copy of the thesis, 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.
- 12.4 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 Registrar shall request the Dean of the Faculty nominated by the Vice-Chancellor as the relevant Faculty to appoint an ad hoc committee of not fewer than 3 persons. The committee shall report to the Academic Board whether the work submitted is prima facie worthy of examination for the degree and, if it is, recommend through the Dean to the Academic Board 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 statutesthe Board may make such provision as it thinks fit for the relief of such hardship.

*Note: Please refer to Regulation A: Enrolment in Courses.*

## **O. 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 by Way of Rehearing**

All appeals are conducted as a full re-examination of the original decision.

### **3. Appeals from a Departmental or School Decision**

- (i) A student who is aggrieved by a decision made by a Head of School, Head of Department, 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 Studies.

- (ii) A student who is not satisfied with the outcome of the appeal to the Dean may appeal that decision to the Academic Appeals Committee (acting on behalf of the Academic Board).
  - (iii) 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.
  - (iv) The decision of the Council Appeals Committee is final.
4. Appeals from a Decision of a Faculty or Dean or Academic Manager or Pro-Vice Chancellor
- (i) A student who is aggrieved by a decision made by a Faculty, a Dean, an Academic Manager or a Pro-Vice-Chancellor may appeal to the Academic Appeals Committee (acting on behalf of the Academic Board).
  - (ii) 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.
  - (iii) The decision of the Council Appeals Committee is final.

#### 5. Appeals from a Decision of a University Officer

- (i) A student who is aggrieved by a decision made by the Assistant Vice-Chancellor (Academic), or other individual to whom institution-wide powers have been delegated (e.g. the Liaison Manager; International Admissions Officer; Director, UC Opportunity) may appeal to the Academic Appeals Committee (acting on behalf of the Academic Board).
- (ii) 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.
- (iii) The decision of the Council Appeals Committee is final.

#### 6. Appeals from a Decision of a University Committee (including the Academic Appeals Committee)

- (i) A student who is aggrieved by a decision made by the Academic Committee, a subcommittee of the Academic Committee, or the Executive of the Academic Committee may appeal to the Council. Appeals to the Council are heard on behalf of the Council by its Appeals Committee.
- (ii) The decision of the Appeals Committee of Council is final.

#### 7. Procedure

- (i) Any appeal by a student shall be made in

writing within 14 days of the student receiving notification of the decision. The person or body hearing the appeal may extend this time limit on evidence of good cause.

- (ii) Appeals against a departmental decision should be addressed to the relevant College Academic Manager.
- (iii) Appeals against a decision of a Faculty or Dean or Academic Manager or Pro-Vice Chancellor should be addressed to the Secretary of the Academic Appeals Committee.
- (iv) Appeals against an appeal decision of a Dean should be addressed to the Secretary of the Academic Appeals Committee.
- (v) Appeals against a decision of a University Officer should be addressed to the Secretary of the Academic Appeals Committee.
- (vi) Appeals against a decision of a University Registrar should be addressed to the Registrar.

*Note: The detailed procedures for the conduct of academic appeals are available on the University website <http://www.canterbury.ac.nz/ucpolicy/index.aspx> or from the Registrar or Secretary of the Academic Appeals Committee.*

#### 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,

then candidates will complete their qualifications by taking such courses, as may be prescribed by the Deans of relevant Faculties or Chair of the Board of Studies in Education, that are consistent with current regulations.

*Note: See also General Course and Examination Regulations N: Hardship 1(a) regarding hardship arising from changes to Course Regulations.*

#### Q. Waiver and Variation of Regulations

For 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:

- (i) Students should ask the College or School Office

whom to approach for a given request and/or check the College website.

*(ii) A student whose application is declined may appeal that decision (see General Course and Examination Regulations: O).*

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

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 that award.

## S. Excessive Course Loads Defined

A personal course of study having a value of more than 160 points for a full year (two semesters), or more than 80 points for a semester, is regarded as excessive and may not be pursued except with the approval of the Dean of the Faculty concerned.

## T. Part Time and Full Time Defined

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 time year study (first or second semester).

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 in the University in academically relevant work may do so, with the approval of the Dean of Postgraduate Studies, for up to six hours per week averaged over the calendar year.*