

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/Dean 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 enrolls 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 as restrictions in 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 master's 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 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.
- (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 270 points from courses in Part 2 of the Schedule; and
 - ii. include 90 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.
- (e) No candidate shall normally be eligible to graduate with the Degree of Bachelor of Criminal Justice unless he or she has been credited with the following courses of this University:
- i. the CRJU courses from Group A of the Schedule to the degree (or their UC coded equivalent courses); and
 - ii. courses to the value of 90 points at 300-level from Schedules A and B of the degree. This includes the courses in (i).

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 University Registrar (or delegate);
 - (b) Major tests in the form of supervised written examinations supervised by the department/school or the University Registrar (or delegate), 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 2(b) to (e) are referred to collectively as the course work.

All work for assessment, including theses, shall be presented in English or Māori 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 9 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 University grading scale is:

Grade	Marks
A+	90 – 100
A	85 – 89.99
A-	80 – 84.99
B+	75 – 79.99
B	70 – 74.99
B-	65 – 69.99
C+	60 – 64.99
C	55 – 59.99
C-	50 – 54.99
D	40 – 49.99
E	0 – 39.99

A pass is 50 marks and over.

6. 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, C-, or Restricted Credit (R); 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), R (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 informa-*

tion 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).*
7. In a course at 100 or 200-level examiners may grant restricted credit (R) 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.
8. 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.
9. Any student may apply in writing to the Associate Registrar 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.
10. 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.
11. 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 te reo Māori unless otherwise specified.

Notes:

1. *Students' attention is drawn to Section H. Special 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 reasonable accommodations regarding the conduct of formal examinations. Students suffering from permanent or temporary impairments are encouraged to contact the Disability Resource Service as early in the year as possible with appropriate medical evidence to assess support needs.*
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 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

These regulations have been repealed; refer to Regulation H. Special Consideration.

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 seven 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 four weeks of the date of the test or within four 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 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. Special 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. Special Consideration

1. Special consideration of assessment items

A student may apply for special consideration of assessment items where:

- (a) they have suffered an acute illness, injury or other reasonably unforeseeable circumstances:
 - i. which has prevented them from completing any major item(s) of work for assessment in a course; or

- ii. which has impaired their performance (including by interruption of pre-assessment revision) to the extent that the result(s) are likely to underestimate their true and evidenced level of mastery of the material in the course; or

(b)

- i. they have been selected to perform, compete, adjudicate or officiate as a national sporting representative at national or international competitions; or
- ii. they are members of a national cultural group on tour nationally or internationally.

2. Special consideration for late discontinuation

A student may apply for special consideration for a late discontinuation where the student has been prevented from completing the course(s), due to circumstances beyond the student's control or that were not reasonably foreseeable, and was unable to withdraw from the course(s) by the published withdrawal deadline.

3. Applications must be timely

Applications must be made to the Records, Examinations and Graduation Office as soon as practicable. It is permitted to consolidate a number of different assessment items on a single application where the justification and evidence are the same.

- (a) Applications under Regulation 1(a) should be lodged within five working days of the due date of the assessment item.
- (b) Applications under Regulation 1(b) should be lodged prior to the commencement of the course or no later than five working days after the student's selection to participate in the relevant event.
- (c) Applications under Regulation 2 should be lodged no later than five working days after the final date of the examination period relating to the course(s).
- (d) An application made after the deadline indicated in parts (a)-(c) must be accompanied by a detailed explanation of the reason for the delay. The explanation must refer to any earlier communications with the University and specify the dates of those communications. If the explanation for the delay is judged to be unsatisfactory, the application as a whole will be declined.
- (e) Any application lodged after the publication of grades must be approved by the Deputy Vice-Chancellor (Academic) before it is considered further. Such exceptional

applications require a very compelling case to be made under part (d).

- (f) Applications under Regulation 2 submitted after the publication of grades must apply to all courses studied during the relevant period of study (semester), inclusive of those that are not completed during that period.

4. Applications must be supported with evidence

Evidence must be supplied for all forms of special consideration, including discontinuation, and must relate to the condition or circumstances of the student at the time of the affected assessments or the course as a whole.

- (a) In the case of illness or injury to the student, satisfactory evidence must include a confidential report on the prescribed form from an approved health professional listed in the Special Consideration Procedures and Guidelines in the Policy Library. The report must state the nature of the illness or injury and the practitioner's professional opinion about its effect on the student's ability to complete or undertake the assessment item. It must relate to a consultation that took place within a period that is relevant to the assessment item, which may include an extension to permit the practitioner to make a sound evaluation of the applicant's condition at the time of the assessment item.
- (b) In the case of bereavement, appropriate evidence may include a death notice from a newspaper or a letter from a medical practitioner, funeral director, minister of religion, religious leader, 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 that relationship.
- (c) In cases not covered under Regulations 4 (a)–(b), the nature of the supporting evidence will depend on circumstances, but might include police reports, medical certificates or letters from others involved in the situation that has led to the application. Where independent evidence cannot be provided, then a statutory declaration must be provided.

5. Applications are first assessed on evidence

Applications are first assessed by the Special Consideration Committee to evaluate the grounds of the application. The Records, Examinations and Graduation Office will notify the applicant within five working days of the committee's decision as to whether the grounds for the application are accepted or declined.

6. Remedies for special consideration of assessment items

If the grounds for an application are accepted by the Special Consideration Committee, then the application will be further assessed (as below) for academic remedies, which may be subject to conditions and may include penalties where the conditions are not met. Applications under Regulation 1(b) must have a pre-approved remedy from parts (a)–(c) below only.

- (a) For assessment items other than tests or examinations, the course coordinator may approve a specified time extension as supported by the evidence. The course coordinator will notify the applicant directly of this extension.
- (b) For tests or examinations where there is sufficient time to make arrangements, the course coordinator (or examiner(s)) may approve the assessment to be undertaken using special facilities and/or over an extended period. The course coordinator will notify the applicant of the approved arrangements.
- (c) For late arrivals or missed tests or examinations, the Examinations Arrangements Senior Coordinator may approve the assessment to be undertaken at another, later time. Such approval will be given only after consultation with the course examiner(s) and when satisfied that the integrity of the assessment has not been (and will not be) compromised. The Examinations Arrangements Senior Coordinator will directly communicate the approved arrangements.
- (d) Where none of the arrangements in parts (a)–(c) are appropriate then the Head of Department/School may approve an alternative special assessment to be undertaken. The Head of Department/School will notify the applicant of the approved arrangement.
- (e) Where none of the arrangements in parts (a)–(d) are appropriate, then the Head of Department/School will consider the application after the final assessment item of the course has been marked. In consultation with the course examiner(s), the Head of Department/School will determine a computed grade based on appropriate items of other assessment completed during the course and (where relevant) other related courses undertaken at the same time or earlier. The computed grade will be applied only where the student has completed a substantial part of the course and has performed at a

satisfactory level in a substantial proportion of the assessment items for the course. If the Head of Department/School is satisfied that the applicant would have attained the computed grade (or at least a pass grade) had the assessment been undertaken without impairment, then the grade (or pass) shall be approved with a postfix of “AEG”; otherwise the non-computed grade, including failing grades, will be approved without a postfix. The Head of Department/School will notify the applicant that the application is to be considered at the conclusion of the course. The final outcome will be communicated to the candidate via the posting of final grades.

7. Approval for special consideration for late discontinuation

If the grounds for an application for special consideration for late discontinuation are accepted by the Special Consideration Committee, then the relevant Dean will determine, in consultation with the relevant course coordinator(s), whether to approve late discontinuation. Approval will be determined on the basis of evidence as to the degree to which the student has completed or engaged in the course of study. Notification of the decision will come from the Records, Examinations and Graduation Office.

8. Right of appeal

Appeals of the decision will be made in accordance with the General Course and Examination Regulations, Regulation O. Appeals and Grievances. However appeals of the decision made by the Special Consideration Committee will in the first instance be to the Academic Appeals Committee.

9. Procedures and guidelines

The implementation of these regulations are specified in the policy “Special Consideration Procedures and Guidelines” in the UC Policy Library, www.canterbury.ac.nz/ucpolicy

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 Academic 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 faculty or the University, may be taken;
 - (d) that the student be permitted to re-enrol in the 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 Deputy 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)–(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 UC Grievance Coordinator within ten 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)–(f) may apply for re-admission 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 re-admission to a course, subject, award or faculty shall be made to the Faculty Dean, acting on behalf of the Academic Board.
 - (b) Applications for re-admission to the University shall be made to the Deputy 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) For any work which is the result of dishonest or improper practice, including non-compliance with formal instructions undertaken with dishonest intent, the examiner, with the approval of the Head of Department/School or delegate, may:
 - i. decline to award a grade; or
 - ii. deduct marks; or
 - iii. resolve the matter in any other appropriate way.

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, with the approval of the Head of Department/School or delegate, may:
 - 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/School or 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 ten 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, with the approval of the Head of Department/School or delegate, may:
 - 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 ten working days of the date of the decision being communicated to the student.
 - (d) If an examiner, after consultation with the Head of Department/School or 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 or DMA 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, the PhD Regulations and Guidelines and the DMA Regulations and Guidelines. Students and staff are also referred to the Postgraduate Studies website, where 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 will normally 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 school/department and need not be members of the continuing academic staff.
- (e) Other supervisors may be designated as co-supervisors, associate supervisors or members of a 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 PhD 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 te reo Māori.

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

Māori 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 complete a progress report every six months; the first report being due six months after the date of registration of the Research Proposal. Doctoral students will complete a progress report every six months; the first report being due six months after the date of registration of the Research Proposal.

Submission

6.
 - (a) At the time of the initial submission to the Postgraduate Office for examination, a thesis should normally be in electronic form. The candidate shall submit a PDF of a thesis embodying the results of the research and the "Use of Thesis" Form, which can be found on the Postgraduate Studies website.

Note: A student may request to submit a hard-copy of the thesis for examination rather than a PDF version if the format of the thesis requires such.

If submitted in print form, a thesis should be soft (not ring) bound. If submitted in print form, two copies of a Master's thesis and two copies of a doctoral thesis are submitted for examination.

Examination

7. Oral examinations for PhD candidates will normally be conducted in English or te reo Māori. 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;
 - ii. one examiner will normally be a continuing staff member of the University but not a member of the supervisory team.
 - (b) For PhD students there shall be two external

examiners. At least one of these shall normally be from overseas. No member of the supervisory team may be an examiner.

9. The student has the right to make a case to the Dean of Postgraduate Research that a nominated 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 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 to the Dean of Postgraduate Research on any aspect of the examiner's reports.
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 an adjudicator, in which case the result shall be determined by the adjudicator. This regulation is subject to any other regulations providing for the resolution of disagreements.

After Examination

13. After a candidate has been approved for the award of the appropriate degree, he or she shall deliver to the University Library Collections an electronic copy (as a PDF file) of the final version of the thesis, to be uploaded to the library website. A candidate may also deposit a hard-bound copy of the thesis if he or she so wishes.

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, Deputy 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, Deputy 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 ten 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/Dean.
- (c) All other appeals should be addressed to the UC Grievance Coordinator.

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 UC Grievance Coordinator 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 UC Grievance Coordinator 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 UC Grievance Coordinator.
- (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 ten 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 UC Grievance Coordinator.

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. Where a student abandons the original degree and enrolls in another University of Canterbury degree, the transition regulations will no longer apply.

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 (ie, 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 and Grievances).*

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 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.