

# Part 1 – Bond University Award Regulations

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# Part 1 – Award Regulations

## *Division 1 – General Award Regulations*

### **1 Introduction**

- (1) These regulations may be cited as the Bond University Award Regulations.
- (2) Students should read the following regulations in conjunction with Faculty specific regulations as prescribed by the Faculty of enrolment. Where there is any conflict with Faculty regulations, the Award Regulations take precedence.
- (3) Schedule A contains the Definitions used in these regulations.

### **2 Commencement**

These regulations commenced on 1 January 2005 and are reviewed on a continuing basis. The most recent published version, as approved by Academic Senate, is the official version.

### **3 Application of Regulations**

These Regulations apply to all students enrolled in a subject or program at Bond University.

### **4 Vice Chancellor's Discretion**

The Vice Chancellor shall be empowered to waive such of the requirements of these Regulations as considered appropriate. The Academic Senate is appointed as the arbiter of the interpretation and application of these Regulations.

### **5 Programs Offered**

Bond University shall offer programs of study for the following:

- English Language
- Foundation and University Preparation
- Diploma
- Associate Degree
- Bachelor Degree
- Bachelor Degree with Honours
- Graduate Certificate
- Graduate Diploma
- Juris Doctor
- Coursework Masters
- Research Masters
- Coursework Doctorate
- Research Doctorate
- Post-Doctoral Degree
- Non-Award Program

### **6 Admission to Award**

A candidate who has completed all requirements for an award may apply on the prescribed form to the University Registrar to be admitted to that degree. Please refer to the Academic Regulations Division 6 - Progression.

### **7 Program of Study**

- (1) Degrees, Diplomas, Foundation and University Preparation programs shall consist of work at the determined level in the relevant field of study as approved by the Academic Senate of the University. The program to be taken by a candidate and any alteration to the approved program of study during the period of candidature shall be subject to the approval of the Executive Dean or delegate of the relevant Faculty.

(2) All candidates are required to have received the approval of the Executive Dean or delegate of the relevant Faculty, for their proposed program of study in each semester. Candidates shall not undertake concurrently any other program in this University without the approval of the Executive Dean or delegate of the relevant Faculty(s) of enrolment.

## **8 Advanced Standing**

(1) Advanced standing may be granted by the Executive Dean or delegate on the basis of a qualification or subjects completed at another approved tertiary institution with a grade equivalent to at least a passing grade at Bond University. Qualifications must be at AQF Level 5 (Diploma) or above.

(2) Advanced standing should only be granted if:

- a) Students granted such advanced standing are not disadvantaged in achieving the expected learning outcomes for the relevant program; and
- b) The integrity of the program is maintained.

(3) Types of Advanced Standing

- a) Elective Credit: The student is granted general credit(s) for an elective subject(s) that does not match any of the compulsory subjects within the program.
- b) Specified Credit: Credit granted in a subject for work completed that is of a similar content and standard as required for a passing grade in that subject. The student is granted credit for a subject(s) that matches a specific subject(s) within the program. Students who receive credit in a subject are not required to complete that subject in order to qualify for the program award.

(4) Internal Transfer Credit: The credit granted in any program may exceed maximum prescribed amounts of advanced standing (Refer to subclause 8) if the subjects upon which the application is based:

- a) were completed at Bond and those subjects have not been counted for a Bond Award; or
- b) were completed at Bond as part of a lower level award which articulates with the program, which is the subject of the application, irrespective of whether the student has graduated with the lower level award or not (Refer to Academic Regulations Clause 61 Articulated Sets of Programs – Nested and Intermediate Awards); or
- c) were Bond subjects completed at an affiliated institution under an articulation agreement with Bond University.

(5) Submission of Application for Advanced Standing

- a) Applications for Advanced Standing should be submitted, with documentation at least one month prior to the first semester of enrolment but no later than the end of the first semester of enrolment unless there are exceptional circumstances as approved by the relevant Executive Dean or delegate.
- b) Students will be advised in writing of the outcome of the application.
- c) International students must confirm their acceptance of the Advance Standing awarded in writing.

(6) Documentation for Advanced Standing

- a) Applications should be accompanied by:
  - (i) A certified copy of transcripts of academic qualifications;
  - (ii) Any other supporting documents that may be appropriate (e.g. an explanation of the grading system used if this is not included on the transcript);
  - (iii) A copy of approved subject outlines for the year in which the subjects were successfully completed;
  - (iv) A certified translation if the transcript or other documents are not in English;
  - (v) A Commonwealth assistance notice for domestic students only; and
  - (vi) Other supporting documentation at the University's request.
- b) The following information should be supplied separately if not included in the subject outlines:
  - (i) A detailed list of weekly topics covered in the subject;

- (ii) The size and duration of the subject (e.g. 3 hours per week for 15 weeks);
  - (iii) The prescribed textbook and recommended readings; and
  - (iv) The assessment requirements for the subject.
- (7) Combined degrees (Undergraduate and Postgraduate):**
- a) Where an applicant is granted credit from previous studies towards a combined Bond degree program, the amount of credit awarded will be up to one half of the requirements for the Bond degree(s);
  - b) The credit granted will be calculated by assuming each degree is being taken individually, not as a combined degree program;
  - c) In either case, the granting of credit shall be subject to the approval of the Executive Dean(s) or delegate of the Faculty(s) concerned.
- (8) Maximum amounts of Advanced Standing to be awarded**
- a) Foundation/University Preparation Program: one quarter of the total number of credit points required for the award;
  - b) Diploma: one quarter of the total number of credit points required for the award.
  - c) Associate Degree: one third of the total number of credit points required for the award;
  - d) Bachelor Degree: one half of the total number of credit points required for the award;
  - e) Graduate Certificate: one quarter of the total number of credit points required for the award;
  - f) Graduate Diploma: one quarter of the total number of credit points required for the award;
  - g) Coursework Masters and Juris Doctor Degrees: one half of the total number of credit points required for the award;
  - h) Higher Degrees by Research: Advanced Standing may be granted by the ADR in the relevant Faculty/Bond Business School in the case of a student transferring from another HDR program or pathway program at Bond University or another approved tertiary education institution.
- (9) Bond Business School may grant up to 40 credit points (4 subjects) towards completion of the following postgraduate programs in recognition of a student's successful completion of previous cognate undergraduate study of similar program content:**
- Master of Actuarial Science
  - Master of Actuarial Science (Specialisation)
  - Master of Actuarial Science (Professional)
  - Master of Actuarial Practice
  - Master of Accounting
  - Master of Accounting (Professional)
  - Master of Business Data Analytics
  - Master of Business Data Analytics (Professional)
  - Master of Finance
  - Master of Finance (Professional)
  - Master of Financial Management
  - Master of Financial Management (Professional)
- (10) International students enrolling in the degree of Juris Doctor who have completed a Bachelor of Laws or equivalent at a Law school in a Civil Law jurisdiction may be granted credit of 60 credit points of Law elective subjects.**

## **9 Exemption**

- (1)** A student may be exempted from having to study a compulsory subject but will be required to study another subject in its place.
- (2)** Exemption may be granted for relevant experience and/or formal study.
- (3)** A Faculty may specify that a student must undertake a specific subject in place of the exempted subject.

(4) Applications for exemptions must be submitted with documentation no later than the end of the first semester of enrolment unless there are exceptional circumstances as approved by the relevant Executive Dean or delegate.

#### **10 Effect of Changes in Regulations**

A candidate shall comply with the regulations and those detailed on the Bond University website governing individual degree programs, as from time to time amended or remade provided that where the Executive Dean of the Faculty of enrolment is of the opinion that any candidate for an award has been adversely affected by a change in the regulations since first enrolled, that candidate may be permitted to qualify for the degree under the regulations in force at any time during candidature.

#### **11 Academic Senate's Discretion**

The Academic Senate shall be empowered, on the recommendation of the Executive Dean of the Faculty of enrolment, to waive the requirements of these Regulations as it considers appropriate.

#### **12 Limitations on Workload**

Unless special permission is granted by the Executive Dean of the Faculty of enrolment or delegate, a candidate shall not attempt more than the equivalent of a normal full-time student load of a particular program in one semester of enrolment.

#### **13 Cross Institutional Study**

(1) Candidates for degrees offered by Bond University who wish to enrol in a subject or subjects offered by another Higher Education Provider and who wish to have those subjects credited towards their Bond degree must seek approval from the Executive Dean or delegate of their Faculty prior to such enrolment.

(2) The Executive Dean or delegate of the Faculty may approve such enrolments where an acceptable justification for not taking the subjects at Bond is provided by the candidate and where the subject syllabus is considered to be an acceptable substitute for the comparable subject offered by the Faculty as part of the Bond degree.

#### **14 Progressive Awards**

Students admitted to a higher level program in a nested set of programs or to a program which offers a lower level exit point may apply to graduate with the lower level award upon completion of the requirements for the lower level award whilst continuing in the higher level program if, and only if, the programs are in the same discipline area.

#### **15 Termination**

If a candidate's progress in a program of study is unsatisfactory, the Executive Dean of the relevant Faculty may terminate the candidature or take such other action as is considered appropriate. A student whose candidature is terminated may seek a review of the decision under the provisions of the Academic Regulations (Division 9 – Complaints and Appeals for Review of Decisions). (Note: Termination of HDR candidature is dealt with in accordance with Award Regulation 88).

#### **16 Time Limits**

(1) It will be at the discretion of the Executive Dean of the Faculty of enrolment to determine whether credit or advanced standing, towards the award for which a candidate is enrolled, will be approved in recognition of subjects previously completed at Bond University or elsewhere with the proviso that such subjects have been completed within the previous 10 years

(2) Except for the Medical Program, any coursework program (any program consisting of 34% or more of coursework) must be completed within 10 years from the first semester of commencement of the program. The Medical Program must be completed within 7 years from the first semester of commencement of the program.

## ***Division 2 – English Language Program Regulations***

### **17 Preamble**

The Bond University English program is specifically designed to provide students with required academic language skills to prepare them for university study.

### **18 Admission**

(1) An applicant for admission must meet the appropriate level of English proficiency requirements by:

- a) successful completion of an approved English language test (Refer to Academic Regulations Division 2 Admission, Clause 7 English Language Requirements); or
- b) successful completion of a Bond University placement test.

(2) An International English Language Testing System (IELTS) Academic result (or equivalent) corresponds to the following entry levels:

- English Level 1 - IELTS 3.0 (any band less than 3.0) or lower
- English Level 2 - IELTS 3.5 (no band less than 3.0)
- English Level 3 - IELTS 4.0 (writing 4.0, no other band less than 3.5)
- English Level 4 - IELTS 4.5 (writing 4.5, no other band less than 4.0)
- English Level 5 - IELTS 5.0 (writing 5.0, no other band less than 4.5)
- English Level 6 - IELTS 5.5 (writing 5.5, no other band less than 5.0)
- English Level 7 - IELTS 6.0 (writing 6.0, no other band less than 5.5)

### **19 Program Duration**

The program duration for each level of English normally extends over 10 weeks of full-time study. Full-time students study for 25 hours per week.

### **20 Program of Study**

(1) English is a full-time program comprising seven (7) levels of study designed to progressively prepare students for entry into other Bond University programs;

(2) Students may be offered the option to enrol in the corresponding English portfolio subject to satisfy the entry requirements for the next level of the English program. Students will be permitted only one attempt of the English Portfolio subject per level. If a student fails the English Portfolio level they will be required to complete the corresponding English level.

### **21 Advanced Standing**

Refer to Clause 8.

## ***Division 3 – Foundation University Preparation and Diploma Preparation Program Regulations***

### **22 Overview**

Bond University College delivers preparatory programs for domestic and international students who are seeking to upgrade their skills and capabilities enabling these students to seek entry into higher education programs in Australia. The current programs are:

1. Foundation Program for international students;
2. University Preparation Program for domestic students; and
3. Diploma Preparation Program for international and domestic students.

### **23 Admission**

(1) Academic Entry Requirements: Bond University sets minimum academic qualification requirements for international students who have studied outside Australia. These requirements are specified on the [Bond University website](#) and are regularly updated.

(2) English Language Requirements: The minimum English language proficiency level is:

- a) For the Foundation Program IELTS 5.5 academic (no band less than 5.0) or equivalent; and



- b) For the Diploma Preparation Program IELTS 6.0 academic (no band less than 5.5) or equivalent.

**24 Program Duration**

The Foundation and University Preparation program of study shall consist of two semesters of full-time study consisting of 40 credit points per semester. The Diploma Preparation program of study shall consist of 30 credit points of study which is equivalent to one semester of full-time study.

**25 Program of Study**

(1) The program of study for each program shall consist of such work in the relevant field of study listed in the schedule as is approved from time to time by the Director, Bond University College.

(2) The program to be taken by a student and any alteration to the approved program of study during the period of study shall be subject to the approval of the Director, Bond University College.

**26 Advanced Standing**

Refer to Clause 8.

***Division 4 – Diploma Regulations***

There shall be a diploma in each of the fields of study, to be awarded in one grade only.

**27 Admission**

(1) An applicant for admission to candidature for a diploma shall in conjunction with specific award requirements as detailed by the Faculty of enrolment:

- a) comply with the requirements for admission to undergraduate programs at Bond University; or
- b) possess other qualifications and experience which are, in the opinion of the Executive Dean, a suitable preparation for the program of study proposed.

**28 Program Duration**

The program of study shall be completed in not less than two semesters of full-time study or an equivalent period of part-time study.

**29 Program of Study**

(1) The program of study for each diploma shall consist of such work in the relevant field of study listed in the schedule as is approved from time to time by the Executive Dean.

(2) The program to be taken by a candidate and any alteration to the approved program of study during the period of candidature shall be subject to the approval of the Executive Dean.

**30 Conceded Passes**

(1) The grade of conceded pass is no longer awarded by the University.

**31 Advanced Standing**

Refer Clause 8.

***Division 5 – Associate Degree Regulations***

There shall be an Associate Degree in each of the fields of study, to be awarded in one grade only.

### **32 Admission**

(1) An applicant for admission to candidature for an Associate Degree shall, in conjunction with specific award requirements as detailed by the Faculty of enrolment:

- a) comply with the requirements for admission to undergraduate programs at Bond University as set out in the Academic Regulations; or
- b) possess other qualifications and experience which are, in the opinion of the Executive Dean, are suitable preparation for the program of study proposed.

### **33 Program Duration**

Subject to advance standing being granted, the program shall normally extend over 4 semesters of full-time study or 8 semesters of part-time study. Candidates shall not undertake concurrently any other program in this University without prior approval.

### **34 Program of Study**

(1) The degree shall consist of work at undergraduate level in the relevant field of study as is approved by the Executive Dean of the Faculty.

(2) All candidates are required to have received the approval of the Executive Dean or nominee for their proposed program of study in each semester. Subjects undertaken at Associate Degree level are identical to Bachelor Degree subjects.

(3) The program to be taken by a candidate and any alteration to the approved program of study during the period of candidature shall be subject to the approval of the Executive Dean.

### **35 Changing Enrolment to Bachelor Degree**

(1) Notwithstanding regulations pertaining to specific degrees, provided the candidate has completed subjects successfully and complied with specific degree requirements, Associate Degree candidates may change enrolment to a Bachelor Degree program at any stage of candidature with full credit for the subjects completed in the lesser program.

## ***Division 6 – Bachelor Degree Regulations***

### **36 Preamble**

There shall be a degree in each of the fields of study, to be awarded in one grade only.

### **37 Admission**

An applicant for admission to candidature for a Bachelor's Degree shall, in conjunction with specific award requirements as detailed by the Faculty of enrolment, comply with the requirements for admission to undergraduate programs at Bond University as set out in the admissions regulations.

### **38 Program Duration**

(1) The program for each degree shall be completed in not less than six semesters of full-time study or an equivalent period of part-time study, except in the case of the degree of Bachelor of Laws, the program for which shall not be completed in less than eight semesters of full-time study or an equivalent period of part-time study.

(2) The program shall, in the case of combinations not including the LLB, be completed in not less than eight semesters and in the case of combined programs including the LLB, in not less than 10 semesters of full-time study or an equivalent period of part-time study.

### **39 Advanced Standing**

Refer Clause 8.

### **40 Conceded Passes**

(1) The grade of conceded pass is no longer awarded by the University.

#### **41 Core Curriculum Subjects**

(1) The Core curriculum subjects shall be set out in each Bachelor Degree structure and shall comprise the following clusters:

- a) CORE1 Critical Thinking and Communication
- b) CORE2 Collaboration, Teams and Leadership
- c) CORE3 Responsibility, Integrity and Civic Discourse
- d) CORE4 Beyond Bond: Professional Development and Community Engagement

(2) All Bachelor Degree candidates must, except where an exemption or credit has been approved by the Executive Dean of the subject Faculty or nominee, include one subject from each of the four clusters in their program of study.

(3) Core Subjects – Completion Requirements

- a) Students are required to complete CORE1 Critical Thinking and Communication within the first two semesters of enrolment and CORE2 Collaboration, Teams and Leadership within the first three semesters of enrolment. Students are encouraged to complete CORE3 Responsibility, Integrity and Civic Discourse within the first four semesters of enrolment;
- b) A student who has not completed CORE1 Critical Thinking and Communication will only be allowed to enrol in a third semester with the permission of the Executive Dean or nominee of the faculty of enrolment;
- c) A student who has not completed CORE2 Collaboration, Teams and Leadership will only be allowed to enrol in a fourth semester with the permission of the Executive Dean or nominee of the faculty of enrolment;
- d) In order to meet program completion requirements and be eligible to graduate, students must complete three CORE subjects for credit and CORE4 Beyond Bond: Professional Development and Community Engagement;

#### **42 Combined Degrees**

(1) Students may undertake any two Bachelor Degrees concurrently provided they have been approved as a combined degree, subject to the following:

- a) Combined degrees take account of the subjects common to both degrees, such as Core and other subjects, and eliminate general electives for each degree. Students enrolled in a combined degree program need only take these common subjects once to meet the requirements for both degrees;
- b) Students are required to complete only the distinctive foundation/major/stream compulsory elements of both degrees. The combined degree must include a distinctive major/stream for each degree;
- c) The minimum number of subjects required to complete combined degrees is 32. Where the combined program contains a Bachelor of Laws, the minimum number of subjects is 40;
- d) General electives are added to the combined degree, where necessary, to make the minimum number of subjects for the combined program;
- e) Where there is significant overlap between specialist areas (i.e. majors or streams) of two degrees, students may be precluded from undertaking specific majors, or combinations of majors;
- f) Where the content of a required subject is replicated in a subject from the other program in the combined degree, specific subject requirements may be waived;
- g) Students electing to graduate with one degree from the combined program must satisfy the conditions for that single degree program to be eligible to graduate;
- h) The Medical Program cannot be undertaken in combination with any other degree.

#### ***Division 7 – Bachelor Degree with Honours Regulations***

There shall be a Bachelor Degree with Honours in each of the fields of study. There are specific provisions for the degree of Bachelor of Laws with Honours.

#### **43 Admission**

(1) To be eligible for admission to honours in degree programs other than the Bachelor of Laws, a candidate must meet the prevailing requirements as stipulated by the admissions criteria from the Faculty for which the candidate is seeking admission and:

- a) have completed, at the University, the requirements for the relevant pass degree with:
  - (i) at least credit grade in subjects taken in the final two semesters of Bachelor Degree candidature within the major area of study which is the proposed honours study; and
  - (ii) have completed at least a major study in the proposed area of honours study;or
- b) have completed the requirements for a Bachelor Degree at another approved tertiary institution which, in the opinion of the Academic Senate, on the recommendation of the Executive Dean of the Faculty of enrolment, is a suitable preparation for admission to Honours candidature in the proposed area of study.

(2) In the first instance, candidates should discuss their plans with prospective supervisor(s) within the relevant Faculty. The program of study is approved by the Executive Dean of the Faculty.

#### **44 Program of Study and Time Limits**

(1) Except in the case of the degree of Bachelor of Laws, a candidate for the Degree with Honours, shall:

- a) pursue a full-time program of study comprising a minimum of two semesters and not more than three semesters, or an equivalent period of part-time candidature; and
- b) complete a program of study, comprising such coursework, research and/or projects as have been prescribed by the Executive Dean of the Faculty concerned in the outline of studies for the relevant area of study; and fulfill such other requirements as are prescribed by the Executive Dean of the Faculty of enrolment.

#### **45 Part-time Candidature**

The Executive Dean of the Faculty of enrolment may permit a student to enrol as an honours candidate on a part-time basis provided that, at the beginning of each semester, the candidate provides evidence of inability, through employment or other commitments, to proceed on a full-time basis.

#### **46 Classes of Honours**

The following classes will apply to Honours Degrees other than those awarded in the Faculty of Law:

- a) Honours Class 1
- b) Honours Class 2 Division A
- c) Honours Class 2 Division B
- d) Honours Class 3

#### **47 Bachelor of Laws with Honours**

(1) A candidate for the Bachelor of Laws with Honours Degree shall:

- a) fulfil the requirements for the Bachelor Degree; and
- b) achieve such overall standard of proficiency as the Executive Dean of the Faculty of Law may from time-to-time determine; and
- c) if the student commenced their degree in or after 2015, complete as one of the elective subjects in their program the subject *Legal Research Project* and achieve such result for the subject as the Executive Dean of the Faculty of Law may from time-to-time determine.

(2) The following classes will apply to Bachelor of Laws with Honours Degrees:

- a) If the student commenced their degree prior to 2015:
  - Honours Class 1

- Honours Class 2 Division A
  - Honours Class 2 Division B
- b) If the student commenced their degree in or after 2015:
- Honours Class 1
  - Honours Class 2
- (3) To be eligible for a Bachelor of Laws with Honours degree:
- a) At least sixteen of the subjects comprising the candidate's degree must be law subjects undertaken at Bond University; and
- b) At least ten of the subjects making up the candidate's degree must be compulsory law subjects undertaken at Bond University.
- A candidate who has completed fewer law subjects or fewer compulsory law subjects at Bond University may still be eligible for the Bachelor of Laws with Honours degree if the Executive Dean of the Faculty of Law determines this is appropriate in light of the candidate's performance in law subjects completed at another institution.
- (4) Eligibility for Honours and the relevant class of Honours will be calculated on the basis of the candidate's results in all attempts at law subjects undertaken at Bond University.

### ***Division 8 – Graduate Certificate Regulations***

There shall be a graduate certificate in each of the fields of study, to be awarded in one grade only.

#### **48 Admission**

- (1) An applicant for admission to candidature for a graduate certificate shall, in conjunction with specific award requirements as detailed by the Faculty of enrolment:
- a) have qualified for a degree of this University; or
  - b) have qualified for a degree, or its equivalent, of another University or tertiary education institution approved by the Academic Senate; or
  - c) possess other qualifications and experience which are, in the opinion of the Academic Senate, on the advice of the Executive Dean of the Faculty, a suitable preparation for the program of study proposed.

#### **49 Program Duration**

The program shall normally extend over 1 semester of full-time study or 2 semesters of part-time study, with the exception of the Graduate Certificate in TESOL (1 semester full-time).

#### **50 Transfer to Graduate Diploma or Masters Degree**

- (1) Notwithstanding regulations pertaining to specific degrees, provided the candidate has completed subjects successfully and complied with specific degree requirements, Graduate Certificate candidates may change enrolment to a Graduate Diploma or Masters Degree program at any stage of candidature, or upon completion of a Graduate Certificate may elect to enrol in a higher degree, with full credit for the subjects completed in the lesser program.

### ***Division 9 – Graduate Diploma Regulations***

#### **51 Preamble**

There shall be a graduate diploma in each of the fields of study, to be awarded in one grade only.

#### **52 Admission**

- (1) Except in those cases where a Faculty's regulations specify holding a specific degree, an applicant for admission to candidature for a graduate diploma shall comply

with the general admissions requirements of Bond University to postgraduate programs and:

- a) have qualified for a degree of this University; or
- b) have qualified for a degree, or its equivalent, of another university or tertiary education institution approved by the Academic Senate; or
- c) possess other qualifications and experience which are, in the opinion of the Academic Senate, on the advice of the Executive Dean of the Faculty, a suitable preparation for the program of study proposed.

### **53 Program Duration**

The program of study shall normally extend over two semesters of full-time study or four semesters of part-time study. Candidates shall not undertake concurrently any other program in this University without the prior permission of the Academic Senate.

### **54 Program of Study**

The program of study for each Graduate Diploma shall consist of such work at graduate level in the relevant field of study listed in the schedule as is approved from time-to-time by the Executive Dean of the relevant Faculty.

### **55 Transfer to Masters Degree**

(1) Notwithstanding regulations pertaining to specific degrees, provided the candidate has completed subjects successfully and complied with specific degree requirements, Graduate Diploma candidates may change enrolment to a Masters Degree program at any stage of candidature, or upon completion of the Graduate Diploma may elect to enrol in a higher degree, with full credit for the subjects completed in the lesser program.

## ***Division 10 – Coursework Masters and Juris Doctor Degree Regulations***

### **56 Preamble**

There shall be a Masters Degree in each of the fields of study, to be awarded in two grades only. Each degree must have a research component of not more than 66 percent of the sum of the work for the degree and may be awarded in two grades – a “Pass” degree and a degree with “High Distinction” (a program percentage average of 85% or above, applicable only where 50% or more of subjects completed in the program receive graded results).

The degree of Juris Doctor will be awarded in two grades – a “Pass” degree and a degree with “Honours/Distinction”

### **57 Admission**

An applicant for admission to candidature for a Masters by Coursework or the degree of Juris Doctor must have completed a Bachelor Degree or Postgraduate Degree or equivalent or have qualifications and experience regarded by the Executive Dean as being equivalent.

### **58 Program Duration**

(1) The program of study shall normally extend over three semesters of full-time study or six semesters of part-time study. Candidates shall not undertake concurrently any other program in this university without the prior permission of the Academic Senate.

(2) The Juris Doctor Degree shall normally be completed in not less than six semesters of full-time study or an equivalent period of part-time study. If combined with another Bond degree, the combination shall normally be completed in not less than 10 semesters of full-time study or an equivalent period of part-time study.

### **59 Conceded Passes**

(1) The grade of conceded pass is no longer awarded by the University.

## **60 Advanced Standing**

Refer Clause 8.

## **61 Masters Combined Degrees**

**(1)** Students may undertake any two Masters by Coursework Degrees concurrently provided they have been approved as a combined degree subject to the following:

- a) Combined degrees take account of the subjects common to both degrees, such as foundation and other subjects, and eliminate general electives for each degree. Students enrolled in a combined degree program need only take these common subjects once to meet the requirements for both degrees;
- b) Students are required to complete only the distinctive and compulsory elements for both degrees. The combined degree must include a distinctive stream for each degree;
- c) The minimum number of credit points required to complete most postgraduate combined degrees is 180. General electives are added to the combined degree, where necessary to make the minimum number of credit points for the combined program;
- d) Where there is significant overlap between specialist areas of two degrees, students may be precluded from undertaking specific majors, or combinations of majors;
- e) Where the content of a required subject is replicated in a subject from the other program in the combined degree, specific subject requirements may be waived.

## **62 Degree of Juris Doctor with Honours or Distinction**

**(1)** A candidate for the Juris Doctor Degree who satisfies the requirements in (2) below shall:

- a) be awarded a Juris Doctor with Honours Degree if they commenced their degree prior to 2015; and
- b) be awarded a Juris Doctor with Distinction Degree if they commenced their degree in or after 2015.

**(2)** The candidate shall:

- a) fulfil the requirements for the Juris Doctor Degree; and
- b) achieve such overall standard of proficiency as the Executive Dean of the Faculty of Law may from time-to-time determine.

**(3)** The following classes will apply to Juris Doctor with Honours Degrees and Juris Doctor with Distinction Degrees:

- a) If the student commenced their degree prior to 2015:
  - Honours Class 1
  - Honours Class 2 Division A
  - Honours Class 2 Division B
- b) If the student commenced their degree in or after 2015:
  - Distinction Class 1
  - Distinction Class 2

**(4)** To be eligible for a Juris Doctor with Honours Degree or a Juris Doctor with Distinction Degree:

- a) At least twelve of the subjects comprising the candidate's degree must be law subjects undertaken at Bond University; and
- b) At least ten of the subjects making up the candidate's degree must be compulsory law subjects undertaken at Bond University.

A candidate who has completed fewer law subjects or fewer compulsory law subjects at Bond University may still be eligible for the Juris Doctor with Honours Degree or the Juris Doctor with Distinction Degree if the Executive Dean of the Faculty of Law determines this is appropriate in light of the candidate's performance in law subjects completed at another institution.

**(5)** Eligibility for Honours or Distinction and the relevant class of Honours or Distinction will be calculated on the basis of the candidate's results in all attempts at law subjects undertaken at Bond University.

## ***Division 11 – Higher Degrees by Research Regulations***

### **63 Higher Degree by Research (HDR)**

- (1) Division 11 refers to higher degree programs that have a research component of not less than two-thirds of the sum of work for the degree.
- (2) These degrees may be awarded (depending on individual program requirements) by thesis, by thesis and coursework, or by published work.
- (3) A candidate may be required to complete such subjects, projects, practical work, and study of programs, and pass such examinations as may be required by the Executive Dean or delegate in the supervising Faculty.

### **64 HDR Programs**

- (1) The Masters Degree (Research), an AQF Level 9 program, and
- (2) The Doctoral Degree (Research), an AQF Level 10 program.

### **65 Administration of HDR Programs**

- (1) The Higher Degree Research Subcommittee (HDRS), reporting to and acting under the direction of the Bond University Research Committee (BURC), will be responsible for HDR policy, strategy, and regulation.
- (2) Faculties will administer HDR student programs under the direction of the Chair of Graduate Research.
- (3) The Faculty of HDR enrolment will normally be determined by the Faculty affiliation of the Principal Supervisor.
- (4) The Executive Dean or delegate in the relevant Faculty will have responsibility for delivery of HDR programs within their respective Faculties.
- (5) In any instance where clarification is required, the Faculty will refer the matter to the Chair of Graduate Research, who may refer the matter to the HDRS for determination.
- (6) The Higher Degree Research Unit (HDRU) will provide support and advice to candidates for matters relating to their candidature, including budgets and training.

### **66 Authority of the Chair of Graduate Research**

- (1) The Chair of Graduate Research has delegated authority to make the following decisions:

- a) Offer of enrolment, including exceptional circumstances where the applicant does not meet the qualifications or experience for admission to the program;
- b) Approval of non-standard start date;
- c) Approval of Off-Campus Study including Off-Campus Study prior to Confirmation of Candidature;
- d) Confirmation of candidature;
- e) Conversion of degree;
- f) Approval of HDR Supervisors;
- g) Extension of enrolment;
- h) Advanced Standing;
- i) Teaching load in excess of maximum hours per week;
- j) Award of scholarships;
- k) Progress reports;
- l) Suspension of candidature;
- m) Award of Degree;
- n) Termination of candidature; and/or
- o) Other matters referred by the Faculty.

### **67 Prerequisite Qualifications for Admission**

#### **(1) Masters Degree (Research) (AQF Level 9 Program)**

- a) An applicant must have a degree in a relevant subject area from a recognised tertiary educational institution, with a Cumulative Percent Average (CPA) of at least 65% in the major studies area at AQF Level 7 or higher;



- b) At the discretion of the Executive Dean or delegate, the applicant may also be required to provide documented evidence of prior successful completion of a research exercise or course of study sufficient to convince the Executive Dean or delegate that the candidate has the appropriate level of experience in research methodology and relevant research skills.
- (2) Professional Doctorate (Research) (AQF Level 10 Program)**
- a) An applicant will normally have a research degree at AQF Level 8 or higher in a relevant subject area from a recognised tertiary educational institution, normally with a CPA of at least 75% in the major studies area (Honours Class 1 or Honours Class 2A);
- b) An applicant will also normally have a minimum of five years professional experience in the field or an allied field of the doctoral research program.
- (3) Doctor of Legal Science (Research) (SJD) (AQF Level 10 Program)**
- a) An applicant having achieved a CPA of at least 75% in an LLB (Hons) or JD from a recognised tertiary educational institution may, at the discretion of the Executive Dean or delegate in the Faculty of Law, be admitted to the SJD program;
- b) At the discretion of the Executive Dean or delegate, the applicant may also be required to provide documented evidence of prior successful completion of a research exercise or course of study sufficient to convince the Executive Dean or delegate that the candidate has the appropriate level of experience in research methodology and relevant research skills.
- (4) Doctor of Philosophy by Published Work (AQF Level 10 Program)**
- a) Qualification for Admission
- (i) An applicant for admission to candidature for the degree of Doctor of Philosophy by Published Work must comply with Clause 67(5) and, in addition must have graduated from a recognised tertiary educational institution with a Bachelor degree in the relevant discipline not less than six years previously;
- (ii) A candidate for the Doctoral Degree (Research), whether by thesis or by thesis and coursework, who is qualified for candidature for the degree of Doctor of Philosophy by Published Work, whose candidature has not been less than 12 months and who has not submitted a thesis for the Doctoral Degree (Research), may, on the recommendation of the Executive Dean or delegate of the Faculty of HDR enrolment, apply to transfer to candidature for the degree of Doctor of Philosophy by Published Work.
- b) Procedures
- (i) Except where a contrary intention is indicated, expressly or impliedly, in these regulations, an applicant for admission to candidature for the Doctor of Philosophy by Published Work must comply with all provisions of Division 11 that are relevant to Doctoral Degrees (Research) including HDR supervision, enrolment, commencement and duration of candidature, progress reporting, confirmation, submission, examination and award of the degree, and access to the thesis;
- (ii) Any reference in Division 11 to 'thesis' is deemed to include, to the extent necessary, an examination portfolio submitted for award of the degree of Doctor of Philosophy by Published Work.
- (iii) For the Doctor of Philosophy by Published Work an applicant must provide to the Executive Dean or delegate:
- written notice of their intention to apply for admission to candidature for the degree;
  - their curriculum vitae including a list of all publications;
  - a chronological list of their published or to-be-published works intended to constitute the body of publications presented for examination as evidence of qualification for the degree and a copy of each published work;
  - a brief statement indicating:

1. how the publications have developed and, if necessary, will continue to develop to form a significant body of sustained academic achievement in relation to a significant research question, or research questions, within the relevant discipline, field(s) of study or area(s) of professional practice;
  2. the intended themes, research methodologies and theories at the basis of the publications and how the publications relate, or will at the time of submission for examination, to one another and, in their combined substance, make an original and coherent contribution to knowledge in the relevant discipline, field(s) of study or area(s) of professional practice;
  3. what part of the material submitted, or the work on which it is based, if any, has previously been submitted successfully or unsuccessfully for credit towards a degree in this or any other tertiary educational institution; and
  4. a statement in respect of any joint publications signed, where possible, by the joint authors showing the part played by the applicant in respect of the initiation and conduct of the joint work.
- c) If satisfied that the publications intended to be presented for examination prima facie qualify for award of the degree and that the other requirements of Division 11 relevant to Doctoral Degrees (Research) are also met, the Executive Dean or delegate may recommend the admission of the applicant as a candidate for the degree to the Chair of the Graduate Research for approval.
- (5) Doctor of Philosophy (PhD) (AQF Level 10 Program)**
- a) An applicant will normally have a research degree at AQF Level 8 or higher in a relevant subject area from a recognized tertiary educational institution, with a CPA of at least 75% in the major studies area (Honours Class 1 or Honours Class 2A);
  - b) At the discretion of the Executive Dean or delegate, the applicant may also be required to provide documented evidence of prior successful completion of a research exercise or course of study sufficient to convince the Executive Dean or delegate that the candidate has the appropriate level of experience in research methodology and relevant research skills.

## **68 English Language Ability**

**(1)** Enrolment is conditional upon documented proficiency in English and the Executive Dean or delegate must be satisfied that the applicant's language skills are adequate for the demands of the program of intended enrolment.

**(2)** In order to satisfy the Executive Dean or delegate under Clause 68(1), the applicant must minimally demonstrate English language proficiency at the equivalent overall level of IELTS 7.0 with no sub-component less than 6.5, consistent with Part 2 Academic Regulations (Division 2 Admissions, Clause 7).

## **69 Communication**

**(1)** All communication by the University and the candidate in relation to the requirements of these Regulations should be recorded in writing.

## **70 HDR Enquiries**

**(1)** The Faculty will advise prospective HDR students with respect to:

- a) Completing an Expression of Interest;
- b) Prerequisite qualifications for admission;
- c) Necessary English language requirements;
- d) Availability of HDR program;
- e) Compatibility of the enquirer's field of interest and the expertise of Faculty HDR Supervisors;
- f) Suitability for admission to a program;

- g) Enquirer's eligibility for financial assistance; and
  - h) The application process.
- (2) The Executive Dean or delegate will assess an Expression of Interest and other documentation supplied by the prospective applicant and instruct the Office of Future Students to either:
- a) Invite the applicant to submit a full Application for Admission; or
  - b) Not to proceed to a full Application for Admission.

## **71 Application for Admission**

- (1) The formal application for admission to HDR candidature will include:
- a) A detailed research proposal equivalent to a small research paper including relevant literature, research questions, methods and relevance or importance. Where possible, this should be done in consultation with the prospective Supervision Team;
  - b) Documentary evidence of the applicant's ability to meet the entry requirements and/or experience; and
  - c) In consultation with the prospective Supervision Team, a whole of candidature budget.
- (2) The formal application must be submitted to the Office of Future Students for assessment and verification.

## **72 Approval of Admission**

- (1) The Executive Dean or delegate will recommend admission of an HDR applicant to the Chair of Graduate Research. The Executive Dean or delegate must be satisfied, and must certify in writing, that:
- a) The applicant has the formal qualifications for admission to the program;
  - b) The applicant's prior study and experience are appropriate and adequate for HDR study in the subject area proposed;
  - c) The applicant demonstrates English language proficiency in accordance with Clause 68;
  - d) The Faculty can provide suitably qualified supervision, academic advice, and resources for the duration of the candidature;
  - e) The applicant has been advised that ethical clearances, if required, must be obtained as soon as possible and that research with humans and animals will not commence before necessary ethical clearance is obtained;
  - f) The applicant has been made aware of the University Policies and Regulations relating to Research including obligations in respect of data management, retention, and security; and
  - g) The whole of candidature budget for the project is in accordance with the funds available for a high cost/low cost student.

## **73 HDR Supervision**

- (1) The Faculty will maintain a register of HDR Supervisors qualified in accordance with the Higher Degree Research Student Supervision Policy (TLR 8.04).
- (2) The University will maintain a central register of all approved HDR Supervisors.
- (3) The Faculty will provide an HDR Supervision Team in accordance with the Higher Degree Research Student Supervision Policy (TLR 8.04).
- (4) The Executive Dean or delegate must, prior to the HDR student enrolment, form the HDR Student's Supervision Team by appointing a Principal Supervisor from the University register of HDR supervisors and at least one Associate Supervisor.
- (5) A Supervision Team will comprise a minimum of two supervisors and normally will not exceed five supervisors.
- (6) To be qualified, a Principal Supervisor will be an approved Supervisor for the relevant degree type. This normally requires Principal Supervisors to:
- a) be a member of academic staff, Emeritus Professor or hold an honorary appointment;
  - b) hold a doctoral qualification in the relevant discipline;

- c) be research active within the terms of the University policy; and
  - d) have supervision experience as an Associate Supervisor for an HDR student who successfully completed at the same level of candidature or have successfully completed the Principal Supervisor Accreditation Program.
- (7) A suitably qualified Associate Supervisor must be appointed. The Associate Supervisor:
- a) May be appointed from outside the Faculty or outside the University; and
  - b) Must not be concurrently undertaking a level of study equivalent to that of the candidate.

#### **74 Offer of Enrolment**

- (1) When the Executive Dean or delegate has certified that the applicant is qualified and accepted by the Faculty and that the Faculty will provide a qualified Supervision Team, and this recommendation is approved by the Chair of Graduate Research, the applicant may then be offered HDR candidature.
- (2) Once an offer of HDR candidature has been accepted, the applicant will be enrolled in a HDR program at the next semester start date or a future semester start date as agreed with the Faculty.
- (3) Except with the permission of the Chair of Graduate Research and only in exceptional circumstances, the HDR candidate may not during the period of candidature be enrolled at this or any other tertiary educational institution for any other degree or diploma.
- (4) Where the applicant certified by the Faculty is not approved by the Chair of Graduate Research, the application will be referred to the HDRS Committee for review.

#### **75 Commencement of Candidature**

- (1) Candidature normally begins from the semester start date specified on the candidate's application.
- (2) All candidates and academic staff involved with the supervision of candidates in degrees should receive at the time of admission the Higher Degree Research Student Supervision Policy (TLR 8.04), which sets out the mutual obligations of the University, the Faculty, the Supervision Team, and the candidate.
- (3) Within six weeks of commencement of candidature:
- a) The Principal Supervisor must ensure that the candidate has read and understood the Higher Degree Research Student Supervision Policy (TLR 8.04);
  - b) The candidate and Principal Supervisor must complete the Bond University Student/Supervisor Agreement and lodge a copy of this with the Executive Dean or delegate;
  - c) The candidate should be provided with access to the HDR Handbook, online resources, and necessary forms to be completed for progression during candidature; and
  - d) The candidate must complete the compulsory sessions of the HDR Support Series, the Research Integrity Workshop, and other required training specified in the Student/Supervisor Agreement prior to Confirmation.

#### **76 Advanced Standing**

Refer Clause 8.

#### **77 Candidature Guidelines for PhD by Published Work**

- (1) Permissions
- a) Where copyright in any publications intended to be presented for examination does not belong to the candidate, the candidate must obtain permission to reproduce the copyright material in the examination portfolio and for a digital copy to be made available in the institutional repository;
  - b) A list of all copyright permissions obtained from publishers and, where applicable, co-authors must be included in the examination portfolio and the final copies that are deposited in the University Library.

## **(2) Examination Portfolio**

- a) During candidature for the Doctor of Philosophy by Published Work, the candidature must prepare an examination portfolio consisting of:
  - (i) A collection of original publications authored solely or primarily by the candidate in the same discipline and of such quantum, scope, and quality as is commensurate with doctoral level research; and
  - (ii) An integrative exegesis of approximately 20,000 words.
- b) While one or more of the publications included in the examination portfolio may be prepared (researched and written) under supervision during the period of candidature, the integrative exegesis must be prepared entirely under supervision during that period;
- c) The publications must be in English and be published, in press, or unconditionally accepted for publication prior to the submission of the portfolio for examination.
- d) For the purposes of the degree, 'publication' includes:
  - (i) Books and monographs;
  - (ii) Contributions to books or proceedings;
  - (iii) Scholarly articles (typically peer-reviewed articles in research journals); and
  - (iv) Work in media other than text such as exhibitions, performances, films, animations, videos, or computer programs.
- e) The number of publications included in the examination portfolio is ultimately a matter for the professional judgement of the Supervision Team and the candidate but should generally be of a quantum commensurate with the normal publication rate in the relevant discipline and demonstrate a sustained research effort;
- f) If the candidate is not the sole author of one or more of the publications included in the examination portfolio, then he or she must have been the 'primary author'. A primary author is one who has contributed greater than 50 per cent of the intellectual content in the relevant publication(s) and who was responsible for the initiation, key ideas, planning, execution and preparation of the work(s) for publication including responding to co-authors', referees' and/or editor's reviews. A candidate may be a primary author even though he or she is not listed as the first author on the relevant publications;
- g) The integrative exegesis in the examination portfolio must contain:
  - (i) A list of the publications being submitted for examination in chronological order including full citation details and indicating the status of each publication (published, accepted for publication, in press);
  - (ii) A discrete introduction, general discussion and conclusion that together place the publications presented for examination into the context of an overarching research question or series of interrelated research questions with the relevant discipline, field(s) of study, or area(s) of professional practice, and which unifies those publications in a coherent and cohesive manner;
  - (iii) A section addressing how the individual publications link to the theories and methodologies adopted;
  - (iv) A section explaining and evaluating the contribution that the publications in their combined substance make to the advancement of knowledge and understanding in the relevant discipline, field(s) of study, or area(s) of professional practice;
  - (v) A detailed statement in the introduction indicating the nature and extent of the candidate's contribution to any jointly authored publications included in the examination portfolio; and
  - (vi) Details of any relevant additional material (such as raw data, programs, questionnaires, and the like) that the candidate considers necessary to augment the publications. These may be included as addenda to the examination portfolio.

## **78 Duration of Candidature**

- (1)** The total period of candidature for each full-time HDR enrolment is:

- a) **Masters Degree (Research)**: Minimum 12 months; maximum 24 months in accordance with AQF Level 9 Volume of Learning standards;
  - b) **Professional Doctorate (Research)**: Minimum 36 months; maximum 48 months in accordance with AQF Level 10 Volume of Learning standards;
  - c) **Doctor of Legal Science (Research) (SJD)**: Minimum 36 months; maximum 48 months in accordance with AQF Level 10 Volume of Learning standards;
  - d) **Doctor of Philosophy by Published Work**: Submission required within 24 months of enrolment for the degree in accordance with AQF Level 10 Volume of Learning standards;
  - e) **Doctor of Philosophy (PhD)**: Minimum 36 months; maximum 48 months in accordance with AQF Level 10 Volume of Learning standards.
- (2) The total period of candidature for half-time HDR enrolment is double full-time enrolment periods.
- (3) A candidate who fails to complete their candidature by the end of the maximum period of enrolment will be required to apply for an extension of candidature, which may incur fees.
- (4) In exceptional circumstances only, a request for extension or alteration of candidature may be approved by the Chair of Graduate Research, who will determine what conditions, including payment of fees and scholarship arrangements, might apply in these circumstances.

## 79 Candidature Workload

- (1) Full-time HDR candidature requires the commitment to research and writing activities equivalent in time and energy to that normally required of demanding full-time professional employment.
- (2) A full-time candidate will not undertake other (non-study) work of any type that consumes more than 20% of time available in an ordinary working week without the approval of the Chair of Graduate Research.
- (3) Where a full-time candidate works more than 20% of the time available in an ordinary working week, the candidate may be required to change their status to half-time enrolment.

## 80 Study Load

- (1) With the permission of the Executive Dean or delegate, a candidate may amend their original enrolment load to full-time or half-time. This will affect the total period of candidature and key milestone dates. Students paying fees or on Scholarships will also be affected by a change of Study Load.
- (2) A Faculty may insist on full-time enrolment in the first year of candidature.
- (3) International students should first seek advice from the Student Business Centre about visa conditions and implications before applying for a change in Study Load.
- (4) Scholarship holders should first seek advice from the Associate Dean (Research) of the Faculty of enrolment regarding restrictions and implications before requesting a change of Study Load.

## 81 Place and Attendance

- (1) An approved program of research for the degree must normally be pursued and supervised while regularly attending the University.
- (2) Students are expected to be On-Campus prior to Confirmation.
- (3) A candidate may, with agreement of the Principal Supervisor and Executive Dean or delegate, seek approval from the Chair of Graduate Research to pursue studies Off-Campus.
- (4) Application for Off-Campus study must demonstrate that arrangements will include satisfactory regular communication between the candidate and the Supervision Team, appropriate research facilities and specify duration approved for off-campus study.
- (5) International students should first seek advice from the Student Business Centre about visa conditions and implications.

(6) Permission to pursue HDR studies Off-Campus may be revoked by the Chair of Graduate Research if progress reports are unsatisfactory and/or on the advice of the Executive Dean or delegate.

## **82 Regular Progress Reports**

(1) The candidate and Principal Supervisor will submit regular reports as required to the Executive Dean or delegate regarding the candidate's progress.

(2) The Chair of Graduate Research will review Progress Reports for all candidates who are 'at-risk'.

(3) Scholarships of candidates who are 'at-risk' may be suspended in accordance with the Terms and Conditions of the Scholarship.

## **83 Confirmation**

(1) Enrolment of all HDR candidates is probationary until successful completion of a confirmation of candidature process.

(2) Confirmation must normally be held before the expiry of one third of the candidate's projected maximum period of candidature.

(3) The Executive Dean or delegate must ensure each candidate is informed, from the commencement of candidature, of the Faculty's confirmation requirements applying to his or her candidature.

(4) At enrolment, the Faculty must advise the candidate of the the date by which confirmation must be completed.

(5) Confirmation Panel

a) The Faculty will convene a Confirmation Panel. The Panel should include, as a minimum, one academic external to the HDR supervision team, at least one member external to the University from the relevant discipline and exclude any current or past supervisors. The Confirmation Panel will normally be chaired by the Executive Dean or delegate;

b) The Confirmation Panel will report in writing, with a recommendation, to the Chair of Graduate Research to:

(i) Confirm candidature;

(ii) Extend probationary candidature to a specified date and set conditions that must be met before candidature can be confirmed;

(iii) Seek approval from the Chair of Graduate Research to downgrade a Doctoral candidate to a Masters by Research program (where relevant); or

(iv) Seek termination of candidature.

(6) The Executive Dean or delegate will advise the candidate of the outcome of the confirmation process after receiving approval from the Chair of Graduate Research.

## **84 Conversion of Enrolment from Masters Degree (Research) to Doctoral Degree (Research)**

**(1) Conversion as part of the Masters Degree (Research) confirmation process**

In the event of a candidate's ability to demonstrate exceptional progress in a Masters Degree (Research) program, the candidate's Supervision Team may apply in writing to the Executive Dean or delegate for conversion to a Doctoral Degree program (AQF Level 10). At the discretion of the Executive Dean or delegate, approval may be given for the candidate to seek conversion to Doctoral candidature as part of the confirmation process. A Doctoral Conversion Panel will be formed by the Faculty to consider the Doctoral proposal.

a) The candidate must prepare a conversion document (including a research plan appropriate to AQF level 10 Doctoral Degree level requirements) and submit to the Doctoral Conversion Panel and present a seminar to the panel. The candidate must comply with the requirements of the confirmation procedure in accordance with Clause 83.

b) The Doctoral Conversion Panel must determine if the confirmation document and seminar meet the following requirements:

(i) the research project is appropriate for a Doctoral Degree (AQF Level 10); and

- (ii) the candidate has the capacity to complete a Doctoral Degree program (AQF Level 10).
- c) If the Doctoral Conversion Panel is satisfied that the confirmation document and seminar meet the requirements for confirmation at Doctoral level (AQF Level 10), it may recommend that the candidate be confirmed as a Doctoral candidate. The Executive Dean or delegate will then submit a recommendation to the Chair of Graduate Research for consideration.
- d) If the Doctoral Conversion Panel is not satisfied that the confirmation document and seminar meet the requirements for confirmation at Doctoral level (AQF Level 10), it may either request the candidate resubmit the document after making suggested revisions or reject the application. If the application for conversion to a Doctoral Degree program is rejected, but the candidate meets the requirements for confirmation at Masters Degree (Research) (AQF Level 9), the Doctoral Conversion Panel may recommend that the candidate be confirmed at that level. The Executive Dean or delegate will then submit a recommendation to the Chair of Graduate Research for consideration.
- e) If the application for conversion to a Doctoral Degree program is rejected and the candidate does not meet the requirements for confirmation at Masters Degree (Research) (AQF Level 9), the candidate will be required to prepare a document suitable for Masters Degree (Research) Confirmation and apply for confirmation at Masters Degree (Research) (AQF Level 9) in accordance with Clause 83.
- f) The Chair of Graduate Research may appoint an external adjudicator in considering the approval.

**(2) Conversion after the Masters Degree (Research) confirmation process**

At any time within a period of twelve months after a successful confirmation, in the event of a candidate's ability to demonstrate exceptional progress in a Masters Degree (Research) program, the candidate's Supervision Team may apply in writing to the Executive Dean or delegate for conversion to a Doctoral Degree program. At the discretion of the Executive Dean or delegate, approval may be given for the candidate to seek conversion to Doctoral candidature. A Doctoral Conversion Panel will be formed by the Faculty to consider the Doctoral proposal.

- a) The candidate must prepare and submit a revised confirmation document (including a research plan that incorporates the comments and suggestions of the prior Masters Degree (Research) Confirmation Panel and is appropriate to Doctoral Degree (AQF Level 10) expectations) to the Doctoral Conversion Panel.
- b) The Doctoral Conversion Panel must determine if the revised Masters Degree (Research) confirmation document meets the following requirements:
  - (i) the research project is appropriate for a Doctoral Degree (AQF Level 10); and
  - (ii) the candidate has the capacity to complete a Doctoral Degree program (AQF Level 10).
- c) Where there is clear agreement by the Doctoral Conversion Panel, in approving, not approving or requiring changes to the conversion documents, the Panel may make the determination by written responses. Where there is no clear agreement, the Doctoral Conversion Panel should be reconvened and may require the candidate to attend that reconvened meeting. If the Doctoral Conversion Panel is satisfied that the application meets the requirements for confirmation at Doctoral level (AQF Level 10), it may recommend to the Executive Dean or delegate that the candidate be confirmed as a Doctoral candidate. The Executive Dean or delegate will then submit a recommendation to the Chair of Graduate Research for consideration.
- d) The Chair of Graduate Research may appoint an external adjudicator in considering the approval.

**85 Annual and Sick Provisions**

**(1)** Full-Time HDR students are entitled to 20 days or recreation leave and ten days of sick leave for each year of their candidature.



(2) Leave entitlements are accrued over the life of the enrolment but will be forfeited when the program is completed or terminated.

#### **86 Leave of Absence during Candidature**

(1) Students may apply for Leave of Absence for periods greater than 20 days. Leave of Absence must be approved in advance by the Executive Dean or delegate.

(2) Where a Leave of Absence is approved, access to buildings, laboratories, Library, IT, and other student support services is suspended until the candidature is resumed.

(3) Normally, the maximum accumulation of leave of absence may not exceed 12 months for a full-time candidate or 24 months for a half-time candidate.

(4) Candidates who seek leave of absence must first seek advice with respect to implications for scholarships, fees, and financial assistance.

(5) Scholarship holders may be entitled to continue to receive stipend payments for certain types of leave such as parental leave and extended sick leave.

(6) Students must confirm their return from leave with the University to resume their candidature.

(7) Candidates may not use Leave of Absence as a mechanism for extending a minimum submission date. Students must apply to extend their maximum period of candidature in accordance with Clause 78(3).

(8) International students should first seek advice from the International Students Team Coordinator in the Student Business Centre about visa conditions and implications before commencing a leave of absence during candidature.

#### **87 Suspension of Candidature**

(1) After taking into account recommendations from the Supervision Team, the Executive Dean or delegate may, provided that the Faculty formally notifies the candidate concerned and after giving the candidate an opportunity to be heard, suspend the candidature of any candidate who is considered unsuitable to continue.

(2) The Executive Dean or delegate must inform the Chair of Graduate Research in writing of the Faculty's decision.

(3) The suspension may be for a designated period not exceeding 24 months for any candidate after which time the Executive Dean or delegate must initiate continuation or recommend in writing to the HDRS that the candidature be terminated.

#### **88 Termination of Candidature**

(1) On the recommendation of the Executive Dean or delegate, the Chair of Graduate Research may terminate a candidature on the ground of unsatisfactory academic progress or for a serious failure to comply with University regulations.

(2) Unsatisfactory academic progress includes, but is not limited to, failure to make sufficient progress toward completion within the program duration and/or failure to respond to supervision, and/or breach of the Research Code of Conduct Policy (TLR 5.06).

(3) Before exercising this power of termination, the Chair of Graduate Research must take into account:

- a) Annual progress reports;
- b) Written recommendations from the Executive Dean or delegate;
- c) Written recommendations from the Supervision Team; and
- d) Written statement by the student and/or the student's advocate.

(4) Where the Chair of Graduate Research has determined that the candidature is to be terminated, the candidate will be given notice of the termination and informed of the grounds on which termination has been determined.

(5) Where candidature has been terminated, a candidate may appeal against the decision in accordance with the Academic Regulations (Division 9 – Complaints and Appeals for Review of Decisions).

## **89 Coursework Examination**

- (1) The performance of the candidate in any formal coursework subject must be assessed in accordance with the Academic Regulations (Division 5 – Assessment).
- (2) All coursework for the SJD must be completed before commencement of the thesis component of the degree.

## **90 Nomination and Appointment of Examiners**

- (1) The candidate intending to submit the thesis for examination will notify their Supervisor and Faculty using the 'Intention to Submit' form at least three months prior to completion.
- (2) The Executive Dean or delegate should seek advice from the candidate about potential examiners the candidate wishes not to be appointed and will take account of this advice in the selection of examiners.
- (3) The Faculty must identify suitably qualified independent examiners with appropriate qualifications to examine the thesis. The nominations must include:
  - a) For Masters Degree (Research) programs: Three examiners who must be external to the University.
  - b) For Doctoral Degrees: Five examiners who must be external to the University.
- (4) The Executive Dean or delegate must appoint a suitably qualified independent panel of external examiners from nominated eligible examiners. The panel must include:
  - a) For Masters Degree (Research) programs – Two examiners; or
  - b) For Doctoral Degrees – Three examiners.
- (5) The Supervisor(s), including former supervisors, of the candidate may not act as examiner(s) of the thesis.
- (6) The University must establish that:
  - a) Examiners are academic staff of recognised tertiary educational universities who would meet the requirements for admission to the Faculty's Register of Supervisors, or are suitably qualified experts in the field with equivalent qualifications or experience;
  - b) No examiner has any known conflicts of interest arising from a personal or professional relationship with the candidate, other examiners, or other Faculty members, that may impede a fair and objective examination of the thesis;
  - c) Each examiner is available and willing to complete examination of the thesis within a reasonable timeframe established by the University.
- (7) The University will coordinate communications with prospective examiners providing:
  - a) An abstract of the thesis;
  - b) Required examination procedures and timeline;
  - c) Honorarium information; and
  - d) The University's procedure in handling examiner's reports and 'Reply from Examiner' form indicating either agreement to examine, decline to examine or decline to examine with recommendation for an alternative examiner.

## **91 Thesis Submission**

- (1) When a candidate is ready to submit a thesis for examination, the Supervision Team must certify:
  - a) Whether the thesis is prima facie worthy of examination; and
  - b) Whether the thesis is properly presented
- (2) A candidate may request to submit a thesis for examination against the advice of the Principal Supervisor and/or Executive Dean or delegate. This request will be forwarded for consideration to the Chair of Graduate Research, who will determine if:
  - a) The candidate should amend the thesis; or
  - b) The thesis should proceed to examination.
- (3) Prior to commencing the Examination process, the candidate must submit:
  - a) A declaration of originality.
  - b) An examination copy of the thesis to Library Services to check formatting and copyright compliance. Any irregularities will be reported to the supervisors and returned to the candidate for correction prior to submission to examiners.

- c) A structured deposit of data, including materials and methods, corresponding to the Examination copy of the thesis in accordance with the Research Data Management and Sharing Policy (TLR 5.12).
- (4) Plagiarism detection software will be applied to the Examination copy of the candidate's thesis. A copy of the report and approval by the Executive Dean or delegate must accompany the Examination copy of the thesis.
- (5) The candidate, Library Services, the Principal Supervisor and the Executive Dean or delegate should agree that the thesis is ready for examination before the thesis is submitted.

## 92 Student Under Examination

- (1) After submission of the thesis and before the final decision about the examination outcome, the student is not considered to be enrolled and fees are not charged during this period.
- (2) Scholarship payments (if any) will be suspended two weeks after the date of submission until such time as the student is required to resume their candidature to undertake major revisions. Minor revisions do not require the candidate to resume their candidature.
- (3) The International Student Team Coordinator is advised of the submission for examination so that appropriate visa notifications can be made.
- (4) The University will manage contact with examiners to ensure a timely examination.

## 93 Examination

- (1) The University will provide each examiner with:
  - a) A copy of the thesis in hard copy or in electronic form as requested;
  - b) A written report on the performance of the candidate in any required programs, seminars, exercises, and laboratory work, where the thesis represents partial fulfilment of the requirements for the degree;
  - c) A request for each examiner to indicate availability or otherwise to reassess the thesis should extensive revision of the thesis and subsequent Examiner's Reports be required.
  - d) A request for examiner acceptance including confirmation of no conflict of interest;
  - e) A specified due date and return instructions for submission of the Examiner's Report;
  - f) Honorarium payment arrangements; and
  - g) An Examiners Report Form.
- (2) The Examiners Report Form will request written comments on the contribution to knowledge, originality and critical insight of the thesis, conceptual and methodological rigor, presentation and technical quality, command of the literature and concluding recommendation(s). Each examiner will conclude with one of the following recommendations:
  - a) *Pass without further examination or amendment*, and that the thesis be accepted as satisfactory for the award of the degree;
  - b) *Pass with minor amendments*, and that when all amendments are completed to the satisfaction of the Principal Supervisor and the Executive Dean or delegate, the thesis be accepted as satisfactory for the award of the degree;
  - c) *Pass with major amendments*, and that when all amendments are completed to the satisfaction of the Principal Supervisor and the Executive Dean or delegate, the thesis be accepted as satisfactory for the award of the degree;
  - d) *Not passed*, and that work is to be substantially revised and submitted for re-examination within 12 months;
  - e) *Pass at the level of a Masters by Research*, where in exceptional circumstances the Executive Dean or delegate and external examiners conclude a PhD thesis or other examinable material may be awarded a Pass at the level of a Masters by Research; or
  - f) Fail.

- (3) On receipt of the Examiners' Report, the University will forward a letter of acknowledgement thanking each examiner and advising them of the outcome of examination. Each external examiner will be notified of the honorarium particulars.
- (4) On receipt of all Examiner's Reports, the reports will be provided to the Executive Dean or delegate for assessment.

#### **94 Oral Examination**

- (1) There is no provision for an oral examination in any HDR program.

#### **95 Award of the Degree**

- (1) The Executive Dean or delegate makes an assessment based on the Examiners' Reports and submits a recommendation to the Chair of Graduate Research.
- (2) Where the examiners unanimously recommend the thesis is satisfactory, in accordance with Clause 93(2)(a):
- a) The Executive Dean or delegate submits to the Chair of Graduate Research a written recommendation that the degree be awarded;
  - b) The HDRS, or the Chair of Graduate Research executively, approves the recommendation and submits the Examiners' Reports, together with the Executive Dean or delegate's written recommendation that the degree be awarded, to the Research Committee for noting; and
  - c) The University advises the candidate and supervisor of the recommendation.
- (3) Where one or more examiners recommend that minor amendments are required before the degree can be awarded, in accordance with Clause 93(2)(b):
- a) The Executive Dean or delegate advises the candidate and Principal Supervisor of the minor amendments required, forwarding them relevant extracts from the Examiners' Report;
  - b) The Executive Dean or delegate returns any thesis copies supplied with markings by examiners to the candidate for amendment;
  - c) When amendments are complete, the candidate returns the thesis copies to the Executive Dean or delegate to verify that amendments have been addressed to the satisfaction of the Principal Supervisor;
  - d) The Executive Dean or delegate submits to the HDRS the Examiners' Reports together with the Executive Dean or delegate's recommendation that, the necessary minor amendments having been made, the degree can be awarded;
  - e) The HDRS, or the Chair of Graduate Research executively, approves the recommendation and submits the Examiners' Reports, together with amendments and the Executive Dean or delegate's written recommendation that the degree be awarded, to the Research Committee for noting; and
  - f) The University advises the candidate and supervisor of the recommendation.
- (4) Where one or more examiners recommend that major amendments are required before the degree can be awarded, in accordance with Clause 93(2)(c) or 93(2)(d):
- a) The Executive Dean or delegate advises the candidate and the Principal Supervisor of the amendments required, forwarding relevant extracts from the Examiners' Reports;
  - b) The Executive Dean or delegate returns any thesis copies supplied with markings by examiners to the candidate for amendment;
  - c) When revision is complete, the candidate returns the revised thesis and a table of amendments to the Executive Dean or delegate who, if satisfied that the necessary amendments have been made, will make arrangements for reassessment of the revised thesis with the original examiners if required;
  - d) Where an external examiner has indicated unavailability to reassess an extensively revised thesis, the Executive Dean or delegate is required to nominate a further external examiner and obtain formal approval by the HDRS;
  - e) Where there is a significant difference in substance between the recommendations of the examiners, the Executive Dean or delegate will report the matter to the Chair of Graduate Research. In such cases the Chair of Graduate Research may

- appoint an external adjudicator. The external adjudicator shall be provided with a copy of the thesis and the Examiners' Reports and recommendations;
- f) The Executive Dean or delegate submits to the Chair of Graduate Research the Examiners' Reports together with the Executive Dean or delegate's recommendation that, the thesis having been extensively revised, the degree be awarded;
  - g) The HDRS, or the Chair of Graduate Research executively, approves the recommendation and submits the Examiners' Reports, together with the Executive Dean or delegate's written recommendation that the degree be awarded, to the Research Committee as per above for noting; and
  - h) The Executive Dean or delegate advises the candidate and supervisor of the recommendation.
- (5)** Where a majority of examiners recommend the thesis as unsatisfactory, in accordance with Clause 93(2)(e) or 93(2)(f):
- a) The Executive Dean or delegate advises the candidate and the Principal Supervisor of:
    - (i) The examiners' recommendation that the thesis is unsatisfactory and the degree not be awarded;
    - (ii) The candidate's rights with regard to requesting that the thesis be submitted to the HDRS, even if it is against the advice of the Executive Dean or delegate;
  - b) The candidate may choose to exercise the right to request that the thesis be submitted to the HDRS, even if this is against the advice of the Executive Dean or delegate;
  - c) The Executive Dean or delegate may, after further consultation with the examiners and supervisor, recommend the award of a Masters Degree (Research) if the work of the candidate is considered to be of sufficient merit;
  - d) The Executive Dean or delegate submits to the HDRS the Examiners' Reports together with the Executive Dean or delegate's recommendation;
  - e) The Executive Dean or delegate advises the candidate and supervisor of the recommendation;
  - f) Where the HDRS, or the Chair of Graduate Research executively, decides that the candidate has NOT satisfied the requirements for the degree, the Executive Dean or delegate forwards the following to the candidate:
    - (i) A letter advising of the decision that the degree not be awarded, and
    - (ii) The three copies of the thesis;
  - g) Where, in the case of an unsatisfactory outcome in a Doctoral Degree thesis examination, the HDRS, or the Chair of Graduate Research executively, approves the award of a Masters Degree (Research), the candidate will be notified accordingly by the Executive Dean or delegate; and
  - h) Any of the powers accorded to the HDRS in these regulations may be exercised by the Chair of Academic Senate between meetings of the HDRS. The Chair of Academic Senate will submit a report of any decisions taken under this authority to the following meeting of Academic Senate as appropriate.

## **96 Access to the Thesis**

- (1)** The University supports open access for research including theses. Restrictions on availability of a thesis will be considered in appropriate circumstances.
- (2)** When the thesis has been accepted as satisfying the requirements of the degree, the candidate must provide an electronic copy of the thesis in PDF format. Any request about restrictions on availability, up to a period of 24 months, must include details of the reason for the request. Requests must be signed by the student, supported by the Principal Supervisor, and approved by the Faculty Associate Dean (Research).
- (3)** The University may determine in exceptional circumstances that a thesis shall not be made available or that other specific restrictions should be placed on the availability of the thesis. Such a determination may also be made on the basis of a contractual arrangement entered into by the student with the University.

- (4) There is no requirement for a printed hard copy of the thesis to be deposited.

## 97 Schedule A: Higher Degrees by Research

- (1) **Masters Degree (Research): AQF Level 9 Programs**
- Master of Philosophy (MPhil)
  - Master of Science by Research (Health Sciences)
  - Master of Arts (by Research)
  - Master of Laws (by Research)
- (2) **Doctoral Degree (Research): AQF Level 10 Programs**
- Professional Doctorate Degree
  - Doctor of Legal Science (Research)
  - Doctor of Philosophy by Published Works (PhD)
  - Doctor of Philosophy (PhD)

### ***Division 12 – Coursework Doctorate Regulations***

There shall be a Doctorate Degree in each of the fields of study. Each degree shall have a research component of not more than 66% of the sum of the work for the degree.

## 98 Admission

- (1) Qualifications for Admission
- a) For the DHealthSci, an applicant shall normally:
- (i) have completed a relevant Masters Degree with at least a minor thesis from Bond University or another approved university, evidence of the ability to undertake individual research under supervision, the ability of Health Sciences to support the research topic and the approval of the Executive Dean. Students who cannot demonstrate ability to conduct independent research may be required to undertake additional methodological subjects from the University's offerings or;
  - (ii) hold other qualifications considered by the Academic Senate, on the recommendation of the committee, to be equivalent to the requirements in Paragraph (a)(i).
  - (iii) otherwise satisfy the committee as to his or her suitability for admission to candidature.
  - (iv) meet the University's requirements for English language proficiency.
- (2) Procedures
- a) An applicant for admission to candidature for a Higher Coursework Doctorate Degree must ensure that all necessary qualifications, as outlined in Subsection (1), are satisfied.
- b) The applicant submits an Application for Postgraduate Admission to the Executive Dean of the Faculty of enrolment, detailing the proposed program of study and research.
- c) An applicant must not be admitted to candidature by the Academic Senate unless the Executive Dean certifies that:
- (i) adequate supervision and facilities are available for the applicant's proposed program of study;
  - (ii) the applicant is suitably qualified and competent to pursue the proposed program of study;
  - (iii) ethical clearances will be obtained as soon as possible, and that work with humans and animals will not commence before any necessary ethical clearance is obtained; and
  - (iv) the applicant has been made aware of Bond University's policy relating to intellectual property.
- (3) Credit for Previous Studies
- a) Apart from the circumstances stipulated in regulation Sub-clause (1)(b)(i), no credit will be given for work completed elsewhere.

**(4) Concurrent Enrolment:** Except with the permission of the Academic Senate and in exceptional circumstances, a candidate may not be enrolled at this University for any other degree or diploma during the period of candidature.

**(5) Admission to Candidature**

- a) An application for admission to candidature may not be approved by the Academic Senate except on the recommendation of the Executive Dean.
- b) The Executive Dean submits the following to the HDR Subcommittee for transmission to the Academic Senate:
  - (i) the Application for Postgraduate Admission.
  - (ii) the Executive Dean's certification under Sub-clause (2)(c).
  - (iii) the Executive Dean's recommendation that the applicant be admitted to candidature.
- c) The Academic Senate will, if satisfied that all requirements have been met, admit an applicant to candidature.
- d) The Academic Senate may decide that the admission of an applicant should be on a probationary basis and shall, in such cases, seek a recommendation from the Executive Dean and review and either confirm or terminate the candidature within twelve months of the date of admission.
- e) The Office of Admissions notifies the candidate of the approved admission, and any other conditions that may apply to the candidature, with a copy to the Executive Dean.
- f) The Office of Admissions will forward the supervisor a Notice of Appointment as Supervisor, with a copy to the Executive Dean.
- g) If in the event that the Academic Senate decides not to approve the candidature of a candidate, The Office of Admissions will notify the applicant of the disapproved admission, with a copy to the Executive Dean.

**99 Candidature**

**(1) Program of Study**

- a) For the D Health Sci.
  - (i) Prescribed Coursework: Coursework, comprising the two postgraduate subjects stipulated (i.e., HLSC71-501: Professional Issues Seminar in Health Sciences, plus HLSC71-502: Clinical Practice in Health Sciences) or other subjects approved by the Program Coordinator; and
  - (ii) Thesis or Dissertation: A research dissertation of approximately 50,000 words on a topic approved by the Program Coordinator.
  - (iii) A research thesis on a topic approved by the Program Coordinator shall be submitted by each candidate.

**(2) Supervision**

- a) A supervisor is nominated and notified of the responsibilities of the position by the Executive Dean.
- b) The Academic Senate, on the advice of the Executive Dean, must appoint members of the academic staff of the University:
  - (i) to act as supervisor; and
  - (ii) to act as deputy supervisor in the absence of the supervisor from the University.
- c) The Academic Senate may appoint a person or persons to act as associate supervisor. An associate supervisor need not be a member of the academic staff of the University, but must be of recognised standing in the candidate's field of study.
- d) Where a Faculty elects to have a supervisory committee, a chief supervisor must be nominated.
- e) The supervisor or chief supervisor and any deputy or co-supervisor must:
  - (i) monitor the progress of the candidate; and
  - (ii) meet formally with the candidate at least once each year;
  - (iii) report in writing, with any recommendations, to the Academic Senate via the Faculty HDR Administrator at least once in each year

- The HDR Subcommittee requests the candidate and supervisor to complete a joint Progress Report on Higher Degree Candidature at least once a year. This form contains two sections; one for completion by the candidate, the other for completion by the supervisor. Note: In the interests of the candidate and the Faculty, progress should be monitored carefully at the completion of each semester, although a formal written report is not necessarily required.
  - The supervisor forwards the completed report to the Executive Dean for noting action. The Executive Dean forwards a copy of the report to the HDR Subcommittee.
  - The HDR Subcommittee makes a brief report at the end of the September semester each year, and forwards this to the Academic Senate; and
  - Act in accordance with any guidelines for supervisors approved by the Academic Senate from time to time for this purpose.
- (3) Duration**
- a) Candidature begins from the beginning of the month in which the candidate begins work for the degree, as certified by the Executive Dean.
  - b) For the D Health Sci.
    - (i) The degree may not be completed in less than three semesters of study.
    - (ii) The period of candidature must not exceed 120 months.
- (4) Intermission**
- a) A candidate may intermit candidature for the degree only with the approval of the Academic Senate on the recommendation of the Executive Dean.
  - b) The maximum period of intermission of candidature must not exceed 12 months for a full-time candidate or 24 months for a part-time candidate after which time a recommendation must be made by the Executive Dean to the Academic Senate either for continuation or termination of candidature.
- (5) Suspension**
- a) After taking into account any recommendations from the Executive Dean, the HDR Subcommittee may, provided that the Faculty formally notifies the candidate concerned and after giving the candidate an opportunity to be heard, suspend the candidature of any candidate who is considered unsuitable to continue. The suspension may be for a designated period not to exceed 24 months for any candidate after which time a recommendation must be made by the Executive Dean either for continuation or termination of candidature.
- (6) Termination**
- a) The HDR Subcommittee may terminate a candidature on the grounds of unsatisfactory academic progress or a serious failure to comply with the Higher Coursework Degree Regulations. Unsatisfactory progress includes, but is not limited to, failure to make sufficient progress in research and/ or failure to respond to supervision;
  - b) Before deciding to exercise this power of termination, the HDR Subcommittee must:
    - (i) give the student an opportunity to appear before the HDR Subcommittee, the candidate having been given adequate notice of the proposed termination and being fully informed of the grounds on which termination is proposed, and provided with copies of any supporting material; and
    - (ii) take into account any recommendations from the Executive Dean; and
    - (iii) take into account any recommendations from the supervisors of the candidate.
  - c) Where candidature has been terminated by the HDR Subcommittee, a candidate may appeal against the decision to the Decisions Review Committee (Academic) in accordance with the provisions of the Academic Regulations (Division 9 – Applicant and Student Access to Review of Decisions).
- (7) Place and Attendance**



- a) An approved program of advanced study and research for the degree must normally be pursued by supervised study within the University, except that a candidate may be permitted by the Executive Dean who must be satisfied that effective communication can be maintained between the candidate and a supervisor, to follow an approved program of study and research elsewhere under the direction of a supervisor.
- (8) Conditions: Academic Senate may, from time to time as necessary, establish other conditions for candidature.

## 100 Assessment

### (1) Minor Thesis or Dissertation (for DHealth Sci)

- a) Presentation of the Thesis
- (i) The candidate will notify the supervisor of intended completion of the thesis at least one semester prior to completion.
  - (ii) On completion, the candidate is required to submit two copies of the thesis to the supervisor, who will then forward them to the Executive Dean. The two copies must:
    - be in double spaced type;
    - include a summary of approximately 300 words;
    - include a certificate, signed by the candidate, declaring that the work has not been previously submitted for a degree or diploma in this University or any other institution;
    - include all sources of information, and indicate the extent to which the candidate has made use of the work of others,
    - be presented initially in temporary binding, in the format approved from time to time by the Academic Senate.
  - (iii) If a candidate has difficulties complying with any of the above mentioned conditions, the matter should be discussed with the Executive Dean or the Faculty's designated thesis officer.
  - (iv) The candidate must certify that the work has not been submitted for any degree or diploma in this University or any other institution.
- b) Certification by Supervisor
- (i) When a candidate submits a thesis for examination, the supervisor must certify:
    - whether the thesis is prima facie worthy of examination.
    - whether the thesis is properly presented.
  - (ii) The supervisor forwards the certification, and brief commentary or set of interpretative notes to the Executive Dean.
- c) Examination
- (i) The Executive Dean is the co-ordinator of the process of examination.
  - (ii) The Executive Dean or delegate is responsible for all communications with the Academic Senate.
  - (iii) At the time of notification of intended completion, the Executive Dean will nominate two examiners and submit their names to the Academic Senate.
  - (iv) At least one of the examiners must be external to the University.
  - (v) A supervisor, deputy supervisor, or co-supervisor is not eligible to be an examiner.
  - (vi) The Executive Dean will obtain formal approval by the Academic Senate of the examiners nominated by the Executive Dean.
  - (vii) The Academic Senate must, on the recommendation of the Executive Dean appoint two examiners to examine the thesis.
  - (viii) The Executive Dean will send an invitation to the approved internal and external examiners. Enclosed with the invitation to act as examiner is the following information:
    - the Coursework Higher Degree Regulations;
    - a statement explaining that the thesis represents partial fulfilment only of the requirements for the degree;

- an outline as to the University's procedure in handling examiners' reports;
  - details of the appropriate honorarium (for external examiners only); and
  - a Reply from Examiner form.
- (ix) A Reply from Examiner form will be returned to the Executive Dean's Office, marked to the attention of the Executive Dean (as appropriate), in which the invitation is accepted or declined.
- (x) The Executive Dean or the Faculty's designated thesis officer will forward the following to each examiner:
- the thesis;
  - an Examiner's Report;
  - a request for each external examiner to indicate availability or otherwise, to reassess the thesis, should extensive revision of the thesis and subsequent Examiner's Reports be required;
  - a specified due date for submission of the Examiner's Report;
  - instructions to return the report and thesis to the Executive Dean's Office,
  - because the thesis represents partial fulfilment only of the requirements for the degree, the Executive Dean will also provide a written report for the examiners on the performance of the candidate in any required programs, seminars, exercises, and laboratory work.
- (xi) Each examiner will report in writing, giving comments on the originality and critical insight of the work, a concluding recommendation(s), and arrange for the return of the thesis.
- (xii) The examiner will conclude with a recommendation on the Examiner's Report, that:
- the thesis be accepted as satisfactory for the award of the degree; or
  - provided minor amendments, as indicated on the Examiner's Report, are made to the satisfaction of the Executive Dean, the thesis be accepted as satisfactory for the award of the degree; or
  - provided extensive revision, as indicated on the Examiner's Report, is made, the thesis may be resubmitted for further assessment by the examiner; or
  - the thesis be rejected and that the degree not be awarded.
- (xiii) The Executive Dean will immediately forward a letter of acknowledgment thanking each examiner; each external examiner is notified that the appropriate honorarium will be forwarded under separate cover.
- (2) Research Thesis or Major Dissertation**
- a) Presentation of the Thesis
- (i) The candidate will notify the supervisor and the Executive Dean of intended completion of the thesis at least one semester prior to completion.
- (ii) On completion, the candidate is required to submit three copies of the thesis to the Executive Dean. The three copies must:
- be in double spaced type;
  - include a summary of approximately 300 words;
  - include a certificate, signed by the candidate, declaring that the work has not been previously submitted for a degree or diploma in this University or any other institution;
  - include all sources of information, and indicate the extent to which the candidate has made use of the work of others;
  - include a statement or copy of any relevant approval granted by the University's Human Research Ethics Committee (BUHREC); and
  - be presented initially in temporary binding, in the format approved from time to time by the Academic Senate.

- (iii) If a candidate has difficulties complying with any of the above mentioned conditions, the matter should be discussed with the Executive Dean or the Faculty's designated thesis officer.
- b) Certification by Supervisor
  - (i) When a candidate submits a thesis for examination, the supervisor must certify:
    - whether the thesis is prima facie worthy of examination;
    - whether the thesis is properly presented; or
    - the supervisor forwards the certification, to the Executive Dean.
- c) Examination
  - (i) For the D Health Sci.: two external and one internal examiner for the research thesis will be appointed by the Academic Senate on the recommendation of the committee.
- d) Examination
  - (i) The Executive Dean is the co-ordinator of the process of examination.
  - (ii) The Executive Dean is responsible for all communications with the Academic Senate.
  - (iii) At the time of notification of intended completion, the Executive Dean will nominate three examiners and submit their names to the Academic Senate.
  - (iv) At least two of the examiners must be external to the University.
  - (v) A supervisor, deputy supervisor, or co-supervisor is not eligible to be an examiner.
  - (vi) The Executive Dean will obtain formal approval by the Academic Senate of the examiners nominated by the Executive Dean.
  - (vii) The Academic Senate must, on the recommendation of the Executive Dean, appoint three examiners to examine the thesis.
  - (viii) The Executive Dean will send an invitation to the approved internal and external examiners. Enclosed with the invitation to act as examiner is the following information:
    - the Coursework Higher Doctorate Degree Regulations;
    - a statement explaining that the thesis represents partial fulfilment only of the requirements for the degree;
    - an outline as to the University's procedure in handling examiners' reports;
    - details of the appropriate honorarium (for external examiners only); and
    - a Reply from Examiner form.
  - (ix) A Reply from Examiner form will be returned to the Executive Dean's Office, marked to the attention of the Executive Dean in which the invitation is accepted or declined.
  - (x) The Executive Dean or the Faculty's designated thesis officer will forward the following to each examiner:
    - the thesis;
    - an Examiner's Report;
    - a request for each external examiner to indicate availability or otherwise, to reassess the thesis, should extensive revision of the thesis and subsequent Examiner's reports be required;
    - a specified due date for submission of the Examiner's Report;
    - instructions to return the report and thesis to the Executive Dean's Office. Note: Where the thesis represents partial fulfilment only of the requirements for the degree, the Executive Dean will also provide a written report for the examiners on the performance of the candidate in any required programs, seminars, exercises, and laboratory work.
  - (xi) Each examiner will report in writing, giving comments on the originality and critical insight of the work, a concluding recommendation(s), and arrange for the return of the thesis.
  - (xii) Oral Examinations

- If requested by a majority of the examiners and with the concurrence of the Academic Senate, the examiners must conduct an oral examination of the candidate on the substance of the thesis and the background to the thesis.
  - When any examiner is absent from the oral examination, questions posed by the absent examiner may be put to the candidate by an examiner who is present, and who must report the performance of the candidate to the absent examiner.
  - When only one examiner is present at an oral examination, the Academic Senate must appoint an assessor from within the University (other than a member of the academic staff of the Faculty in which the candidate has pursued the program of study and research) or an external assessor.
  - An assessor must:
    - have knowledge of the subject area of the thesis submitted by the candidate;
    - attend, but not take part in, the oral examination of the candidate in order to ensure that the examination is fairly and properly conducted; and
    - submit a written report to the Academic Senate on the conduct of the examination.
  - Where it is impossible for any examiner to be present for an oral examination which has been approved by the Academic Senate, the Academic Senate may cancel the oral examination with the concurrence of a majority of the examiners or require the examiners to administer a written examination to the candidate.
- (xiii) The examiner will conclude with a recommendation on the Examiner's Report, that:
- the thesis be accepted as satisfactory for the award of the degree; or
  - provided minor amendments, as indicated on the Examiner's Report, are made to the satisfaction of the Executive Dean, the thesis be accepted as satisfactory for the award of the degree; or
  - provided extensive revision, as indicated on the Examiner's Report, is made, the thesis may be resubmitted for further assessment by the examiner; or
  - the thesis be rejected and that the degree not be awarded.
- (xiv) The Executive Dean will immediately forward a letter of acknowledgment thanking each examiner and advising that the report has been referred for consideration and necessary action; each external examiner is notified that the appropriate honorarium will be forwarded under separate cover.

## **101 Guidelines for the Award of the Degree**

- (1)** Following receipt of the copies of the Examiners Reports, the Executive Dean makes an assessment and submits a recommendation to Academic Senate on subsequent action to be taken. This is dependent upon each examiner's recommendation.
- (2)** Because the thesis represents partial fulfilment only of the requirements for the degree, the Executive Dean will also provide a written report on the performance of the candidate in any required programs, seminars, exercises, and laboratory work.
- (3)** Where examiners unanimously recommend the thesis as satisfactory:
- a) The HDR Subcommittee submits the Examiner's Reports, together with the Executive Dean's written recommendation that the degree be awarded, to the Academic Senate.
  - b) The HDR Subcommittee advises the candidate and supervisor of the Executive Dean's recommendation.
- (4)** Where examiners disagree in their recommendations, the guidelines in Table 1 will be followed for the award of the degree.

**Table 1: Guidelines**

Satisfactory	Minor Amendments	Extensive Revisions	Not Satisfactory	Result
2	1			Award
2		1		Award
2			1	Award
1	2			Additional Work
	2	1		Additional Work
	2		1	Additional Work
	1	2		Resubmit
1		2		Resubmit
		2	1	Resubmit
		1	2	Not Award
	1		2	Not Award
1			2	Not Award
	1	1	1	Resubmit
1		1	1	External Adjudicator
1	1		1	Additional Work
1	1	1		Additional Work

**(5)** Where one or more examiners recommend that minor amendments are required before the degree can be awarded:

- a) The Executive Dean advises the candidate and supervisor of the minor amendments required, forwarding relevant extracts from the Examiner's reports;
- b) The Executive Dean advises the candidate to contact the supervisor;
- c) The Executive Dean returns all thesis copies to the candidate for amendment;
- d) When amendments are complete, the candidate returns the thesis copies to the Executive Dean to check that amendments have been made as requested in the Examiners' reports;
- e) The Executive Dean submits to the HDR Subcommittee, the Examiner's Reports, together with the Executive Dean's recommendation that, the necessary minor amendments having been made, the degree be awarded;
- f) The Executive Dean advises the candidate and supervisor of the Executive Dean's recommendation.

**(6)** Where one or more examiners recommend that major amendments are required before the degree can be awarded:

- a) The Executive Dean advises the candidate and supervisor of the major amendments required, forwarding relevant extracts from the Examiners reports;
- b) The Executive Dean advises the candidate to contact the supervisor;
- c) The Executive Dean returns all thesis copies to the candidate;
- d) When revision is complete the candidate returns the following to the Executive Dean who, if satisfied that the necessary amendments have been made, will make arrangements for reassessment of the revised thesis with the original examiners where possible;
- e) Where an external examiner has indicated unavailability to reassess an extensively revised thesis, the Executive Dean is required to nominate a further external examiner; formal approval by the HDR Subcommittee will be required;
- f) The Executive Dean or the Faculty's designated thesis officer will forward in the revised thesis, an examiners report, a specified due date for submission of the examiners report, instructions for the return of the report. In addition, copies of all the Examiners reports on the original thesis will be forwarded to the examiners who will then follow the procedures outlined in Section 97;
- g) Where there is a substantial difference in substance between the recommendations of the three examiners, the Executive Dean will report the matter to the HDR Subcommittee. In such cases the HDR Subcommittee may

- appoint an external adjudicator. The external adjudicator shall be provided with a copy of the thesis and the examiners' reports and recommendations;
- h) The Executive Dean submits to the HDR Subcommittee, the Examiners. Reports, together with the Executive Dean's recommendation that, the thesis having been extensively revised, the degree be awarded;
  - i) The Executive Dean advises the candidate and supervisor of the Executive Dean's recommendation;
- (7)** Where a majority of examiners recommend the thesis as unsatisfactory:
- a) The Executive Dean advises the candidate and supervisor of:
    - (i) the examiners' recommendation that the thesis is unsatisfactory, and the degree not be awarded;
    - (ii) the candidate's rights with regard to requesting that the thesis be submitted to the HDR Subcommittee, even if it is against the advice of the Executive Dean.
  - b) The candidate may choose to exercise the right to request that the thesis be submitted to the HDR Subcommittee, even if this is against the advice of the Executive Dean;
  - c) The Executive Dean may, after further consultation with the examiners and supervisor, recommend the award of a Masters Degree if the work of the candidate is considered to be of sufficient merit;
  - d) The Executive Dean submits to the HDR Subcommittee the Examiners' Reports together with the Executive Dean's recommendation;
  - e) The Executive Dean advises the candidate and supervisor of the Executive Dean's recommendation.
- (8)** The HDR Subcommittee will make a decision between Examiners reports and the Executive Dean's recommendation, as to whether the candidate has satisfied the requirements for the degree.
- a) Where the HDR Subcommittee decides that the candidate has satisfied the requirements for the degree, the Executive Dean forwards the following to the candidate:
    - (i) a letter advising of the HDR Subcommittee's decision that the degree be awarded, with a copy to the Executive Dean;
    - (ii) the three copies of the thesis for binding in permanent form;
    - (iii) instructions to forward permanently bound copies of the thesis and any other necessary information, to the Executive Dean of the relevant Faculty;
    - (iv) advice as to the procedures relating to the award of the degree and any Graduation Ceremony arrangements; and
    - (v) request for candidate's instructions re availability of the thesis.
  - b) Where the Academic Senate decides that the candidate has NOT satisfied the requirements for the degree, the Executive Dean forwards the following to the candidate:
    - (i) a letter advising of the HDR Subcommittee's decision that the degree not be awarded; and
    - (ii) the three copies of the thesis.
  - c) Where the HDR Subcommittee approves the award of a Masters Degree, the candidate will be notified accordingly;
  - d) Any of the powers accorded to Academic Senate in Regulation 97 may be exercised by the University Registrar between meetings of Academic Senate. The University Registrar will submit a report of any decisions taken under this authority to the following meeting of Academic Senate as appropriate.
- (9)** Communication
- a) All communication by the University and the candidate in relation to the requirements of these regulations must be in written (recorded) form.

## **102 Access to the Thesis or Portfolio**

- (1)** Where the thesis or portfolio has been accepted as satisfying the requirements for the degree.

- (2) The candidate forwards the following to the Faculty HDR Administrator:
  - a) three copies of the thesis or portfolio, bound in permanent form;
  - b) an electronic copy of the thesis or portfolio in pdf format;
  - c) any instructions about the non-availability of the thesis or portfolio;
- (3) The Faculty HDR Administrator will make arrangements for the dispersal of the copies of the thesis as follows:
  - a) one bound copy is sent to the Faculty;
  - b) one bound copy and the electronic copy are deposited in the University Library with an appropriate certification regarding its non-availability where relevant;
  - c) one bound copy is returned to the candidate.
- (4) The thesis or portfolio may be made available by the University immediately except that:
  - a) the author may request that it not be made available for 18 months on the appropriate certificate;
  - b) the HDR Subcommittee may determine in exceptional circumstances that the thesis shall not be made available or that restrictions should be placed on the availability of the thesis.

### **103 Mutual Obligations of the University and the Candidate**

All candidates and academic staff involved with the supervision of candidates in degrees should receive at the time of admission the University Policy TLR 8.04 Code of Good Practice for Supervision of Postgraduate Research Students. This policy sets out the mutual obligations for the candidate, the Faculty, the supervisors, and the University.

### ***Division 13 – Higher Doctorate Regulations***

There shall be a Higher Doctorate degree in each of the fields of study.

### **104 Admission**

- (1) Qualifications for Admission
 

For the Doctor of Business (DBus), Doctor of Laws (LLD), Doctor of Literature (DLitt), Doctor of Science (DSc):

  - a) A candidate shall be a graduate of eight years' standing either
    - of this University; or
    - of a university recognised by the Academic Senate for the purpose of these regulations who has carried out advanced study and research in this University for a period of at least two years.
- (2) Procedures
 

The applicant shall submit:

  - a) A written application to the Executive Dean of the Faculty of enrolment, including a record of the published papers and other published works being presented as evidence of qualification for the degree, and shall provide four copies of each of the publications to be examined. The publications shall have been published not less than one year before being submitted;
  - b) A written statement in respect of any joint publications signed by the joint authors showing the part played by the candidate in respect of the initiation and conduct of the joint work;
  - c) A written statement indicating what part of the material submitted, or the work on which it is based, if any, has previously been used towards a degree in this or any other tertiary institution;
  - d) A written statement of how the material submitted makes a coherent contribution to the advancement of knowledge. It should address the theoretical basis and the synthesis of the previously published work; and
  - e) Additional material as directed by the Executive Dean of Faculty.
- (3) Admission to Candidature

- a) The HDR Subcommittee will, if satisfied that all requirements have been met, admit an applicant to candidature;
- b) An applicant must not be admitted to candidature unless the Executive Dean:
  - (i) Certifies that the applicant is suitably qualified to be examined for the degree; and
  - (ii) Recommends the admission of the applicant as a candidate for the degree on the basis that he/she is satisfied that the published works submitted constitute prima facie a qualification for the degree.
- c) The Executive Dean may consult as appropriate.

#### **105 Duration of Candidature**

##### **(1) Duration**

- a) The minimum period from award of a Doctorate degree or equivalent in a relevant discipline to lodging an application for admission to a Higher Doctorate is eight (8) years;
- b) The period of candidature is a minimum of three months, dating from the beginning of the month following the admission to candidature by the Academic Senate.

#### **106 Assessment**

**(1)** The HDR Subcommittee shall, after consultation with the Executive Dean of the Faculty, appoint three examiners, all of whom shall be external to the University. Examiners selected must be at least at Professorial level or equivalent, and be pre-eminent in the field.

**(2)** The examiners shall report to the HDR Subcommittee whether or not, in their opinion, the material submitted by the candidate is of sufficient merit for the award of the degree.

**(3)** There is no provision for an oral examination.

#### **107 Guidelines for the Award of the Degree**

**(1)** The degree shall be awarded for a distinguished contribution to knowledge which in the written opinion of the examiners gives the candidate an authoritative standing in the field of knowledge in which the work falls and an entitlement to general recognition as such by scholars in the field.

**(2)** Following receipt of the examiners reports, the HDR Subcommittee will forward all the reports to the Executive Dean of Faculty for a determination. The recommendation to award or not to award rests with the relevant Faculty Executive Dean.

**(3)** The recommendation will be forwarded to the HDR Subcommittee, which will submit it to Academic Senate for endorsement.

**(4)** Academic Senate shall not endorse the award of the degree unless all three examiners certify that the work satisfies the requirements of Clause 104 (1).

#### **108 Access to the Published Papers or Published Works**

Where the publications have been accepted as satisfying the requirements for the degree, the candidate shall forward to the Faculty HD Administrator three bound copies and an electronic copy in PDF format.

#### **109 Honorary Higher Doctorate Degrees**

**(1)** The Council may award the following Higher Doctorate degrees, DUniv, DBus, LLD, DLitt and DSc, *honoris causa*, upon the recommendation of the Honorary Awards Committee in accordance with the University Honorary Awards Policy (COR 5.01).

**(2)** The award of DUniv, *honoris causa*, will normally be made to a person who:

- a) Has made an outstanding contribution to the University or to society generally; and
- b) Possesses personal attributes that reflect the highest ideals and standards to which the University is dedicated.

**(3)** The award of DBus, LLD, DLitt or DSc, *honoris causa*, will normally be made to a person who:



- a) Has achieved professional standing of the highest order in the field of the relevant award;
- b) Has made an outstanding contribution to the University or to society generally; and
- c) Possesses personal attributes that reflect the highest ideals and standards to which the University is dedicated.

### ***Division 14 – Non Award Studies Regulations***

These regulations govern studies for which no formal award is given.

#### **110 Student for a Semester Program**

- (1) This program is part of the Collegiate Program and is administered by the Office of Admissions.
- (2) General: The Student for a Semester program will enable year 11 and 12 students to study a subject from a specified list of Student for a Semester subjects, concurrently with their school studies.
- (3) Rationale: This program will increase student awareness and understanding of study at Bond University and better prepare students for the transition from high school to university life and study.
- (4) Participant Selection: To participate in this program, a student must:
  - a) be enrolled in a high school at year 11 or 12 level;
  - b) be in the top 30% of their year level as verified by their school principal or senior teacher and as demonstrated in their senior school report;
  - c) have written approval by a parent or guardian to participate;
  - d) be able to access and attend the University in scheduled classes, and must have any special requirements reviewed and approved by the University upon first receipt of the application.
- (5) Enrolment
  - a) A student is permitted to enrol in one subject under this program at the Student for a Semester flat fee as stipulated in the fee schedule and as subject to change;
  - b) Applicants may apply for a second subject but the awarding of additional subjects is at the discretion of the relevant Executive Dean of Faculty (or nominee);
  - c) Candidates may enrol in either the January, May or September semester and may not enrol in more than one subject in any one semester.
- (6) Cost
  - a) Subject fees are set by Bond University and are subject to change in line with other University fee changes;
  - b) Applicants approved to undertake a second Student for a Semester subject may be allowed to at the Student for a Semester rate or required to pay full tuition cost.
- (7) Withdrawals
  - a) Students can withdraw from a subject at any time in the semester of enrolment prior to the last Withdrawal Date without academic penalty or financial penalty;
  - b) Students who do not follow the approved procedure to withdraw from a subject by the prescribed date will be graded accordingly.
- (8) Academic Support
  - a) Each Bond University faculty will nominate an Academic Advisor for this program to support enrolled Student for a Semester students throughout the semester;
  - b) Progress Reviews will be undertaken between the Student for a Semester student and the Academic Advisor prior to the last day of withdrawal without penalty.
- (9) Credit or Advanced Standing Arrangements
 

A University academic transcript will be presented to each participating student. Should, at a later date, the student enrol as a regular student with the University, credit for the

subject taken, having achieved a grade of pass or better, will be granted. SFAS students in Queensland will need to include their Learner Unique Identifier (LUI), provided by the Queensland Studies Authority, to Bond University on their application form in order to have their Student for a Semester subject listed on their achievement record.

### **111 Exchange Opportunities**

- (1) Students enrolled in undergraduate and postgraduate programs both at Bond University and our exchange partner universities have the opportunity to diversify their academic and cultural experience by participating in an exchange program.
- (2) Students are required to enrol in a full semester's workload for a single semester of study, with both the host and home university's approval.
- (3) Applications and Eligibility
  - a) Candidates must be officially enrolled in an undergraduate or postgraduate degree program;
  - b) Candidates will normally have completed at least two semesters of study and achieved a Cumulative Grade Point Average (GPA) of at least 2.75/4 or equivalent;
  - c) Students enrolled in undergraduate degree programs at Bond University may not normally be considered for study-abroad or exchange programs in their country of residence;
  - d) Applications and further information can be obtained from the Study Abroad/Exchange Program Coordinator.
- (4) Credit or advanced standing: It is intended that credit will be transferred from the host institution to the home institution, and vice versa, so that students will still complete their degree in minimum time. The student is responsible for ensuring that credit is sought for any studies undertaken.

### **112 Study Abroad Program**

- (1) Bond University's Study Abroad Program caters for students who wish to spend one or more semesters studying in Australia, as part of a degree program of an overseas college or university.
- (2) Admission: Candidates for admission must normally have a Cumulative Grade Point Average (GPA) of at least 3.0/4 or equivalent although exceptions to this rule may be made for students whose application includes the strong endorsement of their home institution. Students will generally have completed their first year of study at their home institution.
- (3) Credit or advanced standing: As Bond University is a fully accredited Australian university, all programs taken by international students may receive full academic credit/advanced standing in the applicant's home country subject to the home institution's credit/ advanced standing provisions.

### **113 Non-Degree Students**

Non-degree students are those students who elect not to undertake a specific area of study or degree program. Non-degree students include students from another higher education institution enrolling in a subject/s at Bond University for which they may receive full academic credit for their program at their home institution. All regulations for non-degree students are as per full-degree candidates.

## ***Division 15 – Joint Degree Regulations***

### **114 Joint Degrees**

- (1) The academic standards of jointly conferred degrees must be equivalent to those offered solely by Bond University.
- (2) The partner institution must have the academic standing to deliver jointly conferred degrees to the required academic standards.

**(3)** Where the research component is 30% or greater, the research component must be supervised jointly by each partner institution.

## **Schedule A – Definitions**

This glossary describes terminology in use at Bond University.

**Academic Action** - A student who is placed on warning or excluded as per assessment regulations.

**Academic Excellence** - A noting on a student's transcript indicating that a student has been placed on the Dean's or Vice Chancellor's list for academic excellence.

**Academic Exclusion** - Refer 'Exclusion'.

**Academic Misconduct** - Academic misconduct, whether inadvertent or deliberate, includes the failure to comply with the regulations, policies and procedures determining the conduct of students during assessment including plagiarism and cheating; falsification or misrepresentation of academic records; and other actions that are judged to be acts of academic misconduct.

**Academic Progress** - The process whereby a student's results are considered at the end of each semester or phase and, if the student's performance is deemed unsatisfactory in accordance with the regulations, their status or eligibility to continue their studies is determined.

**Academic Transcript** - An official statement of a student's academic record at the University.

**Academic Senate** - Bond University's peak academic body, which is constituted by Council, in accordance with Clause 6.9 (b) and (c) of the Constitution of Bond University Ltd and is an advisory body to the Vice Chancellor on the following matters:

- the formulation and development of the academic policies of Bond University and the oversight and coordination of the academic activities of the various faculties;
- regulatory provisions for the admission and exclusion of students, for degrees, diplomas and all programs of study, lectures, examinations, and other forms of assessment;
- the content and standard of programs of instruction and their assessment, and the requirements for admission to degrees and the award of diplomas;
- the conditions for scholarships, bursaries, cadetships, and prizes accepted by the University;
- matters referred by faculties of the University, either individually or severally.

**Admission** - The result of acceptance of an offer of a place in a program by an applicant and payment of the prescribed fee.

**Admissions Fraud** - Submitting falsified documentation to obtain entry into a Bond University program.

**Admissions Office** - Part of the Office of Student and Academic Services responsible for student admissions to all programs.

**Advanced Standing** - Credit for subjects in a program of study granted on the basis of successful previous studies.

**Allegation Notice** - The notice the University gives to a student to commence formal misconduct proceedings.

**Alumni** - Bond University graduates.

**Appeal** - The formal process whereby a student appeals a decision relating to an academic or administrative matter relating to their status as a student as embodied in the Academic Regulations (Division 9 Complaints and Appeals for Review of Decisions) and the Discipline Regulations (Division 5 Appeals).

**Appellant** - A student who lodges an appeal.

**Applicant** - A person who has submitted an application for admission to the University.

**Approved educational institution** - An institution which the Academic Senate recognises as offering programs of study at a level appropriate for the granting of advanced standing towards a Bond University degree.

**AQF** - Australian Quality Framework.

**Articulated Programs** – An articulated set of programs is:

- a Master Degree which incorporates a graduate diploma and/ or graduate certificate in the same discipline area; or
- a Bachelor Degree which incorporates an associate degree or advanced diploma or diploma or associate diploma in the same discipline area; or

- a program being undertaken by a candidate who has not satisfied the requirements for the specific award but has met requirements for the generalist award in the same area (e.g., BJuris instead of LLB).

**Articulation Agreement** - A formal agreement between Bond University and another educational institution which specifies status for admission and advanced standing for the applicant.

**Assessment** - The determination of a student's level of mastery of a subject resulting ultimately in a mark or grade. Determined by an examination, assignment, practical, presentation or project work, dissertation, thesis or minor thesis, which a student is required to complete for educational purposes; to provide a basis for an official record of achievement or certification of competence; and/or to permit grading of the student's performance in a subject.

**Associate Dean** - The member of academic staff responsible to the Executive Dean of a Faculty who undertakes administrative responsibilities.

**Assumed Knowledge** - The minimum level of knowledge of a subject area that students are expected to have acquired before enrolling in a particular subject.

**Audit student** - A student who has paid a fee to attend classes in a subject but who will not be assessed in that subject.

**Award** - A degree, graduate diploma, graduate certificate, associate degree, diploma, or associate diploma conferred by the University upon completion of a program or a program of research.

**Award Program** - An approved sequence of subjects; or an approved sequence of subjects together with industry, practical or clinical experience and/or cooperative study arrangements; and/or an investigation of an approved topic the results of which are presented in a thesis; leading to an award.

**Bachelor Degree** - An undergraduate award of 240 or more credit points taken over at least 6 semesters of study.

**Board of Examiners** - A meeting of the Examiners within a Faculty or School to approve subject results and make recommendations on academic progress.

**Bond Week** - The orientation week that takes place during the week prior to commencement of classes each semester. During Bond Week, students enrol in subjects at Registration, undertake orientation programs with their Faculty of enrolment and undertake many activities designed to acquaint them with the physical, social, and academic environment of Bond University.

**Bullying** - Repeated inappropriate behaviour that is unsolicited, intimidating, unwelcome, uninvited, and unreciprocated, which may cause distress to a person and/or create an intimidating, hostile or offensive environment.

**Bursary** - Financial aid given to a student by his or her Faculty of enrolment on the basis of demonstrated financial need or other specified criteria.

**Change of Program (Degree)** - The process whereby a student who has been admitted and enrolled into a program, but has not completed it, then transfers to another program.

**Class activity** - The type of activity required for a subject, such as lectures, tutorials, computer laboratories or seminars.

**Combined degree** - An approved combination of two programs at the same level, where, on completion, a student will be conferred with an award for both programs.

**Commencing student** - A student who has enrolled for the first time in a particular program and has not transferred from another program of the same level.

**Complaint** - A concern, grievance or dispute raised by an individual concerning an incident, judgement, situation, or problem that impacts or may impact on the person's performance or another person's performance or their study/work environment. For the purposes of data recording, a complaint is defined as a concern, grievance or dispute that cannot be adequately dealt with under the Appeals for Review of Decisions process.

**Compulsory subject** - a subject which must be successfully completed, unless credit or exemption is granted, in order to qualify for an award.

**Conceded Pass** - The grade of 'Conceded Pass' is no longer awarded by the University.

**Conflict of Interest** (in relation to disciplinary matters) – Knowledge of or connection with a student or students involved in a hearing of alleged misconduct that leads a committee member to believe they cannot objectively consider evidence and/or, when viewed from the perspective of an objective observer, could create a perception of bias towards or against the student/s involved. In such cases the committee member should notify the secretary of the committee and

voluntarily step aside. A substantial association (positive or negative, current, or previous) with the relevant student/s is a strong indicator of conflict of interest but this does not extend simply to the teaching of or familiarity with a student or students in isolation.

**Continuing student** - A student is a continuing student in a program if the student has been permitted to re-enrol and has met enrolment requirements in that program.

**Counselling** (in relation to disciplinary matters) – Counselling through the University's Office of Student Services, or another organisation agreed between the student and the decision-maker.

**Core subject** - Core curriculum studies required in all undergraduate programs.

**Corequisite** - If Subject A is a corequisite of Subject B then Subject A must be studied in the same semester as Subject B, or have been passed in an earlier semester.

**Course** - See **Program** which is the terminology used at Bond University.

**Credit** - A subject in which a student is not required to enrol as it has been formally acknowledged that the student has previously satisfied or completed the subject matter; thereby reducing the number of subjects needed to complete the program. Credit for a subject requires the student to be able to demonstrate prior study at tertiary level which has traversed the same syllabus. It will be at the discretion of the Executive Dean of the Faculty of enrolment to determine whether credit or advanced standing, towards the award for which a candidate is enrolled, will be approved in recognition of subjects previously completed at Bond University or elsewhere, with the proviso that such subjects have been completed within the previous ten years.

**Credit points** - The numerical value assigned to a subject which, when related to the total subject points for the program, is a measure of the size of the subject's contribution to the content of the program (for example, most undergraduate subjects constitute 10 credit points).

**Cross institutional student** - A student of a tertiary institution who has been permitted to enrol in another institution on the basis that the subject/s completed will be credited to an award of the home institution.

**Cross-listed subject** - A subject listed under more than one discipline with more than one subject code.

**Days** - Calendar days (see also Semester Days and Working Days).

**Decision-maker** (in relation to disciplinary matters) – An officer or body of the University listed in Schedule D of the Discipline Regulations.

**Defer** - Postpone entry to the University. The term 'deferring' is used from pre-admission to census date in the first semester of enrolment in the relevant program.

**Deferred examination** - Students can apply for a deferred examination when they miss a scheduled exam because of serious illness or other cause.

**Delegate** - An appropriate senior officer or committee.

**Deregistration** - The act of withdrawing all University privileges including admission to classes, the sports centre, clubs and societies, and the library.

**Discipline** - A set of subject offerings in the same area of study. Also refers to the University's processes for dealing with student misconduct.

Dissertation - See Thesis.

**Doctoral Degree** - An award and formal recognition for advanced study beyond the Bachelors and Masters degrees and offered by both research (e.g., PhD) and in some cases by coursework (e.g., Doctor of Physiotherapy).

**Drop** - To cancel enrolment in a subject without financial or academic penalty. This must be done within the prescribed timeframe.

**Dual Award** - An award facilitated through a formal agreement between Bond University and another tertiary institution involving two programs of study and resulting in two qualifications and two testamurs conferred separately by each provider.

**Elective** - A subject that may be chosen from virtually any subject on offer across the University provided prerequisites, enrolment restrictions and any other Faculty requirements have been met.

**Enrolment** - The process whereby a student is formally registered in one or more subjects each semester. It includes the payment of appropriate fees, completion of required documents and the signing of an agreement to abide by the regulations and rules of the University.

**Enrolment and Student Engagement Officer** - The Student Business Centre officer responsible for providing enrolment advice to students in accordance with University policy and regulations.

**Examination** - An assessment item that measures a student's mastery of some or all of the learning outcomes in a subject, that takes place in a defined time period, with a working time of

less than or equal to three hours and constitutes either 30% or more of the grade of a subject or is a hurdle assessment.

**Examination Officer** - A person appointed by the University to supervise the conduct of examinations on behalf of the University in accordance with the procedures determined by the University.

**Examiner** - An academic staff member responsible for setting the assessment tasks and submitting the results for a subject; or in the case of research students the person examining a thesis or dissertation.

**Exceptional Circumstances** - Circumstances beyond the control of the student that are considered by the Executive Dean or delegate of the relevant Faculty or other decision-maker to be unexpected and extraordinary.

**Exchange** - The process of attending another institution under formalised exchange agreements between that institution and Bond University. An outgoing exchange student pays all tuition fees to Bond University.

**Exclusion** - When a student is excluded on the basis of poor academic performance from a program at the University. A student is excluded from a specific program, not from a Faculty or the University as a whole.

**Executive Dean** - The member of academic staff responsible for the management of a Faculty.

**Executive Mode** - Subjects or programs delivered to enable participants to maintain full time employment.

**Exemption** - A compulsory subject that a student is exempt from undertaking. The subject must be replaced with an alternative subject. An exemption does not reduce the overall number of subjects required for the program and should be granted for relevant experience rather than formal study.

**Expulsion** - Permanent debarment of a student from the University. An expelled student may not attend classes or participate in any University activity on or off campus.

**Faculty** - The academic organisational unit consisting of academic and administrative staff headed by an Executive Dean, responsible for all matters concerning the programs and subjects it supervises. Faculty also refers to the Bond Business School, Bond University College (headed by the Director) and the Transformation CoLab (headed by the Assistant Provost).

**Faculty of enrolment** - The Faculty in which the candidate is enrolled as a degree candidate.

**Financial aid** - A system to assist students through scholarship, bursary, or other financial assistance.

**Foundation** - The required subjects in a program that provide the necessary framework for a future specialisation or major.

**Full-time student** - A student enrolled in subjects which amount to 75% or more of the normal full-time study load for a semester. (For CRICOS and ESOS purposes, International students are required to maintain a normal full-time subject load in accordance with their program structure.)

**Grade Point Average** - The average of the grades obtained by a student in all subjects weighted by the credit point value of each subject in accordance with the following formula:

- $GPA = \frac{\text{Sum}(GP)}{\text{Sum}(P)}$ ;
- where G=grade for each subject and P=credit point value for each subject.

If for any reason a student does not achieve a grade in a subject, the value of G for that subject shall be taken as zero. The GPA can be calculated for a semester or for a program.

**Grades** - A record of the level of assessment in subjects completed at the University and issued at the end of each semester after approval by a Board of Examiners meeting.

**Graduand** - A student who has completed all the program requirements but has not yet had the award conferred.

**Graduate** - A student who has completed their program and has had the award conferred.

**Graduate Certificate or Diploma** - A program generally designed for specific vocational purposes, either the broadening of skills and knowledge already gained in an under program, or vocational skills and knowledge in a new professional area.

**Graduation** - The ceremony at which awards are conferred by the University.

**HDR** - Higher Degree Research.

**Head of School** - In some Faculties, discipline areas are grouped into academic units called Schools. The Head of School is responsible for the management and oversight of the School. This does not apply to the Bond Business School, which is the equivalent of a Faculty.

**Higher degree** - An award at Master or Doctoral level.

**Honorary Degree** - Admission honoris causa, an award which is made in recognition of distinction by the recipient in public service, service to the University, or in recognition of distinguished contribution by the recipient in a field of academic endeavour.

**Honours** - Some Bachelor Degrees may be completed "with Honours". This may involve either the completion of a separate Honours Year or additional work in the later years of the program or meritorious achievement over all years of the program. Honours are awarded by Class (First class; Second class, Division A; Second class, Division B; Third class).

**Hurdle Assessment** – a compulsory piece of assessment for which a 'pass' grade (or higher) must be achieved in order to successfully complete the subject.

**In absentia** - An award is conferred, in absentia, when the student does not attend the graduation ceremony.

**Intensive mode** - Subjects delivered in a short, concentrated period.

**Intermediate award** - A program within an articulated set of programs, representing a point at which a student may exit with a lower level award than that of the program to which admission was made.

**International student** - A student who is not an Australian or New Zealand citizen or person granted permanent residence status in Australia.

**Joint degree** - Single program taught by Bond University and one or more partner institutions that is jointly approved and collaboratively developed and delivered. Results in a single joint award that is recognised, accredited, and badged by all the partner institutions.

**Leave of absence** - Permission to suspend a program once the student is part way through by not enrolling in a semester.

**Lecture** - Formal classes in which lecturers present program material to all students enrolled in a given subject.

**Location** - The campus at which studies are undertaken (e.g., Main Campus or other).

**Major** - A major sequence typically comprises at least six defined subjects within one discipline area; "double major" means an augmented sequence comprising at least 12 semester subjects within one area of study.

**Masters Degree** - Provides a mastery or high-order overview of a relevant field of study or area of professional practice.

**Medal** - A Faculty may recommend the award of a Medal to students qualified for an award, whose academic performance is judged to be outstanding within the requirements for the specified medal.

**Medical Practitioner** - A registered health practitioner defined under the Act (Health Practitioner Regulation National Law Act 2009) in Australia.

**Minor** - A minor sequence of subjects (normally 4) within one discipline area.

**Misconduct** - Any breach by a student of Schedule B or Schedule C of the Discipline Regulations.

**Nominee** - A person nominated to act on behalf of another person.

**Non-degree student** - A student enrolled in subjects, where completion of the subjects does not result in an award. The student is assessed in the subject.

**Normal full-time subject load** - 40 credit points per semester (4x10 credit point subjects).

**Offer** - A formal document offering an applicant a place in a program, outlining any conditions and requirements.

**Officer** - Any employee of the University.

**Overload** - Approval given to enrol in more than the maximum amount of credit points normally permitted.

**Penalty Unit** - One Penalty Unit equals \$300.

**Percentage Average (PA)** - The average of the percentage marks obtained by a student in all students weighted by the credit point value of each subject in accordance with the following formula:

- $PA = \text{Sum (MP)} \text{ divided by Sum (P)}$ ;
- where M = percentage mark for each subject and P = credit point value for each subject.

If for any reason a student does not achieve a percentage mark in a subject, the value of M for that subject shall be taken as zero. The PA can be calculated for a semester or for a program.

**Plagiarism** - The act of misrepresenting as one's own original work:

- another's ideas, interpretations, words, or creative works; and/or



- one's own previous ideas, interpretations, words, or creative work without acknowledging that it was used previously (i.e., self-plagiarism).

These ideas, interpretations, words, or works may be found in published and unpublished documents, print and/or electronic media, designs, music, sounds, images, photographs or computer codes, or gained through working in a group.

**Postgraduate award** - An award of graduate certificate, graduate diploma, master, or doctorate.

**Postgraduate student** - A student enrolled in a program that will lead to a postgraduate award.

**Practicum** - A subject designed to give students practical experience.

**Pre-Registration** - Enrolment and class registration of a student for a subsequent semester.

**Prerequisite** - A set of conditions that must be met by a student before enrolment in a particular subject is permitted.

**Probationary student** - A probationary student is one who has previously been excluded as a result of the Progress Regulations, and who may, or may not have conditions attached to their enrolment.

**Professorial Standing** - The status of full professor in relation to an academic staff member. For the purposes of the Decisions Review Committee (Academic), the term may also refer to the status of associate professor if the academic staff member's membership of that committee is endorsed by the appropriate authority.

**Program** - A combination of subjects which according to degree rules leads to an academic award of the University.

**Program code** - A group of letters and numbers that identifies a program for administrative purposes.

**Program Coordinator** - A member of the academic staff with overall responsibility for a program.

**Progression Point** - Occurs at the end of each subject and determines the student's eligibility to progress based on the score calculated by combining results of assessments held during, and at the end of, each semester that contribute to the subject.

**Provost** - The Provost leads research, learning and teaching, pathways, equity, diversity and Indigenous strategies and oversees the academic operations of the University.

**Registrar** - The senior officer of the University responsible for administrative matters relating to students and support services.

**Registration** - The process at the start of each semester where commencing students are formally recorded as students of the University. The registration process also involves payment of tuition fees.

**Research student** - A student enrolled in an honours, masters, or doctoral program in which at least two-thirds of the program is research-based.

**Resit Examination** - A pass or fail examination that may be granted to a Bachelor of Medical Studies, Doctor of Medicine or Doctor of Physiotherapy student who fails a subject.

**Restitution** - Recompense paid to the University or another person at the order of the decision-maker in disciplinary cases for property lost, damaged, or destroyed due, in whole or in part, to the conduct of the student.

**Restricted elective** - A restricted elective is a subject that must be chosen from a specified group of subjects, from a specified discipline area or from a specified range of discipline areas.

**Review** - The formal process whereby a student seeks review of a decision relating to an academic or administrative matter relating to their status as a student.

**Sanction** - A sanction prevents a student from accessing specified information (results) or undertaking specified actions (enrolment, admission, graduation) and is placed on a student's record due to non-compliance with University regulations.

**Scholarship** - Financial aid given on the basis of academic merit.

**School** - See Head of School.

**Semester** - A designated academic period, normally of 14 weeks duration including any relevant examination period. Standard semesters in the academic year commence in January, May, and September.

**Semester Days** - Days within a semester, including weekends but excluding days between semesters (See also Days and Working Days).

**Site** - Any land or waterways that are currently the property of, or in the possession of, or under the control of the University together with any associated structure, whether permanent or temporary.

**Special consideration** - There are no provisions for special consideration at Bond University.

**Special Requirements** - Approval given to students who have a disability or other impairment to take centrally scheduled examinations under special conditions.

**Student** - A person who is enrolled in one or more subjects or a research program offered by the University.

**Student Association** - Bond University Student Association but not Faculty Student Associations.

**Student Business Centre** - The unit that deals with the administration of all student activities including registration/enrolment, examination, timetabling and graduation.

**Student Identification number (SID)** - The 8-digit number given to a student during the application process; a means of identification for all official University processes.

**Study abroad** - The process of attending another approved institution. An outgoing study abroad student pays all tuition fees directly to the other institution.

**Subject** - A segment of instruction approved by a Faculty as being a discrete part of the requirements for a program offered by the University and identified by a unique subject code. A reference to a subject is taken to include a phase, discipline, or theme in the Medical Program unless the context indicates otherwise.

**Subject code** - A group of letters and numbers that identifies a subject for administrative purposes.

**Subject Coordinator** - The Academic staff member responsible for the curriculum, learning outcomes and assessment of a subject. A reference to a subject coordinator is taken to include the coordinator of a phase, discipline, or theme in the Medical Program unless the context indicates otherwise.

**Supervisor** - A member of academic staff responsible for the supervision of a student's research.

**Supplementary examination** - A pass or fail examination or assessment that may be granted to a student who fails a subject in a penultimate or ultimate semester.

**Suspension** - Temporary debarment of a student from the University. A suspended student may not attend classes or participate in any University activity on or off campus.

**Testamur** - A certificate awarded on completion of a program of study after the award has been conferred (normally presented at Graduation).

**Thesis** - Thesis or dissertations are works embodying results of original research on a subject and substantiating a particular point of view. They are written by a candidate as part of the requirements for an Honours Bachelor's Degree, or for a Research Master or PhD Degree.

**Timetable** - The subjects offered during a particular semester, and the class activities required for each subject.

**Transcript** - See Academic transcript.

**Tutorial** - Usually less formal than a lecture, tutorials are small classes in which material from lectures and readings can be discussed in more detail.

**Undergraduate award** - An award at associate or Bachelor Degree level.

**Undergraduate student** - A student enrolled in a program that leads to an undergraduate award. Includes a student in preparatory programs such as English Language, Foundation, and University Preparation programs.

**Unit** - See **Subject** which is the terminology used at Bond University.

**University calendar** - The annual calendar of academic events approved by the Academic Senate.

**University Council** - The governing body of the University.

**University Officer** - Any employee of the University.

**University Registrar** - See Registrar

**Vice Chancellor and President** - The chief executive officer of the University, responsible for its leadership and management.

**Withdrawal** - Action taken by a student to cancel their subject enrolment or their participation in a program.

**Working Days** - Days falling from Monday to Friday from 8:30am to 5:00pm excluding public holidays (See also Days and Semester Days).