

# General Course and Examination Regulations

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

## A. Enrolment in Courses

1.

- (a) A student may be enrolled for a personal course of study only when this has been approved by the Dean of the appropriate Faculty or, where specific regulations so require, the Academic Board.
- (b) A student may enrol for a course only after having satisfied the prerequisites for that course, and only while concurrently enrolled in or after having satisfied every co-requisite for that course.
- (c) **Permission to Repeat Courses:** Unless otherwise stated in individual degree regulations, an undergraduate student may attempt a course no more than three times, and after failing an undergraduate course twice the student must obtain the permission of the relevant Dean before enrolling in the course for a third and final time.

Notes:

1. This clause applies to courses deemed to be equivalent to courses already failed.
  2. Re-enrolment in limited entry courses is addressed in Admission Regulation G, B4.
- (d) The Dean of the appropriate Faculty may refuse a student permission to enrol for a personal course of study, which conforms to the regulations, if in the Dean's opinion that course of study is not suitable.
  - (e) A student must ensure that their course of study complies with the regulations of the qualification sought. Lack of knowledge of a regulation(s) or schedule(s) does not provide a valid excuse for non-compliance. This clause is not in derogation of the University's obligation to take care in giving advice.
  - (f) The University reserves the right to cancel a course where:
    - i. a staff member is unable to teach because of significant illness or prolongNotes:
      1. A personal course of study might be considered unsuitable if, for example, it were too heavy for the student, or involved examination or lecture timetable clashes.
      2. Refer also to Admission Regulations Section A General for further grounds on which



from using any such equipment, machinery or other material.

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

A student seeking approval to study away from the University of Canterbury Christchurch campus must produce evidence to the satisfaction of the Head of Department/School that they are prevented from attending classes at the Christchurch campus.
  - (b) A student enrolled for a postgraduate degree programme involving the writing of a thesis, creative work or a Master's project in the Faculty of Engineering and Forestry may be permitted to study away from the University of Canterbury Christchurch campus.
    - i. For a Master's project in the Faculty of Engineering and Forestry, approval to study away from the University of Canterbury is required from the Head of Department/School, and shall have effect only for the duration of the specified course.
    - ii. For a Master of Fine Arts, a Master of Music in Composition or a Master of Fine Arts in Creative Writing, approval to study away from the University of Canterbury is required from the Dean of Creative Arts. Approval may be given for the duration of

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enrolment in the award.

- iii. For a Master's thesis or dissertation not specified in i. or ii. above, for a period of more than one month (not including field work), and for all study and research overseas, approval is required from the Faculty Dean.
- iv. For a PhD thesis, approval to study and research away from the University of Canterbury is required from the Dean of Postgraduate Research.
 

In all cases, approval will be given only when it is established to the satisfaction of the person granting the approval that the student will receive adequate



enrolled for credit in the course by signifying whether the student has passed the course and hence may receive credit for it, or has failed the course and hence may receive no credit for it.

Notes:

1. Pass or credit is signified by Pass (P), Special Pass (S), or the letter grades A+, A, A-, B+, B, B-, C+, C, C-, or R (restricted credit); no credit by Fail (F) or the letter grades D or E. An X grade may be used where a student has been found guilty of a disciplinary offence related to academic dishonesty. In the determination of a GPA (grade point average), the relative course weightings, as published in the Calendar and/or on the Web, will be taken into account together with the following values assigned to letter grades: A+ (9), A (8), A- (7), B+ (6), B (5), B- (4), C+ (3), C (2), C- (1), R (1), D (0), E (-1), X (-3).
2. In recommending the award of Honours, faculties will normally apply the following guidelines: First Class Honours, GPA in the range 7.00-9.00; Second Class Honours, GPA in the range 4.00-6.99. The calculation of GPA for the purposes of Honours may involve a selection of course material from the degree programme, and special weightings may apply. Master's degrees may be awarded with Distinction or Merit, as specified in individual award regulations. Colleges (or in the case of Law, the School of Law) will be able to provide more information on how the calculations are made in the case of any specific degree or subject, and they will also be able to provide information on how Second Class Honours is divided into Divisions One and Two, and how Third Class Honours (if it exists) is determined.
3. Unless an exception has been approved, all final undergraduate grades for S1 occurrences and other relevant courses offered within the first semester (S1) period shall be submitted to the Registrar by 5pm on the Wednesday preceding the first teaching week of the second semester (S2).
7. In a course at 100- or 200-level examiners may grant restricted credit (R) which shall be equivalent to a pass for all purposes except as a prerequisite. Note: A student granted restricted credit may re-enrol in the course in an attempt to obtain non-restricted credit, subject to the Limitation of Entry/Special Application Regulations. However, the student may receive credit only once for any course: see Section B General Conditions for Credit, Regulation 2.
8. A student shall be deemed to be credited with

- a course on the date on which the University releases the results, or in a particular case on such earlier date as the Council may determine.
9. Any student may apply in writing to the Associate Registrar (International/Student Services) within four weeks of the date of publication of final results for a reconsideration of a final grade. The application must be accompanied by the prescribed fee, which will be refunded if the application results in a change of grade. The reconsideration will normally consist of a re-marking and re-counting of the final examination script (if any) together with a recount of the marks awarded for any other items of work as defined under Regulation 2 above.
10. Any student who considers that the marking of an item of assessment has been affected by bias or inappropriate practice may apply to the Head of Department/School for re-assessment by another examiner. The application must include sufficient evidence to satisfy the Head of Department/School that an independent reassessment is justified.
11. The teachers in each course shall give reasonable notice of the conditions applying to all work required in that course including the dates of tests and the dates of submission of other work.

## D. Examiners and Assessors

1. All examiners and assessors shall be appointed by the Council on the recommendation of the Head of Department/School. Internal examiners are continuing members of staff of this University. External examiners are normally external to this University.
2. A Faculty, Board of Studies or Department/School may hold meetings of examiners at which the examination grade of the Department/School (if applicable) shall be determined.



3. Except in the case of multi-choice papers where the Head of Department/School has been authorised by the Academic Board not to release marked scripts, test scripts and other items of work must be returned to students, normally within 4 weeks of the date of the test or within 4 weeks of the date on which they were submitted; they will be accompanied by sufficient oral or written information to allow students to form an accurate appraisal of their performance. The requirement to return test scripts will not apply to any test which constitutes the final examination in a course.
4. Notwithstanding anything in Regulation 3, a student may apply to the Associate Registrar (International/Student Services) within three months of the release of results in the course for a copy of his or her script for a final test except in the case of multi-choice scripts where the Head of Department/School has been authorised by the Academic Board to not release scripts. The application must be in writing and must be accompanied by the prescribed fee. Thereafter and until the scripts are destroyed, a student may apply directly to the Department/School to have their original script returned. Original scripts are returned free of charge. The scripts must be preserved for six months from the date of publication of results.

Notes:

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

## H. Aegrotat Consideration

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

Note: Aegrotat consideration is not available where results have been affected by impairment to a student's ability to learn the material for the course(s) concerned. The aegrotat provisions are T(6) Consideration a c

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stating the relationship or connection.

- (c) In cases of other critical circumstances, supporting evidence will depend on the nature of the circumstances, some independent supporting evidence should be provided where possible, and this might include police reports, medical certificates or letters from others concerned in the situation.
4. The Associate Registrar (International/Student Services) shall forward the application and supporting evidence in confidence to the Head of Department/School concerned. The Head of Department/School may submit the supporting evidence to the Director of the Student Health and Counselling Service for comment. The applicant will be informed within 14 days if the grounds for the application are accepted or not accepted, in the former case by the Head of Department/School, and in the latter case by the Associate Registrar (International/Student Services).
- 5.



Note: The records of all students enrolled in the BE(Hons)Int, the professional years of the BE(Hons) and any year of the BForSc will be reviewed each semester.

- (d) The records of graduate and postgraduate students may be reviewed if there is poor academic progress in the award for which they are enrolled.
- (e) The records of students will not be reviewed if:
  - i. they are enrolled in summer courses only; or
  - ii. they are enrolled in an exchange programme.

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

- 3.
  - (a) Decisions with respect to individual courses or subjects are made by faculties and will be reported to the Academic Administration Committee.
  - (b) Decisions with respect to undergraduate and graduate awards, or exclusion from faculties or the University are made by the Academic Administration Committee, on the recommendation of faculties.
  - (c) Decisions with respect to postgraduate awards are made by the Academic Administration Committee, on the recommendation of the Faculty Dean or the Dean of Postgraduate Research.
- 4. After reviewing the records of the students identified in 2(a–c) above, the faculty or the Academic Administration Committee (as appropriate – see 3 above) may make one or more of the following decisions:
  - (a) that no action be taken;
  - (b) that the student be sent a letter giving advice to assist in improving his or her academic performance, which might include referral to the Learning Skills Centre;
  - (c) that the student be sent a letter warning that if his or her academic performance does not improve in the next semester or next year further action, including exclusion from the faculty or the University, may be taken;
  - (d) that the student be permitted to re-enrol subject to specified conditions, or restricted to a certain number of points. These conditions or restrictions will be determined by the Dean.

- (e) that the student be declined enrolment for the future, or for such future period as may be specified, in a particular course or courses, subject, award, or faculty. Students may not be declined enrolment in a faculty if they have not already received a warning letter and/or a restriction. A student who has been excluded from an award or faculty may enrol in a second award or faculty only with the approval of the Dean of that second award or faculty. A student who is considered for exclusion from a second faculty may also be considered for exclusion from the University;
  - (f) that the student be declined enrolment in the University. Students may not be declined enrolment in the University if they have not already received a warning letter and/or a restriction.
- 5. For students already enrolled in a course of study from which they are later declined enrolment, the decision related to their progression will override their enrolment and their enrolment will be cancelled by the Assistant Vice-Chancellor (Academic). The Academic Administration Committee will report to the Council the names of all students declined enrolment in the University.
  - 6. Any student against whom a decision is made by the Academic Administration Committee under clauses 4(d) - 4(f) may seek a review of that decision first by the Faculty Dean and then by the Academic Administration Committee or a sub-committee of the Academic Administration Committee. Such a review will consider any extenuating circumstances, such as ill-health, which might have contributed to the student's lack of success.
  - 7. A student who is not satisfied with the outcome of the review by the Academic Administration Committee may appeal to the Council Appeals Committee. The appeal must be lodged in writing with the University Grievance Advisor within 10 working days of the decision or such longer period as the Council Appeals Committee may determine. The decision of the Council Appeals Committee is final.
  - 8. Any student against whom a decision has been made under clauses 4(e) or 4(f) may apply for readmission to the course, the subject, the award, the faculty or the University after not less than one year, or the number of days specified in the particular case. Applicants should provide evidence of their likelihood of success in future university studies.





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- (a) two months from the date of enrolment for the thesis work for full-time Master's students;
  - (b) four months from the date of enrolment for the thesis work for part-time Master's students;
  - (c) four months from the date of enrolment for the thesis work for full-time Master's students enrolled concurrently for thesis and course work;
  - (d) six months from the date of enrolment for doctoral students;unless the relevant degree regulations specify otherwise.
3. Every Research Proposal shall be accompanied by the 'PhD Registration (Research Proposal)' form which includes a standardised agreement signed by the student, the Senior Supervisor, and the HOD/HOS, and which sets out expectations regarding supervision, resource availability, and feedback.
4. Theses shall be written in English or Maori.





