

# General Course and Examination Regulations

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## A. Enrolment in Courses

- 1 (a) A student may only be enrolled for a personal course of study which has been approved by the Dean of the appropriate Faculty or, where specif c regulations so require, the Academic Board.
- (b) A student may enrol for a course only after having satisf ed the prerequisites for that course, and only while concurrently enrolled in or after having satisf ed every co-requisite for that course for non-compliance. This

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- (b) Exemption from a prerequisite or co-requisite will be granted only when the Dean of the appropriate Faculty is satisf ed either:
  - i. that suff icient material in the prerequisite or co-requisite has been covered to a comparable standard elsewhere; or
  - ii. that there is clear evidence of special ability in the subject area of the proposed course. % b a ¼ E ^

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

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

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5. If a student enrolls again in a course for any reason (such as failure or re-enrolment) a student may not re-enrol in the same course for a period of 12 months.

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.

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- 2 For the purpose of these regulations, the term 'work' includes the following:
  - (a) Formal examinations supervised by the Registry;
  - (b) Major tests in the form of supervised written examinations supervised by the Department/School or the Registry, by



- The scripts shall be preserved for six months from the date of publication of results by the Registrar. For up to three months after the release of results any student may apply in writing to the Manager (Records, Examinations, Graduation and Scholarships) for a copy of any final examination script submitted by that student. The application must be in writing and must be accompanied by the prescribed fee. Thereafter and until the scripts are destroyed, a student may apply directly to the Department/School to have their original script returned. Original scripts are returned free of charge. This regulation does not apply in the case of multi-choice papers where the Head of Department/School has been authorised by the Academic Board to not release marked scripts.

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- A candidate may be given only one Special Pass in his or her university career, at this University.

### G. Course Work

- Major tests shall be supervised by a member of the academic staff nominated by the Head of Department/School concerned.
- A student may, within 7 days after the result of a major test or other major work is made known, apply to the Head of Department/School to have it reconsidered. The reconsideration will normally consist of a re-marking and re-counting of the work submitted.
- Except in the case of multi-choice papers where the lof h s re

### F. Missed Examinations

- A candidate who misses an examination as the result of a genuine mistake about the scheduled time of the examination may be considered for a Special Pass. A candidate wishing to be so considered must, within 72 hours (excluding weekends and statutory holidays) after the starting time of the missed examination, submit a completed statutory declaration to the Manager (Records, Examinations, Graduation and Scholarships) and report to the Head of Department/School which set the examination paper.
- If the Head of Department/School is satisfied that the candidate's work in the course and results in other courses are substantially above minimum pass standard, the Head of Department/School may recommend to the Dean of the Faculty that a Special Pass (S) be awarded by the Faculty at its examiners' meeting. To assist in coming to a decision, a Head of Department/School may require the candidate to take a special test or examination.

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## 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.

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2 The application must be made to the Manager (Records, Examinations, Graduation and Scholarships) on or within seven days after the due date for submission of the work concerned, or on or within seven days after the date

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4. After reviewing the records of the students identified in 2(b) and 2(c) above, the faculty or the Academic Committee may make one or more of the following decisions:
  - (a) that no action be taken;
  - (b) that the student be sent a letter giving them advice to assist in improving their academic performance;
  - (c) that the student be sent a letter warning them that if their academic performance does not improve in the next semester or next year further action, including exclusion from the faculty, 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 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.

If a student has 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 Academic Vice-Chancellor (Academic).

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

5. Any student against whom a decision is made by the Academic Committee under clauses 4(d), 4(e) or 4(f) may first seek a review of that decision by the Dean. Such a review will consider any extenuating circumstances, such as ill-health, which might have contributed to the student's lack of success. If the original decision stands, the student may appeal to the Academic Committee within the time specified % 1 %

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- 1 (a) All theses shall be supervised by more than one supervisor.
- (b) One supervisor shall be designated the Senior Supervisor and shall be responsible for ensuring administrative and regulatory

the specified fee to cover the costs of hard-binding; the thesis will not be examined until the fee is paid. Every copy of a thesis to be submitted for examination shall be produced in the manner prescribed by the Librarian from time to time. Normally two copies of a Master's thesis and three copies of a Doctoral thesis are submitted for examination (but see

possible. Print copies for the examiners may be soft-bound, and when the thesis has not undergone major revision, it may be that the copy initially sent for examination is kept by the examiner.

- (d) The candidate should also ensure that sufficient extra copies, whether in printed or digital form, are prepared to provide for those required by the department/school, and sponsor of the work, and the candidate him/herself.

### M. Higher Doctorates

- 1 Upon receiving any application for a higher doctorate which meets the qualifying criteria, the Registrar shall request the Dean of the Faculty nominated by the Vice-Chancellor as the relevant Faculty to appoint an ad hoc committee of not fewer than 3 persons. The committee shall report to the Academic Board whether the work submitted is prima facie worthy of examination for the degree and, if it is, recommend through the Dean to the Academic Board the names of suitable examiners.
- 2 If the examiners recommend the award of the degree, the degree shall not be conferred until two copies of the complete submission are deposited in the University Library.

### N. Hardship

Where in any case it is shown to the satisfaction of the Academic Board that hardship has been or will be caused to any student by either:

- (a) an alteration or amendment of a University statute, regulation or prescription involving a change in a course of study or in examination requirements; or
- (b) a misinterpretation of these or any other regulations by an authorised member of the University staff; or
- (c) exceptional circumstances, including circumstances arising from decisions taken under University regulations and statutes;

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

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### O. Appeals

- 1. i

A student may appeal against any decision by which he or she is aggrieved which is made in the exercise of powers under the General Course and Examination Regulations, the Limitation of Entry/Special Application Regulations, the Course Regulations or any other academic decision where an appeal right is not provided within the University regulations.

- 2. i

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

- i. A student who is aggrieved by a decision of the University may appeal to the Academic Board.

- i. A student who is aggrieved by a decision made by the Assistant Vice-Chancellor (Academic), or other individual to whom institution-wide powers have been delegated (eg, the Liaison Manager, International Admissions Officer, Director, UC Opportunity) may appeal to the Academic Appeals Committee (acting on behalf of the Academic Board).
- ii. A student who is not satisfied with the outcome of the appeal to the Academic Appeals Committee may appeal that decision to the Council Appeals Committee.
- iii. The decision of the Council Appeals Committee is final.

Diploma in Science, may complete the qualification under the 2005 regulations, in which