

General Course and Examination Regulations



A. Enrolment in Courses

1. (a) A student may be enrolled for a personal course of study only when this has been ap-

- i. a staff member is unable to teach because of significant illness or prolonged absence for other unanticipated reasons and where the department has no other available suitably qualified staff who might teach the course;
- ii. the Dean has determined that enrolments in that course completed by 5pm on the Wednesday prior to the week in which teaching commences are insufficient;
- iii. other emergency situations or exceptional circumstances, as approved by the Academic Administration Committee acting on behalf of the Academic Board on a case-by-case basis.

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2. (a) Notwithstanding anything in Regulation 1, the Academic Board may in special cases approve a personal course of study which does not conform to the regulations. Applications under this regulation must be submitted in writing to the Academic Manager of the appropriate College.
- (b) Exemption from a prerequisite or co-requisite will be granted only when the Dean of the appropriate Faculty is satisfied either:
 - i. that sufficient material in the prerequisite or co-requisite has been covered to a comparable standard elsewhere; or
 - ii. that there is clear evidence of special

- (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:

ability in the subject area of the proposed course.

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

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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 receipt of restricted credit), the Head of the relevant Department/School may, at his or her discretion, and with the agreement of the student concerned, exempt the student from tuition in lectures, tutorials, laboratory, practical, field, or any other work. If a student seeks such an exemption, application to

the Head of Department/School must be made before the end of the second teaching week of the course or the first teaching week for a Summer Programme course.

6. If any exemption from tuition is granted, the student must nevertheless enrol and pay the full tuition fee for the course, but the student may be exempt from any additional course costs (such as those specifically to cover the costs of fieldwork) related to the work for which an exemption has been granted.
7. Late enrolment in a course is subject to the approval of the Head of Department/School concerned, and may be declined.

B. General Conditions for Credit

1. A student seeking credit in any course must attend such lectures and perform satisfactorily such oral, practical, written and other work as the Head of Department/School concerned may require. The Head of Department/School shall give reasonable notice of these requirements in writing (see Section C Work and Assessment, regulations 1 and 3 below).
2. No student may receive credit for both of two substantially equivalent courses.



3. If a specific course is offered under different course codes, a student passing such a course may subsequently elect to receive credit under any one of those course codes.
4. A student enrolled in a course for a Certificate of Proficiency may not receive credit for that course towards a degree, diploma, certificate or professional qualification without the approval of the Dean.
5. Credit may be withheld from any student who fails to pay any fee, fine or cost owed to the University or to a Department/School, or who fails to return University property.



6. A student shall take reasonable care of all University apparatus, equipment, machinery and other material with which he or she works and may be required to replace or repair, to the satisfaction of the Head of Department/School concerned, any apparatus, equipment, machinery

- i. the courses in Group A of the Schedule to the degree; and
 - ii. courses which satisfy the 300-level majoring requirements for the degree; or in the case of students who have satisfactorily completed the first two years of the Christchurch Polytechnic Institute of Technology Jazz Diploma (2002 onwards): a combination of courses from Group C of the Schedule satisfying the 300-level requirements of the degree.
- (c) No candidate shall normally be eligible to graduate with the degree of Bachelor of Fine Arts unless he or she has been credited with courses at this University which:
- i. have a total value of at least 243 points from courses in Part 2 of the Schedule; and
 - ii. include 81 points at 400-level in Part 2 of the Schedule.
- (d) No candidate shall be eligible to graduate with the degree of Bachelor of Engineering, Bachelor of Engineering with Honours, Bachelor of Forestry Science or Bachelor of Forestry Science with Honours unless he or she has been credited with courses at this University which satisfy the 300 and 400-level requirements of the degree.
- (e) No candidate shall normally be eligible to graduate with the Degree of Bachelor of Criminal Justice unless he or she has been credited with the following courses of this University:
- i. the CRJU courses from Group A of the Schedule to the degree (or their UC co-coded equivalent courses); and
 - ii. courses to the value of 90 points at 300-level from Schedules A and B of the degree. This includes the courses in (i).

C. Work and Assessment

1. The performance of each student enrolled for credit in a course shall be assessed on the basis of such examinations, tests, and other work as the examiners for the course shall determine.
2. For the purpose of these regulations, the term 'work' includes the following:
 - (a) Formal examinations supervised by the University Registrar (or delegate);
 - (b) Major tests in the form of supervised written examinations supervised by the department/school or the University Registrar (or delegate), each worth not less than 10% of the

- total assessment;
 - (c) Major work, other than major tests, each item of which is worth not less than 10% of the total assessment;
 - (d) Minor work each item of which is worth less than 10% of the total assessment.
 - (e) Professional placement or fieldwork practice.
- The items listed in 1(b) to (e) are referred to collectively as the course work.
- All work for assessment, including theses, shall be presented in English or Mori unless otherwise specified.
3. The Head of Department/School shall, not later than two weeks after the start of each course, ensure that the type, dates and times of all items of course work for each course and the value apportioned to each item have been notified in Course Outlines, and have been entered in the appropriate official University database, and are therefore available to students on the Web. Students will also be advised on the Web of their rights under Section G Course Work, Regulation 2 and Section H Aegrotat Consideration.

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4. If a student re-enrols in a course for any reason the Head of the relevant department/school may, at his or her discretion and with the agreement of the student concerned, carry forward graded assessment for some of the work (including the final examination) from the previous enrolment. If a student seeks such an exemption, application to the Head of Department/School must be made before the end of the second teaching week of the course or the first teaching week for a Summer Programme course.
5. The University grading scale is:



2. A Faculty, Board of Studies or Department/ School may hold meetings of examiners at which the examination results as a whole are considered, and at which student grades are reviewed and finalised.
3. An assessor may be appointed to assess one or more specific items of work. It shall be the duty of an assessor to ensure that the work concerned is marked at a proper standard, and, in cases where the assessor is appointed to assess an examination, to ensure that the papers set are of a proper standard.

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E. Formal Examinations

1. Formal examinations shall be conducted at such times and places and in accordance with such instructions as the Council may from time to time determine and subject to the regulations of this part.

All formal examinations shall be written in English or M ori unless otherwise specified.

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be awarded by the Faculty at its examiners' meeting. To assist in coming to a decision, a Head of Department/School may require the candidate to take a special test or examination.

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

G. Course Work

1. Major tests shall be supervised by a member of the academic staff nominated by the Head of Department/School concerned.
2. A student may, within 7 days after the result of a major test or other major work is made known, apply to the Head of Department/School to have it reconsidered. The reconsideration will normally consist of a re-marking and re-counting of the work submitted.
3. Except in the case of multi-choice papers where the Head of Department/School has been authorised by the Academic Board not to release marked scripts, test scripts and other items of work must be returned to students, normally within 4 weeks of the date of the test or within 4 weeks of the date on which they were submitted; they will be accompanied by sufficient oral or written information to allow students to form an accurate appraisal of their performance. The requirement to return test scripts will not apply to any test which constitutes the final examination in a course.
4. Notwithstanding anything in Regulation 3, a student may apply to the Associate Registrar within three months of the release of results in the course for a copy of his or her script for a final test except in the case of multi-choice scripts where the Head of Department/School has been authorised by the Academic Board to not release scripts. The application must be in writing and must be accompanied by the prescribed fee. Thereafter and until the scripts are destroyed, a student may apply directly to the department/school to have their original script returned. Original scripts are returned free of charge. The scripts must be preserved for six months from the date of publication of results.

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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.
2. The application must be made to the Associate Registrar on or within seven days after the due date for submission of the work concerned, or on or within seven days after the date of a test or examination. In a special case, the Academic Board may approve a late application, and in the case of a student making multiple applications for the same examination or test period, the Academic Board may approve a consolidated application which should normally be submitted within seven days after the last test or examination concerned.
3. The application must be supported by satisfactory evidence.
 - (a) In the case of illness or injury to the student, satisfactory evidence must be a confidential report on the prescribed form from a registered medical practitioner, registered dental surgeon, registered midwife or a student counsellor approved by the Academic Board, and relate to a consultation which normally has taken place shortly before or within 24 hours after the due date for the required work or the date of the test or examination. In exceptional cases the Academic Board may extend this time provided that the consultation has taken place at such a time as

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- they have not passed half or more of the points in which they were enrolled; or
- ii. they have an overall GPA of less than 1.5 for their degree level study; or
 - iii.

Committee. The appeal must be lodged in writing with the UC Grievance Coordinator 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.
 - (a) Applications for readmission to a course, subject, award or faculty shall be made to the Faculty Dean, acting on behalf of the Academic Board.
 - (b) Applications for readmission to the University shall be made to the Deputy Vice-Chancellor (Academic).

J. Breach of Instructions and Dishonest Practice

1. In the case of tests and other work being taken for credit (excluding formal examinations):
 - (a) An examiner, with the approval of the Head of Department/School or delegate, may:
 - i. decline to award a grade; or
 - ii. deduct marks; or
 - iii. resolve the matter in any other appropriate way.

for any work which is the result of dishonest or improper practice, including non-compliance with formal instructions undertaken with dishonest intent.
 - (b) If an examiner is satisfied that a student has committed a breach of instructions not amounting to dishonest or improper practice, the examiner may, with the approval of the Head of Department or delegate.
 - i. decline to award a grade for that student's work in whole or in part; or
 - ii. deduct marks; or
 - iii. resolve the matter in any other appropriate way.
 - (c) Before determining that dishonest practice or breach of instructions has occurred, the Head of Department/School or delegate shall give the student an opportunity to make representations.

- (d) If the Head of Department/School or delegate, after hearing the student's representations, is of the opinion that the student may be guilty of dishonest or improper practice in connection with the test or other work, the Head of Department/School or delegate may, instead of determining that the work shall be penalised, refer the matter to the Proctor for investigation and reference to the Discipline Committee if the Proctor thinks fit.
 - (e) Any student against whom a decision is given by the Head of Department/School or delegate may appeal to the Discipline Committee within 10 working days of the decision.
2. In the case of formal examinations:
 - (a) If an examiner is satisfied that a student has committed a breach of instructions not amounting to dishonest or improper practice, the examiner may, with the approval of the Head of Department or delegate
 - i. decline to mark that student's examination script in whole or in part; or
 - ii. deduct marks; or
 - iii. resolve the matter in any other appropriate way.
 - (b) In such a case the examiner shall submit a written report to the Secretary of the Discipline Committee stating the reason for the refusal to mark, and the Secretary of the Discipline Committee shall inform the student of the reason.
 - (c) Any student against whom a decision is given not to mark his or her examination script may appeal to the Discipline Committee within 10 working days of the date of the decision being communicated to the student.
 - (d) If an examiner, after consultation with the Head of Department/School or delegate, is of the opinion that a student may have engaged in dishonest or improper practice in the examination, the examiner shall refer the matter to the Proctor for investigation, and reference to the Discipline Committee if the Proctor thinks fit.
 3. Dishonest or improper practice in examinations, tests or other work shall be deemed to be a breach of discipline, and the Discipline Regulations shall apply to the proceedings accordingly.

If the Discipline Committee, after giving any student such opportunity as it thinks fit to make representations, finds him or her guilty of any

dishonest or improper practice in connection with examinations, tests or other work, including the bringing into an examination or test of any unauthorised material, it may impose all or any of the following penalties:

- (a) expulsion from the University;
 - (b) suspension from enrolment in the University or in particular courses for such period as it thinks fit;
 - (c) denial of credit or partial credit or an X grade in any course or courses;
 - (d) a fine;
 - (e) a reprimand;
 - (f) unpaid community work.
4. Appeals against decisions made under Regulation J are governed by the Discipline Regulations, clause 7.

K. Cross Crediting and Double Degrees

1. A student may credit courses common to two degrees or diplomas towards both degrees or diplomas subject to the following general conditions:
 - (a) no degree or diploma may contain more than 120 points from any other award or awards unless the regulations for the relevant degree or diploma permit otherwise;
 - (b) courses cross credited from another award must meet the requirements of the relevant degree or diploma;
 - (c) postgraduate courses may not be so credited;
 - (d) no course may be used to satisfy the 300-level or final Professional or Honours year requirement of more than one degree or diploma;
 - (e) if any regulation prevents the transfer of credit for a course which is compulsory for the second degree another course approved by the Dean of the appropriate Faculty must be substituted.
2. With the permission of the Academic Board, a student may receive credit on transfer towards Honours and Master's degrees, and postgraduate diplomas for courses taken at other universities but not already credited to completed qualifications.
 - (a) The amount of credit allowed will depend on the facts of the particular case, but will not exceed 50 percent of the total degree requirements.
 - (b) If a thesis is a requirement of the degree, the

thesis must normally be undertaken at the University of Canterbury.

- (c) Such transfer of credit would normally be approved by the Faculty Dean.

L. Theses

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Supervision

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 - (a) All theses shall be supervised by more than one supervisor.
 - (b) One supervisor shall be designated the senior supervisor and shall be responsible for ensuring administrative and regulatory requirements are met.
 - (c) The senior supervisor will normally be a member of the continuing academic sta of the University and shall be appointed by the relevant Dean on behalf of the Academic Board, after considering the recommendation of the HOD/HOS (see Note 2. above).
 - (d) Any other supervisors shall be appointed by the HOD/HOS in consultation with the candidate and the senior supervisor. Such supervisors need not be members of the student's school/department and need not be



- members of the continuing academic sta .
- (e) Other supervisors may be designated as co-supervisors, associate supervisors or members of a supervision committee, as appropriate.
 - (f) The names of the supervisors and their affiliation to the University if they are not continuing academic sta shall be recorded on the Research Proposal in 2 below.
 - (g) The relevant Dean may, after consultation with the HOD/HOS, replace a senior supervisor, and the HOD/HOS may replace any other supervisor if their ~~is~~ appropriate⁷²

person not be an examiner.

10. When the work is forwarded for examination, it shall be accompanied by a certificate from the Senior Supervisor stating that the work embodies the results of research carried out by the candidate under the direct supervision of the supervisors; and stating what part the supervisors played in the conduct of the research and the preparation of the work.
11. The examiners of any thesis shall each submit independent reports to the Postgraduate Office. After both PhD examiner reports have been received, copies shall be given to the candidate's senior supervisor, who has the right to make a written report to the Dean of Postgraduate Research on any aspect of the examiner's reports.
12. In the event of any disagreement between examiners, after the department has taken all reasonable steps to achieve consensus, the Dean of Postgraduate Research may appoint an adjudicator, in which case the result shall be determined by the adjudicator. This regulation is subject to any other regulations providing for the resolution of disagreements.

After Examination

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

M. Higher Doctorates

1. Upon receiving any application for a higher doctorate which meets the qualifying criteria, the Dean of Postgraduate Research shall request the Dean of the relevant Faculty to appoint an ad hoc committee of not fewer than three persons. The committee shall report to the Dean of Postgraduate Research whether the work submitted is prima facie worthy of examination for the degree and, if it is, recommend the names of suitable examiners.
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Committee (a subcommittee of the Academic Administration Committee acting on behalf of the Academic Board).

- (b) A student who is not satisfied with the outcome of the appeal to the Academic Appeals Committee may appeal that decision to the Council Appeals Committee.

5. **Appeals from a Decision of a University Committee (including the Academic Appeals Committee)**

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

- (b) The decision of the Council Appeals Committee is final.

6. **Procedure**

(a) Any appeal by a student shall be made in writing within 10 working days of the student receiving notification of the decision. Only in exceptional cases will a late appeal be considered. Reasons for lateness should be provided when the late appeal is made.

(b) Appeals against a departmental decision should be addressed to the relevant College Academic Manager/Dean.

(c) All other appeals should be addressed to the UC Grievance Coordinator.



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1. **Informal resolution of concerns**

(a) Should minor concerns arise, students are encouraged to raise the matter directly with the staff member concerned, with the aim of resolving the matter at the lowest possible level and without undue formality.

(b) A staff member or student who is uncertain about how to seek informal resolution of a concern is encouraged to seek advice from the UC Grievance Coordinator or the UCSA Education Supervisory Co-ordinator.

UC Gri1a4vided when the late appeal is made.

by the Christchurch College of Education, will complete under the Christchurch College of Education regulations applicable at the date of the merger between the University of Canterbury and the Christchurch College of Education. In all these cases, there are time limits for completing the qualification under these regulations.

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

(first or second semester).

2. A part-time candidate is one who is enrolled for less than 0.8 EFTS for whole year study, or less than 0.4 EFTS for part-time study (first or second semester).

Q. Waiver and Variation of Regulations

1. For the regulations governing each award (i.e. degree, certificate or diploma) of the University there is a provision for a student to apply for a waiver or a variation of the regulation.

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

1. When a candidate for an award is permitted by its regulations to take courses which are drawn from the schedule of courses for a different award, such courses must comply with the relevant regulations of the latter award.

S. Excessive Course Loads Defined

1. For excessive workload the approval of the Dean is required when
 - (a) a student is enrolled in more than 150 points for Semester 1 and Semester 2 courses and more than 75 points for each Semester;
 - (b) a student is concurrently enrolled in more than 30 points of summer school courses.

T. Part-time and Full-time Defined

1. A full-time candidate is one who is enrolled for 0.8 EFTS or more for full-time/whole-year study, or 0.4 EFTS or more for full-time/part-year study