

# General Course and Examination Regulations

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

## A. Enrolment in Courses

1.
  - (a) A student may be enrolled for a personal course of study only when this has been approved by the Dean of the appropriate Faculty or, where specific regulations so require, the Academic Board.
  - (b) A student may enrol for a course only after having satisfied the prerequisites for that course, and only while concurrently enrolled in or after having satisfied every co-requisite for that course.
  - (c) Permission to register for a 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:

- 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 not sufficient;
- iii. other emergency situations or exceptional circumstances, as approved by the Academic Administration Committee acting on behalf of the Academic Board on a case-by-case basis.

Notes:

1. A personal course of study might be considered unsuitable if, for example, it were too heavy for the student, or involved-lar course or cancelled.
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mitted in writing to the Academic Manager/Dean of the appropriate College.
- (b) Exemption from a prerequisite or co-requisite will be granted only when the Dean of the appropriate Faculty is satisfied either:
  - i. that sufficient material in the prerequisite or co-requisite has been covered to a comparable standard elsewhere; or
  - ii. that there is clear evidence of special

ability in the subject area of the proposed course.

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

Notes:

1. A suspension of a student's enrolment may be sought by the student, Head of Department/school or programme convenor on the grounds of the student's ill-health or some other reason that prevents the student from pursuing their course of study, and when the course of study is otherwise subject to strict time limits. A condition of the suspension is that no work relevant to the course shall be undertaken during the period of suspension and the student is not eligible to receive any supervision.
2. Master's thesis students and PhD students may apply for a suspension of their studies; however, suspensions can only start from the first day of the month, will be for a minimum period of one month and will be granted for whole months only
3. Where suspension of a student's enrolment is sought, whether by a student, Head of Department/School or programme convenor, the approval of the relevant Dean is required (in the case of postgraduate students, the Dean of Postgraduate Research).
3. A student may enrol in more than one qualification concurrently only with the approval of the relevant Dean or Deans. The Dean(s) may determine the maximum and/or minimum number of points for which the student may enrol in each qualification.
4. Where prescriptions provide options, a student must consult the Head of Department/School concerned before any selection is made.

Notes:

1. For the purposes of these regulations the term Head of Department/School includes the Chairperson or Coordinator of an interdisciplinary course.
2. Not all of the options listed in the prescriptions are necessarily offered in any one year.
5. If a student enrolls again in a course for any reason (such as failure or receipt of restricted credit), the Head of the relevant Department/School may, at his or her discretion, and with the agreement of the student concerned, exempt the student from tuition in lectures, tutorials, laboratory, practical, field, or any other work. If a student seeks such an exemption, application to

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

6. If any exemption from tuition is granted, the student must nevertheless enrol and pay the full tuition fee for the course, but the student may be exempt from any additional course costs (such as those specifically to cover the costs of parcels, student seeks a Dea (the)-over er t (such as) 3(e)

or other material lost or damaged through lack





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.
4. Students shall write answers in the presence of a supervisor who shall be appointed by the Council.
5. No student shall communicate with any examiner about an examination except through the Registrar until the results have been released.

**Notes:**

1. Certain professional courses are subject to external moderation or assessment. In some instances this requirement is statutory.
2. For examination of theses see Section L. These

## 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 Mori unless otherwise specified.

**Notes:**

1. Students' attention is drawn to Section H Aegrotat Consideration.
2. All candidates are normally required to sit examinations on the University campus.
3. In certain cases of medical disability the University will make reasonable accommodations regarding the conduct of formal examinations. Students suffering from permanent or temporary impairments are encouraged to contact the Disability Resource Service as early in the year as possible with appropriate medical evidence to assess support needs.
2. The Head of Department/School shall, not later than two weeks after the start of each course, ensure that the occurrence of a formal examination in a course and the value apportioned to each examination have been notified in course outlines. Examinations will be scheduled after the change of enrolment period has ended. The examination timetable will be released to students and available on the University website by the Friday following the change of enrolment period.
3. Examinations will usually be two or three hours in length. The length of all examinations must be specified in the student management system as

part of the examination timetable.

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

**Notes:**

1. Once an original script is uplifted, no appeal in relation to that script will be accepted.
2. Except in the case of multi-choice papers where the Head of Department/School has been authorised by the Academic Board not to release scripts, candidates are entitled to view their marked scripts without charge, and they are entitled to obtain on request from the Head of Department/School, without charge, the grade for all items of assessment including those for examinations and final tests.

## F. C items of assessment including those

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



- ceding year in which they were enrolled they have not passed half or more of the points in which they were enrolled; or
- ii. they have an overall GPA of less than 1.5 for their degree level study; or
  - iii. they have failed to demonstrate competence in professional requirements.
- (c) The records of any undergraduate students may be reviewed if:
- i. they have withdrawn from more than half of the courses in which they were enrolled in the preceding two years of study; or
  - ii. they have otherwise failed to demonstrate any likelihood of success.

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

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

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

3.

- (a) Decisions with respect to individual courses or subjects are made by faculties and will be reported to the Academic Administration Committee.
- (b) Decisions with respect to undergraduate and graduate awards, or exclusion from faculties or the University are made by the Academic Administration Committee, on the recommendation of faculties.
- (c) Decisions with respect to postgraduate awards are made by the Academic Administration Committee, on the recommendation of the Faculty Dean or the Dean of Postgraduate Research.

4. After reviewing the records of the students identified in 2(a–c) above, the faculty or the Academic Administration Committee (as appropriate – see 3 above) may make one or more of the following decisions:

- (a) that no action be taken;
- (b) that the student be sent a letter giving advice to assist in improving his or her academic performance, which might include referral to the 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

Committee may appeal to the Council Appeals 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.

Note: Plagiarism is a form of dishonest practice.

- (b) If an examiner is satisfied that a student has committed a breach of instructions not amounting to dishonest or improper practice, the examiner 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





- (a) A student who is aggrieved by a decision made by a Dean, Academic Manager, Assistant Vice-Chancellor, Deputy Vice-Chancellor, Pro-Vice-Chancellor or other University Officer may appeal to the Academic Appeals Committee (a subcommittee of the Academic Administration Committee acting on behalf of the Academic Board).
  - (b) A student who is not satisfied with the outcome of the appeal to the Academic Appeals Committee may appeal that decision to the Council Appeals Committee.
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2. Notwithstanding 1. above, candidates who are completing qualifications in which they originally enrolled at the Christchurch College of Education, and which were formerly awarded by the Christchurch College of Education, will complete under the Christchurch College of Education regulations applicable at the date of the merger between the University of Canterbury and the Christchurch College of Education. In all these cases, there are time limits for completing the qualification under these regulations.
3. Where a student abandons the original degree and enrolls in another University of Canterbury degree, the transition regulations will no longer apply.

Note: See also General Course and Examination Regulations Section N Hardship regarding hardship arising from changes to Course Regulations.

## Q. Waiver and Variation of Regulations

1. For the regulations governing each award (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.

Notes:

1. Students should ask the College or School Office whom to approach for a given request and/or check the College website.
2. A student whose application is declined may appeal that decision (see General Course and