Common Course Rules - Diploma

INTRODUCTION

In Higher Education (HE), all courses offered by the University must comply with national regulatory requirements, for example, the Australian Qualifications Framework (AQF), and many courses are also accredited through professional organisations. The University as a self-accrediting institution has a Council that determines course rules, which, provide course structures, and rules for HE awards. These course rules apply to HE AQF Levels 5 to 10.

For each category of award there is a common set of rules applicable to all programs leading to an award in that category. In addition, each course may have associated with it specific rules that apply only to that course in addition to the common rules; specific rules are described in the course curriculum documentation.

STATEMENT OF AUTHORITY

The authority behind this policy is the Charles Darwin University Act 2003 section 47 under the authority of the Council.

COMPLIANCE

This is a compliance requirement under the Australian Qualifications Framework.

RELEVANT DEFINITIONS

In the context of this document

**Award** means a recognised certification of achievement or competence, which may be granted to a student after successful completion of all the requirements of a course;

**Combined course** means an approved program of study leading to two qualifications for which all requirements have been met. Such a program of study may require a longer period of study than for the individual courses of which it is comprised, but the total study period may be less than that required to meet the requirements of the qualifications individually;

**Common Units** means a group of units intended, among other things, to provide an introduction to higher education study, and to assist students to develop a degree of academic literacy and the capacity to critically explore social and cultural issues of local, national and international relevance. Common units are offered at the 100 level only;

**Core unit** means a unit that is compulsory for the course;

**Course** means a formally approved/accredited program of learning that leads to the award of a qualification;

**Credit point** means a value allocated to individual higher education units to indicate their contribution to the overall course requirements and to the enrolment load of a student e.g. a 10 credit point unit represents a quarter of a standard load for a semester;
Elective means a unit selected by the student from any of the University’s higher education units. Where appropriate an elective may include certain specified VET units or combinations of modules;

Exceptional circumstances means extended and serious illness of the student or an immediate family member; extreme financial hardship; long-term cultural obligations; or other circumstances such that failure to recognise them would result in an unfair or unreasonable outcome;

Faculty means the Faculty in which the student is enrolled for their course;

Integrated qualification means a purposely designed qualification that enables explicit articulation pathways and encompasses more than one AQF level and/or qualification type and/or education and training sector;

Program of learning means a course, curriculum, training package, unit of study or structured workplace learning that leads to the award of a qualification;

PVC means the Pro-Vice Chancellor (or delegate of the Pro-Vice Chancellor) of the Faculty in which the student is enrolled;

Qualification means the result of a completed accredited program of learning that leads to formal certification that a graduate has achieved learning outcomes as described in the Australian Qualifications Framework;

Specialist elective means a unit selected by the student from a group of units identified as highly relevant to the course;

Standard load means a real or notional program of studies, which a full time student would be required to undertake in a full year of a particular course. The University has adopted 80 credit points as its standard load; and

Unit means the smallest credit-bearing component of a qualification that has been accredited. A unit may also be called a ‘module’, ‘subject’, ‘unit of competency’ or ‘accredited unit’.

RULES

Courses Leading to the Qualification of Diploma

The following rules apply to courses leading to the qualification of Diploma.

These Rules may be cited as the "Diploma Rules".

Admission

An applicant for admission to candidature for a course leading to a qualification of Diploma must have:

- Successfully completed the Northern Territory Certificate of Education (Year 12) or equivalent; or
- Successfully completed a VET award of Certificate Level 4 or higher; or
- Successfully completed at least half a year of full-time study (equivalent) of an undergraduate degree/diploma course at an Australian registered University or University College or overseas equivalent; or
- Successfully completed a University Tertiary Enabling Program or other recognised bridging or tertiary preparation course; or
• Attained a STAT (Special Tertiary Admissions Test) score of 145 or greater for applicants who sat the STAT before April 2010 and 135 or greater for applicants who sat the STAT during or after April 2010; or
• Been approved by the Faculty PVC for special admission on the basis of an acceptable statement of personal competencies and/or employment experience.

Note: A student may not hold concurrent places in more than one University course leading to a qualification at any one AQF level.

Course Requirements

Courses leading to a qualification of Diploma must meet the requirements for AQF Level 5 qualifications.

Unless otherwise specified in the course curriculum documentation, a course leading to a qualification of Diploma shall include:

• Common units;
• Core units;
• Specialist elective units; and/or
• Elective units;

to a total value of 80 credit points. Some courses may not include all unit classifications i.e. common, specialist elective and/or elective.

Unless otherwise specified in the course curriculum documentation, the total credit point value for the core and specialist elective units of a course shall be a minimum of half of the total credit point value of the course.

Prerequisites and Co-requisites

All prerequisites and co-requisites for core units shall be core units; and all prerequisites and co-requisites for specialist elective units may be either core units or specialist elective units.

A student may not enrol in any unit until all prerequisite units (or their equivalents as approved by the PVC) have been completed satisfactorily. The PVC may waive prerequisite requirements in special circumstances.

Periods of Enrolment

The maximum period of enrolment for a course leading to the qualification of Diploma shall be twice the period required for a student undertaking a standard load to complete the course, plus one year.

In exceptional circumstances, the PVC may extend the period of enrolment.

Award of the Qualification

To receive a University award, a student must complete a minimum of one third of the award or a minimum of one (1) year full-time equivalent, whichever is the lesser, through enrolment in the University course leading to the awarding of that qualification unless the course leads to an approved integrated qualification.
Unless otherwise specified in the course curriculum documentation, to be eligible for the award of Diploma a student must complete units to a specified value, which shall normally be 80 credit points and, unless otherwise specified, must include:

- Common units totalling at least 20 credit points;
- All specified core units;
- Specialist elective units with points value of at least that specified in the course curriculum documentation;
- Elective units as specified in the course curriculum documentation; and
- Meet any other requirements as may be specified in the course curriculum documentation.

All students must successfully complete University common units as per the Advanced Standing Policy.

Where a student completes the requirements of a course leading to the qualification of Diploma, Council shall award that qualification.

**Termination of the Course**

When a course is approved for termination or is superseded:

- Transition/completion arrangements for existing students must be clearly documented and disseminated to all existing students;
- As far as possible, students shall not be disadvantaged by the transition/completion;
- The course will be offered for re-enrolment only until all existing students have completed/transitioned or for a period not to exceed twice the period required for a student undertaking a standard load to complete the course, whichever is less;
- At the conclusion of the period for which the course is offered for re-enrolment only, the course shall be closed.

**ESSENTIAL SUPPORTING INFORMATION**

**Internal**

*Advanced Standing Policy*

*Grading Policy*

*Higher Education Course Accreditation and Reaccreditation Procedures (CARP)*

*Higher Education Course Delivery Relationships with Other Entities Policy*

*Higher Education Students - Academic Progression Procedures*

**External**

*Australian Qualifications Framework*
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<td>Council</td>
<td>Creation of original document and upload to CDU website.</td>
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