

# General Course and Examination Regulations

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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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or other material lost or damaged through lack of reasonable care on his or her part. A student who fails to comply with these requirements may at the discretion of the Academic Board, be excluded from laboratories and workshops or 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.

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- (a) When attendance is expected in a course, a student enrolled in an undergraduate, honours or master's 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 Arts. Approval may be given for the duration of 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 supervision, that the necessary resources (financial or otherwise) to support the work are available, and that there are reliable and satisfactory means of communication between the student and the supervisor/lecturer for the duration of the time away from the University of Canterbury.

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9.
  - (a) No candidate shall normally be eligible to graduate with the Degree of Bachelor of Arts, Bachelor of Commerce, Bachelor of Education (Physical Education), Bachelor of Science, Bachelor of Sport Coaching, Bachelor of Teaching and Learning (Early Childhood), or Bachelor of Teaching and Learning (Primary), unless he or she has been credited with courses of this University which:
    - i. have a total value of at least 120 points; and
    - ii. include courses satisfying the 300-level majoring requirements for the degree.
  - (b) No candidate shall normally be eligible to graduate with the degree of Bachelor of Music unless he or she has been credited with the following courses of this University:

- (c) the courses in Group A of the Schedule to the degree; and
- ii. courses which satisfy the 300-level majoring requirements for the degree.
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- (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 270 points from courses in Part 2 of the Schedule; and
- ii. include 90 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;
      - 2 of the Schedule.
- (d)

5. The University grading scale is:

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A+	90 - 100
A	85 - 89.99
A-	80 - 84.99
B+	75 - 79.99
B	70 - 74.99
B-	65 - 69.99
C+	60 - 64.99
C	55 - 59.99
C-	50 - 54.99
D	40 - 49.99
E	0 - 39.99

A pass is 50 marks and over.

6. The examiners for a course shall submit a report to the Registrar in which they record their

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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 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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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.

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.
6. 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.

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## F. Missed Examinations

These regulations have been repealed; refer to Regulation H Special Consideration

## 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

- (f) Applications under Regulation 2 submitted after the publication of grades must apply to all courses studied during the relevant period of study (semester), inclusive of those that are not completed during that period.

4. Applications for special consideration must be supported by appropriate evidence. Evidence must be supplied for all forms of special consideration, including discontinuation, and must relate to the condition or circumstances of the student at the time of the affected assessments or the course as a whole.

- (a) In the case of illness or injury to the student, satisfactory evidence must include a confidential report on the prescribed form from an approved health professional listed in the Special Consideration Procedures and Guidelines in the Policy Library. The report must state the nature of the illness or injury and the practitioner's professional opinion about its effect on the student's ability to complete or undertake the assessment item. It must relate to a consultation that took place within a period that is relevant to the assessment item, which may include an extension to permit the practitioner to make a sound evaluation of the applicant's condition at the time of the assessment item.
- (b) In the case of bereavement, appropriate evidence may include a death notice from a newspaper or a letter from a medical practitioner, funeral director, minister of religion, religious leader, kaumatua or the police. Where the notice or letter does not indicate the relationship of the deceased to the applicant, the applicant should attach a letter stating that relationship.
- (c) In cases not covered under Regulations 4(a)-(b), the nature of the supporting evidence will depend on circumstances, but might include police reports, medical certificates or letters from others involved in the situation that has led to the application. Where independent evidence cannot be provided, then a statutory declaration must be provided.

5. Applications are first assessed by the Special Consideration Committee to evaluate the grounds of the application. The Records, Examinations and Graduation Office will notify the applicant within five working days of the committee's decision as to whether the grounds for the application are accepted or declined.

## 6. Remedies

If the grounds for an application are accepted by the Special Consideration Committee, then the application will be further assessed (as below) for academic remedies, which may be subject to conditions and may include penalties where the conditions are not met. Applications under Regulation 1(b) must have a pre-approved remedy from parts (a) to (c) below only.

- (a) For assessment items other than tests or examinations, the course coordinator may approve a specified time extension as supported by the evidence. The course coordinator will notify the applicant directly of this extension.
- (b) For tests or examinations where there is sufficient time to make arrangements, the course coordinator (or examiner(s)) may approve the assessment to be undertaken using special facilities and/or over an extended period. The course coordinator will notify the applicant of the approved arrangements.
- (c) For late arrivals or missed tests or examinations, the Examinations Arrangements Senior Coordinator may approve the assessment to be undertaken at another, later time. Such approval will be given only after consultation with the course examiner(s) and when satisfied that the integrity of the assessment has not been (and will not be) compromised. The Examinations Arrangements Senior Coordinator will directly communicate the approved arrangements.
- (d) Where none of the arrangements in parts (a) to (c) are appropriate then the Head of Department/School may approve an alternative special assessment to be undertaken. The Head of Department/School will notify the applicant of the approved arrangement.
- (e) Where none of the arrangements in parts (a) to (d) are appropriate, then the Head of Department/School will consider the application after the final assessment item of the course has been marked. In consultation with the course examiner(s), the Head of Department/School will determine a computed grade based on appropriate items of other assessment completed during the course and (where relevant) other related courses undertaken at the same time or earlier. The computed grade will be applied only where the student has completed a substantial part





of the Faculty Dean or the Dean of Post-graduate 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 Deputy 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 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.

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  - (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

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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- (a) All theses shall be supervised by more than one supervisor.
- (b) One supervisor shall be designated the senior supervisor and shall be responsible

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5. All students undertaking research towards a thesis shall submit progress reports to the relevant Dean. The progress reports will be accompanied by the standard form on which the senior supervisor comments on progress.

for the degree and, if it is, recommend 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

- 1. 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 and Grievances

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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 Regulations, the Course Regulations or any other academic decision where an appeal right is not provided within the University regulations.

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- (a) Appeals to the Academic Appeals Committee are conducted as a full re-examination of the original decision.
- (b) Appeals to the Council Appeals Committee will be conducted in accordance with the policy relating to Appeals to the University Council.

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A student who is aggrieved by a decision made by a Head of Department/School, or an academic within a department or school, may appeal to the Dean of the Faculty for the degree to which the decision applies or, for matters related to PhD or any thesis examination, to the Dean of

- Postgraduate Research.
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level and without undue formality.  
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## 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 (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).

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