

Rules Governing Courses and Assessment

Section 1 - Introduction

(1) These Rules are made by Council in accordance with the provisions of the [University of Newcastle Act 1989 No 68](#) (NSW) and are part of the legislative framework established by Council to manage, in this instance, the courses and assessment offered by the University. Related Rules and other policy documents are listed on the Associated Information page.

Section 2 - Purpose

(2) The purpose of these Rules is to prescribe the establishment, quality assurance, revision and discontinuation of courses at the University of Newcastle.

(3) These Rules:

- a. prescribe the responsibilities governing courses and assessment;
- b. describe the delegations operated by University officers and bodies to create, establish or amend courses and assessment at the University.

(4) Policies and Procedures supporting these Rules have been developed in accordance with University of Newcastle Policy Framework.

(5) In the event of an inconsistency between lower level policy documents and a Rule(s) or Schedule to the Rule(s), the Rule(s) made by Council prevails to the extent of the inconsistency.

(6) In the event of an inconsistency between an Academic Senate policy document and a Faculty policy, procedure or guideline, the policy document of Academic Senate prevails to the extent of the inconsistency.

Section 3 - Scope

(7) These Rules apply to all courses created, established and offered by the University of Newcastle and its controlled entities across all campuses, locations and modes of delivery (on-campus, online, blended or by distance).

(8) These Rules also apply to all assessment items, including examinations, with the exception of the examination of a research thesis. The examination of research theses will be conducted in accordance with the requirements of the award and program in which the student is enrolled.

Section 4 - Course - Creation and Approval

(9) Academic Senate is authorised to approve policies and procedures for the creation and approval of courses.

(10) Faculty Boards are authorised, on behalf of Academic Senate, to approve the academic content of new courses, their assessment and compulsory course components.

(11) The Program and Course Approval Committee is authorised, on behalf of Academic Senate, to:

- a. approve the creation of new courses; and
- b. approve the inclusion of new courses on the Course Availability List (CAL)

c. **Section 5 - Course Discontinuation**

(12) Academic Senate is authorised to direct a Faculty to discontinue, or a Faculty Board may elect to discontinue:

- a. the offering of a course;
- b. the offering of a course at a particular location;
- c. a mode of delivery used in a particular course;
- d. the offering of a course within a major or list of approved courses for a program.

(13) Faculty Board will ensure that when a course is discontinued:

- a. students are not disadvantaged; and
- b. appropriate teach-out or alternative arrangements have been made for current students and applicants prior to approving the discontinuation of a course.

Section 6 - Course - Revisions

(14) The Academic Senate is authorised to approve policies and procedures for course revisions.

Section 7 - Course - Quality Assurance

(15) Academic Senate is authorised to approve policies and procedures to support:

- a. the quality assurance of courses; and
- b. course management.

(16) Academic Senate will approve and maintain standards and mechanisms to ensure quality course outcomes.

Section 8 - Course - Availability

(17) Academic Senate is authorised to approve policies and procedures for management of the Course Availability List (CAL) ensuring that:

- a. the CAL is finalised before the commencement of the enrolment period; and
- b. when any changes in the CAL are proposed, enrolled students are not disadvantaged.

(18) The Faculty Pro Vice-Chancellor is authorised to approve the CAL prior to the commencement of the enrolment period.

(19) The President of Academic Senate is authorised to approve any changes to the CAL proposed after the commencement of the enrolment period.

(20) Where there is any change in the CAL, the Faculty(s) responsible must make all reasonable provision to permit

students to complete the award or one deemed equivalent. Such alternative arrangements must not disadvantage students in terms of completion times.

Section 9 - Course - Design

(21) Academic Senate is authorised to approve policies and procedures for course design including but not limited to:

- a. learning outcomes;
- b. prerequisites;
- c. assumed knowledge; and
- d. course outlines.

Section 10 - Assessment - Approval and Amendment

(22) Academic Senate is authorised to approve assessment policies and procedures that ensure:

- a. the methods of assessment selected for a course enable students to demonstrate their achievement of the course learning outcomes;
- b. the weighting of each assessment item in each course is consistent with the content and learning outcomes of the course;
- c. the quality of assessment items is appropriate for the course level and content; and
- d. fairness (in the sense of freedom from bias or injustice) in the marking and grading of assessment items, avoiding all conflicts of interest that may impair an assessor's capacity to mark fairly, objectively and consistently across a course.

(23) The relevant Pro Vice-Chancellor is authorised to review and approve the nature of assessment used in the courses offered by the Faculty in accordance with the assessment policies and procedures approved by Academic Senate.

Section 11 - Assessment - External Examiners/Moderators

(24) The relevant Pro Vice-Chancellor is authorised to appoint:

- a. one or more external moderators to assist with assessment processes or the moderation of assessment items; and
- b. an external examiner to assist in the examination or re-marking of any major assessment item (including a thesis) submitted by a student.

Section 12 - Assessment - Adverse Circumstances

(25) The University acknowledges the right of students to seek consideration for the possible impact of allowable adverse circumstances that may affect their performance in assessment item(s), including formal examinations.

(26) Academic Senate is authorised to approve policies and procedures to manage adverse circumstances applications.

(27) Where the impact of a natural disaster is likely to impact on a cohort of students or the student body as a whole, the relevant Deputy Vice-Chancellor is authorised to grant consideration as deemed appropriate to the situation.

Section 13 - Course - Completion

(28) To complete a course successfully, a student must satisfy all officially published requirements in accordance with the policies and procedures approved by Academic Senate.

Section 14 - Course - Results

(29) Academic Senate is authorised to approve policies and procedures for the publication, review and amendment of final results.

(30) The University Secretary is authorised to set the date within each term for the official release of course results (Fully Graded Date).

Section 15 - Relaxing Provision

(31) To provide for exceptional circumstances arising in any particular case, the Chancellor and Vice-Chancellor, on the recommendation of the President of Academic Senate and a Deputy Vice-Chancellor, may relax any provision of these Rules.

(32) In exceptional circumstances the Deputy Vice-Chancellor (Academic) is authorised to request the Faculty Progress and Appeals Committee consider an appeal made outside of the timeframe listed in the Course Management Assessment and Procedure Manual.

Status and Details

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Responsible Executive	Mark Hoffman Deputy Vice-Chancellor (Academic) and Vice President
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