

Coursework Regulations

Effective from 1 January 2018

APPLICABILITY

1. These Regulations are made under Murdoch University *Statute No. 4 – Degrees, Diplomas and Certificates*.
2. These Regulations apply to all Coursework Award Courses of the University.
3. These Regulations prescribe the classification, nomenclature and structure of Coursework Award Courses of the University.
4. These Regulations prescribe the titles of the Awards of the University.
5. These Regulations prescribe the conditions under which a Coursework Award Course, recognised under the Australian Qualifications Framework (AQF), may be conferred as an Award of the University.
6. These Regulations are to be read in conjunction with the following:

<u>Academic Monitoring and Progression Procedure</u>	Governing academic monitoring and progression at the University.
<u>Admissions (Coursework) Policy</u>	Governing admission and readmission to the University.
<u>Advanced Standing Policy</u>	Governing the approval of credit, for prior learning, within Coursework Award Courses.
<u>Assessment Policy</u>	Governing the assessment of learning within Coursework Award Courses.
<u>Award Nomenclature, Certification and Issuance Policy</u>	Governing the naming, certification and issuance of Awards of the University.
<u>Curriculum Policy</u>	Governing the design and management of the curriculum, including the definition of approval delegations.
<u>Enrolments Policy</u>	Governing enrolments at the University.
<u>Honours Policy</u>	Governing Bachelor Honours Award Courses.
<u>Posthumous Awards Policy</u>	Governing Posthumous Awards.
<u>Rules for the Conduct of Examinations</u>	Governing examinations at the University.
<u>College Regulations</u>	Governing Schools, including their Boards of Examiners.

<u>Statute No. 4 - Degrees, Diplomas and Certificates</u>	Governing the conferral and awarding of Degrees, Diplomas and Certificates of the University.
<u>Student Appeals Policy</u>	Governing student appeals at the University.
<u>University Handbook</u>	Describing admission and completion requirements for each Course.

DEFINITIONS

Definitions of key terms used in these Regulations are defined in the University's Dictionary of Terms.

COURSEWORK AWARD COURSES: CLASSIFICATION AND NOMENCLATURE

7. All Coursework Award Courses have a title and unique identification code and lead to a specified Award.
8. The titles, identification codes and Awards of all Coursework Award Courses are set out in the University Handbook.
9. Coursework Award Courses are classified according to the Australian Qualifications Framework (AQF):
 - 9.1A Undergraduate Certificate Courses leading to AQF level 5-7 qualifications (see attached addendum);
 - 9.1 Diploma Courses leading to AQF level 5 qualifications;
 - 9.2 Advanced Diploma and Associate Degree Courses leading to AQF level 6 qualifications;
 - 9.3 Bachelor Courses leading to AQF level 7 qualifications;
 - 9.4 Bachelor Honours Courses leading to AQF level 8 qualifications;
 - 9.5 Graduate Certificate Courses leading to AQF level 8 qualifications;
 - 9.6 Graduate Diploma Courses leading to AQF level 8 qualifications;
 - 9.7 Masters by Coursework Courses leading to AQF level 9 qualifications; and
 - 9.8 Doctorate (Professional) leading to AQF level 10 qualifications.
10. Coursework Award Courses are offered as:
 - 10.1 Single Award Courses, which lead to one qualification;
 - 10.2 Combined Award Courses, which lead to two qualifications at Bachelor and/or Bachelor Honours level; and
 - 10.3 Integrated Award Courses, which lead to two qualifications at different AQF levels, at least one of which is a Bachelor or Bachelor Honours.

COURSEWORK AWARD COURSES: DESCRIPTION AND SPECIFICATION

General

11. Coursework Award Courses:
 - 11.1 Are coherent and integrated sequences that conform to the applicable AQF specification for type, outcomes and volume of learning; and
 - 11.2 Are designed, governed and managed in accordance with the Curriculum Policy.

12. Each Coursework Award Course has an approved structure that specifies the:
 - 12.1 Components included in the Course;
 - 12.2 Units (or equivalent) included in each Component;
 - 12.3 Total credit point value for the Course and each of its Components; and
 - 12.4 Completion requirements for the Course and each of its Components.

Course Components

13. All Components of Coursework Award Courses have a title and unique identification code.
14. The Components which may be included in Coursework Award Courses are: Murdoch Spine, Course Core, Major, and Options.
15. The total credit point value of each Component must be completed.
16. The Murdoch Spine:
 - 16.1 Is in a domain recommended to Academic Council by the Deputy Vice Chancellor Education in collaboration with the University Executive and the broader academic community;
 - 16.2 Consists of a set of units and/or learning experiences with assigned credit point values that complement or augment disciplinary learning by developing competency in that domain; and
 - 16.3 Is offered as a student-nominated choice between non-disciplinary experiences and discipline nominated alternatives (where available), except where it has been approved to be wholly or partially embedded within the required Components of a Course that is fully prescribed and accredited for practising/professional registration.
17. A Course Core:
 - 17.1 Is a coherent and scaffolded sequence of required units and/or specified elective units that develop knowledge, skills and opportunities for their application within a defined field of study; and
 - 17.2 Is a Component within a Course or group of related Courses.
18. A Major:
 - 18.1 Is a coherent and scaffolded sequence of required units and/or specified elective units that develop knowledge, skills and opportunities for their application within a defined field of study;
 - 18.2 May include requisites from the Course Core of the Course for which it has been designed;
 - 18.3 Must be inclusive of all requisites where the Major is intended to be made available as an Option within another Course; and
 - 18.4 Must be designed to include a minimum of 12 credit points distinct from any other Major within the same Course.
19. Options:
 - 19.1 Are a defined set of choices available to students to fulfil the total credit point requirement of the Course following completion of any required Murdoch Spine, Course Core and Major requirements;

- 19.2 May include a selection of additional Majors, including those Majors designed for the Course and other appropriate Majors from outside the Course which have been selected for inclusion, where they can be completed with less than or equal to the total credit point value allocated to Options within the Course;
- 19.3 Majors exceeding the total credit point value allocated to Options may be selected by a student where the implications of that choice are demonstrated in the University Handbook; and
- 19.4 May include a selection of Co-Majors, Minors and/or General Electives.
- 19.5 A Co-Major:
 - 19.5.1 Is a coherent and scaffolded sequence of required units and/or specified elective units that develop knowledge, skills and opportunities for their application within a defined field of study;
 - 19.5.2 May comprise a sub-set of a Major, or be designed specifically to complement a particular Major or Course or group of Majors or Courses;
 - 19.5.3 May include requisites from the Course Core or Major/s of a Course for which it has been designed; and
 - 19.5.4 Must be inclusive of all requisites where it is intended to be offered as an Option across multiple Courses.
- 19.6 A Minor:
 - 19.6.1 Is a coherent and scaffolded sequence of required units and/or specified elective units that develop knowledge, skills and opportunities for their application within a defined field of study;
 - 19.6.2 May include requisites from the Course Core or Major/s of a Course for which it has been designed; and
 - 19.6.3 Must be inclusive of all requisites where it is intended to be offered across multiple Courses.
- 19.7 General Electives:
 - 19.7.1 Comprise a list of all available units not subject to restriction or quota;
 - 19.7.2 Up to the total credit point value allocated to Options may be selected as General Electives; and
 - 19.7.3 May not be taken at 100 level where the total of units undertaken at that level exceeds 30 credit points across all Components of the Course.

COURSE STRUCTURE: UNDERGRADUATE CERTIFICATE AWARDS

- 19AA A Standard Undergraduate Certificate Course has a total credit point value of 12 (see attached addendum).

COURSE STRUCTURE: DIPLOMA AWARDS

- 19A. A Standard Diploma Course has a total credit point value of 24 and includes:
 - 19A.1 A Murdoch Spine with a total credit point value of 3; and
 - 19A.2 A Course Core with a total credit point value of 21.

- 19B. The following variations to Diploma Award Courses are permitted:
- 19B.1 A Course Core with a total credit point value between 0 and 21;
 - 19B.2 A Major with a total credit point value between 12 and 21; and/or
 - 19B.3 Options with a total credit point value not exceeding 12 consisting of:
 - 19B.3.1 A Minor; and/or
 - 19B.3.2 General Electives.

COURSE STRUCTURE: ADVANCED DIPLOMA OR ASSOCIATE DEGREE AWARDS

20. Standard Advanced Diploma and Associate Degree Award Courses have a total credit point value of 48 and include:
- 20.1 A Course Core with a total credit point value of 24; and
 - 20.2 A Major with a total credit point value of 24.
21. The following variations to Advanced Diploma and Associate Degree Award Courses are permitted:
- 21.1 A Course Core with a total credit point value between 0 and the total credit point value of the Course;
 - 21.2 The absence of a Major; and
 - 21.3 Options with a total credit point value not exceeding 12.

COURSE STRUCTURE: BACHELOR AWARDS

General

22. All Bachelor Award Courses:
- 22.1 Include a Murdoch Spine;
 - 22.2 Have transition experiences and research training embedded within their Course Core and/or Major/s;
 - 22.3 Require students to pass a minimum of 12 credit points at 100 level before enrolling in higher level units (unless an alternative threshold is approved);
 - 22.4 Should be structured to accommodate two Majors within the total credit point value of the Course, where possible; and
 - 22.5 Should be structured to enable their inclusion in Combined Award Courses.

Bachelor Award Courses

23. A Standard Bachelor Award Course has a total credit point value of 72 or 96 credit points and includes:
- 23.1 A Murdoch Spine with a total credit point value of 9;
 - 23.2 A Course Core with a total credit point value between 9 and 15;
 - 23.3 A Major with a total credit point value of 24; and
 - 23.4 Options with a total credit point value of at least 24 consisting of:
 - 23.4.1 Additional Major/s each with total credit point values not exceeding that allocated to Options;
 - 23.4.2 Co-Major/s each with a standard value of 18 credit points and up to 24 credit points in 96 credit point Bachelor Award Courses;
 - 23.4.3 Minor/s each with total credit point values of 12; and/or
 - 23.4.4 General electives with a total credit point value up to the remaining value of the Course.

24. The following variations to Bachelor Award Courses are permitted:
- 24.1 A Murdoch Spine partially or wholly embedded within the Course Core and/or Major/s which are fully prescribed and accredited for practising/professional registration;
 - 24.2 A Course Core with a total credit point value between 0 and the total credit point value of the Course;
 - 24.3 A Major with total credit point value between 24 and 36, in a Course with a total credit point value of 72; and
 - 24.4 A Major with a total credit point value between 24 and 48, in a Course with a total credit point value of 96.
 - 24.5 Options with a total credit point value up to the remaining value of the Course.

Combined Bachelor Award Courses

25. A Standard Combined Bachelor Award Course is structured by:
- 25.1 Combining two 72 credit point Bachelor Award Courses to form a Combined Bachelor Award Course with a total credit point value of 96; or
 - 25.2 Combining a 72 credit point and a 96 credit point Bachelor Award Course to form a Combined Bachelor Award Course with a total credit point value of 120; or
 - 25.3 Combining a 72 credit point Bachelor Award Course and a 96 credit point Bachelor Honours Award Course to form a Combined Bachelor Award Course with a total credit point value of 120.
26. A Standard Combined Bachelor Award Course consists of:
- 26.1 The Murdoch Spine with a total credit point value not exceeding 9;
 - 26.2 The Course Core from both Courses;
 - 26.3 The Major/s (or a sub-set) from each Course (if applicable); and
 - 26.4 A set of Options for any remaining credit point value.
27. Variations to a Combined Bachelor Award Course to modify one or more of the Course Cores or Majors may be approved provided the learning outcomes and credit point value of the amended Components are equivalent to those of the constituent Course.

Integrated Award Courses

28. An Integrated Award Course is structured by:
- 28.1 Appending a Graduate Award Course to a Bachelor Award or Bachelor Honours Course; or
 - 28.2 Appending a Advanced Diploma or Associate Degree Course to a Bachelor Award or Bachelor Honours Course.
29. Each Integrated Award Course:
- 29.1 Includes all of the Course Components of both constituent Courses; and
 - 29.2 Has a total credit point value equal to the sum of the total credit point values of its constituent Courses.

Bachelor Honours Award Courses

30. A Bachelor Honours Award Course incorporates a minimum of:
- 30.1 12 credit points of Dissertation; and
 - 30.2 3 credit points of Research Training.

31. A Bachelor Honours Award Course is structured as either:
 - 31.1 A discrete Course with a total credit point value of 24 that may be appended to a Bachelor Award Course; or
 - 31.2 Embedded within a Bachelor Award Course that has total credit point value of 96; or
 - 31.3 Embedded as a constituent Course of a Combined Bachelor Award Course that has total credit point value of 120; or
 - 31.4 Embedded as a constituent Course of an Integrated Award Course that has total credit point value not less than 120.

COURSE STRUCTURE: GRADUATE AWARD COURSES

Graduate Certificate Award Courses

32. A Standard Graduate Certificate Award Course has a total credit point value of 12 and includes:
 - 32.1 A Course Core with a total credit point value of 12.
33. The following variations to Graduate Certificate Award Courses are permitted:
 - 33.1 A Course Core with a total credit point value between 0 and 12;
 - 33.2 A Major with a total credit point value of 12; or
 - 33.3 Options with a total credit point value not exceeding 12 consisting of a Minor.

Graduate Diploma Award Courses

34. A Standard Graduate Diploma Award Course has a total credit point value of 24 and includes:
 - 34.1 A Course Core with a total credit point value of 24.
35. The following variations to Graduate Diploma Award Courses are permitted:
 - 35.1 A Course Core with a total credit point value between 0 and 24;
 - 35.2 A Major with a total credit point value between 12 and 24; and/or
 - 35.3 Options with a total credit point value not exceeding 12 consisting of a Minor.

Masters by Coursework Award Courses

36. A Masters by Coursework Award Course, designed for students who hold an AQF level 7 qualification in a non-cognate area of study, has a total credit point value of 48.
37. A Masters by Coursework Award Course, designed for students who hold an AQF level 7 qualification in a cognate area of study or an AQF level 8 qualification in a non-cognate area of study, has a total credit point value of 36.
38. A Masters by Coursework Award Course, designed for students who hold an AQF level 8 qualification in a cognate area of study, has a total credit point value of 24.
39. An extended Masters by Coursework Award Course, designed for students who hold a three year AQF level 7 qualification and who require significant practice-related learning, has a total credit point value of 72.
40. A Standard Masters by Coursework Award Course includes:
 - 40.1 A Course Core equivalent to the total credit point value of the Course.
- 40A. The following variations to Masters by Coursework Award Courses are permitted:
 - 40A.1 A Course Core with a total credit point value between 0 and the total credit point value of the Course;

40A.2 A Major with a total credit point value between 12 and the total credit point value of the Course; and/or

40A.3 Options with a total credit point value not exceeding 12 consisting of:

40A.3.1 A Minor; and/or

40A.3.2 General Electives.

Combined Masters by Coursework Award Courses

40B. A Combined Masters by Coursework Course is structured by combining two Masters by Coursework Courses as follows:

40B.1 A 48 credit point Course combined with a 48 credit point Course creates a Combined Course with a minimum value of 72 credit points.

40B.2 A 48 credit point Course combined with a 36 credit point Course creates a Combined Course with a minimum value of 60 credit points.

40B.3 A 48 credit point Course combined with a 24 credit point Course creates a Combined Course with a minimum value of 60 credit points.

40B.4 A 36 credit point Course combined with a 36 credit point Course creates a Combined Course with a minimum value of 48 credit points.

40B.5 A 36 credit point Course combined with a 24 credit point Course creates a Combined Course with a minimum value of 48 credit points.

40B.6 A 24 credit point Course combined with a 24 credit point Course creates a Combined Course with a minimum value of 48 credit points.

40C. A Combined Masters by Coursework Course has a minimum of 24 credit points from the Course Core and/or Major of each constituent Course.

40D. Variations to a Combined Masters by Coursework Award Course to modify one or more of the Course Cores or Majors may be approved provided the learning outcomes and credit point value of the amended Components are equivalent to those of the constituent Course.

Doctorate (Professional) Award Courses

41. A Standard Doctorate (Professional) Award Course has a total credit point value of 72.

42. A Standard Doctorate (Professional) Award Courses includes:

42.1 A Course Core with a total credit point value of 72.

42A. The following variations to Doctorate (Professional) Award Courses are permitted:

42A.1 A Course Core, with a total credit point value between 0 and 72;

42A.2 Major/s with a total credit point value up to the total credit point value of the Course; and/or

42A.3 Options with a total credit point value not exceeding 12 consisting of:

42A.3.2 A Minor; and/or

42A.3.3 General Electives.

Nested Award Suite

43. Graduate Award Courses may be structured as stand-alone Courses or as part of a Nested Award Suite.

44. A Nested Award Suite is group of cognate Graduate Courses that lead to qualifications at successively higher levels.

45. Within a Nested Award Suite:

- 45.1 Accumulated credit is carried forward progressively from Course to Course.
- 45.2 Enrolled students may, upon request, be conferred with a constituent Award where all completion requirements of the Course specified as leading to that single Award are satisfied.

COMPLETION REQUIREMENTS

General

- 46. To satisfactorily complete a Coursework Award Course students must:
 - 46.1 Satisfy completion requirements for the Course and all Components as specified in the University Handbook;
 - 46.2 Satisfactorily complete the University's requirements for assuring academic integrity; and
 - 46.3 Satisfactorily complete the total number of credit points specified for that Course and each of its Components.
- 47. The relevant Academic Chair may approve a variation to the requirements for completion of the Murdoch Spine, Course Core, Major or other Component for an individual student where:
 - 47.1 The variation is critical to supporting the academic progress of that student;
 - 47.2 The student is not at fault in the circumstances leading to the need for the variation;
 - 47.3 The variation will not significantly diminish the type, complexity and volume of learning undertaken by that student; and
 - 47.4 The total credit points required for the Course are not altered as a consequence of the variation.
- 48. Where the University approves one or more changes to the structure of a Coursework Award Course, and/or its Components, a student must satisfy the completion requirements specified for the version of the Course in which they are enrolled at the time of completion.
- 49. At the discretion of the Academic Chair, up to two credit points may be waived from the total credit point value of the Course or Major to enable timely completion for an individual or cohort.

Recognition of Course Completion Requirements

- 49A. For Diplomas, students may select from structured Components but are restricted to receiving recognition for a maximum of:
 - 49A.1 One Major; or
 - 49A.2 One Minor.
- 50. For Standard Advanced Diplomas and Associate Degrees, students may select from structured Components but are restricted to receiving recognition for a maximum of:
 - 50.1 One Major; or
 - 50.2 One Minor.
- 51. For Standard Bachelor Award Courses, students are restricted to receiving recognition for a maximum of:
 - 51.1 Two Majors; or

- 51.2 A Single Major; and up to
- 51.2.1 One Co-Major; or
- 51.2.2 Two Minors.
52. For Standard Combined Bachelor Award Courses, students may select from structured Components but are restricted to receiving recognition for a single Major from each constituent Course.
53. For Graduate Award Courses, students may select from structured Components but may receive recognition for a maximum of one Major and one Minor.
54. For Integrated Award Courses, students may select from structured Components of each constituent Course and receive recognition for Components up to the limits articulated for each constituent award type.
55. Where units are shared between Components, to be eligible for recognition students must fulfil the requirements of each:
- 55.1 Major, Co-Major and Minor; and
- 55.2 Co-Majors must include 9 credit points distinct from other Components.
- 55.3 Minors must include 6 credit points distinct from other Components.
56. Variations to Standard Award Courses may include provision for recognition of Components outside of the limits specified above.
57. For Courses approved for offering prior to 2018, recognition of two Majors requires a minimum of 9 credit points total at 200 and 300 level, which are distinct to and not counted towards the requirements of the other Major.
58. For Courses approved for offering prior to 2014, recognition of three Minors is possible provided the total number of Majors and Minors did not exceed four.

Time Limits for Completion

59. Students are required to complete a Coursework Award Course within the following maximum completion time periods, except where variations have been approved and are specified in the University Handbook for individual Courses.

Total Value of Course Structure	Maximum Completion Time
12 credit points	2 years
24 credit points	4 years
36 credit points	5 years
48 credit points	6 years
72 credit points	10 years
96 credit points	12 years
120 credit points	12 years

60. The completion time period is calculated from the first day of the first teaching period of enrolment to the last day of the last teaching period of enrolment for each Course attempt and is fully inclusive of periods of leave.
61. Where a student reaches the maximum completion time period for a Coursework Award Course and has not satisfied the specified completion requirements the University may:
- 61.1 Extend that student's maximum completion period for a specified period subject to specified conditions; or

61.2 Exclude the student from the University.

CONFERRAL OF COURSEWORK AWARDS

62. A Coursework Award of the University may be conferred where a student has:
- 62.1 Satisfied the completion requirements of their enrolled Award Course within the period specified in these Regulations;
 - 62.2 Completed the total credit point value of their enrolled Award Course with at least one third of credit achieved at Murdoch University: except,
 - 62.2.1 In the case of discrete Bachelor Honours Award Courses, where a minimum of 18 of the 24 credit points must be completed at the University; or
 - 62.2.2 Where a variation has been approved for an Award offered in collaboration with other universities.
 - 62.3 Discharged any and all debt to the University and its partners.
63. Where a student withdraws prior to completion of a Combined or Integrated Award Course the lowest AQF level constituent Award may be conferred where that student has satisfied the completion requirements of the Course specified as leading to that single Award.
64. Where a student has been invited to concurrently enrol in a Bachelor Award Course and a Graduate Award Course the Bachelor Award must be conferred before the Graduate Award.

VARIATIONS

65. Academic Council may grant variation to these Regulations in individual cases, subject to any conditions it may specify.
- 65.1 Where the decision to grant variation to these Regulations cannot be deferred until the next meeting of Academic Council the President will act on behalf of Academic Council and report the outcome to the next meeting of Academic Council.

HIGHER EDUCATION RELIEF PACKAGE AMENDMENT 2020 ADDENDUM TO THE COURSEWORK REGULATIONS

The Federal Government has put measures in place in respect of the delivery of short courses as part of the Higher Education Relief Package introduced in response to COVID-19.

The University will offer Undergraduate Certificate courses under this arrangement.

Additions to the Coursework Regulations are:

Insert: 9.1A - Undergraduate Certificate Courses leading to AQF level 5-7 qualifications.

Insert 19AA - A Standard Undergraduate Certificate Course has a total credit point value of 12.

Approved by Senate Resolution S/10/2020 – 25 May 2020

Approval and Implementation:

Approval Authority:	Senate
Responsible Officer(s):	University Secretary

Revision History:

Version	Date Approved	Effective Date (if later than 'Date Approved')	Next Review Date	Resolution No. (if applicable)
Approved	25/05/2020		30/08/2021	S/10/2020
Recommended to Senate by AC	22/05/2020			AC/51/2020
Approved	30/08/2018		30/08/2021	S/18/2018
Recommended to Senate by AC	15/08/2018			AC/74/2018
Approved	13/12/2017	01/01/2018	17/08/2020	S/39/2017(i)(iii)
Approved	17/08/2017	Applicable to Coursework Award Courses approved for offering 01/01/2018	17/08/2020	S/17/2017
Recommended to Senate by AC	01/08/2017			AC/94/2017(iii)

Note: All enquiries relating to Legislation should be referred to the University Secretary's Office.