THE UNIVERSITY
of ADELAIDE

CALENDAR GUIDE 2019

(Version 1 - to take account of the first round of APEAC changes and December domestic offers) April 2018

1. What is the Calendar?

The Calendar is a comprehensive handbook of the University's Academic Program Rules (APR):

•	it contains the Academic Program Rules for the higher degree and coursework award programs on offer to commencing students for the entire University;

•	it includes the formal requirements for higher degrees;

•	the APR specify all the courses (core and elective), conditions (if any) and the unit values required for completion of a coursework program;

•	the APR record the sequence of courses and non-course requirements (e.g. extra mural activities) to be taken in the attainment of the Program Learning Outcomes.

Programs can only be published in the Calendar when they have:

i)	been formally approved by the Vice-Chancellor and President (VC&P), on the advice of Academic Board following recommendations from either the Research Education and Development Committee (REDC) or the Academic Program Entry and Approval Entry Committee (APEAC);

ii)	been recorded in PeopleSoft through the completion of the relevant pro-forma which then results in LQS adding the program to the APR database. The pro-forma are available at: https://www.adelaide.edu.au/policies/73/?dsn=;dsn=policy.entry;id=;id=73;m=login;m=view;

iii)	obtained CRICOS registration if offered to international students.

Programs can only be removed from the Calendar when their deletion has been:

i)	formally approved by the VC&P, on the advice of Academic Board following recommendations from either REDC or APEAC;

ii)	been recorded in PeopleSoft through the completion of the relevant pro-forma which then results in LQS removing the program from the APR database for the coming year. The pro-forma are available at: https://www.adelaide.edu.au/policies/73/?dsn=;dsn=policy.entry;id=;id=73;m=login;m=view.

Courses can only be added to the Calendar if they have been entered in PeopleSoft's Course Catalogue.

The Calendar is only available online and is published through the APR database. The current Calendar can be found on the University website at: http://calendar.adelaide.edu.au/

Previous PDF versions of the Calendar can be found on the University's Policies & Procedures website at: http://www.adelaide.edu.au/policies/2923/all/

There is currently one annual edition of the Calendar which is published in December each year.

2. External compliance

There are a number of external requirements which impact on the content and function of the Calendar.

The Tertiary Education Quality Standards Agency (TEQSA) requires in its Higher Education Standards Framework (Threshold Standards) which took effect on 1 January 2017 that accurate and timely documentation that supports student learning be provided to students. While the Standards impact on a variety of publications and processes, those that impact most directly on the Calendar include:

•	Admission and other contractual arrangements with students, or where legally required, with their parent or guardian, are in writing and include any particular conditions of enrolment and participation for undertaking particular courses [programs] of study that may not apply to other courses [programs] more generally, such as health requirements for students undertaking clinical work, requirements for security checks, particular language requirements and particular requirements of work placements (1.1. Admission - clause 3);

•	The design for each course [program] of study is specified and the specification includes:

	a. the qualification(s) to be awarded on completion

	b. structure, duration and modes of delivery

	c. the units [courses] of study (or equivalent) that comprise the course [program] of study

	d. entry requirements and pathways

	e. expected learning outcomes, methods of assessment and indicative student workload

	f. compulsory requirements for completion

	g. exit pathways, articulation arrangements, pathways to further learning, and

	h. for a course [program] of study leading to a Bachelor Honours, Masters or Doctoral qualification, includes the proportion and nature of research or research-related study in the course [program] (3.1 Course [Program] Design – clause 1);

•	Accurate, relevant and timely information for students is publicly available and accessible, including access for students with special needs, to enable informed decision making about educational offerings and experiences (7.2 Information for Prospective and Current Students – clause 1);

•	Information for students is available prior to acceptance of an offer, written in plain English where practicable, accompanied by

an explanation of any technical or specialised terms, and includes information to assist in decisions about courses [program] or units [courses] of study, including the course [program] design, prerequisites, assumed knowledge, when and where courses [program]/units [courses] are offered, … and eligibility for registration to practise where applicable (7.2 Information for Prospective and Current Students – clause 2a);

• There is a repository of publicly-available current information about the higher education provider's operations that includes ...arrangements with other parties to deliver courses [programs] of study or to conduct research training (7.3 Information Management – clause 1j);

• The list of all higher education courses [programs] of study within the repository of information includes:

b. the qualification(s) offered

c. whether the qualification is recognised in the Australian Qualifications Framework

f. the duration of each course [program] of study (7.3 Information Management – clause 2).

The full version of the TEQSA Higher Education Standards Framework is available at: http://www.teqsa.gov.au/teqsa-contextual-overview-hes-framework

The Education Services for Overseas Students (ESOS) National Code, too, in Part D Standard 2 requires that:

Registered providers recruit students in an ethical and responsible manner and provide information that enables students to make informed decisions about studying with the registered provider in Australia. Registered providers ensure students' qualifications, experience and English language proficiency are appropriate for the course [program] for which enrolment is sought.

2.1 Prior to accepting a student, or an intending student, for enrolment in a course [program], the registered provider must provide, in print or through referral to an electronic copy, current and accurate information regarding the following:

a. the requirements for acceptance into a course [program], including the minimum level of English language proficiency, educational qualifications or work experience required and whether course [program] credit may be applicable;

b. the course [program] content and duration, qualification offered if applicable, modes of study and assessment methods;

c. campus locations and a general description of facilities, equipment, and learning and library resources available to students;

d. details of any arrangements with another registered provider, person or business to provide the course [program] or part of the course [program];

f. information about the grounds on which the student's enrolment may be deferred, suspended or cancelled;

g. a description of the ESOS framework made available electronically by DEEWR.

Legal and Risk have also formally affirmed that "there are clearly defined, externally monitored legal obligations on the University" which include "obligations to provide accurate and timely information to students, ensure that students are not being misled in the choices they make and that the University's educational offerings are not misrepresented." They cite the Higher Education Standards Framework 2015 issued under the TEQSA Act 2011 (Cth), the National Code Standards 2017 issued under the ESOS Act 2000 (Cth), and the Competition and Consumer Act 2011 (Cth). Their risk management/legal compliance assessment is available in D.2017/178423.

Programs are expected to accord with the levels and learning outcomes of the Australian Qualification Framework (AQF), (with the exception of Professional Certificates which are not recognised in the AQF).

It is intended that the University's internal program approval processes (through REDC/APEAC/Academic Board) continue to result in the confirmation of the University's re-registration with TEQSA.

3. Internal compliance

As stated above REDC and APEAC have oversight of the University's program approval processes.

Legal and Risk also provided advice to PAEC in 2018 of the importance of the formal sign-offs for the Calendar under the University Act. This information has been reproduced here in some detail because it clearly explains the processes that are in place to ensure that the University meets its obligations of its Act. Their assessment is available in D.2018/44281 and was included in the papers of PAEC meeting 2/18:

The purpose of the Calendar

The Calendar represents the official form of all the approved Academic Program Rules for the University. It is a container, of sorts, but in having that purpose it effectively verifies that the contents (that is, the Program Rules) are authentic and reliable …. nothing gets into the Calendar unless it has been approved in accordance with various University policies and procedures. In this sense, the Calendar is the product of one of the most significant and substantial administrative processes conducted by the University…. The Calendar represents the official version of all current, approved Rules [and has a direct] connection to … s6 of the University Act (power to confer awards).

Approving Program Rules

The Rules are subject to a very strict approval process – as set out in the [Coursework] Academic Programs Policy …. this process means that Rules drafted by local disciplinary areas are subject to various faculty approvals, then they are assessed by APAEC and then put to the Academic Board. The Academic Board, in turn, makes a recommendation to the VC to accredit, or not, the Rules. This is a rigorous process designed to meet external (TEQSA, ASQA) compliance and internal approval requirements.

The internal approvals is where s6 of the Act becomes important. The authority to confer awards is a power under the Act – that power authorises the Council (as the governing body of the University) to confer degrees, etc. Section 10 of the Act, authorises Council to delegate any of its powers, including s6. The VC has a delegated authority from the Council to approve Rules. However, the Council (under s9) must also ensure systems of control and accountability are in place to manage all activities and/or the functions that have been delegated.

In short, there is a virtuous circle underpinning the publication of the Calendar: achieving rigour in decision-making, transparency of curriculum and examination, quality control, proper exercise of delegations by University staff, compliance with legal requirements through the proper exercise of the authority granted under the Act, documented processes, etc.

What does this mean?

The Calendar makes tangible the University's core purpose (teaching and learning). It has a significant internal function and performs a vital outward function in communicating to (potential) students. It touches many people in the University community and beyond.

In the case of coursework awards considerable detail is provided in the schedules to the Coursework Academic Programs Policy (CAPP) and the APEAC website is currently being revised so it focuses only on those frameworks and processes that are not included in the CAPP. The CAPP (including the Schedules) is available at: https://www.adelaide.edu.au/policies/669/

The table of major and minor revision categories which reflect longstanding Commonwealth reporting requirements on programs and are key to determining how changes to programs are processed and whether they require APEAC approval (major change) or can be processed through Faculty approval mechanisms (minor change). The table was reviewed and updated by PAEC in August 2015. It is available at:
http://www.adelaide.edu.au/learning/program-approval/process/forms/major_and_minor_revision_categories.pdf [Note: web address might change once APEAC changes are updated].

CAPP summarises the key criteria and attributes of coursework awards. New programs, and major and minor revisions to programs must comply with this policy. Minor revisions to programs are authorised under this policy.

The Calendar is reliant on other key processes and internal deadlines relating to the development, approval, publication and offering of programs, including, but not limited to:

- Academic Board meeting dates;

- publication deadlines for international and domestic markets;

- PeopleSoft Course Catalogue deadlines;

- Student Recruitment and Admission Services being informed if a program or major is to be temporarily suspended.

4. Single Faculty/AGC contact

The annual process for updating the Calendar is directed through a single contact nominated in each Faculty/AGC. This contact will coordinate the APR changes for their area and ensure that the changes are compliant with those approved through the Faculty/AGC, and at REDC or APEAC, and also match PeopleSoft data. A senior Faculty staff member reviews the changes before each program is submitted to LQS for a final review before publication.

The contacts for the 2019 edition are:

Table 1

Faculty/AGC	Single contact	Reviewer
AGC	Ms Diana Reed	Ms Donna Gould
Arts	Ms Sarah Cervone (to end of July) Ms Jane Turci (from August)	Ms Linda Christensen
ECMS	Ms Joanne Fehervari	Mr Lachlan Coleman
FHMS	Ms Lisa Mutlow	Professor Maree O'Keefe
Professions	Mr Mark Hopps	Mr Mark Hopps
Sciences	Ms Pauline Oswald	Professor Simon Pyke

The proposed deadlines for the 2019 edition are listed in Table 2 and have been updated to reflect the new APEAC processes and the move to a December domestic offer round.

Table 2

Month	Action	Responsible
March / April 2018	Email re Course Cat opening	Student Administration
March / April 2018	APR database rolled over from 2018 to 2019	IT/LQS
September 5 2018	Due date for papers for October APEAC meeting	AGC/Faculties/LQS
End of September 2018	Course Cat to close	Student Administration
October 1 2018	Course data published on Course Planner	Student Administration / Student System Solutions
October 8 2018	APEAC meeting	AGC/Faculties/LQS
October 25 2018	Due date for papers for November Academic Board	AGC/Faculties/LQS

Month	Action	Responsible
	meeting	
November 7 2018	Last Academic Board meeting at which proposals for semester 1/term 1 2019 can be recommended for approval and then approved by the VC & P.	AGC/Faculties/LQS
November 9 2018	All APR due to be submitted via APR database (except those programs approved at November Academic Board meeting).	AGC/Faculties
November 26 2018	Due date for finalisation and submission of APRs for programs approved at November Academic Board meeting. Note: This will require areas to have completed their pro-forma for program/course amendments and submitted them to Student Administration so there is sufficient time for them to be processed.	AGC/Faculties
November 26-30 2018	APR published progressively by LQS	LQS
December 1 2018	Calendar published	LQS

5. Faculty/AGC responsibilities in updating the Calendar

Each Faculty/AGC is responsible for ensuring that changes to programs:

• are compliant with those approved through the Faculty/AGC, and where necessary at REDC or APEAC;

• match PeopleSoft data;

• are communicated where necessary in a timely fashion to other Faculties and Branches – this is particularly important where for example:

- there is a shared ownership of programs;

- courses are shared across programs and Faculties where a change to a course might affect more than one program;

- Subject Area or Catalogue Numbers change;

- the availability of courses change;

- new courses replace other courses;

- the content of majors change;

- course pre-requisites change.

In those cases where new programs have been established or program names amended (as part of a major revision) then LQS will either set up a shell for the program which is then populated by AGC/Faculty trained staff; or they will amend the name of the program so that the subsequent program changes can be made. These changes are made once the database has been opened for the year and once the approval is obtained from the VC&P and the program details set up/amended in PeopleSoft by Student Administration.

It is necessary for each Faculty/AGC to take each program from its roll-over status to 'to be approved' for each calendar year even if there have been no changes to the program since the previous iteration. This is not an automatic process.

The APR database will update courses cited in the APR if there is a change to their name but will not update details if Subject Areas or Catalogue Numbers change.

The APR database does include a Course Location Finder where each citation of a course can be checked by staff with access to the APR database. The Course Location Finder can be accessed at: https://edit-calendar.adelaide.edu.au/admin/workbench/internalprogramplancourserelationships/none/2018.

It is necessary for new program proposals and major revisions to include new (future) courses so that they are included in the APR from first publication. (This means courses will be added to the Course Catalogue but not scheduled, and they will be recorded in the APR without a live link).

It is also necessary to advise if an intake to a program or a major has been temporarily suspended or is only available to a commencing or continuing intake.

The APRs are entered by key staff who have been trained in the use of the APR database. This Guide is intended to provide advice on the development of the APRs including the Overview. Separate training manuals were provided on the use of the APR database. AGC/Faculties are responsible for ensuring their staff receive adequate training in consultation with IT Training.

Staff drafting APRs should also be aware of faculty-applied norms when drafting the APRs. This is one time when "plagiarising" wordings from similar programs is recommended. Staff listed in Table 1 above, are available to provide advice.

6.   Academic Program Rules template

An APR template is provided as part of APEAC's program approval process. The template has not been significantly updated with the move to the online APR database because it has been perceived as the most effective way to communicate program proposals. A sub-numbering system has been retained but it should be noted that the sub-numbering cannot be used in the APR database and as a consequence should not be cited in any text.

The template essentially lists the academic requirements for the program, including AQF level, duration, unit value, core and elective courses and any research or extra mural activities. There is a focus on the program requirements (courses and activities) that are to be taken by the student to ensure that the program is completed.

There has been a deliberate attempt to significantly reduce the duplication of content so that details can be found in one place and be updated in one location, thereby reducing the risk of conflicting advice. This means that the APR will not therefore include:

•   any course-related information that is more appropriately included in the fields of the Course Planner (e.g. pre-requisites, audition), or Course Outlines, or enrolment advice on the sequencing of courses;

•   items that are covered by University policy (e.g. CAPP, Academic Credit Arrangements Policy, Admissions to Coursework Programs policy).

It is intended that the APRs be presented as consistently as is possible, following the conventions:

•   the University has courses not subjects, has programs not courses, and units refers to a numerical unit value not a course);

•   any reference to a program name within the APR is spelled out in full (i.e. Bachelor of Laws not B Laws) so as to minimise confusion;

•   the naming and provision of course information (e.g. Subject Areas, Catalogue Numbers and course titles) complies with the Course Catalogue Publication Data Standards: https://www.adelaide.edu.au/course-outlines-manual/pdf/Course_Catalogue_Publication_Data_Standards_v1.pdf;

•   courses consist of 3 unit multiples as per the CAPP. Note: zero is not a multiple of 3 for the purposes of both the policy and the Calendar with the single exception of the case of the first part of a multi-sequence course);

•   courses comprising a program are only provided in the APR in the Calendar. They cannot be provided in an alternative resource such as a website or be provided at a later date post publication;

•   students are not generally referred to Disciplines, Schools or Centres for additional information because organisational arrangements are not always self-evident to students and sometimes change at short notice.

In the APR database each program is set up as a separate entity meaning the list of courses in the APR are specific to each program. This was an original parameter for the APR database so that students only have to check one set of Academic Program Rules, with minimal cross-references to other programs, with the exception of cross-references to courses to be taken as electives from the generalist degrees such as the BA and BSc. This means, in the case of nested awards, the courses are listed in full for each program.

In those cases where courses are offered at more than one University, then the courses should be listed under the name of each partner institution (e.g. University of South Australia, Australasian Corrosion Association).

Blocks of courses should be listed under each heading by Subject Area and Catalogue Number in ascending order, with courses where there are a range of choices being listed at the end of each level, for example:

QULTG 1001

QULTG 1002

QULTG 2001

QULTG 3001

plus

BASKT 1001

or

BASKT 1003

The wording for the various Conditions should not be changed without reference to either the APEAC Executive Officer or the Calendar Editor because many of the statements are shared across Faculties and have been formally approved.

The APR template is included with the 'Addition of a New Program' package, which is available from the Program Development and Approval website at: http://www.adelaide.edu.au/learning/program-approval/process/#tab-3-content [Note: web address might change once APEAC changes are updated].

A typical version of the template might be presented as follows over the page. Note: the items in <mark>yellow</mark> are generally compulsory.

Further detail on the compulsory and optional fields is briefly summarised in Table 3 with cross-references to sections 7.1-7.13 where additional detail (including examples) is provided.

These Academic Program Rules should be read in conjunction with the University's policies

(http://www.adelaide.edu.au/policies).

<Availability statement.>

Overview

<Overview statement.>

The <program name in full> is an AQF Level <X> qualification with a standard full-time duration of <X> year<s>.

Condition of <Type>

<Condition title:> <Statement of condition.>

1.   Academic Program Rules for <Name of Program>

There shall be a <Name of Program>.

2.   Qualification requirements

2.1   Academic Program

To qualify for the <degree of> <Name of Program>, the student must complete satisfactorily a program of study consisting of the following courses with a combined total of not less than <X> units, comprising:

> Level I courses to a maximum of <X> units
>
> Level III courses to the value of at least <X> units
>
> Core courses to the value of <X> units
>
> Elective courses to the value of <X> units, including Broadening Electives to the value of 9 units
>
> A Broadening Experience to be delivered through <X>.
>
> Broadening Electives to the value of <X> units and a Broadening Experience delivered through <X>.
>
> At least one major to the value of at least 24 units
>
> At least one minor to the value of at 18 units
>
> A research dissertation <or substitute research equivalent> to the value of <X> units
>
> Work based / extra mural studies comprising <describe activity or list courses or unit values>
>
> Note: this program includes a formal requirement for work based training. (Delete as appropriate)
> Note: this program includes courses where work based training may be an option. (Delete as appropriate)

Majors may be chosen from:

> <list majors>

Minors may be chosen from:

> <list minors>

2.1.1   Core courses

Courses to the value of <X> units:

> <SubjectArea CatalogueNo> <Course Name>   <X>
>
> <SubjectArea CatalogueNo> <Course Name>   <X>

2.1.2   Elective courses

Courses to the value of <X> units from the following:

> <SubjectArea CatalogueNo> <Course Name>   <X>
>
> <SubjectArea CatalogueNo> <Course Name>   <X>

2.1.3   Research Dissertation

Students must complete a research dissertation of not longer than <XXXXX> words:

> <SubjectArea CatalogueNo> <Course Name>   <X>

2.1.4   Work Based Training / Extra Mural Studies

Students must complete <clinical / work> placements to the value of <X> <weeks / hours>:

> <SubjectArea CatalogueNo> <Course Name>   <X>

The clauses in red have been included from September 2018 to address student visa issues as advised by Home Affairs. Further detail will be provided once APEAC/Educational Compliance confirms process.

Table 3

Template				Further advice in section 7	Field in APR database
Heading / wording	**Instruction**	**Advice on content**	**Compulsory / optional**		
Program name	Add Program Name.	The Program Name is listed in full without ampersands.	Compulsory		
Post-nominals	Add Post-nominals	Check that post-nominals are correctly abbreviated and that brackets, where used, are in place. Post-nominal abbreviations should not use full stops, commas or other punctuation marks. Refer to the APEAC website for approved abbreviations (http://www.adelaide.edu.au/learning/staff/program-approval/#tab-5-content) [Note: web address might change once APEAC changes are updated].	Compulsory		
Policies Statement	Add Policy statement	There are only 3 variations permitted.	Compulsory	7.1	Policies Statement
Availability of Program		In limited circumstances an availability statement is added to advise students where a program/major will not be offered in a particular year.	Optional	7.2	Special Notes
Overview	Add an Overview	Each program must have an overview which is written in the third person and is a dispassionate statement of the program aims and outcomes with some description of its content. It should not contain marketing information or enrolment or course advice. The Program Name should be cited in full throughout the Overview and not abbreviated	Compulsory		Overview
AQF Program Level and Duration	Add AQF Program Level and Duration	The Overview concludes with a statement on the AQF level of the qualification as well as the program duration. The only exception is the Professional Certificate which has its own specific statement because it is not part of the AQF. The AQF qualification type must include a descriptor appropriate to the program: e.g. Bachelor, Bachelor Honours, Masters Conversion, Masters Extension, etc.	Compulsory	7.3	Overview
Conditions of Admission		A series of standard statements have been developed for the limited times when conditions are placed on offers. A standardised wording has been determined for the statements. If changes to any of the statements are required then they should be discussed with LQS well in advance of the finalisation of the Calendar. If any new statements are to be added then these must be formally approved and processes are currently being confirmed as to how these will be administered via APEAC. This is particularly important where there	Optional	7.4	Conditions

Template				Further advice in section 7	Field in APR database
Heading/wording	Instruction	Advice on content	Compulsory/optional		
		is an impact on admissions-related matters, as follows in the Conditions of Admission. Conditions of Admission are conditions that must be met as part of the selection process and do not form part of the requirements of a program.			
		Note: At PAEC meeting 8/14 it was reaffirmed that Admission eligibility criteria and credit arrangement provisions are not included in the APR.			
		Note: At PAEC meeting 2/14 it was affirmed that Physical Fitness is not an appropriate condition, and where such statements are required, faculties should develop statements of Inherent Requirements.			
Conditions of Enrolment		A series of standard statements have been developed for the limited times when conditions are placed on enrolments. A standardised wording has been determined for the statements. If changes to any of the statements are required then they should be discussed with LQS well in advance of the finalisation of the Calendar. If any new statements are to be added then these must be formally approved and processes are currently being confirmed as to how these will be administered via APEAC.	Optional	7.5	Conditions
		Conditions of Enrolment are usually course-specific, but there are occasional cases where they apply across a program. They can only be applied upon enrolment or on withdrawal (e.g. where there is a re-admission or re-enrolment requirement) from a course or program.			
		Note: At PAEC meeting 8/14 it was reaffirmed that Admission eligibility criteria and credit arrangement provisions are not included in the Academic Program Rules.			
		Note: At PAEC meeting 2/14 it was affirmed that Physical Fitness is not an appropriate condition, and where such statements are required faculties should develop statements of Inherent Requirements.			
Conditions of Continuing Enrolment		A series of standard statements have been developed for the limited times when conditions are placed on enrolments. A standardised wording has been determined for the statements. If changes to any of the statements are required then they should be discussed with LQS well in advance of the finalisation of the Calendar. If any new statements are to be added then these must be formally approved and processes are currently being confirmed as to how these will be	Optional	7.6	Conditions

Template			Compulsory / optional	Further advice in section 7	Field in APR database
Heading / wording	**Instruction**	**Advice on content**			
		administered via APEAC. Conditions of Continuing Enrolment are usually course-specific, but there are occasional cases where they apply across a program. They reflect requirements that must be met by students as they progress through a program. Not meeting them may result in exclusion for a program (e.g. GPA in an Advanced degree, immunisation). Note: At PAEC meeting 2/14 it was affirmed that Physical Fitness is not an appropriate condition, and where such statements are required faculties should develop statements of Inherent Requirements.			
[Academic Program Rule 1:] Academic Program Rules	Add Academic Program to authorise program	Academic Program Rule 1 provides the name of the award (in full). This Academic Program Rule is never varied and must be included in every program.	Compulsory	7.7	Academic Program Rules
[Academic Program Rule 2:] Qualification Requirements	Add Qualification requirement statement	Academic Program Rule 2 provides the Qualification Requirements	Compulsory	7.8	Qualification Requirements
[Academic Program Rule 2.1:] Academic Program	Add Qualification components for academic program	Academic Program Rule 2.1 is a compulsory preamble which generally states, as a minimum, the name of the award, the sum of the unit values and the requirements that must be satisfied to qualify for the award. There is a sequence of components that may be listed	Compulsory	7.9	Qualification Requirements
[Academic Program Rule 2.1.1:] Core courses	Add Core courses (if required) for program	Academic Program Rule 2.1.1 routinely provides a list of the courses that must be taken as part of the program. In some instances students may have a choice of a limited or defined list of Core courses. Note: The compulsory research equivalent courses in the Masters and Honours programs are listed under Academic Program Rule 2.1.3. They are not included under Core courses.	Required if program has core courses	7.10	Core courses Majors Double majors Minor
[Academic Program Rule 2.1.2:] Elective courses	Add Elective courses (if required) for program	Academic Program Rule 2.1.2 routinely provides a list of the Elective courses that may be taken as part of the program. In some instances students may have a number of different categories to choose from with the potential to select Electives, Open electives, Closed electives, Defined electives and Broadening electives. Note: It was suggested at PAEC meeting 1/17 that the Program Architecture Working Group review the nomenclature for electives. [In train]. Note: Broadening Experiences: Following deliberations through	Required if program has elective courses	7.11	Electives Broadening Electives

Template			Compulsory / optional	Further advice in section 7	Field in APR database
Heading / wording	Instruction	Advice on content			
		PAEC in 2016/2017 it was agreed that Broadening Experiences (to the equivalent of 9 units) would be included in the undergraduate curriculum framework through a variety of means such as: - credit bearing study abroad and exchange activities; - credit bearing industry placements and internships; - specific broadening elective courses; or - double degrees and degrees with double majors or two non-cognate majors. This means that some programs may not have to specify Broadening Electives and the completion of a Broadening experience is included in the preamble under the Academic Program Requirements, In those cases where the Broadening Experience includes both an Experience and Electives it is suggested that the statement be as follows: *In addition a Broadening Experience delivered through <X>, to satisfy the requirements for Broadening Electives students must complete courses to the value of <X> units. Courses to the value of <X> units chosen from outside of the major area of study and cannot be chosen from the following subject areas: <subject areas are listed>*			
[Academic Program Rule 2.1.3:] research dissertation	Add research equivalent courses (if required) for program	Academic Program Rule 2.1.3 provides the requirements for the research dissertation or research equivalent which might be compulsory (with the use of the word 'must' in the preamble) or optional (with the use of the word 'may' in the preamble).	Required if program has research-equivalent courses	7.12	Research project/ capstone/ dissertation/ thesis Final project Recitals
[Academic Program Rule 2.1.4:] work based training/extra mural studies	Add work based training/extra mural studies (if required) for program	Academic Program Rule 2.1.4 provides the requirements for work based training or extra mural studies	Required if program has work based training or extra mural studies	7.1.3	Work based training/extra mural studies

7. Generic wordings

A series of standard wordings have been developed for each of the clauses in the APRs, in so far as the various program models allow standardisation.

At the time that a program is being proposed, the Subject Area, with the addition of XXXX (in lieu of a Catalogue Number), and a course title should be provided for courses that have not yet been created but will be added to the Course Catalogue upon the addition of the program in the APR database. All courses have to be set up in PeopleSoft once the program is approved so that they can then be included in the first set of APRs to be published for the program. It is acceptable to set up "shell" courses which are progressively updated as each level of the program is taught for the first time. In view of the external requirements listed in section 2 students must be provided with the full details of their program requirements.

7.1. Policies statement

Policies statement
This statement has only three variations:
For all coursework programs
These Program Rules should be read in conjunction with the University's policies (http://www.adelaide.edu.au/policies).
For all HDR programs
These Program Rules should be read in conjunction with the University's policies (http://www.adelaide.edu.au/policies) and the Research Students Handbook (http://www.adelaide.edu.au/graduatecentre/handbook/).
These Program Rules should be read in conjunction with the University's policies (http://www.adelaide.edu.au/policies) and the Research Student Handbook (http://www.adelaide.edu.au/graduatecentre/handbook/). The Research Student Handbook explains the procedures to be followed by students and contains guidelines on research and supervision for research degrees offered by the University. All students must comply with both the Academic Program Rules and the procedures detailed in the Research Student Handbook.

7.2. Availability statement

Availability of Program/Major/Specialisation
The acceptable statements are:
Note: This program will not be offered in 2019.
Note: There will be no intake into this program in 2019.
Note: There will be no intake into the TESOL major in 2019.
Note: There will be no intake into the Community Health and Primary Care Nursing and the Gerontological Nursing specialisations in 2019.
Note: This program is only available to commencing students in 2019.
Note: This program is only available to continuing students with effect from 2019.
In the case of programs not being offered for a particular year it is also necessary to inform Student Recruitment and Admission Services using the Program Suspension form available on the APAEC website at https://www.adelaide.edu.au/learning/program-approval/forms/ [Note: web address might change once APEAC changes are updated].

7.3. AQF program level and duration

AQF program level and duration
An AQF level of qualification statement and the program duration (is specified as an Arabic number) for all programs, except the Professional Certificates. The statement does not vary and it states:
The <program name in full> is an AQF Level <X> qualification with a standard full-time duration of <X> years.
In the case of the Professional Certificates, one of two choices can be used. They are:
The <program name in full> is not an AQF qualification type. The minimum study period is therefore one year, taken part-time. or The <program name in full>is not an AQF qualification type. It has a standard duration of <X> years part-time.

7.4. Conditions of admission

Conditions of admission	
Criminal History Clearance	Criminal History Clearance: Students who undertake clinical placements, internships or research projects involving children or people who are ill, elderly or vulnerable are now required to demonstrate clearance by producing a criminal history check, obtained through a Department for Communities and Social Inclusion (DCSI) check. Overseas students may be required to obtain a certificate from their home country.
Direct entry to	The Master of Nursing Science consists of 48

Conditions of admission		Conditions of admission	
Stage 2	units of study. The first stage consists of 24 units of study equivalent to a Graduate Diploma in Nursing Science. An applicant for admission to the program of study for the Master of Nursing Science shall be registered, or be eligible for registration, as a nurse in Australia and be employed at a minimum of 0.64 FTE in the specialty setting (if applicable) and a. have qualified for a degree of Bachelor of Nursing, or equivalent, of a university accepted for the purposes by the University and b. have at least two years' post registration experience as a registered nurse in the field of the specialisation to be undertaken (if applicable). Direct entry to the second stage of the Master of Nursing Science requires a completed Graduate Diploma in Nursing Science or equivalent.		skin test indicates pre-existing immunity).
			Q Fever Vaccinations: Students in the Doctor of Veterinary Medicine are required to be vaccinated against Q Fever (unless initial skin test indicates pre-existing immunity).
		Student and Professional Registration	Student and Professional Registration: Students must be registered or eligible for registration as a nurse in South Australia.
			Student and Professional Registration: Students accepted into the program are required to be registered with the relevant regulatory authority and working as a registered nurse a minimum of 0.64 FTE in the specialty area.
			Student and Professional Registration: Students accepted into the program are required to be registered with the relevant regulatory authority.
Employment	Employment: Students are required to maintain continuing employment at a minimum fraction of 0.6 FTE in an area that supports active candidature as a nurse practitioner in order to complete Extended Clinical Practice I and Extended Clinical Practice II. If the employment status changes and students can no longer meet the requirement for continuing employment they may transfer to the Master of Nursing Science.	Tuberculosis Clearance	Tuberculosis Clearance: Students who undertake clinical placements, internships or research projects involving children or people who are ill, elderly or vulnerable are now required to demonstrate tuberculosis (TB) clearance through obtaining a TB Screening Notification from SA Tuberculosis Services.
		Uniform	Uniform: During clinical placements students are required to comply with professional dress standards.
Inherent requirements	Inherent requirements: Students are required to acknowledge their understanding of the University of Adelaide veterinary programs inherent requirements (see http://www.sciences.adelaide.edu.au/current-students/forms/inherent-requirements-bscvetbio-dvm-dec2013.pdf/)	Work experience	Work experience: For applicants without a Graduate Certificate in Marine Engineering a minimum of 1 year of full-time work experience in a relevant field will be required.
	Inherent requirements: Students are required to acknowledge their understanding of the University of Adelaide veterinary programs inherent requirements (see http://www.sciences.adelaide.edu.au/current-students/forms/inherent-requirements-bscvetbio-dvm-dec2013.pdf/)		Work experience: Applicants without an Honours degree in Engineering or a Graduate Diploma in Marine Engineering must provide evidence of formal qualifications and professional work experience providing equivalent learning outcomes. As a guideline, a minimum of 2 years of full-time relevant professional work experience will be required.
Interruption of program	From 2019 these statements will no longer be included in the Calendar because they will be subsumed by the Enrolment policy [title to be confirmed].		Work experience: At least 18 months employment experience in a defence related industry is required.
			Work experience: Some employment experience in a defence-related industry is required.
Prescribed Communicable Infection Clearance	Prescribed Communicable Infection Clearance: Students must comply with the Students With Prescribed Communicable Infections Policy (www.adelaide.edu.au/policies/591)		Work experience: For applicants without an undergraduate degree at least 7 years of work experience supported by a portfolio of evidence will be required.
Q Fever Vaccinations	Q Fever Vaccinations: Students in the Bachelor of Science (Veterinary Bioscience) are required to be vaccinated against Q Fever (unless initial		

7.5. Conditions of enrolment

Conditions of enrolment	
Clinical Deed poll	Clinical Deed Poll: The University of Adelaide and the Minister for Health have a clinical placement agreement in place which allows the University to request clinical placements in SA Health facilities. As part of this agreement students are required to complete a deed poll (pdf file). A deed poll is an agreement between the student and SA Health to ensure patient information is treated with confidentiality and that the student has met the required clearances. By signing a deed poll students understand their obligations and agree to comply with the relevant state legislation.
Criminal History Clearance	Criminal History Clearance: Students who undertake clinical placements, internships or research projects involving children or people who are ill, elderly or vulnerable are now required to demonstrate clearance by producing a criminal history check, obtained through a Department for Communities and Social Inclusion (DCSI) check. International students are required to obtain a certificate from their home country.
	Criminal History Clearance: Students who undertake clinical placements, internships or research projects involving children or people who are ill, elderly or vulnerable are now required to demonstrate clearance by producing a criminal history check, obtained through a Department for Communities and Social Inclusion (DCSI) check. International students are required to obtain a certificate from their home country. All students studying a clinical-based program will be required to demonstrate a satisfactory criminal history clearance and maintain an up to date National Police check throughout their study.
	Criminal History Clearance: Students who undertake clinical placements, internships or research projects involving children or people who are ill, elderly or vulnerable are now required to demonstrate clearance by producing a criminal history check, obtained through a Department for Communities and Social Inclusion (DCSI) check. International students may be required to obtain a certificate from their home country.
External performances / engagements	External performances / engagements: The Head of School will determine whether students shall acknowledge the name of the School or its staff in any public performance / engagement in which they participate.
First Aid Certificate	First Aid Certificate: All students must hold a current First Aid Certificate.
Fellowship / Consultant position	Fellowship / Consultant position: Students must have a surgical fellowship or consultant position in Australia, and they should also be able to attend several weekend skills workshops in Adelaide.
Immu-nisation	Immunisation: Students undertaking clinical placements are required to have the appropriate level of immunisation. Immunisation records are

Conditions of enrolment	
	requested by clinical venues prior to placements.
	Immunisation: Students undertaking clinical placements are required to have the appropriate level of immunisation. Immunisation records are requested by clinical venues prior to Placements. Prior to commencing professional placements, students will be advised by their program area: To consult the University Health Practice to be screened and immunised for the following infectious disease as recommended by the Immunisation Guidelines for Health Care Workers in South Australia 2014 Policy. Failure to adhere to these guidelines means that a student will not be allowed to attend clinical placements. It is a student's responsibility to acquire their immunisations record and take it with them to all clinical placements.
	As part of your course enrolment, all students are required to have blood tests to determine their immunity status to Hepatitis A, B and C, HIV, Measles, Mumps, Rubella, and Chicken Pox. Students will need to provide evidence of previous vaccinations, including for the aforementioned diseases as well as Pertussis, Diphtheria, Tetanus and Polio.
Inherent require-ments	Inherent requirements: Students are required to acknowledge their understanding of the University of Adelaide dentistry program inherent requirements (see https://health.adelaide.edu.au/admissions/dentistry/inherent-requirements/)
	Inherent requirements: Students are required to acknowledge their understanding of the University of Adelaide medical programs inherent requirements (see http://health.adelaide.edu.au/admissions/medicine/inherent-requirements)
	Inherent requirements: Students are required to acknowledge their understanding of the University of Adelaide nursing programs inherent requirements (see https://health.adelaide.edu.au/nursing/future-students/requirements/)
	Inherent requirements: Students are required to acknowledge their understanding of the University of Adelaide oral health program inherent requirements (see https://health.adelaide.edu.au/admissions/dentistry/inherent-requirements/)
Interruption of program	From 2019 these statements will no longer be included in the Calendar because they will be subsumed by the Enrolment policy [title to be confirmed].
Prescribed Communicable Infection Clearance	Prescribed Communicable Infection Clearance: Students must comply with the Students With Prescribed Communicable Infections Policy (www.adelaide.edu.au/policies/591)
Rural	Rural Placements: Enrolment in the University of Adelaide's Bachelor of Medicine and Bachelor of

Conditions of enrolment	
placements	Surgery requires students to undertake rural clinical placements. 50% of Commonwealth supported students (in both bonded and unbonded places) need to complete four weeks of rural placements before graduation, with 25% of students required to complete one year of clinical training in a rural site. If these places are not filled by students voluntarily, all students in Commonwealth supported places will be included in a random ballot to be allocated to one of these year-long rural placements.
Research scholarship	Research scholarship: A student must complete at least 12 units of the coursework before commencing the research scholarship.
Student and Professional Registration	Australian Health Practitioners Regulation Agency (AHPRA) Registration Students undertaking a clinical placement at a hospital or other health facility require student registration with the relevant National Board. This process is undertaken by the AHPRA. It is completed on enrolment into the program and does not require action by the student. Students will be advised when they have been registered.
	Student and Professional Registration: Students accepted into the program will be registered with the Nursing and Midwifery Board of Australia at the time of enrolment.
	Student and Professional Registration: Students accepted into the program are registered with the Australian Health Practitioner Regulation Agency (AHPRA) at the time of enrolment.
	Student and Professional Registration: Students admitted into the program are required to maintain AHPRA registration and the appropriate immunisations and clearances as a registered Professional. Students will also have additional requirements for each hospital site that must be met and maintained throughout their study.
	Student and Professional Registration: Students must be an experienced surgeon who has completed, or be within 1 year of completing, the FRACS, FRACOG (or equivalent). They should have a surgical fellowship or consultant position with a major interest in minimally invasive surgery.
	Student and Professional Registration for international students Student and Professional Registration for international students: Students must hold a Temporary Business (Long Stay) Visa (Subclass 457) and register with the Australian Health Practitioner Regulation Agency (AHPRA).
Tuberculosis Clearance	Tuberculosis Clearance: Students who undertake clinical placements, internships or research projects involving children or people who are ill, elderly or vulnerable are now required to demonstrate tuberculosis (TB) clearance through obtaining a TB Screening Notification from SA Tuberculosis Services.

Conditions of enrolment	
Uniform	Uniform: During clinical placements, students are required to comply with professional dress standards.

7.6.   Conditions of continuing enrolment

Conditions of continuing enrolment	
Minimum GPA	Minimum GPA: A student must maintain a minimum cumulative GPA of 4.0 or greater.
	Minimum GPA: A student must maintain a minimum cumulative GPA of 4.0. Progression into the second year of the DVM program is subject to satisfactory completion of six weeks of DVM EMS. A student must pass all courses in Level I and II before progressing to Level III.
Re-audition to enrol in Performance course after a break	Re-audition to enrol in a Performance course after a break: A student who is eligible in any year to enrol in a performance course and who fails to do so, and who wishes to enrol in one of these courses in a subsequent year, will be required to re-audition and to reach a minimum standard for enrolment in the course in question before being authorised to enrol in that course.
Research dissertation	Research dissertation: A student must complete the core courses of the degree with a minimum GPA of 6.0, in order to proceed to the research dissertation.
Research project	Research project: A student must complete all of the coursework before commencing the research project.
Research thesis	Research thesis: A student must complete core and elective courses to the value of 24 units with a minimum GPA of 5.0, before proceeding to the research thesis.

7.7.   Academic Program Rules

[Academic Program Rule 1]: Academic Program Rules
Academic Program Rules for <name of program in full> There shall be a <name of program in full>.

7.8.   Academic Program Rules

[Academic Program Rule 2]: Qualification Requirements
Academic Program Rule 2 provides the Qualification requirements for the program. It is a standard heading in the APR database.

7.9. Academic Program Requirements

[Academic Program Rule 2.1]: Academic Program

Academic Program Rule 2.1 is a compulsory preamble which generally states as a minimum:

To qualify for the <diploma, degree, graduate certificate, graduate diploma, masters> of <name of program in full>, the student must complete satisfactorily a program of study consisting of the following requirements with a combined total of not less than <X> units, comprising:

- Limits that may be placed on the number of units to be taken at each Level of the program

- Core courses to the value of <X> units

- Elective courses to the value of <X> units

- A Broadening Experience to be delivered through <X>.

- Broadening Electives to the value of <X> units and a Broadening Experience delivered through <X>.

- At least one major to the value of at least 24 units

- At least one minor to the value of at least 18 units

- A research dissertation <or substitute research equivalent> to the value of <X> units

- Work-based / extra mural studies comprising <describe activity or list courses or unit values>/

- Majors may be chosen from:

<list each major>

- Minors may be chosen from:

<list each minor>

7.10. Core courses

[Academic Program Rule 2.1.1]: Core courses

In those cases where there is no choice of Core courses, the following wording may be used:

To satisfy the requirements for Core Courses students must complete courses to the value of <X> units.

All of the following courses must be completed:

<SubjectArea CatalogueNo> <Course Name> <X>

In the instances where there is a limited choice of Core courses, the following wordings may be used:

Courses to the value of 12 units from the following:

ACCTING 7019 Accounting Concepts and Methods (M) 3

COMMERCE 7005 Principles of Finance (M)   3

COMMERCE 7033 Quantitative Methods (M)   3

COMMGMT 7001 Business Communication (M)   3

ECON 7200 Economic Principles (M)   3

MARKETNG 7005 Fundamentals of Marketing (M)   3

7.11. Elective courses

[Academic Program Rule 2.1.2]: Electives

Academic Program Rule 2.1.2 routinely provides a list of the Elective courses including: Electives, Open electives, Closed electives, Defined electives and Broadening electives.

The standard wordings employed for electives include the following preambles:

	Courses to the value of <X> units from the following: <SubjectArea CatalogueNo> <Course Name> <X>

The standard wordings employed for Open electives may include the following examples:

	Courses to the value of 15 units from the Faculty of Arts, not otherwise included, or other courses offered by the University that are available to the student.
	Students may take electives offered by the Faculty of Arts, School of Economics, Business School, School of Mathematical and Computer Sciences or Faculty of Sciences that are available to them.

Electives selected from other Academic Program Rules include the following:

	All Level II Mathematical and Computer Sciences courses, in the disciplines of Applied Mathematics, Computer Science, Mathematics, Pure Mathematics and Statistics as listed in the Bachelor of Mathematical and Computer Sciences.
	Students may take Elective courses offered by the Faculty of Arts, Faculty of Health and Medical Sciences, Faculty of Sciences, Business School or School of Mathematical and Computer Science that are available to them, and may include an option of a second major to the value of 24 units as specified.
	Arts Courses to the value of up to 21 units may be taken from the following: Courses listed in the Academic Program Rules for the degree of Bachelor of Arts.
	Courses listed in the Academic Program Rules for the degree of Bachelor of Arts. In addition international students may present the following courses as electives. ENGL 1110 Academic English I 3 ENGL 2110 Academic English II 3
	Courses Not Permitted The following courses cannot be presented as electives: ECON 1008 Business & Economic Statistics I ECON 1010 Introduction to Mathematical Economics (Advanced) I

	ECON 2503 Intermediate Mathematical Economics II
	ECON 2504 Intermediate Econometrics II
	Courses from the Academic Program Rules for the degrees of Bachelor of Mathematical and Computer Science and Bachelor of Computer Science, including courses from the following.
	Note: PURE MTH 1002 Quantitative Methods Using Computers I may not be included.
In the case of cross-referencing within a single program:	
	In choosing Elective Courses, students can choose Economics courses not already completed for the Bachelor of Economics Core Courses.
Internships may also be included under elective clauses as follows:	
	Global citizenship
	Subject to approval students may be eligible to undertake the following electives:
	PROF 7500 Industry Placement 3
	PROF 7502 International Internship 3
	PROF 7503 Professions Internship Program 3
The following statements have been proposed for the Broadening experience/electives clauses: (List discipline areas in alphabetical order.) Note: If a program only has Broadening Experiences then these are listed under the Academic Program Requirements.	
	Broadening experiences Broadening Electives to the value of <X> units and a Broadening Experience delivered through <X>.
	Broadening Electives Students must choose courses outside of the following subject areas: ACCTING; CORPFIN; ECON; STATS.
	Broadening Electives Students must complete Broadening electives to the value of 9 units taken outside the subject area: PSYCHOL. Broadening electives can be taken at any level.
	Broadening Electives To satisfy the requirements for Broadening Electives students must complete courses to the value of 9 units. Students must complete Broadening electives to the value of 9 units. These Broadening electives must be chosen from outside of the major area of study and cannot be chosen from the following subject areas or from the minor: CRIM, LAW, GEOG, GSSA, HIST, PHIL
	Courses to the value of 9 units from the following: Broadening electives are to be chosen from outside the major area of study.

For each of the listed majors, Broadening electives cannot be chosen from subject areas listed for that major:	
Biochemistry Major	
BIOCHEM	
Chemistry Major and Double Major	
CHEM	
Ecology Major	
ENV BIOL, SOIL&WAT	
Evolutionary Biology Major	
ENV BIOL	
Geology Major	
GEOLOGY	
Geophysics & Applied Geology Major	
GEOLOGY, SOIL&WAT	
Genetics Major	
GENETICS	
Microbiology & Immunology Major	
MICRO	
Physics Major	
PHYSICS	
Theoretical Physics Major	
PHYSICS	
Soil Science Major	
SOIL&WAT, GEOLOGY, PLANT SC	
Ecology & Spatial Science Double Major	
ENV BIOL, SOIL&WAT	
Experimental & Theoretical Physics Double Major	
PHYSICS	
In addition, in those cases where courses can be openly selected without restriction from other programs, the following statements have been utilised:	
	Electives may be chosen from any other undergraduate courses offered by the University that are available to the student
	Postgraduate coursework or Other postgraduate coursework courses offered by the University that are available to the student or Other postgraduate coursework courses offered by the University that are available to the student, with the approval of the Program Coordinator.

7.12. Research equivalents

[Academic Program Rule 2.1.3]: Research Dissertation	
The preamble generally states as a minimum:	
	Research Dissertation Students must [may] complete a research dissertation of not longer than <XXXXX> words: <SubjectArea CatalogueNo> <Course Name> <X> In the case of a part-time enrolment the following two courses must be completed in two consecutive semesters: <SubjectArea CatalogueNo> <Course Name> <X> <SubjectArea CatalogueNo> <Course Name> <X>
In the case where there is a research equivalent (e.g. professional capstone project or discipline equivalent) such as an architectural portfolio, major music recital or music composition portfolio, then the heading and the preamble will be amended to reflect this component with the specification of the courses remaining unchanged:	
	Students must complete a research dissertation of not longer than 10,000 words or a final project to the value of 12 units. ARCH 7043 Final Architecture Project (M) 12 or ARCH 7044 Final Architecture Dissertation (M) 12
	Students must complete two courses in combination to a total value of 24 units, including one in Architecture and the other in Landscape Architecture. The dissertation in each case is not longer than 10,000 words and is taken in the final semester of study, from the following: ARCH 7044 Final Architecture Dissertation (M) 12 and LARCH 7033 Final Landscape Architecture Project (M) 12 or LARCH 7034 Final Landscape Architecture Dissertation (M) 12 and ARCH 7043 Final Architecture Project (M) 12 or LARCH 7033 Final Landscape Architecture Project (M) 12 and ARCH 7043 Final Architecture Project (M) 12 or ARCH 7043 Final Architecture Project (M) 12 and LARCH 7033 Final Landscape Architecture Project (M) 12

7.13. Work based training / Extra mural studies

[Academic Program Rule 2.1.4]: Work Based Training / Extra Mural Studies	
The preamble generally states as a minimum:	
	Students must complete placements to the value of 1000 hours: PSYCHOL 7241 Master of Psychology (Health) Placement I 3 PSYCHOL 7240 Master of Psychology (Health) Placement II 3 PSYCHOL 7243 Master of Psychology (Health) Placement III 6
Alternatives to this general statement include:	
	To satisfy the requirements for Work Based Training / Extra Mural Studies students must adhere to the following: Students must complete a total of 12 weeks of professional work experience to the value of approximately 450 hours which will be assessed within AGRIC 3500WT Professional Skills in Agricultural Science III.
	To satisfy the requirements for Work Based Training / Extra Mural Studies students must adhere to the following: Students will complete an industry experience placement in either viticulture and / or oenology as part of OENOLOGY 3500WT Industry Experience (Viticulture & Oenology) III.
	To satisfy the requirements for Work Based Training / Extra Mural Studies students must adhere to the following: Students must complete Doctor of Veterinary Medicine extra mural studies (EMS) to the value of 23 weeks. This is broken into three components: 1. 6 weeks of preparatory extra mural studies (EMS-1) 2. 4 weeks of Year 2 EMS (EMS-2) 3. 12 weeks of Year 3 EMS (EMS-3) which cannot begin until DVM Year 2 courses are successfully completed. 4. 1 week of after-hours roster in the University of Adelaide Veterinary Health Centre (EMS-VHC). This can begin after the successful completion of DVM Year 1 and must be finalised by the end of semester 2 in DVM Year 2. Progression into the second year of the DVM program is subject to satisfactory completion of six weeks of DVM EMS. In order to be eligible for early conferral and registration as a Veterinarian in January of the year following completion of studies, students must ensure that their EMS have been finalised by early December in their final year of

[Academic Program Rule 2.1.4]: Work Based Training / Extra Mural Studies	
	study. 5. The EMS must be completed no more than 1 year after DVM Level 3 courses have been completed. Before beginning a period of extra mural studies, students are required to ensure that the placement will be acceptable by consulting the Extra Mural Coordinator and / or DVM Program Management Committee, and the placement attendance has approval of the Head of School. Upon completion of each period of extra mural studies, students are required to complete and submit all placement associated documentation and tasks to a satisfactory standard, including certification of attendance by the placement supervisor for approval by the Extra Mural Coordinator or DVM Program Management Committee.
	A total of 12 weeks practical experience approved by the Faculty and of which a minimum 6 weeks should be under the supervision of a professional engineer. [This is also sometimes included in the preamble under the qualification requirements].

8.   Editorial standards

8.1.   General standards

In line with approved University guidelines, text written for the Calendar (e.g. in the Overview) should use 'Australian English' as the norm (quotes and references excepted), and for general style guidance refer to the Australian Style Manual for Authors, Editors and Printers, 6th edition, (2002).

Spelling of words generally complies with the first recommended spelling in the Macquarie Dictionary, available to University staff (via a University network login) at https://www.macquariedictionary.com.au/.

8.2.   Punctuation, spacing and hyphenation

Use simplified punctuation. Avoid the use of unnecessary semicolons, preferring to split sentences, and remove punctuation at the end of clauses in a sequential list (except for the last item).

Please ensure that:

- all sentences end with a full stop
- double spaces are replaced by a single space
- double periods are replaced by a single period
- spaces before paragraph breaks are removed
- spaces after paragraph breaks are removed
- hyphenation of text is turned off as default

- number of weeks are cited without a hyphen, e.g. 6 weeks not 6-weeks

- a colon is used at the end of phrases preceding lists of courses, where appropriate e.g. '...from the following: ', '...a research dissertation of 18,000 words: '.

8.3   Headings and Course list headings

- All headings in the APR are capitalised except in the case of 'and', 'for', 'of', 'the'.

- Courses are normally listed under Year level headings, unless all courses are compulsory.

- If more than one choice is listed in a Year level heading, list them in ascending order e.g. Level II / Level III.

8.4.   Abbreviations / acronyms

- Prefer the use of full terms over abbreviations in text.

- Spell out names / terms on first use, within individual APR, and provide the acronym in brackets, then use the acronym consistently.

- Universally understood acronyms are excepted.

8.5.   Quotes

- Use single quotes in the first instance (' ') when quote marks are required.

- Double quotes can be used when quotes inside single quotes are required (" ").

8.6.   Course lists

- Ensure there is a 'sum of units' value provided in the preamble to course listings and in the preamble under the Qualification Requirements. Check that the sum of units across the program matches the requirement for the 'duration' stated in the Overview (e.g. a 3 year Bachelor degree is worth 72 units).

- Ensure course lists use the joiners / separators 'and', 'or', 'one of', 'either', 'plus' etc. consistently. They are all lower case.

- Ensure all courses include Subject Area and Catalogue Number (or XXXX as a temporary Catalogue Number place-holder for courses that will be established once the program is approved in the APR template provided to APEAC).

- Ensure all courses have been given a unit value.

- Courses should, preferably, be listed in alpha-numerical order by Subject Area and Catalogue Number.

- The word 'units' should always follow unit values in flowing text, but not in course lists where 'units' is specified as a field heading.

- Lists of discipline areas should be in lower case in flowing text but not in lists of disciplines for majors and minors in the preamble under the Qualification Requirements;

- When referencing specific APR always use 'Academic Program Rule(s)' in full, e.g. '...from the Elective courses listed in Academic Program Rules for the Bachelor of Economics.'

8.7. Terminology and usage

The accepted/approved usage of specific terms in the Calendar are detailed below.

Table 4

Terminology	Comments
n units (as a point value)	do not hyphenate, e.g. 3 units not 3-units; 24 units not 24-units
/	forward slash is always preceded and followed by a space.
and / or	use forward slash
ATAR	where a minimum ATAR is required for entry purposes (e.g. Advanced degrees) then this is quoted in Overview
audio-visual	hyphenate
BA / BSc	use forward slash
based	no hyphen: skill based
biochemical	no hyphen
biopharmaceuticals	no hyphen
Broadening electives	capital B, lowercase e, except in a heading
candidate	only use in HDR rules [see 'student']
care-giver	hyphenate
China-focused	hyphenate and single 's' focused
Closed electives	capital C, lowercase e, except in a heading
co-authors	hyphenate
cooperation	no hyphen
coordinator	no hyphen
Core courses	capital C, lowercase c, except in a heading
Course Coordinator	capitalised
cross-institutional	hyphenate
coursework	one word, not two
discipline(s)	not discipline/s
duration	provided as a number in years e.g. 0.5, 1.0, 2.5
e.g.	place full stops in abbreviation
excluding x, y, z	use 'not including'
extra mural	not extramural, nor extra-mural

Terminology	Comments
face-to-face	Hyphenate
fast-changing	Hyphenate
fractions	cite as words – no hyphen, e.g. one third
full-time	Hyphenate
GPA	quote as a decimalised number, e.g. 5.0 (one decimal point should be sufficient.)
half day	no hyphen
health care	two words, not one
his / her	use 'their'
i.e.	place full stops in abbreviation
in-country	hyphenate
in-depth	hyphenate
industry-based	hyphenate
left hand, right hand	no hyphen
Level	capitalise when referring to the year Level of a program or course
Library	see: University Library
Major / major	capitalised in headings; lower case in text
mid year	no hyphen
Minor / minor	capitalised in heading; lower case in text
nanoscale	no hyphen
non-award	hyphenate
off-campus	hyphenate
online	one word and no hyphen
Open electives	capital O, lowercase e, except in a heading
part-time	hyphenate
PDF	upper case
period(s)	Not period/s
post-nominal abbreviations	conform with the University's Nomenclature Principles (http://www.adelaide.edu.au/learning/staff/program-approval/#tab-5-content) [Note: web address might change once APEAC changes are updated].
Practical experience	statement also included in Overview
pre-approval	hyphenate
pre-interview	hyphenate
professionally recognised	no hyphen
program	not programme
Program Coordinator	capitalised, not Program Head, not Program Director

Terminology	Comments
re-auditioning	hyphenate
re-enrol, re-enrolment	hyphenate
re-examination	hyphenate
re-submission	Hyphenate
School(s)	not School/s
Specifications for Thesis	Italicised
stream	Use specialisation especially in PGCW programs
student	use in UGRD and PGCW rules [see 'candidate']
subject(s)	use course(s), except where appropriate, e.g. 'subject matter of the course'
therefrom	no hyphen
third / thirds	no hyphen e.g. one third, two thirds
two hour	no hyphen and provide as an Arabic number (not a word) e.g. 2 hour
University	capitalise if referring to the University of Adelaide, otherwise lowercase
University Library	not Barr Smith; not Library
Vice-Chancellor and President	hyphenate and capitalise
wellbeing	one word, no hyphen
year	no hyphen if with a number - e.g. 3 years, not 3-years. If related to duration of a program then the duration is provided as an Arabic number (not a word)

10. List of acronyms employed in this document

Table 5

Acronym	Meaning
AGC	Adelaide Graduate Centre
AQF	Australian Qualification Framework
APEAC	Academic Program Entry and Approval Committee
APR	Academic Program Rules
CAPP	Coursework Academic Programs policy
CRICOS	Commonwealth Register of Institutions and Courses for Overseas Students
ESOS	Education Services for Overseas Students National Code
LQS	Learning & Quality Support
REDC	Research Education and Development Committee
TEQSA	Tertiary Education Quality Standards Agency
VC&P	Vice-Chancellor and President

Dr Miriam Collins

Senior Project Officer & Calendar Editor

LQS

13 April 2018

10 May 2018 (Updated to replace HESA references on pages 4 and 21)

21 September 2018 for the WIL comment in the APRs per Home Office visa requirements – see page 7.

9. Contacts

The **APEAC** Executive Officer can provide assistance with the formulation of the APR as part of the development of a program proposal. The **APEAC** Executive Officer can be contacted at: apeac@adelaide.edu.au

Each Faculty/AGC have key contacts as specified in section 4 who can provide assistance from a Faculty perspective as the APR are often drafted to consistent Faculty-norms. They also have access to the APR database to make the updates to the APR.

The Calendar Editor can provide assistance with the APR from a global University perspective and may be contacted at: miriam.collins@adelaide.edu.au