



31 July 2014

2015 Calendar Guide

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Sections 1–7 of this guide provide an overview of the annual Calendar update process. Greater detail on specific topics is provided in the appendices.

1. What is the Calendar?

The Calendar is a comprehensive handbook of the University's Academic Program Rules.

- It contains the Academic Program Rules for the higher degree and coursework award programs on offer to commencing students for the entire University.
- The Academic Program Rules specify the total units required for completion of a coursework program, and the University of Adelaide courses (core and elective) which are required or may be counted towards the program.
- The Calendar also includes the requirements for higher degrees.
- Unless determined otherwise, under the [Coursework Academic Programs Policy](#), the Academic Program Rules that apply to a student when they first commence their study will apply to that student throughout their period of study in a particular program.

The current Calendar can be found on the University website at <http://www.adelaide.edu.au/calendar/>

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

2. Who authorises the Calendar content?

The Vice-Chancellor and President on behalf of Council, on the advice of Academic Board, based on the recommendations of the Program Approval and Entry Committee (PAEC) and the Research Education and Development Committee (REDC), authorises the Calendar content.

- All new program proposals, major program revisions, and program deletions must be submitted to the program development and approval processes of PAEC or REDC in order for them to be referred to Academic Board and then signed off by the Vice-Chancellor and President on behalf of Council.
- The University through these processes seeks to meet the Provider Course Accreditation Standards and Qualification Standards required as part of the TEQSA re-registration process.
- PAEC publishes a table of major and minor revision categories which reflect longstanding Commonwealth reporting requirements on programs and recent curriculum developments at the University.
- Faculties are permitted, under delegated authority, to make minor changes to Academic Program Rules (including courses).
- Programs reported to PAEC or REDC as deletions will not be included in the Calendar. Students will find their effective Academic Program Rules in the Calendar edition for the year they commenced their studies.
- Legal and Risk have advised that while the Calendar is likely to be cited as the pre-eminent internal document summarising the formally approved program requirements it will provide no defence if incorrect information is provided to students in it or other publications.

3. Single Faculty / Branch Contact

The annual process for updating the Calendar is directed through a single contact nominated in each Faculty / Branch. This contact will coordinate the changes for their area and ensure that the changes are compliant with those approved through the Faculty / Branch, and at PAEC or REDC, and also match PeopleSoft data.

The updating process, as with previous years will provide:

- **one** round for Faculties / Branches to update their text
- with one final check of the layout before it is sent to the printers.

The return of updated text for the Calendar will include an official sign-off by the relevant Faculty Associate Dean or Branch Manager, providing confirmation that the text is complete and correct.

The contacts for 2014 are:

Faculty / Branch	Single Contact	Sign-off
AGC	Ms Donna Gould	Prof Rick Russell
ECMS	Mr Lachlan Coleman	Assoc Prof Mike Liebelt
Health Sciences	Ms Catherine Peake	Prof Maree O'Keefe
HumSS (to be Arts)	Ms Charlotte Powell	Dr Lucy Potter
Professions	Mr Mark Hopps	Dr Michelle Picard
Sciences	Ms Pauline Oswald	Prof Simon Pyke
PCE	Ms Jo Simpson	Ms Jo Simpson

4. Updating the Calendar text: Faculty / Branch role

Faculties / Branches are responsible for ensuring:

- their course and program approval processes sync with both the PAEC / REDC and Course Catalogue deadlines
- the courses listed for each program are correct and comply with the Course Catalogue Publication Data Standards (see: https://www.adelaide.edu.au/course-outlines-manual/pdf/Course_Catalogue_Publication_Data_Standards_v1.pdf). As per the Coursework Academic Programs Policy, courses are expected to consist of 3 unit multiples (zero is not a multiple of 3 for the purposes of both the policy and the Calendar)
- any changes to programs defined as major revisions have been submitted to and approved by PAEC / REDC (<https://www.adelaide.edu.au/learning/program-approval/process/>).
- any programs that are not to be offered and are to be temporarily suspended are flagged and the relevant documentation submitted to the International Office (<https://www.adelaide.edu.au/learning/program-approval/process/>).
- any programs where enrolments are limited to either commencing or continuing students are flagged
- the details for any programs having undergone a major revision have been updated as per the PAEC / REDC approval are accurately recorded as per the Academic Program Rules template as submitted to and accepted by PAEC / REDC (<https://www.adelaide.edu.au/learning/program-approval/process/>).
- the details for any new programs having been introduced as per the PAEC / REDC approval processes are accurately recorded as per the Academic Program Rules template

as submitted to and accepted by PAEC / REDC
[\(http://www.adelaide.edu.au/learning/program-approval/process/](http://www.adelaide.edu.au/learning/program-approval/process/)

- other Faculties / Branches are informed of any course changes (including changes to subject areas, course names) or Academic Program Rule changes that might affect their Academic Program Rules – this is particularly important where course choices from other areas are permitted.

5. Major and Minor Program Revisions

Major revisions must be submitted to PAEC, while minor revisions do not require consideration by PAEC. All revisions (major or minor) must comply with University policy.

The most up-to-date version of the major and minor revision categories is available from the Program Development and Approval website at <http://www.adelaide.edu.au/learning/program-approval/process/>.

6. Program Approval / Calendar timeline

The program approval process has a number of due dates for program proposals to ensure that programs are approved in time for inclusion in various publications (e.g. International Prospectus, SATAC Guide, Program Information leaflets, Calendar) and for them to obtain the necessary CRICOS registration prior to being promoted to potential international students.

Program approval and related publication due dates are listed on the Program Development and Approval website at <http://www.adelaide.edu.au/learning/staff/program-approval/>

The following schedule is indicative of the timeline for 2014:

	Action	Responsibility
JAN		
FEB		
MAR		
APR	Email re Course Catalogue open for 2015 updates	Student Systems Solutions
MAY		
JUN		
JUL	End July: Course Catalogue closed	Student Systems Solutions
AUG	4 Aug: Calendar text (in Word) sent to single Faculty / Branch contact for approved changes to be made	Learning & Quality Support
	Request cover design from Marketing & Communications	Learning & Quality Support
SEP	8 Sep: Any major revision or new program proposal submitted to PAEC after 8 September will not be considered by Academic Board in 2014 and therefore cannot be approved for either Term 1 or Semester 1 in 2015.	
	8 Sep: Updated text (in Word) returned to LQS by Faculty / Branch contact <u>with</u> authorised sign-off	Faculty / Branch contacts
	Updated text reviewed by the Executive Officer (PAEC) and the Calendar Editor to ensure changes are consistent with those permitted by PAEC	PAEC Executive Officer / Calendar Editor
OCT	1 Oct: Course data report to DEEWR	Student Systems Solutions

	Cover design from Marketing & Communications	Marketing & Communications
	Check and update front matter content as required	Learning & Quality Support
	27 Oct: Print-ready draft (as PDF) sent to Faculty / Branch contact for final proofing – to ensure that no errors have arisen during the layout process. This is <u>not</u> an opportunity to make late changes to the text	Learning & Quality Support
NOV	6 Nov: Last day for PAEC / REDC / Academic Board approval	
	10 Nov: Final amendments and corrections (as annotated PDF) returned to LQS by Faculty / Branch contact	Faculty / Branch contacts
	Final merged print-ready version of whole Calendar proofed in-house	Learning & Quality Support
	Final print file/s sent to Printers mid-Nov.	Learning & Quality Support
	Check and sign-off on Printer's proof copy	Learning & Quality Support
DEC	Hardcopy Calendar received 2nd week of Dec.	Printer
	Distributed to Faculties and Branches before Christmas	Learning & Quality Support
	PDF version updated on the Calendar website and sent to Secretariat for inclusion on the Policies & Procedures website	Learning & Quality Support / Secretariat

7. Academic Program Rules Template

A template for the Academic Program Rules is used for all coursework programs. It standardises how the Academic Program Rules are written and presented. The clauses have been developed with sufficient flexibility to reflect the range of program structures offered by the University.

There are to be no additional fields except where the clauses do not apply, such as extra mural studies. If the program does not fit with the standard template consult with the PAEC Executive Officer (Susie Smith, susie.smith@adelaide.edu.au) or the Calendar Editor (Dr Miriam Collins, miriam.collins@adelaide.edu.au).

The template was developed by PAEC and accepted by Academic Board at meeting 01/2011. From 2013 onwards the Academic Program Rules have been progressively converted to the new template, with advice from PAEC as required.

The template lists the requirements for the program, including AQF level, duration, unit value, core and elective courses and any research or extra mural activities.

The Academic Program Rules **do not** 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 scheduling of courses. The Academic Program Rules should not include items that are covered by University policy. 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** place, thereby reducing the risk of conflicting advice.

The Academic Program Rules template is included with the 'Addition of a New Program' form, which is available from the Program Development and Approval website at <http://www.adelaide.edu.au/learning/program-approval/process/>

7.1 Standard wordings

A series of standard wordings and usage are employed in the Academic Program Rules template. A comprehensive set of wordings and examples are provided in Appendix C.

7.2 Text standards in the Course Catalogue

A series of text standards have been prepared for the naming of courses when they are set up in PeopleSoft and these are to be applied in the listing of courses in the Academic Program Rules. The PDF document *Course Catalogue Publication Data Entry Standards* is available from the Course Outlines Manual website at https://www.adelaide.edu.au/course-outlines-manual/pdf/Course_Catalogue_Publication_Data_Standards_v1.pdf.

7.3 List of Courses

The list of courses in the Academic Program Rules are intended to be specific to each program so that students only have to check one set of Academic Program Rules, with minimal cross-references to Rules in 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 that the courses are listed individually for each program.

Furthermore it also means that the courses comprising a program must be listed in the Academic Program Rules in the Calendar and cannot be provided by an alternative resource such as a website or be provided at a later date post publication.

The lists are also meant to include individual courses and not refer students to Disciplines, Schools or Centres because organisational arrangements are not always self-evident to students and sometimes change at short notice.

7.4 Managing styles in the Template

Information is provided in Appendix D to assist in managing document structure and formatting using the pre-set styles that are available within the Academic Program Rules template.

APPENDIX A

8. Standards for Program information provision

8.1 University Rulings impacting on the provision of accurate Program advice

A template for the Academic Program Rules is used for all coursework programs. The template was developed by PAEC and accepted by Academic Board at meeting 01/2011. From 2013 onwards the Academic Program Rules have been progressively converted to the new template as part of an iterative process, with advice from PAEC as required.

The grounds for major and minor revisions were updated by PAEC in 2013. The most up-to-date version of the major and minor revision categories is always available from the Program Development and Approval website at <https://www.adelaide.edu.au/learning/program-approval/process/>

The Report of the Undergraduate Curriculum Structures Framework Working Party (accepted at Academic Board meeting 06/2012) provided a number of definitions for courses and program structures that have subsequently been endorsed or updated by PAEC. Refer to the Program Development and Approval website at <http://www.adelaide.edu.au/learning/program-approval/process/>

Unless an exemption is granted on external accreditation grounds, all programs will have to include Broadening electives no later than 1 January 2018, with new programs and programs undergoing major revisions required to include Broadening electives as part of the PAEC submission process or as part of the regular program review process.

PAEC approved the range of Broadening electives by program at meeting 05/2013. The current list of Broadening electives is available on the Program Development and Approval website at <http://www.adelaide.edu.au/learning/program-approval/process/>.

The Honours programs are being progressively restructured so that they meet the requirements of the Report from the Honours Working Party (accepted at Academic Board meeting 06/2012) which will cause Honours programs to be unitised and to make explicit the research or research-equivalent content. All Honours programs are to be compliant by 1 January 2015.

8.2 External requirements for the University to provide accurate Program advice

The University's registration through TEQSA requires demonstrable proof that it is meeting Section 6 of Chapter 1 of the Provider Registrations Standards, which states (*italics added by LQS staff*):

Section 6 Responsibilities to students

The higher education provider documents its responsibilities to students and meets its responsibilities to students, including through the provision of information, support and equitable treatment.

6.3 The higher education provider and its agents and other entities with which it has arrangements for the delivery of a course [program] of study provide current, accurate,

adequate, and openly accessible information *for prospective and enrolled students on all matters relating to their studies for higher education awards* offered by the higher education provider, including information on:

- the higher education provider offering the higher education award and the higher education awards that will be awarded for each course [program] of study;
- the higher education provider's registration status and the accreditation status of each course [program] of study;
- formal recognition of each course [program] of study by professional bodies;
- *structure, credit points and duration or volume of learning for each course [program] of study;*
- admission criteria, recognition of prior learning and credit and articulation to and from other studies;
- *content and assessment for each unit [course] in the course [program] of study;*
- when and where the course [program] of study will be offered, *including the units [courses] that will be offered in any teaching period;* and,
- availability of student support.

(source: http://www.comlaw.gov.au/Details/F2013C00169/Html/Text#_Toc330548928, extracted 1/11/13)

In addition the ESOS requirements specify in Standard 2, that prior to enrolment students should be provided with *(italics added by LQS staff)*.

Outcome of Standard 2

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]
- e. indicative course [program]-related fees including advice on the potential for fees to change during the student's course [program] and applicable refund policies
- 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 DEST, and
- h. relevant information on living in Australia, including:
 - i. indicative costs of living
 - ii. accommodation options, and
 - iii. where relevant, schooling obligations and options for school-aged dependants of intending students, including that school fees may be incurred.

(source: <http://www.comlaw.gov.au/Details/F2010C00313/Html/Text#param32>, extracted 1/11/13)

APPENDIX B

9. Academic Program Rules Templates - Notes

9.1 Standard wordings

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

9.2 Reserved course data

At the time that a program is 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 in the future when appropriate.

There are two Academic Program Rules templates, a generic template for all coursework programs (except Honours) and an Honours template.

10. Generic Template

10.1 Program name

The Program Name.

10.2 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 Program Development and Approval website for approved abbreviations (<http://www.adelaide.edu.au/learning/program-approval/process>).

10.3 Policies and availability statements

Specific statements, as follow, are included directly under the Program Name.

Policies Statement	
This statement has only two variations and is placed immediately below the Program Name and Post-nominals. They are:	
	<i>For all coursework programs</i> These Academic Program Rules should be read in conjunction with the University's policies (http://www.adelaide.edu.au/policies).
	<i>For all HDR programs</i> These Academic 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/).

Availability of Program	
In limited circumstances an availability statement is added to advise students where a program will not be offered in a particular year. This statement is placed under the policies statement. The acceptable statements are:	
	<p>Note: This program will not be offered in 2015.</p> <p>Note: There will be no intake into this program in 2015.</p> <p>Note: There will be no intake into the TESOL major in 2015.</p> <p>Note: There will be no intake into the Community Health and Primary Care Nursing and the Gerontological Nursing specialisations in 2015.</p> <p>Note: This program is only available to commencing students in 2015.</p> <p>Note: This program is only available to continuing students with effect from 2015.</p>
In the case of programs not being offered for a particular year it is also necessary to inform the International Office using the Program Suspension form available on the PAEC website at http://www.adelaide.edu.au/learning/program-approval/process/	

10.4 Overview

The Overview should be written in the third person and be a dispassionate statement of the program aims and outcomes with some description of its content:

- it should not contain marketing information
- it should not contain enrolment or course advice
- the Program Name should be cited in full throughout the Overview and not abbreviated.

AQF Program Level and Duration	
The Overview concludes with a statement of the program duration and for all programs, except the Professional Certificates, also includes a statement on the AQF level of the qualification. 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:	
	<p>The <program name in full> is not an AQF qualification type. The minimum study period is therefore one year, taken part-time.</p> <p>or</p> <p>The <program name in full> is not an AQF qualification type. It has a standard duration of <X> years part-time.</p>

10.5 Conditions of Admission, Enrolment and Continuing Enrolment

A series of standard statements have been developed for the various conditions placed on offers and enrolment. The statements may vary a little as they fit particular circumstances originally contained in the Academic Program Rules prior to the 2013 edition of the Calendar. If changes to any of the statements are required then they should be discussed with LQS in advance. If any new statements are to be added then these must be referred to PAEC, particularly where there is an impact on admissions-related matters.

Conditions of Admission	
Criminal History Checks	<i>Criminal History Checks:</i> 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 police record or Department for Communities and Social Inclusion (DCSI) check. Overseas students may be required to obtain a certificate from their home country.
Deferral not permitted	<i>Deferral not permitted:</i> Offers of admission may not be deferred.
Direct entry to Stage 2	<p><i>Direct entry to Stage 2:</i> A completed Graduate Diploma in Nursing Science or equivalent and at least two years post registration nursing experience. A student must have a minimum GPA of 4.0.</p> <p>An applicant for admission to the program of study for the Master of Nursing Science Stage 1 shall:</p> <ol style="list-style-type: none"> 1. 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; and 2. have qualified for a degree of Bachelor of Nursing, or equivalent, of a university accepted for the purposes by the University; or 3. have at least two years' experience as a registered nurse in the field of the specialisation to be undertaken. <p>An applicant for admission to the program of study for the Graduate Diploma / Master of Nursing Science Stage 1 shall:</p> <ol style="list-style-type: none"> 1. 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; and 2. have qualified for a degree of Bachelor of Nursing, or equivalent, of a university accepted for the purposes by the University; or 3. have at least two year's experience as a registered nurse in the field of the specialisation to be undertaken.
Employment	<i>Employment:</i> 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.
Fellowship / Consultant position	<i>Fellowship / Consultant position:</i> 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.
First Aid Certificate	<i>First Aid Certificate:</i> All students must hold a current First Aid Certificate.
Human Biology	<i>Human Biology:</i> Students will have completed University Level I Human Biology prior to entry.
Interruption of program	<i>Interruption of program:</i> Students must apply for permission from the Head of School before taking a Leave of Absence. Any extension of the leave without approval will result in the loss of place in the program but an application may be made to be re-admitted to the program subject to the admission procedures in place at the time.
	<i>Interruption of program:</i> Students must apply for permission from the Head of School before taking a Leave of Absence.
Minimum qualification	<i>Minimum qualification:</i> Applicants for the program must have completed either an Honours degree with a minimum of a IIA result from the University of Adelaide (or equivalent) or a Bachelor degree from the University of Adelaide (or equivalent) with a minimum GPA of 5.0.

OH&S	<i>OH&S:</i> Students must satisfactorily complete an appropriate medical examination on Occupational Health and Safety grounds for the specialisations in Hyperbaric Nursing.
Physical fitness	<i>Physical fitness:</i> There is an extensive clinical component that requires students to work as members of the health care team. To satisfactorily undertake this clinical component, students need to be physically fit. Students must satisfy the individual Occupational Health and Safety requirements of the institution in which they are undertaking the clinical component of the program.
	<i>Physical fitness:</i> There is an extensive practical component that requires students to have the physical capacity to handle a range of large and small animals. To satisfactorily undertake these activities, students need to be physically fit and capable of animal handling procedures.
Prescribed Communicable Infection Clearance	<i>Prescribed Communicable Infection Clearance:</i> Students must comply with the Students With Prescribed Communicable Infections Policy (www.adelaide.edu.au/policies/591).
Q Fever Vaccinations	<i>Q Fever Vaccinations:</i> Students in the Bachelor of Science (Veterinary Bioscience) are required to be vaccinated against Q Fever (unless initial skin test indicates pre-existing immunity).
	<i>Q Fever Vaccinations:</i> Students in the Doctor of Veterinary Medicine are required to be vaccinated against Q Fever (unless initial skin test indicates pre-existing immunity).
Rules for undertaking clinical practice	<i>Rules for undertaking clinical practice:</i> Students must comply with the University's rules for undertaking clinical practice in teaching hospitals, health centres, the Institute of Medical and Veterinary Science or any other institution.
Student and Professional Registration	<i>Student and Professional Registration:</i> Students must be registered or eligible for registration as a nurse in South Australia.
	<i>Student and Professional Registration:</i> Students must be registered or eligible for registration as a nurse in South Australia; and working as a registered nurse a minimum of 0.64 FTE in the speciality area.
	<i>Student and Professional Registration:</i> Students accepted into the program will be registered with the Nursing and Midwifery Board of Australia at the time of enrolment.
	<i>Student and Professional Registration:</i> Students must be an experienced surgeon who has completed, or be within 1 year of completing, the FRACS or 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	<i>Student and Professional Registration for International students:</i> Students must register with the South Australian Medical Board.
	<i>Student and Professional Registration for International students:</i> Students must hold a Temporary Business (Long Stay) Visa (Subclass 457) and register with the Australian Health Practitioner Regulation Agency (AHPRA).
Teaching experience in tertiary education	<i>Teaching experience in tertiary education:</i> An applicant must have teaching experience in a tertiary institution.
	<i>Teaching experience in tertiary education:</i> An applicant must have teaching experience in a tertiary institution and have had some exposure to online learning management systems as a teacher and / or learner.

Tuberculosis Clearance	<i>Tuberculosis Clearance:</i> 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	<i>Uniform:</i> During their nursing practice placements students will be required to comply with the School of Nursing dress standards.
Work experience	<i>Work experience:</i> 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.
	<i>Work experience:</i> For applicants without an Honours degree in Engineering or a Graduate Diploma in Marine Engineering a minimum of 2 years of full-time work experience in a relevant field will be required.
	<i>Work experience:</i> At least 18 months employment experience in a defence related industry is required.
	<i>Work experience:</i> Some employment experience in a defence-related industry is required.
	<i>Work experience:</i> For applicants without an undergraduate degree at least 7 years of work experience supported by a portfolio of evidence will be required.

Conditions of Enrolment	
English Language Proficiency assessment	<i>English Language Proficiency assessment:</i> A student entering Level I of the program shall be required to undertake an English Language Proficiency assessment.
External performances / engagements	<i>External performances / engagements:</i> 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.
Interruption of program	<i>Interruption of program:</i> Students must apply for permission from the Director of the Medical Program and Deputy Dean before taking a Leave of Absence. Any extension of the leave without approval will result in the loss of place in the program but an application may be made to be re-admitted to the program subject to the admission procedures in place at the time.
Mathematics IM	<i>Mathematics IM:</i> Students who have not undertaken SACE Stage 2 Specialist Mathematics will be required to enrol in Mathematics IM, followed by Mathematics IA with Mathematics IB taken in Summer Semester to complete the Mathematics requirements at Level I. The satisfactory completion of Mathematics IM is in addition to the normal requirements of the Bachelor of Engineering.
Student and Professional Registration	<i>Student and Professional Registration:</i> Students accepted into the program will be registered with the Nursing and Midwifery Board of Australia at the time of enrolment.
	<i>Student and Professional Registration:</i> Students accepted into the program are registered with the Australian Health Practitioner Regulation Agency (AHPRA) at the time of enrolment.
Uniform	<i>Uniform:</i> During their nursing practice placements students will be required to comply with the School of Nursing dress standards.

Conditions of Continuing Enrolment	
Minimum GPA	<i>Minimum GPA:</i> A student must maintain a minimum cumulative GPA of 4.00 or greater (based on the first attempt result for each course) for Levels I, II and III.
Re-audition to enrol in Performance or Practical Study course after a break	<i>Re-audition to enrol in Performance or Practical Study course after a break:</i> A student who is eligible in any year to enrol in Performance or Practical Study courses 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	<i>Research dissertation:</i> A student must complete core and elective courses to the value of 36 units with a minimum GPA of 5.0, before proceeding to the research dissertation.
	<i>Research dissertation:</i> 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	<i>Research project:</i> A student must complete at least 24 units of the coursework before commencing the research project.
	<i>Research project:</i> A student must complete all of the coursework before commencing the research project.
Research thesis	<i>Research thesis:</i> 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.

10.6 The Academic Program Rules

The generic template for the Academic Program Rules currently contains seven key clauses, the majority of which are optional. Academic Program Rule 1, 2.1, 2.1.1 and 2.1.5 (as listed below) are compulsory. The Academic Program Rules are re-numbered as required if the optional clauses are not used.

Academic Program Rule 1: Academic Program Rules	
Academic Program Rule 1 provides the name of the degree (in full). This Academic Program Rule is never varied and must be included for every program. It states:	
	Academic Program Rules for <name of program in full>
	There shall be a <name of program in full>.

Academic Program Rule 2: Qualification Requirements	
Academic Program Rule 2 provides the Qualification requirements for the program.	

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.

Additional clauses may be added to the qualification requirement to include the:

- limits that may be placed on the number of units to be taken at each Level of the program
- requirement to complete a major
- requirement to complete a minor
- limits on the number of elective courses
- list of disciplines for majors
- list of disciplines for minors.

Suggested clauses to summarise the requirements include:

To qualify for the degree of Bachelor of Arts, the student must complete satisfactorily a program of study consisting of the following requirements with a combined total of not less than 72 units.

Students must complete:

- a. not more than 24 units at Level I, including the the core course ARTS 1007 The Enquiring Mind: Arts of Engagement
- b. at least one major in Humanities and Social Sciences to the value of 24 units (or 33 units for a major in Psychology) in accord with Academic Program Rule 3
- c. a minor in Humanities and Social Sciences or in Economics, International Business, Management or Marketing to the value of 18 units in accord with Academic Program Rule 3
- d. Advanced Level / Level III courses to the value of at least 48 units, which may include the courses presented in the Humanities and Social Sciences major and minor
- e. the major and minor in different disciplines
- f. no more than 24 units of Elective courses offered outside of the Faculty of Humanities and Social Sciences

Students may complete a second major in Humanities and Social Sciences, or in Economics, Management or Marketing to the value of 24 units, or International Business to the value of 27 units. Students who elect to complete a second major are not required to complete the minor in Humanities and Social Sciences.

To qualify for the degree of Bachelor of Development Studies, the student must complete satisfactorily a program of study consisting of the following requirements with a combined total of not less than 72 units.

Students must complete:

- a. not more than 24 units at Level I
- b. Core courses to the value of 21 units listed in Academic Program Rule 2.1.1, including ARTS 1007 The Enquiring Mind: Arts of Engagement, and
- c. Development Studies Closed elective courses to the value of 18 units as listed in Academic Program Rule 2.1.2, and
- d. Open elective courses to the value of 15 units, and
- e. a minor of 18 units with not more than 6 units at Level I chosen from one of the following disciplines: Anthropology; Asian Studies; Chinese; Classics; Creative Writing; English; European Studies; French Studies; Gender Studies and Social Analysis; German Studies; Geography, Environment and Population; Hispanic Studies; History; Indonesian; Italian; Japanese; Linguistics; Modern Greek; Music Studies; Philosophy; Politics and International Studies.

To qualify for the degree of Bachelor of Media, the student must complete satisfactorily a program of study consisting of the following requirements with a combined total of not less than 72 units.

Students must complete:

- a. not more than 24 units at Level I
- b. Core courses to the value of 27 units listed in Academic Program Rule 2.1.1, including ARTS 1007 The Enquiring Mind: Arts of Engagement and
- c. Media Closed electives courses to the value of 12 units from those listed in Academic Program Rule 2.1.2

	<p>and</p> <p>d. Elective courses to the value of 33 units, with courses to the value of at least 9 units from those listed for the degree of Bachelor of Arts. The remaining units may be taken from undergraduate courses offered by the University, that are available to the student and</p> <p>e. Open electives to the value of at least 9 units in accord with Academic Program Rule 2.1.3, plus a major to the value of 24 units chosen from one of Academic Program Rules 2.1.5-2.1.12:</p> <ul style="list-style-type: none"> i. a major in Marketing comprising 24 units of courses listed in Academic Program Rule 2.1.6, or ii. a major in CGI and Visual Effects comprising 24 units of courses listed in Academic Program Rule 2.1.7, or iii. a major in Game Art comprising 24 units of courses listed in Academic Program Rule 2.1.8, or iv. a major in Photo Imaging comprising 24 units of courses listed in Academic Program Rule 2.1.9, or v. a major in Graphic Design comprising 24 units of courses listed in Academic Program Rule 2.1.10, or vi. a major in Digital Production comprising 24 units of courses listed in Academic Program Rule 2.1.11, or vii. a major in Journalism comprising 24 units of courses listed in Academic Program Rule 2.1.12. <p>To qualify for the degree of Bachelor of Science, the student must complete satisfactorily a program of study consisting of the following requirements with a combined total of not less than 72 units:</p> <ul style="list-style-type: none"> a. Core courses as listed at Program Rule 2.1.1 b. Level I courses to the value of not more than 30 units c. may include up to 9 units across Level I or Level II courses (with no more than 6 units at Level I) offered by the Faculty of Humanities and Social Sciences and the Faculty of Engineering, Computer and Mathematical Sciences. Passes in courses offered by other Faculties may also be presented, provided the enrolment is approved both by the Faculty of Sciences and the other School or Faculty d. Level III courses to the value of at least 24 units e. a major in a science discipline chosen from: <ul style="list-style-type: none"> Anatomical Sciences Biochemistry Botany Chemistry Ecology Geology Geophysics and Applied Geology Genetics Microbiology and Immunology Molecular and Biomedical Science Pharmacology Physics Theoretical Physics Physiology Psychology Soil Science Zoology <p>or a double major from:</p> <ul style="list-style-type: none"> Chemistry Ecology and Spatial Science Experimental and Theoretical Physics <p>A student who has completed a major in a Science discipline and also completes courses that fulfil requirements for a major as specified under the Academic Program Rules for the degree of Bachelor of Mathematical and Computer Sciences, shall be awarded that Mathematical and Computer Sciences major in addition to the Science major.</p>
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	<p>To qualify for the degree of Bachelor of Science (Biotechnology), the student must complete satisfactorily a program of study consisting of the following requirements with a combined total of not less than 72 units:</p> <ul style="list-style-type: none"> a. courses to the value of 24 units at each of Level I, II and III.
	<p>To qualify for the degree of Bachelor of Science (Ecochemistry), the student must complete satisfactorily a program of study consisting of the following requirements with a combined total of not less than 72 units:</p> <ul style="list-style-type: none"> a. courses to the value of 24 units at each of Level I, II and III b. a major in a discipline as set out in Academic Program Rule 2.1.1 c. a student may also complete a major as set out in Academic Program Rule 2.1e for the degree of Bachelor of Science.
	<p>To qualify for the degree of Bachelor of Commerce, the student must complete satisfactorily a program of study consisting of the following requirements with a combined total of not less than 72 units:</p> <ul style="list-style-type: none"> a. no more than 30 units will be counted at Level I and at least 18 units at Level III b. at least 24 units of Commerce courses including at least 12 units at Level II and 12 units at Level III c. A further 6 units of Level III Commerce courses or a further 12 units of Level III courses from Academic Program Rule 2.1.2 d. a major in one of Accounting, Corporate Finance, International Business, Management or Marketing may also be presented.
	<p>To qualify for the degree of Bachelor of Finance, the student must complete satisfactorily a program of study consisting of the following requirements with a combined total of not less than 72 units:</p> <ul style="list-style-type: none"> a. not more than 30 units at Level I b. at least 12 units of Level II courses c. 12 units of Level III Finance courses from Academic Program Rule 2.1.2 d. and either <ul style="list-style-type: none"> i. a further 6 units of Level III Finance courses from Academic Program Rule 2.1.2 and 6 units of Level II or Level III courses or ii. a further 12 units of Level III courses from Academic Program Rule 2.1.2.
	<p>To qualify for the degree of Master of Architecture (coursework), the student must complete satisfactorily a program of study consisting of the following requirements with a combined total of not less than 48 units. Students shall pass courses to the value of at least 24 units at each of the two levels.</p>
	<p>To qualify for the double degree of Master of Architecture / Master of Landscape Architecture, the student must complete satisfactorily a program of study consisting of the following requirements with a combined total of not less than 72 units. Students must pass courses to the value of at least 24 units at each of the three levels.</p>
	<p>To qualify for the double degree of Bachelor of Engineering (Civil and Environmental) / Bachelor of Mathematical and Computer Sciences, the student must complete satisfactorily a program of study consisting of the following requirements with a combined total of not less than 120 units, comprising:</p> <p>Courses to the value of 96 units from the Bachelor of Engineering (Civil and Environmental);</p> <p>Courses to the value of 24 units from the Bachelor of Mathematical and Computer Sciences.</p>
	<p>To qualify for the degree of Bachelor of Health Sciences, the student must complete satisfactorily a program of study consisting of the following courses with a combined total of not less than 72 units. At each</p>

	<p>Level students must complete at least 12 units of Health Sciences courses chosen from the list at 2.1.3. Core courses and courses taken as part of a major contribute to these 12 units. At each Level students may also take up to 12 units of Open electives as specified at 2.1.3. At least 9 units must be Broadening electives.</p>
<p>Suggested clauses to list the disciplines comprising majors and minors include:</p>	
	<p>Majors Humanities and Social Sciences majors are available in: Anthropology Asian Studies (interdisciplinary) Chinese Classics Creative Writing Development Studies (interdisciplinary) English European Studies (interdisciplinary) French Gender Studies and Social Analysis Geography, Environment and Population German History Hispanic Studies Indonesian Italian Japanese Linguistics Modern Greek Music Studies Philosophy Politics Psychology</p> <p>Minors Humanities and Social Sciences minors are available in: Anthropology Art History and Visual Culture (interdisciplinary) Asian Studies (interdisciplinary) Chinese Development Studies (interdisciplinary) English European Studies (interdisciplinary) French Gender Studies and Social Analysis Geography, Environment and Population German History Hispanic Studies Indonesian Italian Japanese Linguistics Modern Greek Music Studies Philosophy Politics</p>

Academic Program Rule 2.1.1: Core Courses

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. Subheadings are not used when there are significant numbers of Core courses with no choice (e.g. BEng(Hons)).

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

	<p>Courses to the value of 12 units from the following:</p> <p>ACCTING 7019 Accounting Concepts and Methods (M) 3</p> <p>COMMERCE 7005 Principles of Finance (M) 3</p> <p>COMMERCE 7033 Quantitative Methods (M)..... 3</p> <p>COMMGMGT 7001 Business Communication (M) 3</p> <p>ECON 7200 Economic Principles (M) 3</p> <p>MARKETNG 7005 Fundamentals of Marketing (M) 3</p>
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Academic Program Rule 2.1.2: Electives

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. The Open, Closed and Defined electives have generally been transferred from the conditions included in the Academic Program Rules prior to the 2013 edition of the Calendar.

The standard wordings employed for electives include the following preambles:

	<p>Courses to the value of <X> units from the following:</p> <p>Courses appropriate to the instrumental specialisation to the value of <X> units from the following:</p>
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The standard wordings employed for Open electives include the following preambles:

	<p>Courses to the value of 15 units from the Faculty of Arts, including courses listed from Academic Program Rule 2.1.2 not otherwise included, or other courses offered by the University that are available to the student.</p> <p>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.</p>
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Electives selected from other Academic Program Rules include the following:

	<p>plus</p> <p>Music elective courses to the value of <X> units from Academic Program Rule 2.1.2.9 of the Bachelor of Music</p> <p>or</p> <p>Level I elective courses from the degree of Bachelor of Arts to the value of <X> units and Music elective courses to the value of 3 units from Academic Program Rules 2.1.2.9.</p>
	<p>Courses listed in the Academic Program Rules for the degree of Bachelor of Arts, <u>not including</u> PURE MTH 1002 Quantitative Methods Using Computers I.</p> <p>In addition international students may present the following courses as electives:</p> <p>ENGL 1110 Academic English I 3</p> <p>ENGL 2110 Academic English II 3</p>

In the case of cross-referencing within a single program:

	<p>or</p> <p>Music elective courses to the value of <X> units from Academic Program Rule 2.1.2.9.</p>
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	<p>Students may also present another Core course from those listed in Academic Program Rule 2.1.1 as an elective.</p> <p>Additional Level III courses to the value of 12 units (which may include a major) in the disciplines of Anatomical Sciences, Biochemistry, Chemistry, Genetics, Microbiology and Immunology, Pharmacology or Physiology selected in consultation with the Program Coordinator in accord with Academic Program Rules 2.1e and 2.1.3.5 for the degree of Bachelor of Science.</p> <p>and</p> <p>Courses to the value of 6 units from Academic Program Rules 2.1b and 2.1.3.3 for the degree of Bachelor of Science.</p> <p>Students must successfully complete:</p> <ol style="list-style-type: none"> other Level I undergraduate courses to the value of 24 units offered by the University. other Level II undergraduate courses to the value of 3 units offered by the University.
Internships may also be included under elective clauses as follows:	
	<p>Internship Courses</p> <p>Subject to approval students may be eligible to undertake the following electives:</p> <p>PROF 7500 Industry Placement..... 3</p> <p>PROF 7502 International Internship 3</p> <p>PROF 7503 Professions Internship Program 3</p>
The following statements have been proposed for the Broadening electives clauses: (List discipline areas in alphabetical order.)	
	<p>Broadening Electives</p> <p>Students must complete Broadening electives to the value of 9 units. These Broadening electives <u>cannot</u> be chosen from the following subject areas: COMMERCE, ECON, STATS.</p>
	<p>Broadening Electives</p> <p>Students must complete Broadening electives to the value of 9 units. These Broadening electives <u>cannot</u> be chosen from the following subject areas and must be chosen from outside of the major area of study: ANAT SC, BIOMED, BIOTECH, DENT, DESST, ENG, GEN PRAC, HLTH SC, LAW, MEDIC ST, NURSING, ORALHLTH, OB&GYNAE, PATHOL, PHARM, PHYSIOL, PSYCHIAT, PSYCHOL, PUB HLTH, PERF, SCIENCE, VET SC.</p>
In addition, in those cases where courses can be openly selected without restriction from other programs, the following statements have been utilised:	
	<p><i>Undergraduate</i></p> <p>or</p> <p>other undergraduate courses offered by the University that are available to the student</p>
	<p><i>Postgraduate coursework</i></p> <p>or</p> <p>other postgraduate coursework courses offered by the University that are available to the student</p> <p>or</p> <p>other postgraduate coursework courses from other programs in the Faculty of Sciences or the Faculty of Engineering, Computer and Mathematical Sciences.</p> <p>or</p>

	other postgraduate coursework courses available from other programs in the Faculty of Sciences.
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Academic Program Rule 2.1.3: Research Dissertation

Academic Program Rule 2.1.3 provides the requirements for the research dissertation or 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).
It consists of a preamble which generally states as a minimum:

	<p>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></p>
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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:

	<p>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</p>
	<p>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</p>
	<p>To qualify for Honours in Composition a student shall satisfactorily complete the core courses and composition portfolio: Core Courses MUSHONS 4001 Honours Music Major Research Project 6 MUSCOMP 4100A/B Honours Composer Attachment Project Part 1 & 2 6 Composition Portfolio Students must complete a composition portfolio: MUSCOMP 4200A/B Honours Composition Portfolio Part 1 & 2 12</p>

Other examples include:	
	<p>Major Recital Students must complete a major recital: <SubjectArea CatalogueNo> <Course Name> <X></p>
	<p>Creative Portfolio Students must complete a creative portfolio: <SubjectArea CatalogueNo> <Course Name> <X></p>
	<p>Major Project Students must complete a major project: <SubjectArea CatalogueNo> <Course Name> <X></p>

Academic Program Rule 2.1.4: Work Based Training / Extra Mural Studies	
Academic Program Rule 2.1.4 provides the requirements for work based training or extra mural studies. It consists of a preamble which generally states as a minimum:	
	Students must complete clinical [work] placements to the value of <X> weeks [hours]: <SubjectArea CatalogueNo> <Course Name> <X>
Alternatives to this general statement include:	
	If students take AGRIC 3500WT Professional Skills In Agricultural Science III they must complete a total of 12 weeks of professional work experience to the value of approximately 450 hours.
	Students will complete an industry experience placement in either viticulture and / or oenology as part of OENOLOGY 3500WT Industry Experience (Viticulture & Oenology) III.
	Students must complete Doctor of Veterinary Medicine extra mural studies (EMS) to the value of 23 weeks. This is broken into three components: a. 6 weeks of preparatory extra mural experience studies (EMS-1) b. 6 weeks of Level II EMS (EMS-2) c. 11 weeks of Level III EMS (EMS-3) which cannot begin until DVM Level II courses are successfully completed. Before beginning a period of extra mural experience, a student is required to ensure that it will be satisfactory to the Faculty by consulting the Extra Mural Coordinator, or nominee, concerned. Upon completion of each period of extra mural experience, a student is required to submit a statement of practical experience gained, certified by the employer for approval by the Extra Mural Coordinator, or nominee.
	Students must complete 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.

Academic Program Rule 2.1.5: Repeating Courses	
The final Academic Program Rule in every set of coursework Academic Program Rules refers to the limits on students making multiple attempts to pass by repeating courses and the standard wording is: (This clause is a subset of the Qualification requirements for the program.)	
	A student who has failed a course twice may not enrol in that course again except by special permission of the Faculty and then only under such conditions as the Faculty may prescribe.

10.7 Other sample Academic Program Rules that may be included

There are a number of other clauses that may be included as either part of the Qualification requirements or, in a number of very rare cases, as a newly numbered additional Academic Program Rule.

Combined / Double Degrees – Details re the second degree	
<p>In the case of Double and combined degrees – both degrees are included in the qualification requirements and then a separate Academic Program Rule is provided to summarise the requirements of the second degree. Examples include:</p>	
	<p><i>Qualification requirement</i> To qualify for the double degree of Bachelor of Engineering (Honours) (Civil and Environmental) / Bachelor of Mathematical and Computer Sciences, the student must complete satisfactorily a program of study consisting of the following requirements with a combined total of not less than 120 units, comprising:</p> <p>Courses to the value of 96 units from the Bachelor of Engineering (Honours) (Civil and Environmental);</p> <p>Courses to the value of 24 units from the Bachelor of Mathematical and Computer Sciences.</p> <p><i>Matching program requirements</i> Bachelor of Mathematical and Computer Sciences requirements Courses to the value of 24 units from the Bachelor of Mathematical and Computer Sciences, including a major in Computer Science.</p>
	<p><i>Qualification requirement</i> To qualify for the double degree of Bachelor of Engineering (Honours) (Civil and Environmental) / Bachelor of Science, the student must complete satisfactorily a program of study consisting of the following requirements with a combined total of not less than 120 units, comprising:</p> <p>Courses to the value of 81 units from the Bachelor of Engineering (Honours) (Civil and Environmental);</p> <p>Courses to the value of 39 units, including a major from the Bachelor of Science.</p> <p><i>Matching program requirements</i> Bachelor of Science Requirements Courses to the value of 39 units, including a major from the Bachelor of Science. Consult the Academic Program Rules for the degree of Bachelor of Science.</p>
	<p><i>Qualification requirement</i> To qualify for the combined degree of Bachelor of Engineering (Honours) (Civil and Environmental) / Bachelor of Arts, the student must complete satisfactorily a program of study consisting of the following requirements with a combined total of not less than 120 units, comprising:</p> <p>Courses to the value of 90 units from the Bachelor of Engineering (Honours) (Civil and Environmental);</p> <p>Courses to the value of 30 units, including a major from the Bachelor of Arts. The core course ARTS 1007 The Enquiring Mind: Arts of Engagement must be completed as part of the Bachelor of Arts requirements.</p>

	<p><i>Matching program requirements</i></p> <p>Bachelor of Arts Requirements</p> <p>Courses to the value of 30 units, including a major from the Bachelor of Arts. The core course ARTS 1007 The Enquiring Mind: Arts of Engagement must be completed as part of the Bachelor of Arts requirements. Consult the Academic Program Rules for the degree of Bachelor of Arts.</p>
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Requirements for a Major

The requirements for a major are included in the Qualification requirements and may be expressed in a variety of ways:

	<p>Students may complete a major in Corporate Finance with the addition of the following courses:</p> <p>Accounting</p> <p>CORPFIN 2500 Business Finance II 3</p> <p>Economics Courses</p> <p>ECON 1009 International Financial Institutions & Markets I 3</p> <p>ECON 2504 Intermediate Econometrics II 3</p> <p>Corporate Finance</p> <p>CORPFIN 2500 Business Finance II 3</p> <p>CORPFIN 2501 Financial Institutions Management II 3</p> <p>CORPFIN 2502 Business Valuation II 3</p> <p>CORPFIN 3500 Corporate Finance Theory III 3</p> <p>CORPFIN 3501 Portfolio Theory and Management III 3</p> <p>CORPFIN 3502 Options, Futures & Risk Management III 3</p> <p>CORPFIN 3503 Corporate Investment & Strategy III 3</p>
	<p>Students may complete a major in Management with the addition of the following courses:</p> <p>Management</p> <p>COMMGMT 2500 Organisational Behaviour II 3</p> <p>COMMGMT 2501 Management II 3</p> <p>COMMGMT 2502 Organisational Dynamics II 3</p> <p>COMMGMT 3506 Managing Conflict and Change III 3</p> <p>and</p> <p>Level III Management courses from Academic Program Rule 2.1.1 to the value of 12 units, or such courses as approved by the Head of School.</p>

Academic Program Rule 2.2: Credit Arrangements for Double Degrees

Listed after the Repeating courses clause (the only exception).
 The credit arrangements for students enrolled in double or concurrent awards are currently included in a separately numbered clause at the very end of the Academic Program Rules. Statements were included in the Academic Program Rules prior to the 2013 edition of the Calendar and have been largely superseded by the [Academic Credit Arrangements Policy](#).

	<p>Bachelor of Arts / Bachelor of Music</p> <p>Students who have passed courses in the Bachelor of Music degree at the University of Adelaide will be granted credit toward the Bachelor of Arts up to a maximum of 24 units.</p> <p>The double degree program takes five years of full-time study (or part-time equivalent). The requirement to complete a minor in the Bachelor of Arts is waived.</p>
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	<p>Bachelor of Laws Students who have passed courses in the degree of Bachelor of Laws at the University of Adelaide will be granted credit toward the Bachelor of Arts up to a maximum of 24 units. The requirement to complete a minor in the Bachelor of Arts is waived.</p> <p>Double Degrees Bachelor of Arts with Bachelor of Economics, Bachelor of Arts with Bachelor of Science, Bachelor of International Studies with Bachelor of Arts, Bachelor of Media with Bachelor of Arts. A student who undertakes any combination listed above may count a maximum of 24 units towards both degrees, satisfying the requirements for the two degrees with a minimum total of 96 units (or 4 years) of study. The requirement to complete a minor in the Humanities and Social Sciences program, where applicable, is waived.</p> <p>Concurrent Study Bachelor of Arts Bachelor of Commerce Bachelor of Computer Science Bachelor of Development Studies Bachelor of Economics Bachelor of Environmental Policy and Management Bachelor of Finance Bachelor of International Studies Bachelor of Mathematical and Computer Sciences Bachelor of Media Bachelor of Psychological Science Bachelor of Social Sciences A student who undertakes concurrently any two of the degrees listed above, may count a maximum of 24 units to both degrees, satisfying the requirements for the two degrees with a minimum total of 96 units (or 4 years) of study. The requirement to complete a minor in the Humanities and Social Sciences program, where applicable, is waived.</p>
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11. Honours Template

Honours includes Academic Program Rules 1, 2.1, 2.1.4 and 2.1.5 from the generic template.

The Qualification Requirements have been allocated sub-sections as follows:

- 2.1.1 Core Courses
- 2.1.2 Electives
- 2.1.3 Research Dissertation

The Honours programs are being progressively restructured so that they meet the requirements of the Report from the Honours Working Party (accepted at Academic Board meeting 06/2012) which will cause Honours programs to be unitised and to make explicit the research or research-equivalent content. All Honours programs are to be compliant by 1 January 2015.

No converted Honours programs have included an elective choice but a sample wording has been provided under Academic Program Rule 2.1.2.

Academic Program Rule 2.1.1: Core Courses	
<p>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 courses.</p>	<p>To qualify for the Honours degree in English a student shall satisfactorily complete the core courses and thesis:</p> <p>Core Courses ENGL 4001 Honours English Critical Thinking..... 6 ENGL 4002 Honours English Research Essay 6</p> <p>Research Dissertation Students must complete a thesis: ENGL 4003 Honours English Thesis..... 12 In the case of a part-time enrolment the following two courses must be completed in two consecutive semesters: ENGL 4004A Honours English Thesis Two Year Continuing and ENGL 4004B Honours English Thesis Two Year Final 12</p>

Academic Program Rule 2.1.2: Electives	
<p>Academic Program Rule 2.1.2 routinely provides a list of the elective courses that may be taken as part of the program.</p>	<p>Courses to the value of <X> units from the following: <SubjectArea CatalogueNo> <Course Name> <X></p>

Academic Program Rule 2.1.3: Research Dissertation	
<p>Academic Program Rule 2.1.3 provides the requirements for the research dissertation or equivalent which should be included in an Honours program. An extra statement, approved by PAEC, has also been added to address the cases where students are able to take Honours over two years.</p>	<p>Students must 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></p>
<p>In the case where there is a research equivalent (e.g. professional capstone project or</p>	<p>Major Recital Students must complete a major recital: <SubjectArea CatalogueNo> <Course Name> <X></p>

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. Examples include:	Composition Portfolio Students must complete a composition portfolio: <SubjectArea CatalogueNo> <Course Name> <X>
	Creative Portfolio Students must complete a creative portfolio: <SubjectArea CatalogueNo> <Course Name> <X>
	Major Project Students must complete a major project: <SubjectArea CatalogueNo> <Course Name> <X>

APPENDIX C

12. Editorial Standards

12.1 General standards

In line with approved University guidelines, text written for the Calendar 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 at <https://www.macquariedictionary.com.au/> (when accessed via a University network login).

12.2 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: '.

12.3 Headings and Course List headings

- All headings in the Academic Program Rules are capitalised except in the case of 'and', 'for', 'of', 'the'.
- Ensure that appropriate heading styles are used in course lists.
- 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. Advanced Level / Level III, Level II / Level III.
- Manually number headings, if required, in course lists (do not use automatic numbering) and always follow the number with a tab.

12.4 Abbreviations / Acronyms

- Prefer the use of full terms over abbreviations in text.
- Spell out names / terms on first use, within individual Academic Program Rules, and provide the acronym in brackets, then use the acronym consistently.
- Universally understood acronyms are excepted.

12.5 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 (" ").

12.6 Numbers

- Separate spans of numbers / Academic Program Rule numbers with an 'en' dash (no spacing on either side) - e.g. 6.7–6.8 (en dash = Alt + 0150 (on the numeric keypad)).

12.7 Lists and List numbering

- Manually number headings and lists (do not use automatic numbering), and always follow numbering with a tab.
- Use a hanging indent for items in all bulleted and numbered lists – use the template styles 'indent bullet' and 'indent bullet double' to set the hanging indent for first and second level lists in flowing text.
- Only add a full stop at the end of the final sub-clause in numbered lists.
- The Academic Program Rules are numbered with Arabic numbers, with the use of an ending period varying according to whether it is the first or a subsequent number e.g. 1., 2., 2.1, 2.1.1, 2.1.1.1.
- When numbering sub-clauses: use a, b, c etc. without brackets and with a period after each letter, e.g. 'a.' (see [Academic Program Rule 2.1](#) for examples).
- For the next level of sub-clauses use i, ii, iii etc. without brackets and with a period after each roman numeral, e.g. 'i.' (see [Academic Program Rule 2.1](#) for examples).
- For subsequent levels repeat the sequence e.g. Arabic, alpha, and then roman numbers.

Example of order of list types.

2. Qualifications Requirements

2.1 Academic Program

Students must complete:

- a. alpha
and
- b. alpha:
 - i. roman
 - or
 - ii. roman

12.8 Course Lists

- Ensure there is a 'sum of units' value provided in the preamble to course listings. Check that this matches the requirement for the 'duration' stated in the Overview.
- Ensure course lists use the joiners / separators 'and', 'or', 'one of', 'either', 'plus' etc. consistently. They are all lower case and set on a line of their own.
- Ensure all courses include SubjectArea and CatalogueNo (or XXXX for future courses).
- Ensure all courses have been given a unit value.
- Check to ensure that the 'sum' of unit values for courses matches the value provided in the preamble.
- Reserved and unreserved symbols are used to mark notes in course lists. In 2015 four of these symbols have been reserved for use with specific notes. See the following table for details.
- Do not double up symbols (e.g. **), use the next unreserved symbol from the list below.
- Include notes in the order in which they appear in the course list / text.
- Courses should, preferably, be listed in alpha-numerical order by SubjectArea and CatalogueNo.
- The word 'units' should always follow unit values in flowing text, but not in course lists.
- Lists of discipline areas should be in lower case in flowing text.

Reserved symbols and the wordings to which they apply	
@	available odd years
#	available even years
^	Engineering Communication ENG 3003 Engineering Communication EAL^3 ^Unless exempted by the Faculty, all international students are required to take this course and the Faculty will advise which course is to be replaced by ENG 3003 Engineering Communication EAL.
	COMMERCE 7041 Business Communication (M)^.....3 ^Unless exempted, all international students are required to take COMMERCE 7041 Business Communication (M).
† (Alt + 0134)	Used to indicate eligibility of course for an alternative (usually external) qualification: e.g. '† All 5 courses are required for eligibility to the CPA program'.
Unreserved symbols	
*	
+	
‡	double dagger (Alt + 0135)

If you are having difficulties with course list formatting contact the Miriam Collins, (Miriam.collins@adelaide.edu.au) for advice or assistance.

12.9 Tabs in Course List items

- Ensure that tabs in course list items are only used between course titles and unit values - the course list style will then apply the dotted leader line appropriately. Use single spaces only between the Subject Area, Catalogue No, and the course title. e.g.



12.10 Cross-referencing

- Check cross-referencing in Academic Program Rules to ensure it is actually required.
- Check cross-referencing in (and between) Academic Program Rules to ensure it is correct.
- When referencing specific Academic Program Rules always use 'Academic Program Rule(s)' in full, e.g. '...from the courses listed in Academic Program Rule x.'

12.11 Defined styles

There is a set of defined styles to be used in the Calendar. This set is included in the Academic Program Rules template. Refer to Appendix D for more information on managing these styles.

12.12 Terminology and usage

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

Terminology	Comments
<i>n</i> 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, except where there is a suffix to a Catalogue number, e.g. 4008A/B, or where it is a web address
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
Clause <i>x</i>	use 'Academic Program Rule <i>x</i> '
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
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
EX	Where courses are available both internally and externally – one course reference is provided in the list of courses with the Catalogue Number listed as follows: 2018/EX – meaning 2018 and 2018EX
excluding <i>x, y, z</i>	use ' <u>not including</u> '
extra mural	not extramural, nor extra-mural
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
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)
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
re-auditioning	hyphenate
re-enrol, re-enrolment	hyphenate
re-examination	hyphenate
re-submission	hyphenate
Rule x'	use 'Academic Program Rule x'
School(s)	not School/s
<i>Specifications for Thesis</i>	italicised
stream	use 'specialisation', especially in postgraduate coursework programs
student	use in VET, 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)

APPENDIX D

13. Using the Template pre-set styles

These styles are pre-set in the Academic Program Rules Templates.

13.1 Displaying the pre-set styles

To display the styles window you can open it by clicking on the launcher button  on the styles section of the Home ribbon, or by using the key combination Alt + Ctrl + Shift + S.

Column 1 in the illustration below shows the Academic Program Rules style set that should be in the file sent to you. It is preferred that only styles in this set are used for formatting Academic Program Rules in order to minimise changes when preparing the final version for publishing. Any additional styles that may be displayed in the styles window, such as in the column 2 and 3 examples, should be avoided. Likewise formatting plain text or 'normal' to look like one of the styles should be avoided, please use the template style instead.



Styles window showing the correct pre-set style set. The 'Normal' style is selected. The list includes: Clear All, [No Paragraph Style], Normal, Contents Header, Course List, Course List Bold, Course List Bold Italic, Heading 1, Heading 2, Heading 3, Indent bullet, Indent bullet double, Notes, Program Group Title, Program Name, Research body text, Subtitle, These rules statement, Title, TOC 1, TOC 2.

Styles window showing an incorrect style set. The 'Normal' style is selected. The list includes: Clear All, Course List, Course List Bold, Heading 2, Normal, These rules statement, No Spacing, Heading 1, Heading 3, Title, Subtitle, Subtle Emphasis, Emphasis, Intense Emphasis, Strong, Quote, Intense Quote, Subtle Reference, Intense Reference, Book Title, List Paragraph.

Styles window showing an incorrect style set. The 'Arial, 12 pt, Bold' style is selected. The list includes: Clear All, Arial, 12 pt, Bold, AU Body Copy - no Space Aft, Balloon Text, Body Text, Body Text 2, Body Text 3, Body Text Indent, Body Text Indent 2, Body Text Indent 3, Course List, FollowedHyperlink, Footer, Footnote Reference, Footnote Text, Header, Heading 1, Heading 2, Heading 3, Heading 4, Heading 5, Heading 6.

13.2 Applying the Academic Program Rules pre-set styles

The illustration below shows the preferred use of styles when formatting Academic Program Rules.

Program Title	—	Bachelor of Music (BMus)
These rules statement	—	These Program Rules should be read in conjunction with the University's policies (http://www.adelaide.edu.au/policies).
Heading 1	—	Overview
Normal	—	The Bachelor of Music provides the intensive professional training required for employment in the music industry. It seeks to provide a challenging and stimulating learning environment in which all students may achieve their full potential in their chosen specialisation. It aims to develop educated, flexible and imaginative graduates who possess the knowledge and skills
Normal, not bold	—	Condition of Admission
Normal, 'condition title' in italics	—	<i>Interruption of program:</i> Students must apply for permission from the Head of School before taking a Leave of Absence. Any extension of the leave without approval will result in the loss of place in the program but an application may be made to be re-admitted to the program subject to the admission procedures in place at the time. <i>Deferral not permitted:</i> Offers of admission may not be deferred.
Heading 1	—	1. Academic Program Rules for Bachelor of Music
		There shall be a Bachelor of Music with majors in Classical Performance, Composition, Jazz Performance, Musicology, Music Education, Performance & Pedagogy, Popular Music & Creative Technologies, and Sonic Arts.
Heading 1	—	2. Qualification Requirements
Heading 2	—	2.1 Academic Program
		To qualify for the degree of Bachelor of Music, the student must complete satisfactorily a program of study with a combined total of not less than 72 units, consisting of the following Core courses (Academic Program Rule 2.1.1) and Elective courses (Academic Program Rule 2.1.2): At least 18 units will be taken at Level III.
Heading 2	—	2.1.1 Core Courses
Heading 3	—	2.1.1.1 Classical Performance
Course List Bold	—	Level I
Course List	—	ARTS 1007 The Enquiring Mind: Arts of Engagement 3 MUSUPST 1000A/B Aural Development Studies 1 Part 1 & 2 3 MUSUPST 1110 Foundations of Music Theory 2 MUSONIC 2010 Computer Music Composition@ 3
put joiner words on separate line	—	MUSONIC 2720 Sound Design for Games@ 3 or MUSONIC 2820 Sound Design for Film# 3 or MUSONIC 2410 Interaction Design and the Sonic Arts# 3 @ available odd years # available even years
reserved symbol 'notes'	—	2.1.2 Electives
Heading 2	—	2.1.2.1 Classical Performance
Heading 3	—	Courses to the value of 12 units from the following:
Course List Bold	—	Level II
Course List Bold Italic	—	<i>Classical Performance</i> Music elective courses to the value of 6 units from Academic Program Rule 2.1.2.9.
use Indent bullet; then add numbering	—	Students must complete:
use Indent bullet; and 'tab' to indent joiner words	—	a. not more than 24 units at Level I b. Core courses to the value of 21 units listed in Academic Program Rule 2.1.1, including ARTS 1007 The Enquiring Mind: Arts of Engagement and c. Development Studies Closed elective courses to the value of 18 units as listed in Academic Program Rule 2.1.2

13.3 Working with the style set

There are many variables to consider in managing styles in *Microsoft Word* so if you are unfamiliar with using styles it is recommended that you copy and paste all content as 'plain text' to avoid introducing unnecessary styles.

When pasting content into the master document from other sources always 'right-click' where you want to insert the text and choose either

'Merge Formatting'  or 'Keep Text Only'  from the 'Paste Options:'.

NB Do not copy styles from this document (the Calendar Guide), as they are not compatible with the pre-set Academic Program Rules Templates styles.

If you would like any help with style based formatting please contact Miriam Collins, (miriam.collins@adelaide.edu.au) for advice or assistance.