



THE UNIVERSITY  
*of* ADELAIDE

# Calendar Guide 2024

A guide to the Academic Program Rules (APR) template

**make  
history.**

Academic program rules are required to be published in the [University of Adelaide Calendar](#) for all higher degree and coursework award programs, as well as non-award Professional Certificates.

### **What are Academic Program Rules (APRs)?**

APRs are the formally approved Program requirements that candidates or students must follow to successfully progress through and graduate from a program.

APRs specify a program's AQF level, duration, unit values, core and elective courses and any research, work based learning or extra mural activities.

The [Coursework Academic Programs Policy \(CAPP\)](#) sets out the requirements and structure for coursework programs including what needs to be specified in APRs.

### **What is the University Calendar?**

The University Calendar is a comprehensive handbook of the University's APRs.

Coursework programs can only be added or removed to the University Calendar when a program's introduction or inactivation has been approved through the [Program Development and Approval Process](#). This is the case for HDR programs where introductions or inactivations have been recommended by [Research Education and Development Committee](#) (REDC) and ultimately approved by the Vice-Chancellor and President.

### **Academic Program Rules template**

An [APR template](#) is available as part of the University's [Program Development and Approval process](#).

This guide is intended as a supplementary resource to assist areas in developing APRs. It provides contextual information and examples on how the APRs should be written.

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## List of acronyms used

Acronym	Meaning
AQF	Australian Qualification Framework
APEAC	Academic Program Entry and Approval Committee
APR	Academic Program Rules
CAPP	Coursework Academic Programs Policy
ESOS	Education Services for Overseas Students National Code
HDR	Higher Degree by Research

## Guidelines to the APR template

### Program name

Must be listed in full without ampersands.

### Program post-nominals

Education Quality will assist areas in developing post-nominals that align with the [approved abbreviations](#).

### Policies statement

All APRs are required to have a policies statement.

The following statements are automatically generated through the Calendar system:

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#### ***For all coursework programs:***

These Program Rules should be read in conjunction with the University's policies at <https://www.adelaide.edu.au/policies>

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#### ***For all HDR programs:***

These Program Rules should be read in conjunction with the University's policies at <https://www.adelaide.edu.au/policies> and the Research Student Handbook at <https://www.adelaide.edu.au/graduate-research/current-students/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.

### Availability of program/major/specialisation

Availability of program/major/specialisation statements can only be added to APRs once suspensions are approved.

Faculties who wish to suspend a major, specialisation and/or program to prevent offers being made to students for one or more intakes must complete the [Program Suspension Process](#).

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#### ***The acceptable statements are:***

Note: This program will not be offered in <year>.

Note: There will be no intake into the <xxxxx> major in <year>.

Note: There will be no intake into the <xxxxx> specialisation in <year>.

Note: This program is no longer open for enrolments to commencing students from <effective date>.

### 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 must conclude with one of the following statements:

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#### ***All coursework programs (other than Professional Certificates) – two options:***

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

The <program name in full> is an AQF Level <x> qualification with a standard full-time duration of <x> years, but is only offered part-time for a duration of <x> years.

**Note:** *Programs with online teaching periods will need to specify both a standard full-time duration and part-time duration based on 24 units in a Calendar year, e.g.*

*The Graduate Certificate in Business Administration is an AQF Level 8 qualification with a standard full-time duration of 0.5 years, but is only offered part-time for a duration of 0.7 years.*

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#### ***Professional Certificates:***

The <program name in full> is non-AQF program. This program has a standard full-time duration of 0.25 years however can only be taken part-time for a duration of 0.5 years.

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**Note:** *The standard durations for programs are set out at Table 1 of the [CAPP](#).*

## Conditions

### Conditions – Maximum Program Duration

All APRs are required to include a condition of program maximum duration statement:

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#### ***The acceptable statement is:***

Program Maximum Duration: As specified in Table 1 of the [Coursework Academic Programs Policy](#), this program must be completed within a Maximum Duration which includes any periods of non-enrolment, leave of absence or approved study at other institutions for credit towards a Program.

### Conditions – other examples

Below are examples of conditions which could apply to APR.

Some conditions may require approval through the Program Development and Approval Process (see [APEAC Major Revisions Categories](#)).

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#### ***Conditions of admission and/or enrolment examples***

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 either 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.
Immunisation	Prior to clinical placement, students will need to provide evidence of immunisation status. Students are required to have the appropriate level of immunisation required by the <a href="#">Addressing vaccine preventable disease: occupational assessment, screening and vaccination policy directive</a> for tuberculosis (TB) screening and criminal history

clearances (CHC), Prescribed Communicable Infections (PCI) screening, including recommendations for COVID-19 vaccines.

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 diseases as recommended by the Immunisation for Health Care Workers and Quarantine Workers Policy in South Australia. 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 requirements	Students are required to acknowledge their understanding of the University of Adelaide <name of program in full> program inherent requirements - see <web address>
Interruption of program	Students must apply for permission from <the Faculty/the Executive Dean (or delegate)/the Program Director> 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.

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.

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.
Rural placements	Rural Placements: Enrolment in the University of Adelaide's Bachelor of Medical Studies and Doctor of Medicine 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.

### **Condition of admission examples**

Q Fever Vaccinations	Q Fever Vaccinations: Students in the <name of program> are required to be vaccinated against Q Fever (unless initial skin test indicates pre-existing immunity).
Student and Professional Registration	Students must be registered or eligible for registration as a <profession> in South Australia. Students accepted into the program are required to be registered with the relevant regulatory authority.

### **Condition of enrolment examples**

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 which 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.
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### **Conditions of continuing enrolment examples**

Minimum GPA	Minimum GPA: A student must maintain a minimum cumulative GPA of 4.0 or greater. A student must complete 24 units of the coursework with a GPA of equal to or greater than 6.0 before commencing the research project.
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 before being authorised to enrol in the course in question.
Literacy and Numeracy Test for	LANTITE: progression into the fourth year of the program is subject to the successful completion of

Initial Teacher Education (LANTITE). | both the literacy and numeracy components of the Literacy and Numeracy Test for Initial Teacher Education (LANTITE).

## Qualification Requirements

All APRs are required to have a qualification requirements statement, which contain two parts, a standard heading and statement followed by text listing the requirements for completion of an award.

The following heading and statement are generated automatically through the Calendar system:

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### ***Automated heading and statement***

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Academic Program Rules for <Name of Program>

There shall be a <Name of Program>

The following section is compulsory and must be entered manually into the system.

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### ***Program requirements***

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To qualify for the <Diploma, Bachelor, Professional Certificate, Graduate Certificate, Graduate Diploma, Master> of <program name in full>, the student must complete satisfactorily a program of study consisting of the following requirements with a combined total of not less than <xx> 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
- Capstone 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>
- <major> to the value of <x> units
- <minor> to the value of <x> units
- <specialisation> to the value of <x> units
- A research dissertation <or substitute research equivalent> to the value of <x> units

- Work-based learning / 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>

- Specialisations may be chosen from:

<list each specialisation>

Note: a numbered list must be used, not dot points or dash points.



## Coursework APR - Course lists

Course lists are used to specify which courses can be counted towards the requirements of the award. Courses will need to be created in PeopleSoft and available in Course Catalogue in order to display in the APRs. Non-award courses will not be available for selection in Calendar.

### Compulsory courses

The following wording must be used where courses are compulsory (e.g., core courses, research), followed by the list of applicable courses:

#### **Core course rule statement**

All of the following courses must be completed:  
 <SubjectArea CatalogueNo> <Course Name> <x>  
 <SubjectArea CatalogueNo> <Course Name> <x>

### Capstone courses

Capstone course(s) must have its own separate listing, as shown below.

#### **Capstone rule statement**

All of the following courses must be completed:  
  
 Capstone(s)  
 <SubjectArea CatalogueNo> <Course Name> <x>

### Lists prescribing limited course choice

When there is limited choice of core or elective courses, one of the following rule statements can be used:

<b>Rule statement</b>	<b>Meaning</b>
Courses to the value of <x> units from the following	Students must complete courses from a list of specified courses totalling the required stated unit count.

Courses to the value of up to <x> units may be taken from the following

This statement indicates the maximum total unit count that could be met from a list of specified courses.

Courses to the value of at least <x> units from the following

This statement indicates the minimum total unit count that must be met by the student from a list of specified courses.

### Connectors

Connectors 'and' as well as 'or' can be used to link course lists, for example:

<b>Rule statement</b>	<b>Meaning</b>
All of the following courses must be completed: <SubjectArea CatalogueNo> <Course Name> <x>	Students would need to complete all course(s) in this list.
and <SubjectArea CatalogueNo> <Course Name> <x>	The use of 'and' indicates there are additional compulsory course(s) to complete.
or <SubjectArea CatalogueNo> <Course Name> <x>	However, the addition of 'or' indicates that students can choose between course(s) listed under 'and' or course(s) listed under 'or'.

### Electives

The standard rule statement for closed electives is:

#### **Closed electives rule statement**

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

The standard phrasing for open electives may include:

#### **Open electives rule statements**

Unrestricted open electives	Electives may be chosen from any other <undergraduate/postgraduate> courses offered by the University that are available to the student.
Open electives, with Program Director approval	Electives may be chosen from any other <undergraduate/postgraduate coursework> courses offered by the University that are available to the student, with the approval of the Program Director.
Cross-references within a single program	In choosing Elective courses, students can choose Economics courses not already completed for the Bachelor of Economics Core courses.
References to other APR	Courses to the value of up to <x> units may be taken from the following: Courses listed in the Academic Program Rules for the degree of Bachelor of Arts.  All Level II Mathematical courses, in the disciplines of Applied Mathematics and Statistics as listed in the Bachelor of Mathematical and Computer Sciences

The following statement can be used to exclude courses from being counted towards electives:

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***Courses not permitted rule statement***

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Courses Not Permitted

The following courses cannot be presented as electives:

<SubjectArea CatalogueNo> <Course Name> <x>

Internship courses may also be included as electives:

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***Internship(s) rule statement***

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Subject to approval, students may be eligible to undertake the following electives:

<SubjectArea CatalogueNo> <Course Name> <x>, e.g.

PROF 7500 Industry Placement 3

The following statements can be used for Broadening Experiences (applicable only to undergraduate programs):

Broadening Experience	Courses to the value of <x> units from the following: Broadening electives from outside the major area of study.
	Students must complete Broadening electives to the value of <x> units taken outside the <subject code, e.g. PSYCHOL> subject area and from any level.
	Broadening Electives Students must choose courses outside the following subject areas: <subject area(s)>
	Broadening Experience Broadening electives to the value of <x> units and a Broadening experience delivered through <xx>.

**Research courses**

The following statements can be used to describe research requirements:

Research	To satisfy the requirements for Research students must complete courses to the value of <x> units.  All of the following courses must be completed: <SubjectArea CatalogueNo> <Course Name> <x>
Capstone Project	To satisfy the requirements for Capstone Project students must complete courses to the value of <x> units.  All of the following courses must be completed: <SubjectArea CatalogueNo> <Course Name> <x>

## Work Based Learning / Extra Mural Studies

The following statements can be used to describe work based learning / extra mural studies requirements:

Placement based on duration	<p>Students must complete a 12 week work placement.</p> <hr/> <p>To satisfy the requirements for Work Based Learning/Extra Mural Studies students must adhere to the following:</p> <p>Students must complete at least 200 hours of work experience including satisfactorily completing all associated assessment items.</p>
Placement undertaken as specified course(s)	<p>A total of 8 weeks of approved engineering work placement is required. Students will need to enrol into &lt;SubjectArea CatalogueNo&gt; (0 units) course to complete this requirement.</p> <p><i>[Note: this example is listed under Qualification Requirements]</i></p> <p>To satisfy the requirements for Work Based Learning/Extra Mural Studies students must complete courses to the value of 6 units.</p> <p>All of the following courses must be completed: &lt;SubjectArea CatalogueNo&gt; &lt;Course Name&gt; &lt;x&gt;</p>
Work based learning embedded within core courses	<p>Students must participate in clinical placement experience as part of &lt;SubjectArea CatalogueNo&gt; &lt;Course Name&gt; and &lt;SubjectArea CatalogueNo&gt; &lt;Course Name&gt;</p> <hr/> <p>Students must complete industry experience to the value of &lt;x&gt; weeks full-time (approximately &lt;x&gt; hours) in &lt;discipline or area&gt; as part of &lt;SubjectArea CatalogueNo&gt; &lt;Course Name&gt;.</p>

## Program Learning Outcomes

The Program Learning Outcomes approved by APEAC are uploaded into the University's PeopleSoft system allowing them to display automatically in the APRs published on University Calendar.

## Editorial standards

### General

In line with the [University's Writing Style Guide](#), language used in the Calendar should reflect Australian standard style and spelling.

The expression of language needs to be consistent across all APRs.

### Second-person vs. third-person

As the University Calendar is intended for a broad audience, the **third-person narrative is most appropriate**, e.g. Students must be able to demonstrate a successful National Criminal History Record Check.

### Punctuation, spacing and hyphenation

Please ensure that:

- all sentences end with a full stop
- number of weeks and units are cited without a hyphen, e.g. 6 weeks not 6-weeks, 3 units not 3-units
- a colon is used at the end of phrases preceding lists of courses, where appropriate e.g. '...from the following: '
- avoid punctuation in bulleted or numbered lists. A full stop should only be used at the end (or last item) of the list.

### Headings

Please ensure that:

- all headings 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.

### Acronyms

Always spell out an acronym in the first instance followed by the acronym in parentheses (brackets). Write the acronym from that point on.

### Quotes

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

### Course lists

Please ensure that:

- a 'sum of units' value is included in the Qualification Requirements and in each course list.
- check the 'sum of units' values across course lists matches the total unit value for the program (Program Minimum Units).
- separators 'and' as well as 'or' are used consistently:
  - 'and' indicates there are additional courses to complete
  - 'or' indicates there is a choice between course lists

APRs submitted to APEAC must include course lists with:

- Subject Area and Catalogue Number. A temporary Catalogue Number 'xxxx' can be used where a course needs to be created
- Course unit value
- Preferably be listed in alpha-numerical order by Subject Area and Catalogue Number.

### Capitalising University terms

Degrees and non-degree programs should always be capitalised when used in full e.g. Bachelor of Arts.

Discipline areas should be capitalised where included in a list of majors, minors or specialisations under Qualification Requirements or as a heading. Elsewhere, discipline areas should be in lower case.

Always use 'Academic Program Rules' in full, e.g. '...from the Elective courses listed in Academic Program Rules for the Bachelor of Economics.'

## Terminology and usage

The accepted usage of common terms in the Calendar are detailed below:

<b>Terminology</b>	<b>Comments</b>
and / or	use forward slash
based	no hyphen e.g. skill based
Broadening elective	capital B, lowercase e, except in a heading
Capstone Experience	capitalised
Closed electives	capital C, lowercase e, except in a heading
cooperation	no hyphen
coordinator	no hyphen
Core courses	capitalised C, lower c, except in a heading
cross-institutional	hyphen
coursework	one word, not two
discipline(s)	not discipline/s
duration	Provided as a number in hours and years e.g. 0.5, 1.0, 2.5
e.g.	place full stops in abbreviations
excluding x, y, z	use 'not including'
extra mural	not extramural or extra-mural
face-to-face	hyphenate
fractions	cite as words with no hyphens, not fractions e.g. one third
GPA	quote as decimalised number e.g. 5.0
health care	two words, not one

his / her	use 'their'
i.e.	place full stops in abbreviations
in-depth	hyphenate
industry-based	hyphenate
inherent requirements	lowercase, except where used as the first word of a sentence
Level	capitalise when referring to the year Level of a program or course. Roman numeral to be used e.g. Level I
Major / major	capitalised in headings, lowercase in text. Use only in Bachelor and embedded Honours
mid year	no hyphen
Minor / minor	capitalised in headings, lowercase in text
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
period(s)	not period/s
placement	lowercase, except where used as the first word of a sentence
professionally recognised or professionally accredited	no hyphen
program	not programme
Program Director	capitalised, not Program Coordinator
re-audition	hyphenate

re-enrol, re-enrolment	hyphenate
re-examination	hyphenate
re-submission	hyphenate
School(s)	not School/s
Specialisation / specialisation	Use in Honours or Postgraduate coursework programs
subject(s)	use course(s), except where appropriate, e.g. 'subject matter of the course'
University	capitalise if referring to the University of Adelaide, otherwise lowercase