

TRANSITIONAL ARRANGEMENTS: Faculty Rules

The information provided below is intended to assist UNSW@ADFA students who commenced their UNSW@ADFA Undergraduate Degree prior to 2010.

Students should consult with their School Undergraduate/CDF Coordinator or Student Administrative Services if they have any concerns regarding their progression through their degree.

Pre 2010 FACULTY REGULATIONS FOR UNDERGRADUATE STUDENTS

These regulations apply to all undergraduate degrees and are to be used in conjunction with Academic Rules and Program Information, which appear in the following section. All rules apply to each student who entered an undergraduate program in 2009 or before. The rules remain applicable until the student exits their program, either by discontinuation or graduation. Students who enter a program in another year should consult the rules and regulations for that year.

1. Meeting degree requirements

- 1.1 To be eligible to graduate, a student must comply with the Faculty Regulations for Undergraduate Students and specific program rules.
- 1.2 Every student must complete courses as part of their degree. The requirements of a course will be outlined by its course convenor.
- 1.3 A student will be prevented from enrolling in a course if they have not met the prerequisites specified.
- 1.4 A student will be prevented from enrolling in a course if they have not met the co-requisites specified.
- 1.5 Students are required to complete the prescribed amount of first-year courses, or be granted the equivalent credit from a recognised tertiary institution, before enrolling in Level II or Upper-Level courses.
- 1.6 While all degree rules indicate that no more than 48 UoC are to be taken at Level I, this does not include any Level I courses taken as General Education Substitute Courses.
- 1.7 Students are required to complete the prescribed amount of Level II courses, or be granted the equivalent credit from a recognised tertiary institution, before enrolling in Level III courses.
- 1.8 Each course completed or granted as credit towards a program may be counted towards only one major/minor in that program.



2. Multiple enrolment

- 2.1 No student will be admitted into a UNSW program without the approval of the relevant Head of School if they are already enrolled in another program of study at any tertiary institution.

3. Study required per UoC

- 3.1 25-30 hours of work, including face-to-face teaching sessions and private study time, is expected for 1 UoC per session (e.g. 150-180 hours of study is expected for a 6UoC course).

4. Directed Studies courses

- 4.1 All undergraduate students must complete the Directed Studies courses ZBUS2801 Leadership and Management (**now ZGEN2801 Strategy, Leadership and Management**) (6UoC) and ZHSS2002 Introduction to Strategic Studies (**now ZGEN2222 Introduction to Strategic Studies**) (6UoC) except in the following circumstances:
- 4.2 Students enrolled in the BTech (Aero) or BTech (Aviation) are exempt from the Directed Studies requirement.
- 4.3 Students enrolled in the Bachelor of Engineering are exempt from ZBUS2801 Leadership and Management (**now ZGEN2801 Strategy, Leadership and Management**) (by virtue of meeting the Leadership and Management requirement through equivalent work in the engineering schools).
- 4.4 Students enrolled in the Bachelor of Business are exempt from ZBUS2801 Leadership and Management (**now ZGEN2801 Strategy, Leadership and Management**).
- 4.5 ZHSS2002 Introduction to Strategic Studies (**now ZGEN2222 Introduction to Strategic Studies**) may be taken as part of a major or minor in History or Politics. Students who choose this option must complete an additional 6UoC Upper-Level course to make up the 144 UoC required for their Bachelor of Arts or Bachelor of Science degree.
- 4.6 Students are exempt from ZBUS2801 Leadership and Management if they complete both ZBUS1101 Organisational Behaviour and ZBUS2302 Leadership. Students who choose this option must complete an additional 6UoC Upper-Level course to make up the 144 units of credit required for their Bachelor of Arts or Bachelor of Science degree.
- 4.7 Any student who has completed ZBUS1101 Organisational Behaviour but not ZBUS2302 Leadership is required to take ZBUS2802 Leadership and Management (Leadership) but is exempt from enrolling in ZBUS2801 Leadership and Management and ZBUS2803 Leadership and Management (Management). Students who choose this option must complete an additional 3UoC Upper-Level course to make up the 144 units of credit required for their Bachelor of Arts or Bachelor of Science degree.

4.8 Students studying the Chief of Defence Force Student (CDFS) programs may be exempt from studying one or both Directed Studies courses. Students within CDFS programs should refer to their program rules for Directed Studies requirements.

5. General Education requirement

5.1 Most undergraduate students must include 12UoC of General Education courses in their program. These courses cannot be counted towards a major or minor in generalised degrees or core components of structured degrees, i.e. so called main stream courses.

5.2 BA and BSc students undertaking Option 3 in their degree structure –or students enrolled in a combined degree are exempt from the General Education requirement.

5.3 The General Education requirement can be met from either specially designated ZGEN-coded courses; or mainstream courses called General Education Substitute courses, described below; or a combination of ZGEN courses and General Education Substitution courses.

5.4 General Education Substitute courses must not have a prerequisite nor clash with other timetabled courses.

5.5 General Education Substitute Courses:

5.5.1 BA, BBus and BSc degree students may take as a General Education Substitute course a 6UoC mainstream course from a discipline in any group listed in the *General Education Schedule*- which does NOT include a discipline in which they have undertaken a 6UoC mainstream Level I course.

5.5.2 All BE and the BTech (Aero Eng) degree students may take as a General Education Substitute course a 6 UoC mainstream course from the disciplines listed in the *General Education Schedule* from Groups 3-6 inclusive.

5.5.3 BTech (Aviation) degree students may take as a General Education Substitute course a 6 UoC mainstream course from the disciplines listed in the *General Education Schedule* from Groups 2-6 inclusive.

5.5.4 Chief of Defence Force Students Programs. The rules applying to General Education Substitute courses for students enrolled in CDFS Program degrees are the same as those for the standard degree program in the same discipline area.

6. Limit of Pass Conceded (PC)

6.1 A student cannot be awarded more than 18UoC for PCs.

7. Limit on enrolment each semester

7.1 In any semester, a student cannot enrol in more than 27UoC without the approval of the Registrar's Nominee (Manager, Student Administrative Services).

8. Credit Cancellation Period

- 8.1 No units of credit shall count towards any award at undergraduate level if ten or more years have elapsed since a candidate accumulated the units of credit.

9. Credit for previous study

- 9.1 Credit may be granted on the basis of previous studies at a recognised tertiary institution provided a Credit for Previous Study form is submitted and approved within the credit cancellation period.
- 9.2 If a student believes their previous studies and/or work experience have given them the knowledge and skills taught within a core course, but they have not completed suitable studies at a recognised tertiary institution, they may seek approval from the relevant School Undergraduate Coordinator to substitute for this course another one outside their degree rules.

10. Variation of program or course requirements

- 10.1 Upon sufficient cause being shown, the Presiding Member, Academic Board may, in special cases, vary the requirements of the degree rules provided that any proposed variation shall be initiated by a recommendation from the relevant Head of School and the Registrar's Nominee.