



*Federation University Australia Act 2010 (Vic)*

# **Federation University Australia (Academic) Regulations 2022**

Last amended: 13 November 2024

FEDERATION UNIVERSITY AUSTRALIA

*Federation University Australia Act 2010*

## **Federation University Australia (Academic) Regulations 2022**

Dated: 16 August 2022

The Council makes the following Regulations:



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## Part 1 – Preliminary

### 1. Objectives

The objectives of these Regulations are-

- (a) in accordance with the Act and the Statute, to assure the quality of academic and vocational and training courses;
- (b) to provide for the membership of the Academic Board;
- (c) to provide for the establishment of working parties of the Academic Board and its committees;
- (d) to ensure that the Academic Board has suitable executive and administrative support;
- (e) to establish the Academic Board Steering Committee, the Curriculum Committee, the Learning and Teaching Quality Committee and the Research Committee and to provide for their membership, functions and powers;
- (f) to facilitate processes in which overarching academic, research and education and training scrutiny informs decisions about approval of award courses;
- (g) to make other provision relating to academic issues.

### 2. Authorising provision

These Regulations are made under section 28 of the Federation University Act 2010 and section 53 of the Federation University Australia Statute 2021.

### 3. Commencement

These Regulations came into operation on 1 October 2022.

### 4. Definitions

In these Regulations—

<b><i>academic</i></b>	means higher education and training and vocational education and training, and includes research, education and training
<b><i>AQF</i></b>	means the Australian Qualifications Framework
<b><i>ASQA</i></b>	means the Australian Skills Quality Authority
<b><i>Act</i></b>	means the Federation University Australia Act 2010 (Vic.)
<b><i>award</i></b>	means a degree, diploma, certificate, licence or other award in any discipline which is specified in the AQF as a standard for Australian education qualifications
<b><i>Council</i></b>	means the Council of Federation University Australia
<b><i>unit</i></b>	means a component of a course of study leading to an award;
<b><i>Division</i></b>	means the TAFE Division
<b><i>HDR</i></b>	means Higher Degree by Research
<b><i>Institute</i></b>	means an academic institute of the University
<b><i>course</i></b>	means a course of study leading to an award under the AQF
<b><i>course specification</i></b>	means a document setting out the design and content of a course made in accordance with University policies and procedures;  <b>Note:</b> Regulation 12 provides that the University must establish policies and procedures for the establishment of courses. These policies and procedures must provide for the making of course specifications.
<b><i>Research Centre</i></b>	means a centre of research specialisation(s) at the University
<b><i>Secretary</i></b>	means the Secretary to the Academic Board;

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<b><i>School</i></b>	means the Graduate Research School and any other school constituted after the commencement of these regulations
<b><i>Statute</i></b>	means the Federation University Australia Statute 2021
<b><i>TAFE</i></b>	means Technical and Further Education
<b><i>TAFE Division</i></b>	means the TAFE Division of the University
<b><i>TEQSA</i></b>	means the Tertiary Education Quality and Standards Agency
<b><i>University</i></b>	means Federation University Australia
<b><i>VET</i></b>	means Vocational Education and Training
<b><i>VRQA</i></b>	means Victorian Registration and Qualifications Agency

### 5. Powers and functions conferred on the University

A power or function conferred by these Regulations on the University may be exercised by—

- (a) the Council;
- (b) the Vice-Chancellor; or
- (c) a person or body to whom the power has been delegated by the Council or the Vice-Chancellor.

## **Part 2 – Academic Governance**

### **Division 1 — The Academic Board**

#### **6. Objective and functions of the Academic Board**

- (1) The objective of the Academic Board is to establish and maintain academic leadership at an institutional level.
- (2) The functions of the Academic Board are prescribed in the Federation University Australia Statute 2021 (Part 5, Division 1 (20)).

#### **7. Academic Board Charter**

- (1) The Academic Board is required to have a Charter that clearly defines its objectives and functions, the responsibilities of its members and provides details of the Board's membership and operations.
- (2) The Charter for the Academic Board has effect according to its terms.
- (3) The Charter must be reviewed by the Academic Board at least every two years and submitted to Council as its overarching governance authority for approval.

#### **8. Secretary to the Academic Board and committees**

- (1) The University must appoint a person to be Secretary to the Academic Board and its committees.
- (2) The function of the Secretary is to provide high-level governance and administrative support to the Academic Board and its committees.

#### **9. Membership categories**

- (1) The Academic Board consists of elected members and ex officio members, as set out in the Academic Board Charter.
- (2) In addition, established committees of the Academic Board may include co-opted members appointed in consultation with the Academic Board Chair to contribute subject matter expert advice as required.

#### **10. Reporting to Council**

- (1) The Academic Board reports to the Council after each meeting held on the performance of its functions and the achievement of its objectives.

## Division 2 — Academic Board committees

### 11. Academic Board Standing Committees

- (1) The following standing committees of the Academic Board are established—
  - (a) the Academic Board Steering Committee
  - (b) the Curriculum Committee
  - (c) the Learning and Teaching Quality Committee
  - (d) the Research Committee.
- (2) Each standing Committee as listed in 11.(1) is required to have a Charter that clearly defines its objectives and functions, the responsibilities of its members and provides details of its membership and operations.
- (3) Each Charter must be reviewed by the Committee at least every two years and submitted to the Academic Board as its overarching governance authority for approval.
- (4) Each standing committee must report to the Academic Board after each of its meeting on the performance of its functions, including the minutes of its meetings.
- (5) The Charters have effect according to their terms.

### 12. Working parties

- (1) The Academic Board may establish working parties to assist it in the performance of its functions.
- (2) A working party, subject to University legislation—
  - (a) may co-opt members;
  - (b) may determine its own procedure; and
  - (c) must report to the Academic Board on the performance of its functions.

## Part 3 - Establishment and Review of Courses and Units

### 13. Procedures for establishment of courses

- (1) The University must establish policies and procedures for the establishment of courses.
- (2) The policies and procedures must—
  - (a) provide for the making of course specifications;
  - (b) set out processes for approval for the delivery of courses; and
  - (c) provide for oversight of course approval by peak institutional academic governance processes.

### 14. Review of courses and units

- (1) The University must review established courses and units to be completed within the prescribed TEQSA review timeframes and in accordance with University procedure.
- (2) A review must—
  - (a) be comprehensive;
  - (b) include external referencing or other benchmarking activities; and
  - (c) provide opportunity for students and other stakeholders to provide feedback.
- (3) The review outcome must be submitted to the Academic Board for its consideration.
- (4) Comprehensive course and unit reviews will be supported by established processes for interim and regular monitoring of unit and course quality.

### 15. Assessment descriptions and grade descriptors

If a course specification does not include assessment descriptions and grade descriptors for a course or unit, the assessment descriptions and grade descriptors specified in Schedule 1 to these Regulations apply to that course or unit.

**Note:** Regulation 31(2) of the Federation University (Students) Regulations 2022 provides that assessment must be administered in accordance with the applicable course specifications.

### 16. Register of courses and units

- (1) The University must establish and maintain a register of courses and units.<sup>1</sup>
- (2) The register may be in electronic form.
- (3) The register must be available for download and public inspection.

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<sup>1</sup> **Note:** A complete and public listing of the University's courses is available on the University's website  
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## Part 4 - Academic Dress

### 17. Academic dress code

- (1) The University must make an Academic Dress Code setting out the dress to be worn by University staff or students—
  - (a) at a public ceremony of the University or another university or institution at which the person is representing the University; or
  - (b) on other appropriate occasions.
- (2) The Academic Dress Code must set out—
  - (a) colours of disciplines;
  - (b) academic dress of the Chancellor, Deputy-Chancellors, the Vice-Chancellor, members of the Council; and
  - (c) academic dress for graduates.
- (3) The University must ensure that the Academic Dress Code is available for viewing and download from its website.

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## Part 5 - Miscellaneous

### 18. Transitional provisions

- (1) In this regulation **commencement date** means the day these Regulations come into operation.
- (2) University guidelines, codes, charters, policies and procedures which are in force immediately before the commencement date, to the extent that they are not inconsistent with these Regulations or other University legislation—
  - (a) continue in operation; and
  - (b) may be amended or revoked by the person or body which made them or by the University,
- (3) During the period between the making of these Regulations and the commencement date, elections must be conducted for the purposes of these Regulations, to take effect on the commencement date.

### 19. Revocation of Regulations

The following Regulations are revoked—

- (a) Regulation 2.2.2 — Academic Board;
- (b) Regulation 4.1 — Academic Dress;
- (c) Regulation 5.1 — The Doctoral Degree (Research), The Doctoral Degree (Professional) and the Master Degree (Research) and the Schedules to those Regulations;
- (d) Regulation 5.1.2 — Honours and Distinction; and
- (e) Regulation 5.1.3 — Courses.

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## LEGISLATIVE HISTORY

These Regulations were made by the Council on 16 August 2022.

### Amendments:

Amendment	Date of amendment
1	9 January 2023
2	17 April 2023
3	25 May 2023
4	19 February 2024
5	13 November 2024

## Schedule 1 Assessment Descriptions and Grade Descriptions

The assessment descriptions and grade descriptions for higher education courses and units (if they are not included in the course specification) are set out in tables A – E below.

### A. Codes for Honours Degrees

Code	Grade	Description	Percentages
H1	First Class Honours	The student's work demonstrated sophisticated understanding and critical synthesis of the field of knowledge and/or an originality or insight; and/or sophisticated understanding of methodology which permits the work to make a useful contribution to knowledge and discourse in its field.	80-100
H2A	Second Class Honours, Upper	The student's work demonstrated substantial understanding and critical synthesis of knowledge and/or methodology; and/or makes a useful application of knowledge and discourse in its field.	70-79
H2B	Second Class Honours, Lower	The student's work demonstrated substantial understanding of knowledge and/or methodology; and/or makes a useful application of knowledge in the field.	60-69
H3	Third Class Honours	The student's work demonstrated an acceptable understanding of knowledge and/or methodology; and/or makes a useful application of knowledge in the field.	50-59
F	Fail	The student's work failed to demonstrate an acceptable understanding of knowledge and/or methodology; and/or make a useful application of knowledge in the field.	0-40

### B. Codes for Degrees with Honours and courses with graded assessment

Code	Grade	Description	Percentages
HD	High Distinction	In addition to passing requirements, the student's work demonstrated a consistently high level of performance on all criteria for assessment.	80-100
D	Distinction	In addition to passing requirements, the student's work demonstrated a consistently high level of performance on most criteria for assessment.	70-79
C	Credit	In addition to passing requirements, the student's work demonstrated a sound level of performance on the criteria for assessment.	60-69
P	Pass	The student's work demonstrated a satisfactory level of performance on the criteria for assessment.	50-59
MF	Marginal Fail	The student's work marginally failed to demonstrate a satisfactory level of performance on the criteria for assessment, but nevertheless shows potential for improvement.	40-49
F	Fail	The student's work demonstrated serious failure to achieve a satisfactory performance on the criteria for assessment.	0-39

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### Schedule 1 - Assessment Descriptions and Grade Descriptions

Code	Grade	Description	Percentages
XF	Non- assessed Fail	The student did not complete any assessed work.	

#### C. Codes for courses with ungraded assessment

Code	Grade	Description
S	Ungraded Pass	The student has completed work that meets all the requirements and level of performance as prescribed.
UN	Ungraded Fail	The student has failed to complete work that meets all the requirements and/or level of performance as prescribed.

#### D. Codes for incomplete assessment

Code	Grade	Description
AD	Assessment deferred – up to three months	Final assessment deferred up to three months if ratified by the University; otherwise the assessment lapses to a fail.
TD	Assessment deferred – up to 12 months	Final assessment deferred up to 12 months if ratified by the University; otherwise the assessment lapses to a fail.
ZN	Supplementary assessment to be completed within three months	Assessment is to be completed through— i) a supplementary assessment (granted under the MF (45+) rules; or ii) Final Course supplementary provision.  In exceptional circumstances an extension beyond three months may be approved by the University.
PL	Placement not yet assessed	The student has an incomplete placement assessment for a unit with an approved placement component. Assessment deferred for up to 18 months if ratified by the University, otherwise lapses to a fail. It is used for the following two reasons:  i) Placements that are deferred ii) Placements that are unable to be completed within the enrolled term

#### E. Codes for administrative purposes which do not impact grade point averages

Code	Definition	Description
W	Withdrawn	Withdrawn without academic penalty
TC	Ungraded Credit Transfer	Course exemption on the basis of approved credit
LW	Applied for late withdrawal	Withdrawn after the stipulated withdrawal cut-off date
O	Ongoing	The work and/or research is ongoing
SI	Studies impacted	The student has been unable to adequately demonstrate their knowledge against the full range of assessment criteria within the timeframe permitted due to COVID-19 pandemic. The University has determined the application of this grade and in doing so granted permission to repeat the course without academic penalty.

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### Schedule 1 - Assessment Descriptions and Grade Descriptions

The assessment descriptions and grade descriptions for TAFE Division courses and units (if they are not included in the course specification) are set out in tables F - I below.

#### F. Grades and descriptors for student grading purposes

Code	Grade
<b>Grading Category 1</b>	
CD	Competent with Distinction
CM	Competent with Merit
CY	Competent
CN	Not Yet Competent
<b>Grading Category 2</b>	
CY	Competent
CN	Not Yet Competent
<b>Grading Category 3 (VCE Assessment Only)</b>	
S	Satisfactory
N	Not Satisfactory
J	Did Not Complete
<b>Grading Category 4: Percentage Grades</b>	
A	80-100
B	70-79
C	60-69
D	50-59
E	40-49
F	0-39

#### G. Other Assessment Codes and Descriptors

Code	Definition
CR	Credit Transfer - Granted
CY	Recognition of Prior Learning - Granted

#### H. Other Codes used for reporting and administrative purposes

Code	Definition
CS	Continuing Studies
PS	Placement Completed
PN	Placement not completed or withdrawn
WD	Withdrawn
UP	Ungraded Participation

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### Schedule 1 - Assessment Descriptions and Grade Descriptions

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#### I. System administration use only

Code	Definition
NA	Unit/Module awaiting result (appears on Statements of Results as **)