



Program Regulations

School of Education – As of Semester 1, 2009

In addition to University of Ballarat Academic Regulations, all undergraduate and post-graduate coursework programs are controlled by specific regulations as determined from time to time by the Programs Committee of the School in which the Program resides.

The following Program Regulations apply to all undergraduate and post-graduate coursework programs in the School of Education. They supersede all previous Program Regulations.

Information about the University wide Academic Regulations can be accessed on line at:

www.ballarat.edu.au/vco/legal/legislation

These regulations are further explained in the University of Ballarat Handbook, which can be accessed on line at:

www.ballarat.edu.au/aasp/student/handbooks

School of Education Program Regulations

General

1. Students may progress normally through their program if they are awarded a pass grade or higher in all required courses and they are awarded a pass grade or higher in all prerequisites for a course before attempting that course.
2. Unsatisfactory progress will be considered to have occurred in cases where a student has:
 - a. A 'Not Pass' grade in two or more units in any semester of full time study or pro rata for less than full time study; or
 - b. A 'Not Pass' grade in a course previously failed; or
 - c. A 'Not Pass' grade in one professional experience unit; or
 - d. Unsatisfactory performance in the professional experience phase of one semester.
3. Consequences of unsatisfactory progress are as follows:
 - a. All students with unsatisfactory progress will be informed of their standing by mail on or before the date of publication of results.
 - b. Students with unsatisfactory progress may be required to attend an interview at which they will be counselled regarding their work.
 - c. After the Head of School has given a student notice under 3 (a) above, the Head of School shall further advise the student if she/he is:
 - i. Excluded from the program; or
 - ii. Suspended from the program for a specified time; or
 - iii. Restricted as to enrolment; or



- iv. Permitted to continue in the program without conditions.
 - d. This regulation should be read within the University of Ballarat Statute 5.5 – Unsatisfactory Progress.
4. The progress Review Sub-Committee, of the School of Education Programs Committee, may, in exceptional circumstances, offer supplementary assessment to any student in any unit if the Committee considers that the circumstances warrant such supplementary assessment.

Professional Experience

5. Students will not commence their final professional experience block placement until they are enrolled in their last semester of study.
6. Students will not commence their final professional experience block placement until they have passed all courses, which make up the program they are enrolled in, from all preceding semesters.
7. Students, who do not complete any semester two professional experience placement course by the end of the calendar year in which they enrolled in the course, will not be eligible to complete their placement in February of the following year, unless they were in their final semester of their program.
8. Students who fail a profession experience placement course (as defined by the annually published list of such courses) will be required to re-enrol in the next scheduled delivery of the course unless Regulation 3 (above) overrides this regulation.
9. Students who cannot complete, by the due date, the specified requirements of a course, including scheduled professional experience days, must use either a request for extension to due date form or the special consideration process if they do not wish to fail the course.
10. Students who, for exceptional reasons, are unable to attend their professional experience placements as scheduled, should consider themselves unable to complete their course requirements by the due date and thus the Regulation 9 (above) applies.
11. Students who are enrolled in a course or courses, where there is an examination scheduled to occur during the University examination period, have the option of requesting that their professional experience placement be scheduled in the University non-teaching period following the examination period. Students to whom this regulation applies should seriously consider exercising this option. All such requests should be made to the appropriate Professional Experience Administrative Officer by the census date in the relevant semester.