

Significant amendments in this edition

Foreword

- Clarification that the provisions contained in the Manual do not extend to Honours degrees and higher degrees by research, but final grades and notations for these higher level qualifications are included in [Section 8](#). This has also been clarified in the [Purpose](#) clause of [Section 8](#).

Section 1: Assessment Principles and Requirements

- Amendment to the term *Continuous in-class assessment tasks* to read 'Continuous assessment tasks' to provide for continuous assessment tasks in *learnonline* (clause [1.2.4a](#) and the [General Definitions](#) section).
- Language made consistent with the introduction of the new *learnonline*, For example, replacing *AssignIT* with 'University's electronic assignment management system'.

Section 2: Course Information Booklet

- Introduction of the requirement for the master copy of the CIB to be kept permanently, in line with the recent introduction of the General Disposal Schedule (about the storage and disposal of university documents), issued under the State Records Act 1997 (new clause [2.1.6](#)).

Section 3: Moderation and Variation

- Revision of clauses on *Moderation of assessment* to assure academic standards across divisions and to require staff to be able to explain their processes for moderation in a consistent way, particularly in times of audit (clause [3.1](#)).

Section 4: Practicum, Field and Clinical Placements

- Clauses relating to students enrolled in programs requiring student registration under the various professional practice acts have been revised in line with the new [Health Practitioner Regulation National Law](#), which repeals the various professional practice acts.
- Removal of references to professional practice acts.
- Amendment to what constitutes an impairment in relation to medical fitness, consistent with the new [Health Practitioner Regulation National Law](#) (clause [4.2.3](#)).
- Introduction of students' responsibility in relation to misconduct on placement, consistent with the new [Health Practitioner Regulation National Law](#) (clause [4.7](#)).
- Requirement for students to notify the University of loss of registration status (clause [4.8](#)).

Section 6: Examination Procedures

- Clarification that a breach of examination procedures **will** constitute academic misconduct (as opposed to *may*) (clause [6.4.1](#)).

Section 7: Alternative Options to determine final grades

- Change in timing of secondary assessments in line with current process — no longer held twice a year (mid-year and end-of-year), but scheduled in the next available exam period (clause [7.1.3](#)).
- Replacement of the term 'secondary assessment period' with *subsequent assessment period* (clause [7.2.2c](#)).
- Change to business process for supplementary secondary assessments. If a supplementary exam is granted at the point of results entry, school staff are required to enter the flag on the student's record. However, where a supplementary exam is granted after results are finalised, Campus Central will enter the flag on a student's record (clauses [7.1.5](#) and [7.2.7b](#)).
- Clarification that a full-time load equates to 13.5 units per study period, consistent with current terminology (clause [7.2.6a](#) and [7.2.6b](#)).
- Clarification that a student may be awarded a supplementary assessment in a maximum of two courses in a study period (not a program) (clause [7.2.6 d](#)).
- Clarification that the Course Coordinator has the authority to grant a supplementary assessment to individual students, subject to the conditions for awarding supplementary assessments, without the requirement to make a recommendation to School Board (clause [7.2.7](#)).
- Introduction of the timeline of five working days to assess deferred and special consideration applications. This ensures there are no delays in making a decision which could impact on exam time lines, academic review process etc (clauses [7.3.9](#) [deferred] and [7.4.9](#) [special consideration]).
- Omission of the requirement for a medical practitioner to state the extent to which a student's ability to perform satisfactorily in the final exam, or complete the final assessment, has been affected in support of a request for a secondary assessment.
- Clarification of who can issue a medical certificate (clauses [7.6.3](#) and [7.7.2b](#)).

Section 8: Final Grades and Notations

- Removal of the reference to *academic year* in relation to conversion of final grades and replaced with within 'one year' (clause [8.2.2](#)).
- Clarification that the '*preceding six months*' means the study period in which the student received the fail grade and the two previous study periods (e.g. if a student received a fail grade for study period 2, the relevant study periods to be considered in order to assess the GPA are SP2, SP1 and SP7; etc) (clauses [8.3.6b](#) and [8.3.7b](#)).
- Introduction of a timeline of ten days for Course Coordinators, Program Directors or examiners to resolve disputes about final grades (clause [8.7.2a](#)).

Section 9: Academic Integrity

- Clarification that academic integrity officers make a recommendation to the Head of School to initiate a formal inquiry, as opposed to *advising the Head of School to initiate* a formal inquiry (clause [9.5.4 c](#)).
- Reduction of the time frame for the Head of School to determine the outcome of a formal inquiry to five working days (clause [9.6.14](#)), consistent with the time frame to notify students of the outcome of a student appeal.
- Inclusion of requirement for Campus Central to notify UniSA International of decisions made. This relates to decision made about international students that are to be reported as a *relevant event* to the Department of Education, Employment and Workplace Relations) (clauses [9.6.14](#), [11.2.4](#) and [11.5.1](#)).

Section 11: Appeals Committee

- Clarification that all decisions made by a school committee about preclusion can only be reviewed by a divisional appeals committee (new clause [10.4.6](#)).
- Introduction of requirement for students to notify the University of the external body with whom an appeal has been lodged (clause [11.6.2 b](#)).

General Definitions

- Amendment to definition for 'medical certificate', to include providers from whom the University will accept a medical certificate, consistent with *Schedule [Health Practitioner Regulation National Law](#)*.
- Consequently, deletion of definition for 'registered medical practitioner'.