These regulations apply to all postgraduate coursework 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 enters a postgraduate program from 2014 onwards. The rules remain applicable until the student exits their program, either by discontinuation or graduation. Students who entered a program in another year should consult the rules and regulations for that year – see program rules in the archived UNSW Handbooks.

1. **Meeting degree requirements**
   1.1 To be eligible to graduate, a student must comply with UNSW Canberra at ADFA Regulations, Academic Rules and Program/ Stream Rules.
   1.2 Every student enrolled in a coursework program must complete courses as part of their degree. The requirements of a course will be outlined by its course convenor.
   1.3 Each course completed or granted as credit towards a program may be counted towards only one specialisation in that program.

2. **Limitation on enrolment each semester**
   In any semester, a student cannot enrol in 30 UOC or more without the approval of the Registrar’s Nominee (Manager, Student Administrative Services).

3. **Study required per UOC**
   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 required for a 6 UOC course).

4. **Credit Cancellation Period**
   No units of credit shall count towards any award at postgraduate level if ten or more years have elapsed since a student accumulated the units of credit.

5. ** Concurrent enrolment in multiple programs**
   5.1 No person shall be permitted to enrol in a course as part of an UNSW Canberra program while simultaneously being enrolled in another program at any tertiary institution without the approval of the relevant Head/s of School.
   5.2 The Registrar’s Nominee (Manager, Student Administrative Services) may suspend any student who is found to be enrolled in multiple programs without approval.
6. **Credit for previous study**

6.1 Credit transfer to a Maximum of 50% of UNSW Canberra program requirements may be granted for completed or partially completed postgraduate awards in the same or related discipline from UNSW or another recognised tertiary institution, as follows:

6.1.1 In the same or related discipline, a Maximum of 50% of UNSW Canberra program requirements, and

6.1.2 In an unrelated discipline, up to a Maximum of 25% of UNSW Canberra program requirements.

6.2 All credit will be assessed on a course-by-course basis, taking into account:

6.2.1 The standing of the institution

6.2.2 The content and assessment of the course (i.e. the relevance of the completed course to the program in which credit is sought).

6.2.3 The level of the course (Masters/Graduate Diploma/Graduate Certificate) in relation to the level of program in which credit is sought

6.2.4 The workload of the course, including its equivalence to UNSW units of credit.

6.3 Credit will normally be granted only for courses studied at the same level.

6.4 Credit will only be granted at the approval of the Manager, Student Administrative Services.

6.5 Credit will only be granted if a Credit Application form is submitted and approved within the credit cancellation period.

6.6 All credit transfer assessments will be based on the completion date for the course to be used for credit and not the program.

6.6.1 Courses with a successful completion date of 7 years or less can be used for ‘specific’ credit.

6.6.2 Courses with a successful completion date of up to 10 years can be used for ‘unspecified’ credit.

6.7 All courses approved as credit are not included in the term or cumulative WAM calculation.

6.8 If a student believes their previous studies and/or work experience has 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 Head/s of School to substitute this course for one outside of their degree rules.

6.10 A student who has completed 24 UOC towards a Graduate Diploma or Masters may be eligible to exit the program and be awarded a Graduate Certificate. This student may later return to the same Graduate Diploma or Masters and be granted up to 24 UOC for the courses previously completed.

7. **Articulation**

7.1 Students who meet the requirements of a Graduate Diploma from UNSW Canberra may seek permission to articulate with full credit into the Masters program of the same discipline.

7.2 If a student chooses to have the Graduate Diploma formally conferred and then wishes to undertake further study in the articulated Masters program,
either immediately or after a period of absence, is subject to the credit transfer guidelines outlined in 6.1 above.

7.3 Articulation and credit must be approved by the Manager, Student Administrative Services.

8. **Variation of program and course requirements**

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