

THE AUSTRALIAN NATIONAL UNIVERSITY

UNDERGRADUATE HANDBOOK RULES 2005

The Council of the Australian National University makes these Rules under section 7 of the *Programs and Awards Statute 2004*.

Dated: 10 December 2004.

Peter Baume AO  
Chancellor

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Name of Rules and commencement

1 (1) These Rules are the Undergraduate Handbook Rules 2005.

(2) These Rules commence on 31 December 2004, immediately after the commencement of the Rules (Repeal) Rules 2004.

Application

2 These Rules apply in relation to a Handbook prepared, or an Order made for an undergraduate program offered by the University, for any period commencing or continuing on or after the commencement of these Rules.

Purpose of Rules

3 The purpose of these Rules is to provide for the Handbook to be published and to further provide for the Handbook to contain certain Orders (dealing with programs and their content) made under section 5 of the Statute.

Definitions

4 In these Rules, unless the contrary intention appears:

*amending Order* means an Order that amends an Order published in the Handbook;

*consolidated Order* means a former Order as amended by an amending Order;

*faculty* means a faculty in The Faculties;

*former Order* has the meaning given in rule 12;

*Handbook* means the Australian National University Undergraduate Handbook published under rule 6;

*Orders* means Orders made under section 5 of the Statute and published under subrule 9 (1);

*Statute* means the *Programs and Awards Statute*.

## The Handbook

5 There is to be an Australian National University Undergraduate Handbook.

## Publication

6 (1) The Handbook is to be kept by use of computer and is to be published electronically.

(2) The Handbook may be published as a continuing document or as a series of documents, each of which relates to a particular semester or year.

(3) If the Handbook is published in relation to a particular semester or year, the Handbook must state the period of its operation.

(4) If the Handbook is published in relation to a particular semester or year, the Handbook must also be published for the next semester or year.

(5) If the Handbook is published on the Internet, the authoritative version of all, or any part, of it at any particular time is the Handbook, or the part of the Handbook, published on the Internet at that time.

[NOTE: While the authoritative version of the Handbook at any particular time is the Handbook as published on the Internet at that time, nothing in these Rules prevents the University or a faculty from publishing a handbook in printed form containing all or part of the Handbook as in force at any particular time.]

## Division of Handbook

7 (1) The Handbook is to be divided into Chapters.

(2) One Chapter is to contain descriptive, staffing and introductory matters—it is not part of an Order published under rule 9.

(3) Another Chapter is to contain a list of undergraduate courses offered by the University—it is not part of an Order published under rule 9.

(4) Another Chapter is to contain Orders published by the Deans of the faculties under rule 9 and may contain additional descriptive and informative material.

(5) To avoid doubt, Orders published under these Rules are to be made with the approval of the Deputy Vice-Chancellor (Education).

## Chapter containing faculty Orders

8 (1) The Chapter of the Handbook containing Orders published by the deans of the faculties under rule 9 is to be divided into Parts.

(2) Each Part of that Chapter is to be the responsibility of the dean of a particular faculty and is to be identified by the name of that faculty in the heading to the Part.

(3) However, a Part dealing with combined degree programs may be the responsibility of the deans of more than 1 faculty.

## Faculty Orders

9 (1) The dean of each faculty is to publish, in the relevant Part of the Handbook, as much of the Orders as contain, for each course offered in the faculty:

- (a) the course's name; and
- (b) the course's identifying code; and
- (c) the course's unit value; and
- (d) the prerequisites and co-requisites (if any) for taking the course; and
- (e) if there are any other courses with which the course is regarded as incompatible—the names of those courses; and
- (f) the method of assessment for the course; and
- (g) any other conditions to which taking the course is subject.

(2) The dean of a faculty must also publish, in the Handbook, as much of the Orders as detail the requirements for completion for each single degree, combined degree program, honours program and other undergraduate program offered in the faculty.

(3) The dean of a faculty may publish, in the relevant part of the Handbook, other material that does not form part of the Orders mentioned in subrule (1) in which it is contained or to which it relates, including material relating to:

- (a) staffing or teaching; or
- (b) intended teaching patterns; or
- (c) syllabuses of particular programs; or
- (d) methods of assessment; or
- (e) book lists; or
- (f) descriptions or examples of typical program and combined program patterns; or
- (g) other descriptive information.

EXAMPLE: *An entry in the Handbook might be as follows:*

The Social Psychology of Groups and Organizations  
PSYC3002 (6 units) Group C

Later Year Course

First semester

Two lectures per week and a three-hour laboratory most weeks

Coordinator: Dr McGarty

Prerequisites: PSYC2001 and one of PSYC2002, 2004, 2007 or 2008

Syllabus: This course considers the psychological processes involved in relations between and within groups. The course begins with a treatment of key concepts in group processes such as social identity, categorisation, the self concept, social stereotyping and social influence. The remainder of the course involves a more detailed treatment of social psychological processes involved in behaviour in organisations. The processes considered include leadership, communication, group decision making, negotiation, power, group productivity and industrial protest/collective action.

Proposed Assessment: To be arranged in consultation with students, but consisting of an invigilated component or components accounting for at least 40% of the overall assessment package which must be passed in order for an overall pass in the course to be awarded, together with some combination of laboratory reports, essays and other formal assignments.

*In this case, the underlined words would not form part of the Faculty of Science's Orders, but are included for information only (nor are they underlined in the Handbook).*

#### Conflict between Handbook and Statutes, Rules etc

10 (1) Material included in the Handbook that is not part of an Order may reflect the content of Statutes, Rules or other Orders.

(2) If there is conflict between anything contained in the Handbook and a Statute, Rules or other Orders of the University, the Statute, Rules or other Orders prevail and the Handbook must be interpreted accordingly.

(3) However, nothing in subrule (2) gives legislative status to any part of the Handbook that is not part of an Order or another law of the University.

#### Access to Handbook

11 (1) The University must ensure reasonable access to the Handbook by students and the public.

(2) The University is taken to have given students and the public reasonable access to the Handbook if it makes the Handbook available electronically on its website on the Internet and maintains the Handbook in that form on that website.

#### Amending Orders

12 (1) If the Deputy Vice-Chancellor (Education) amends an Order published in the Handbook (the former Order), the University must consolidate the former Order with the amending Order and replace the former Order with the consolidated Order in the Handbook.

(2) When a former Order is replaced by a consolidated Order, the former Order ceases to have effect unless provision is made in the consolidated Order for its continued effect in particular circumstances.

(3) If all or part of an amending Order is published as part of a consolidated Order, the consolidated Order must indicate, by footnote or otherwise, the date of publication of the amending Order or part of the amending Order.

(4) An amending Order has no effect other than as part of a consolidated Order.

#### Commencement of Orders

13 (1) Subject to any contrary provision for commencement of Orders in a Statute or Rules, and any relevant direction by the Deputy Vice-Chancellor (Education), a new or amending Order takes effect:

- (a) if the new Order is expressed to commence on a day after its publication—from the first moment of that day; or
- (b) if the amending Order is expressed to commence on a day after its publication—from the first moment of the day after the publication of the relevant consolidated Order; or

- (c) if the new Order is expressed to commence on a day before its publication—subject to subrule (2), from the first moment of that day; or
- (d) if the amending Order is expressed to commence on a day before the publication of the relevant consolidated Order—subject to subrule (2), from the first moment of that day; or
- (e) otherwise—from the first moment of the day after the new or relevant consolidated Order is published.

(2) A new or amending Order, or a provision of such an Order has no effect if, apart from this subrule, all or part of the Order is expressed to take effect before the new or relevant consolidated Order is published and as a result:

- (a) the rights of a person (other than the University) at the time of publication would be adversely affected; or
  - (b) liabilities would be imposed on a person (other than the University) about anything done or omitted to be done before the time of publication.
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