

5.3.1 – Minimum Study for First or Subsequent Undergraduate Award

Operating Policy and Procedures

1. **Policy**

It is the policy of the Navitas College of Public Safety that students enrolling in programs with the Navitas College of Public Safety must complete minimum study requirements as determined by the Higher Education Board.

2. **Purpose**

The purpose of this policy is to define the minimum amount of a program which must be undertaken as study not by exemption or subject transfer, in order to be eligible for the program award.

3. **Responsibility**

The Dean of Studies is responsible for compliance with this procedure.

4. **Guidelines**

An applicant may enter an NCPS program with advanced standing and become eligible for the award after completing only a part of the program, the remainder having been completed via advanced standing for studies undertaken in other programs at NCPS or elsewhere.

4.1 **First Award**

The minimum period of study required for a student enrolling with advanced standing for a first award of NCPS shall be:

- Undergraduate programs - 3 trimesters full-time equivalent except in the case of double degree students when the minimum period shall be 4 trimesters full-time equivalent.

4.2 **Second or Subsequent Awards**

The minimum program additional study requirements for a student enrolling with advanced standing for a second or subsequent award of NCPS shall be:

- Undergraduate programs - 3 trimesters full-time equivalent except in the case of double degree students when the minimum period shall be 4 trimesters full-time equivalent.

4.3 **Advice to Students**

The minimum study requirements as calculated will be determined after enrolment. Students should be referred to the guidelines contained within this policy and Policy 5.2.6 – *Admission With Advanced Standing*.

4.5 **Exceptions**

The Higher Education Board may approve *minor* exceptions to the minimum study requirements for individual students, upon recommendation of the Dean of Studies.

The Higher Education Board may approve *major* exceptions to the minimum study requirement for individual students, upon the recommendation of the Program Director or Dean of Studies, eg. awards made *ad eundum statum* (awarded for studies completed at another College).

5. **Procedure**

5.1 Student applies for admission according to College requirements and after acceptance consideration for exemptions is made by the Higher Education Coordinator in conjunction with the Program Director;

5.2 If exemption(s) are granted according to 5.1.03, a plan of subjects and estimated program completion based upon a full-time load must be calculated. If such plan is outside the scope of this policy and reveals minor or major exceptions as outlined above, the Dean of Studies must be formally notified;

5.3 The Dean of Studies will consider whether such exception is warranted and if so, will make the appropriate recommendation to the Higher Education Board. (The HE Board is able to make determinations under its rules without a formal meeting);

5.4 Once a determination has been made, the Higher Education Coordinator must notify the student in writing and ensure a copy of such notification is placed within the student's file; and

5.5 The Higher Education Coordinator must ensure the data is entered on the student's electronic file for transcript purposes.

6. **Authority**

Authorised by the General Manager (Public Safety)

7. **Approval**

Approved by the Higher Education Board August 2004

8. **Amendments**

Date	Modified by	Amended Sections	Approval of HEB
15/08/08	Christine Ashton	Changes to title of General Manager (formerly CEO)	Minor change
22/05/09	Jodie Reeve	Change of logos	Minor change
09/11/09	Christine Ashton	Change of name and logo	Minor change