

Griffith Honours College Policy

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Description	This policy sets out the entry and membership conditions for the Griffith Honours College in 2014 and beyond.

Related documents

[Bachelor Degree \(AQF Level 7\) Policy](#)

[Bachelor Honours Degree \(AQF Level 8\) Policy](#)

[Student Review and Appeals Policy](#)

[Student Review and Appeals Procedures](#)

[Review of Decision Form](#)

[Student Misconduct Policy](#)

[Student Misconduct Procedures](#)

[Academic Standing, Progression and Exclusion Policy](#)

[Conflict of Interest Policy](#)

[\[Aim\]](#) [\[Administration\]](#) [\[Eligibility\]](#) [\[Application and Selection\]](#) [\[Participation Conditions\]](#) [\[Withdrawal of Membership\]](#)

1. AIM

The University established the Griffith Honours College (GHC) to:

- attract high achieving students to study at Griffith University;
- facilitate the success of high achieving students through the provision of support and additional benefits; and
- promote the University to the public, secondary schools and potential students as an institution that is committed to academic excellence.

2. ADMINISTRATION

The Deputy Vice Chancellor (Academic), or nominee, is responsible for the administration of the GHC. Each year, the Deputy Vice Chancellor (Academic) reviews the previous year's membership and the funding available for the Honours College in the following year and determines the:

- student cohorts for whom entry to the Honours College is available; and
- number of places available in the Honours College.

From 2014 onwards the maximum numbers for new admissions to the GHC for each student cohort are:

- 140 school leavers, non-school leavers and International students entering their first trimester at University (including Sir Samuel Griffith Scholarship recipients); and

- 45 continuing domestic and International students.
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3. ELIGIBILITY

The general eligibility criteria for the GHC, is that to be granted entry the student must be:-

- a) commencing an undergraduate degree as a domestic or international student and not previously completed the requirements of a course of study regarded as equivalent to or higher than a bachelor award and has a score of OP1-3* (including International Baccalaureate (IB) and interstate equivalent Australian Tertiary Admission Rank (ATAR)); or
- b) continuing an undergraduate degree as a domestic or international student having achieved a cumulative career grade point average (GPA) of 6.5 out of 7 or equivalent, completed a minimum of 1 years full-time study# and demonstrated leadership and community involvement, where the student has not previously completed the requirements of a course of study regarded as equivalent to or higher than a bachelor degree; or
- c) a Deans' Sir Samuel Griffith or Sir Samuel Griffith Scholarship recipient.

Both commencing and continuing students must be able to demonstrate exceptional personal achievements.

* Applicants expecting an OP4-6 (including IB and interstate equivalent ATAR) with exceptional personal achievements may be considered.

A full-time student is defined in Section 5.3 of the [Student Administration Policy](#) as one who is enrolled in courses totalling at least 75% of a standard full-time academic load in any trimester. In most programs, this will be a course enrolment load of at least 30CP.

4. APPLICATION AND SELECTION

Applications for the GHC are assessed against the eligibility and selection criteria and an order of merit list is prepared by the GHC and forwarded to the Deputy Vice Chancellor (Academic) for approval.

Applications must be made on the designated application form and must provide relevant documentation to facilitate an assessment of eligibility and merit. As there will be more applicants than places available, not all applicants meeting the eligibility criteria will be offered entry to the Griffith Honours College. Selection will be based on:

- academic merit;
 - written statements; and
 - personal qualities (motivation towards University study, career aspirations, likelihood of success in university study) and personal achievements.
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5. PARTICIPATION CONDITIONS

Griffith Honours College membership is dependent on students meeting a number of participation conditions, as specified below:

5.1 General Conditions

5.1.1 Acceptance of Offer

A person who is given an offer of entry to the GHC must accept the offer by the date indicated on the letter of offer, or the offer of entry may be withdrawn and directed to another applicant.

All Deans' Sir Samuel Griffith and Sir Samuel Griffith Scholarship recipients will be made an offer of entry to the GHC. Recipients must have accepted their scholarship offer and be enrolled at Griffith to participate in College activities.

5.1.2 Enrolment Conditions

To participate as a GHC member, a student must be enrolled as a full-time student for the trimester in which they are undertaking GHC. In exceptional circumstances, with the approval of the Manager, Griffith Honours College, a part-time student may participate in the program.

A student who is excluded from study under any University policy will be unable to continue in the Honours College program.

Students may remain in the GHC for the period of their undergraduate degree including an undergraduate honours degree.

An Honours College member may take leave of absence in accordance with University policy. Honours College benefits are not available during any period of leave of absence or deferment and students on Leave of Absence are not eligible to participate in College activities except in exceptional circumstances as approved by the Manager, Griffith Honours College.

An Honours College member who is not enrolled and is not on an approved leave of absence will lose their place in the Griffith Honours College.

5.2 GPA Conditions

To remain in the Honours College, each student must maintain a cumulative career Grade Point Average (GPA) of 5.5 or higher. A student who does not achieve this GPA must agree to the terms and conditions in a 'learning contract' for a period of one trimester. At the expiration of the one trimester 'learning contract', should a student not achieve a cumulative career GPA of 5.5 or higher, membership of the College will be withdrawn. Students who do not maintain a cumulative career GPA of 5.5 or higher will have only one opportunity to be placed on a Learning Contract to improve their academic grades. This condition may be waived in exceptional circumstances with the approval of the Manager, Griffith Honours College.

5.3 GHC Notation on Academic Transcript and AHEGS

All Honours College members graduating with a minimum cumulative career GPA of 5.5 or higher will have the following notation on their Official Academic Transcript:

Griffith Honours College Scholar (Academic Excellence, Leadership and Community Engagement);

and the following notation on their Australian Higher Education Graduation Statement (AHEGS):

Griffith Honours College Scholar

5.4 Specific Conditions

In addition to the general participation conditions above, the following specific conditions apply:

- An Honours College member is required to participate in the following compulsory components:
 - Orientation
 - Mentoring
 - Leadership Development Series
 - Annual Symposium
- An Honours College member offered a place may defer taking up their place for up to two trimesters, if deferring their admission offer.
- An Honours College member may transfer between undergraduate degree programs in accordance with University policy, without affecting their Honours College membership.
- Should the University know or have reason to believe that a member who has been offered a place in the Griffith Honours College has provided false or misleading information in relation to their application, the application will be reassessed and the member will be advised of the outcome. Members may also be dealt with under the *Student Misconduct Policy*.

- An Honours College member who is on approved cross-institutional study will continue to remain eligible to participate in College activities. Honours College members will be required to provide documentation to prove cross-institutional study and academic load.
 - An Honours College member who cannot attend a compulsory component must advise the College prior to the event to negotiate a substitute activity. Substitute activities will be negotiated between the Manager Griffith Honours College and the member on an individual basis to ensure the member achieves the aims of the compulsory component.
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6. WITHDRAWAL OF MEMBERSHIP

6.1 Circumstances Under Which Membership May be Withdrawn

An Honours College member who does not attend compulsory components and does not negotiate an approved substitute activity may have their membership withdrawn.

An Honours College member who does not meet the cumulative career GPA conditions in Section [5.2](#) may have their membership withdrawn.

An Honours College member who does not represent the spirit of the College or brings the College into disrepute will have their membership withdrawn.

6.2 Procedure for Withdrawal of Membership

In the interest of fairness, the following procedure will be followed:

- The Manager, Griffith Honours College will contact the member via their Griffith University email address, advising of the concern in relation to the student's membership and inviting the student to respond to, and discuss the issue.
- Within five working days of this contact the member will be advised in writing of the Manager's decision regarding their membership status.

6.3 Review of Decision to Withdraw Membership

A member who has had their membership status withdrawn may apply for review of this decision to the Academic Registrar within 10 working days of notification of the decision. The application for review is to be made using the *Review of a Decision* form in accordance with the University's *Student Review and Appeals Policy* and *Student Review and Appeals Procedures*. The decision of the Academic Registrar is final.