



University of Technology, Sydney

**Pursuant to clause 47 in chapter 4 of the By-law, the following rules made by the Vice-Chancellor take effect on 1 January 2003.**

## **RULES MADE BY THE VICE-CHANCELLOR**

In accordance with By-law (Chapter 4, clause 47) I amend the existing Rules Relating to Students Enrolled in All Award Courses as follows (new text is shown in *italics*, text deleted ~~struckthrough~~)

### **2.1 Registration and enrolment**

2.1.1 Students shall be deemed to be registered students in the University from the time they complete their first enrolment in an award course and are given a student number until they:

- (a) complete the course; or
- (b) withdraw from the course; or
- (c) are excluded from the course; or
- (d) fail to enrol or re-enrol in the course by the time notified to them by the Registrar, in which case they will be deemed to have ~~abandoned~~ *withdrawn from* the course;

or their registration is otherwise withdrawn or terminated in accordance with the Rules of the University.

### **2.10 Variations in study programs**

2.10.1 Students wishing to vary their approved program of study must complete the prescribed Variation of Program form and lodge it with the Registrar.

2.10.2 Students wishing to add one or more subjects to their approved program of study for the current semester must lodge the Variation of Program form by the end of week two in each semester, and by the date published by the Registrar in other Teaching Periods. The Registrar shall approve such applications on the recommendation of the Responsible Academic Officer concerned. After that date, special permission from the relevant Responsible Academic Officer is required to undertake any additional subjects.

2.10.3 Students wishing to withdraw without academic penalty from one or more subjects of their approved program of study for the current semester must lodge the Variation of Program form by the end of week six in each semester, and by the date published by the Registrar in other Teaching Periods. ~~-, except for full year subjects in which case the form must be lodged by the end of week one of the Spring semester.~~

2.10.4 Students wishing to withdraw from one or more subjects of their approved program of study for the current semester after the due date because of illness or

other circumstances beyond their reasonable control, should lodge with the Registrar a Variation of Program form together with a written report of the circumstances, supported by a medical certificate or other relevant evidence. The Registrar shall refer the report and evidence to the relevant Responsible Academic Officer who shall determine whether the withdrawal shall be permitted without academic penalty.

2.10.5 For subjects where approval has been granted for withdrawal without academic penalty, the *subject will be recorded as 'Withdrawn'*. ~~result 'L' (withdrawal without academic penalty) will be recorded.~~ In subjects where students withdraw after the due date and approval for withdrawal without academic penalty has not been granted, *the subject will be recorded as 'Withdrawn Fail'*. ~~result 'Z' (Fail) will be recorded.~~

~~2.10.6~~ renumber existing 2.10.6 as 2.10.7

2.10.6 new 2.10.6 is renumbered from 2.13.3

Students who, in the opinion of an Examination Review Committee, have ceased to attend subject(s) in a course, and have not sought permission to withdraw, may be withdrawn from these subject(s) by the Registrar on the recommendation of the Examination Review Committee-

#### **2.10.7 Application to undertake subjects by individual seminar or practical studies**

Students may apply to the appropriate Faculty Board for approval to undertake study in a subject, individually negotiated with one or more members of the academic staff. Such subjects could include subjects approved for a program, but not presently offered, entirely new subjects offered for the purpose, programs of research, travel or practical activity. They would be required to be approved by the Faculty Board as equivalent in standard and scope to parallel subjects in the relevant program and would receive a normal assessment grading.

### **2.11 Leave of absence**

2.11.1 Students wishing to withdraw temporarily from a course must lodge an application *for leave of absence* in writing with the Registrar ~~for leave of absence~~ *no later than the census date of the first teaching period for which leave is being sought.*

2.11.2 Leave of absence during candidature for one award shall not normally be granted for a total period exceeding two years.

2.11.3 Leave of absence shall not normally be granted to students who have not completed the requirements for at least one subject in their course.

2.11.4 Students resuming a course after leave of absence shall be subject to the course requirements in operation at the time of resumption and will be required to re-enrol as directed by the Registrar.

~~2.11.5 Retrospective leave of absence is a provision which is used only in exceptional circumstances. It will be granted only when a student is able to demonstrate successfully that there were compelling reasons which prevented the seeking of~~

leave of absence by the end of the fourth week of the relevant semester, or by the date published by the Registrar in other Teaching Periods.

- ~~2.11.6 Students who believe they have a case for the granting of leave of absence retrospectively must lodge an application in writing with the Registrar for retrospective leave of absence.~~
- ~~2.11.7 Application for retrospective leave of absence must be accompanied by appropriate documentary evidence to support the grounds on which the application is made.~~
- ~~2.11.8 Approval of retrospective leave of absence shall be at the discretion of the appropriate Dean or nominee.~~
- ~~2.11.9 The granting of retrospective leave of absence will not usually relieve students of any financial liability relating to enrolment in their course, except as provided for in 2.11.10, i.e. the HECS liability or appropriate course fee will remain. The students' records will show an 'L' result against each subject in which they are enrolled.~~
- ~~2.11.10 Notwithstanding 2.11.9, in special circumstances students may be granted a remission of any financial liability relating to enrolment in their course as well as leave from all their subjects, in accordance with prevailing government guidelines and/or applicable University policy.~~

### **2.13 Withdrawal from a course**

- 2.13.1 Students who wish to withdraw from their course must lodge a written application with the Registrar.  
~~, by the end of week six in each semester, or by the date published by the Registrar in other Teaching Periods. Applications received by the due date will be approved by the Registrar and will be without academic penalty.~~
- 2.13.2 ~~Students applying to withdraw from a course after the due date must provide a statement to the Registrar of the circumstances necessitating the withdrawal, together with medical certificates or other relevant evidence. A request for withdrawal from a course will be treated as a request for withdrawal from all subjects and in accordance with Rules 2.10.3 to 2.10.5 . If an application is refused by the relevant Responsible Academic Officer, students are expected to complete the assessment requirements for each subject in which they are enrolled.~~
- 2.13.3 Renumber as 2.10.6
- 2.13.4 Renumber as 2.13.3

### **2.14 Readmission to the University**

- 2.14.1 Students who have ~~abandoned or~~ withdrawn from a course, *been deemed to have withdrawn from a course*, been excluded or had their enrolment terminated in a course and who subsequently wish to undertake further study at the University, whether in the same or a different course, must apply and be selected for admission in the same way as persons who have not previously been students of the University.

**R D Milbourne**  
**Vice-Chancellor**

Copy to: Chair, By-Laws and Rules Committee



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2.23.4 (a) In cases of alleged academic misconduct where 2.23.1(a) applies, the Examination Supervisor shall, as soon as possible, provide a written report to the Examinations Coordinator, Student Administration Unit. The Examinations Coordinator, Student Administration Unit, shall take immediate steps to contact the ~~Coordinating Examiner~~ Subject Coordinator and, after consultation, make a decision concerning any further action to be taken. If no further action is to be taken, the Examinations Coordinator, Student Administration Unit, shall notify the student and the Examination Supervisor, if possible, at the conclusion of the examination.

2.23.7 The Registrar, as the officer of the University responsible for the conduct of examinations and the keeping of student records, shall inquire into the alleged misconduct in accordance with the procedures outlined in Rule 5.11 and the Student Discipline and Appeal Guidelines, consider the evidence including the student's response, if any, in consultation with the ~~Coordinating Examiner~~ Subject Coordinator and:

2.25.8 The Responsible Academic Officer must consider the Student Assessment Appeals Committee's recommendation and accept or reject it. If the Responsible Academic Officer rejects the recommendation, the appeal will be referred to an independent arbitrator appointed by the Chair of Academic Board from a panel determined annually by the Chair of Academic Board. The independent arbitrator may be a member of the University staff but must not have been previously involved with the assessment grade under appeal. A member of the University staff previously involved with the assessment grade under appeal includes the ~~Coordinating Examiner~~ Subject Coordinator.

#### 2.31 Subject requirements

Deans, or Responsible Academic Officers as appropriate, shall ensure that students are provided with a published statement of all subject requirements and assessment procedures by the end of the ~~third~~ first teaching week in each semester or the end of the first teaching week in other Teaching Periods. If a change to subject requirements and/or assessment procedures becomes necessary during a Teaching Period, the change shall occur in consultation with the students concerned.

**R D Milbourne**  
**Vice-Chancellor**

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