

RULE CHANGES APPROVED BY COUNCIL

Pursuant to the UTS Bylaw (Part 4, division 3, clause 44), the following rule changes made by UTS Council with immediate effect.

By Executive Action, pursuant to Delegation 3.1 of Council's Standing Delegations of Authority, the Executive of Council resolved to approve a number of amendments to the Student and Related Rules, which relate to:

1. the new Policy and Procedures for the Assessment of Coursework Subjects
2. Academic Dress
3. Graduate Research Study

On 18 December 09, the Executive of Council resolved to:

- .1 approve amendments to the Student and Related Rules, which relate to approval by the Academic Board of the new Policy and Procedures for the Assessment of Coursework Subjects:
 - i. Rule 7.5.6 Variation of enrolment, as detailed in attachment 1
 - ii. Rule 7.8.3 Withdrawal from a course, as detailed in attachment 2
 - iii. Rule 5.11 Readmission, as detailed in attachment 3
 - iv. Rule 8.3 Special consideration of disruption to assessment, as detailed in attachment 4
 - v. Rule 8.5 Supplementary assessment in final teaching period, as detailed in attachment 5
 - vi. Rule 9.2.11 Student responsibilities, as detailed in attachment 6
 - vii. Rules Schedule 1 Definitions, as detailed in attachment 7
 - viii. Rules Schedule 3 Results and Grades, as detailed in attachment 8
 - ix. Rule 8.1 Assessment requirements
Rule 8.7.3 Committee determination
Rule 9.3 Conduct of examinations
Rules Schedule 1 — Definitions - Subject Outline
as detailed in attachment 9
 - x. Rules 3.7.3 and 3.7.4 Subject requirements, as detailed in attachment 10
 - xi. Rules 8.2.2 Students with disability or ongoing illness and 8.2.3 Students with carer responsibilities, as detailed in attachment 11

- .2 approve amendments to the Student and Related Rules, Rule 13.10
Academic dress, as detailed in attachment 12
- .3 approve amendments to the Student and Related Rules, Section 11
Graduate Research Study, as detailed in attachment 13

ATTACHMENT 1

Student Rules – Rule 7.5 Variation of enrolment

[new text underlined, text to be deleted ~~stuck through~~]

7.5 Variation of enrolment

- 7.5.1 A student who wishes to vary enrolment in subjects in his or her approved program of study must complete the Variation of Enrolment processes as prescribed by the Registrar.
- 7.5.2 The standard schedule of dates for Variation of Enrolment is as follows:
- (1) For subjects conducted in standard semester teaching periods:
 - (a) the last day for addition of a subject is the end of the second week of the semester;
 - (b) the last day for withdrawal from a subject is the census date for the semester;
 - (c) withdrawal from a subject after the census date for the semester will be recorded as a result of 'Withdrawn Fail'.
 - (2) Any variation to the standard schedule of dates for Variation of Enrolment processes for particular courses, particular subjects or particular groups of students will be notified to students by the relevant faculty and in accordance with Rule 3.7.
 - (3) For subjects conducted in other than standard semester teaching periods the schedule of dates for Variation of Enrolment shall be prescribed and published by the Registrar.
- 7.5.3 Enrolment in a subject after the last date for addition of a subject will be permitted only in exceptional circumstances and only with permission of the relevant Responsible Academic Officer.
- 7.5.4 Where a student wishes to withdraw from a subject in the current teaching period after the census date or other prescribed date (refer Rule 7.5.2(3)) for that teaching period as a result of illness or other circumstances beyond his or her reasonable control, the student may lodge with the Registrar a written report of the circumstances, supported by a medical certificate or other relevant evidence. The Registrar's nominee shall determine whether the withdrawal shall be permitted without academic penalty ('Withdrawn') or with academic penalty ('Withdrawn Fail').
- 7.5.5 If an application for withdrawal from a subject is refused by the Registrar's nominee the student is expected to complete the assessment requirements for that subject.
- ~~7.5.6 A student who, in the opinion of a Result Ratification Committee, has ceased to attend and/or participate in subject(s) in a course and has not sought permission to withdraw, may be withdrawn from these subject(s) by the Registrar on the recommendation of the Result Ratification Committee.~~
- 7.5.76 A student who has been placed on academic caution in accordance with Rule 10.7 and who has enrolled in more than his or her credit point limit (refer Rule 10.7.4 (3)) may be withdrawn from one or more subjects by the Registrar on the recommendation of the relevant Responsible Academic Officer.

ATTACHMENT 2

Student Rules – Rule 7.8 Withdrawal from a course

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7.8 Withdrawal from a course

- 7.8.1 A student who wishes to withdraw permanently from a course must lodge an application for withdrawal in accordance with procedures prescribed by the Registrar.
- 7.8.2 An application for withdrawal from a course will be treated as an application for withdrawal from all subjects in accordance with Rules 7.5.2 to 7.5.5.
- ~~7.8.3 A student who, in the opinion of a Result Ratification Committee has ceased to attend all subjects in a course, and who has not sought permission to withdraw from the course, may have enrolment in that course withdrawn by the Registrar on the recommendation of the Result Ratification Committee unless, in response to a written request from the Registrar, the student confirms, in writing to the Registrar by a prescribed date, that he or she wishes enrolment in the course to continue.~~
- 7.8.4~~3~~ An undergraduate or graduate coursework student who has not enrolled in any subjects and who has not applied for and had a period of leave of absence approved in accordance with Rule 7.6 or who has not re-enrolled as required after a period of approved leave of absence is considered to have abandoned his or her study in the course and will be withdrawn from the course by the Registrar.

ATTACHMENT 3**Student Rules – Rule 5.11 Readmission**

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5.11 Readmission

5.11.1 A former student who has:

- (1) discontinued enrolment in a course in accordance with Rule 7.8 or Rule 11.20.1;
or
- (2) had enrolment in a course discontinued in accordance with Rule 7.8 or Rule 11.20.2(1); or
- ~~(3) been withdrawn from a course by a Faculty Result Ratification Committee in accordance with Rule 7.8.3; or~~
- ~~(4)~~(3) been excluded from a course for a set period in accordance with Rule 10.4.1 or Rule 16.3.1(4); or
- ~~(5)~~(4) had enrolment in a course cancelled in accordance with Rule 4.4.2 (Failure to pay), Rule 2.2.4(3) failure to provide Tax File Number, or Rule 5.6 (Withdrawal of offer of admission and cancellation of admission or enrolment);

and who wishes subsequently to undertake further study at the University, whether in the same course or a different course, must meet the general requirements for admission as specified in Rule 5.7.1 above, and apply for admission in accordance with standard admissions procedures.

5.11.2 Readmission to a course is not automatic.

5.11.3 An application for readmission from a former student who has previously been excluded or had enrolment discontinued due to failure to maintain satisfactory academic progress, must be submitted in accordance with standard admission timeframes that apply for commencement of study after the specified period of exclusion or discontinuation has elapsed.

5.11.4 A former student who has been excluded from further study at the University for a set period of time as a penalty for misconduct and who subsequently wishes to undertake further study at the University, whether in the same or a different course, may:

- (1) be required to show cause why he or she should be readmitted; and
- (2) have conditions relating to his or her future conduct at the University set by the Vice-Chancellor and will be required to satisfy those conditions once readmitted to the course.

5.11.5 Where a student is readmitted to a course in which he or she has been enrolled previously the Responsible Academic Officer shall determine the maximum period of time for completion of the course by the student.

5.11.6 In cases where an application for readmission has been declined, the applicant may request review of that decision by the Senior Deputy Vice-Chancellor.

Student Rules – Rule 8.3 Special consideration of disruption to assessment

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8.3 Special consideration of disruption to assessment**8.3.1 During the teaching period**

- (1) Students may experience a disruption to their assessment in a subject as a result of circumstances beyond their control, including but not limited to serious illness, psychological conditions, significant loss, bereavement, hardship or trauma.
- (2) Students who consider that their work during a teaching period or likely performance in an assessment task or written examination has been thus affected may request to have these factors considered.
- (3) Such requests for special consideration must include relevant documentary evidence from an appropriate professional authority (refer Rule 2.4).
- (4) Such requests for special consideration are to be lodged with the Registrar (or nominee)
 - (a) in the case of a written examination prior to the commencement of the examination; or
 - (b) in the case of an assessment task other than a written examination prior to the due date.
- (5) In special circumstances the relevant Responsible Academic Officer may extend the due date for submission of such requests.
- (6) Requests are considered and determined by the relevant Faculty Responsible Academic Officer, the Subject Coordinator ~~and~~ or by the relevant Faculty Result Ratification Committee.

8.3.2 During an examination

- (1) Students who have commenced an examination and who consider that their performance in the examination has been significantly disrupted by illness or other circumstances beyond their control that occurred during the examination or on the day of the examination:
 - (a) may request to have these factors taken into account; and if so
 - (b) must consult with a doctor or student counsellor at the University immediately after leaving the examination; or
 - (c) may consult their own doctor or counsellor if the examination is at a time when doctors or student counsellors are not available at the University.
- (2) Such requests must include relevant documentary evidence from an appropriate professional authority (refer Rule 2.4).
- (3) Requests are to be lodged with the Registrar (or nominee) no later than two (2) working days after the examination for consideration by the relevant Faculty Responsible Academic Officer, the Subject Coordinator or by the relevant Faculty Result Ratification Committee.
- (4) In exceptional circumstances the Registrar (or nominee) may extend the due date for submission of such requests.
- (5) The Faculty will notify the student of the outcome and of any special arrangements that are to be made to provide for further examination or assessment.

8.3.3 Absence from entire examination

- (1) Students who, through illness or other circumstances beyond their control on the day of the examination, are absent from an entire examination, may request to

have these factors taken into account.

- (2) Failure by a student to inform him or herself of the time or place of an examination is not an acceptable ground for special consideration under these Rules.
- (3) Such requests must include relevant documentary evidence from an appropriate professional authority (refer Rule 2.4).
- (4) In relation to a centrally conducted examination:
 - (a) requests are to be lodged with the Registrar (or nominee) by no later than two (2) days after the scheduled examination date;
 - (b) in exceptional circumstances the Registrar (or nominee) may extend the due date for submission of such requests;
 - (c) the Registrar (or nominee) will consider the request and notify the student of the outcome and of any special arrangements to provide for further examination.
- (5) In relation to a faculty-based examination:
 - (a) requests are to be lodged with the relevant Faculty by a date to be determined by the relevant Faculty Board;
 - (b) the relevant Faculty Responsible Academic Officer, ~~and~~ the Subject Coordinator or the relevant Faculty Result Ratification Committee will consider the request and notify the student of the outcome and of any special arrangements to be made to provide for further examination.

ATTACHMENT 5

Student Rules – Rule 8.5 Supplementary assessment in final teaching period

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8.5 Supplementary assessment in final teaching period

- 8.5.1 Where a student enrolled in an ~~undergraduate~~-award course is awarded a final assessment result of 'fail' in one subject only in his or her final teaching period of the course and where that 'fail' is within the borderline result range, the relevant Faculty Result Ratification Committee may make provision for the student to undertake an additional assessment task within a specified time period.
- 8.5.2 If the student fails to complete the additional assessment task in the specified time period and to the appropriate standard the original 'fail' result is final.

Student Rules – Rules Section 9 Examination of Coursework Subjects

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9.2 Student responsibilities

- 9.2.1 Official examination periods are part of the officially designated teaching periods of the University. All students undertaking coursework subjects have a responsibility to make themselves available for assessment and or examination during the official examination periods.
- 9.2.2 Students have responsibility for informing themselves of both the provisional and the final examination timetables.
- 9.2.3 Students have responsibility for ensuring that clashes and potential clashes in their examination timetable are identified and for advising the Registrar of serious individual scheduling difficulties arising from the final examination timetable.
- 9.2.4 Students are required to be present at examinations at the correct location and at the correct time. Students should be at the correct location at least ten (10) minutes prior to the published commencement time for each examination.
- 9.2.5 Not reading, misreading or misunderstanding the final examination timetable will not be accepted as a valid reason for failing to attend an examination.
- 9.2.6 Each student is required to produce his or her valid current Student Identity Card before being permitted to enter the examination room. Students who have lost or misplaced their Student Identity Card must obtain a replacement card prior to the examination commencement.
- 9.2.7 Material or equipment other than that specified in the subject outline and on the examination paper must not be brought into the examination room, or be in the student's possession at any time during the examination, in the examination room or in any other room or place visited by the student for any reason during the examination.
- 9.2.8 A student must not access or attempt to access during the examination any material or equipment other than that specified in the subject outline and on the examination paper.
- 9.2.9 Material or equipment shall be deemed to not be in contravention of Rule 9.2.7 above if it is left, whether in a bag or other container or otherwise, at a location specified by the Examination Supervisor for the duration of the examination and the student does not gain, or attempt to gain, access to it during the examination. Students are advised not to bring unauthorised or unnecessary items to examinations. The University does not accept any responsibility for student possessions left in any location during an examination.
- 9.2.10 A student must not communicate or attempt to communicate in any way with any person or receive or attempt to receive any communication from any person during the examination, in the examination room or in any other room or place visited by the student for any reason during the examination other than officers of the University with responsibility for the examination or other officers as approved by the Examination Supervisor. Such forms of communication include but are not limited to:
- (1) oral communication;
 - (2) written or visual communication;
 - (3) any form of electronic or telephonic communication.
- 9.2.11 A student must not send, receive or access any source of stored electronic information or attempt to send, receive or access any source of stored electronic information during the examination, in the examination room including at any place visited by the student for any reason during the examination unless specified on the examination paper and in the subject outline.
- 9.2.12 Material or equipment that is permitted in the examination room according to the subject outline and/or examination paper must not be used for any purposes other than

that specified in the subject outline and/or examination paper.

- 9.2.13 Students must take notice of and comply with all directives of the Examination Supervisor.
- 9.2.14 A student must not do anything to distract or disadvantage other students during an examination.
- 9.2.15 A student must not do anything to disrupt an examination in any way and is required to behave in an orderly manner during an examination.
- 9.2.16 Students are not permitted to smoke any substance during an examination.
- 9.2.17 Students are not permitted to eat or drink during an examination unless permission has been given by the Examination Supervisor or approved for individual students as a special condition of examination in accordance with Rule 9.4.
- 9.2.18 If a student fails to observe any of the requirements specified in Rules 9.2 and 9.3, behaves in an unacceptable or disorderly manner, disrupts an examination or is suspected of academic misconduct or any other misconduct, action may be taken by the University as provided for in Rule 9.8 and in Section 16 (Student Misconduct and Appeals).

ATTACHMENT 7

STUDENT RULES – Schedule 1 — Definitions

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Schedule 1 — Definitions

Academic Liaison Officer (ALO) means a member of the academic staff of a Faculty appointed by a Responsible Academic Officer of that Faculty with responsibility for determining ~~special examination conditions,~~ special provisions for students with carer responsibilities, students who are pregnant, and learning and assessment arrangements for students who have permanent or temporary disabilities (including ongoing illnesses).

Disability Services Officer means officers of the University reporting to the Director of Student Services who have responsibility for consulting with students who have disabilities (including ongoing illnesses) in relation to their needs, university procedures and services available. Where students request learning and assessment arrangements, the DSOs make recommendations to the relevant Academic Liaison Officers (ALO).

Result Ratification Committee (RRC) means a committee (or committees) established by each Faculty Board (a) to review final assessment results ~~conducted in respect of course~~ for subjects that are the responsibility of the Faculty and (b) to approve the release and publication by the Registrar of those final assessment results ~~for subjects that are the responsibility of the Faculty~~.

ATTACHMENT 8

STUDENT RULES – Schedule 3 — Results and Grades

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Schedule 3 — Results and Grades

W - Result withheld. The ~~Assessment Ratification Committee~~ Result Ratification Committee may determine that supplementary assessments are required, or that alternative examinations and/or alternative assessments are required because of misadventure.

ATTACHMENT 9

New Policy and Procedures Title

Changes following renaming the Coursework Assessment Policy and Procedures Manual to Policy and Procedures for the Assessment of Coursework Subjects

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8.1 Assessment requirements

8.1.1 Subject to these Rules, assessment of coursework subjects will be undertaken in accordance with policies and procedures as set out in the ~~Coursework Assessment Policy and Procedures Manual~~ Policy and Procedures for the Assessment of Coursework Subjects approved by Academic Board from time to time.

8.7.3 Committee determination

(1) If the Committee finds procedural irregularities in the determination of the final assessment result for a subject, as provided in Rule 8.6.1, the findings and the student's application are to be referred to the relevant Subject Coordinator and Responsible Academic Officer to be handled in accordance with the Rules and ~~Coursework Assessment Policy and Procedures Manual~~ Policy and Procedures for the Assessment of Coursework Subjects as approved by Academic Board from time to time.

9.3 Conduct of examinations

9.3.1 Centrally conducted examinations are organised and conducted in accordance with Rules 9.2 to 9.8 inclusive and with policies and procedures as set out in the ~~Coursework Assessment Policy and Procedures Manual~~ Policy and Procedures for the Assessment of Coursework Subjects as approved by Academic Board from time to time.

9.3.2 Unless otherwise specifically provided for in guidelines approved by the relevant Faculty Board, faculty-based examinations will be organised and conducted in accordance with Rules 9.2 to 9.8 inclusive and with policies and procedures as set out in the ~~Coursework Assessment Policy and Procedures Manual~~ Policy and Procedures for the Assessment of Coursework Subjects as approved by Academic Board from time to time.

SCHEDULE 1 — DEFINITIONS

subject outline means an official document that represents the statement of subject requirements that is authoritative for both the University and the students undertaking the subject. It is prepared in accordance with the requirements specified by the ~~Coursework Assessment Policy and Procedures Manual~~ Policy and Procedures for the Assessment of Coursework Subjects and may include, amongst other things, details of the minimum essential requirements necessary to pass the subject, material and equipment that may be taken into an examination and may prescribe attendance and/or participation requirements.

ATTACHMENT 10

STUDENT RULES – 3.7 Subject requirements

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3.7 Subject requirements

- 3.7.1 Deans, Responsible Academic Officers or Subject Coordinators as appropriate, shall ensure that by the end of the first teaching week in the subject, students are provided with a published subject outline for each subject in which they are enrolled.
- 3.7.2 If it becomes necessary after teaching has commenced for the University to change subject requirements and/or assessment procedures, the change shall:
- (1) be reasonable in all the circumstances;
 - (2) occur after the Subject Coordinator has made a serious attempt to consult with all students enrolled in that subject;
 - (3) be confirmed in writing by the Subject Coordinator to all students enrolled in that subject.
- ~~3.7.3 If a student is unable to undertake particular prescribed subject requirements as a result of illness or other circumstances beyond the student's reasonable control, the student may apply to the relevant Faculty Board to vary particular subject requirements. The application must include details of the individual circumstances necessitating such a request and details of the proposed study which must be equivalent in standard and scope to the particular prescribed subject requirements. The application may include other supporting documentation.~~
- ~~3.7.4 Approval by the relevant Faculty Board of a variation to subject requirements for an individual student does not imply exemption from payment of any fees or charges, nor does it imply exemption from, or concessions relating to, assessment or examinations. Study thus approved will be subject to normal assessment grading.~~

STUDENT RULES – 8.2 Learning and assessment arrangements

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8.2 Learning and assessment arrangements**8.2.1 General**

- (1) A student with a disability or special needs may be permitted to undertake particular learning and assessment arrangements as specified in Rule 8.2.2 and 8.2.3 in order to ensure that the assessment is on the basis of academic merit and has parity with the assessment of other students.
- (2) Conditions may be set to make the particular arrangements comparable to the standard arrangements and any such conditions must be strictly observed by the student and all other relevant parties.

8.2.2 Students with disability or ongoing illness

- (1) A student with temporary or permanent disabilities, ~~or including~~ ongoing illnesses, that impact upon ~~his or her~~ their ability to undertake assessment tasks including written examinations may lodge a written application for adjustment to the learning and assessment arrangements with the ~~Academic Liaison~~ Disability Services Officer of the ~~relevant faculty~~ Special Needs Service.
- (2) Applications must include medical certificates or other relevant supporting documentation. Applications should be lodged no later than the teaching period census date.
- (3) ~~Applications~~ Variations to assessment arrangements are determined by the relevant Academic Liaison Officer ~~in the faculty offering the subject~~, following review of the recommendation by the Disability Services Officer and consultation with the Subject Coordinator. ~~Applications should be lodged no later than the teaching period census date.~~

8.2.3 Students with carer responsibilities

- (1) A student whose responsibilities as a primary carer impact upon his or her ability to undertake assessment tasks including written examinations may lodge a written application for adjustment to the learning and assessment arrangements with the Academic Liaison Officer of the relevant faculty.
- (2) Applications must include relevant supporting documentation. Applications should be lodged no later than the teaching period census date.
- (3) ~~Applications~~ Variations to assessment arrangements are determined by the Academic Liaison Officer in the faculty offering the subject, following consultation with the

Subject Coordinator. Applications should be lodged no later than the teaching period
census date.

Student Rules – Rule 13.10 Academic dress

[new text underlined]

13.10 Academic dress

13.10.1 Academic dress is prescribed by the University Council for each award of the University, with the exception of Graduate Certificates.

13.10.2 Graduates who attend graduation ceremonies are required to wear the academic dress of the degree or diploma that is appropriate to the level of award obtained.

13.10.3 Graduates of the University are entitled to wear the academic dress, appropriate to the level of award obtained, at appropriate formal occasions.

13.10.4 The Registrar (or nominee) may approve the use of the University's academic dress, by those yet to have awards formally conferred, at appropriate formal occasions or other official University events.

Student Rules - Section 11 — Graduate Research Study

[new text underlined, text to be deleted ~~stuck through~~, Rules]

SECTION 11 — GRADUATE RESEARCH STUDY**11.1 Application of these Rules**

11.1.1 These Rules apply to all students enrolled in graduate research courses.

11.2 Course requirements

11.2.1 Students admitted to doctoral degrees are required to:

- (1) undertake a program of study and research which demonstrates the capability for substantial independent research or creative activity and which has made an original and distinct contribution to knowledge and/or professional practice in the relevant field; and
- (2) undertake a research component which is to comprise no less than two-thirds of the total course requirement; and
- (3) submit a thesis, which may include a product and/or artefact, in a format according to requirements specified by the University Graduate School Board.

11.2.2 Students admitted to masters degrees by research are required to:

- (1) undertake a program of study and research which demonstrates competence in research or creative activity as well as an understanding of and contribution to knowledge; and
- (2) undertake a research component which is to comprise no less than two-thirds of the total course requirement; and
- (3) submit a thesis, which may include a product and/or artefact, in a format according to requirements specified by the University Graduate School Board.

11.2.3 Students admitted to a doctoral degree by publication are required to:

- (1) submit a thesis consisting of their published works, which may include a product and/or artefact; and
- (2) submit an extended overview paper

which together demonstrate that the collective publications form an original and significant contribution to knowledge.

11.3 Enrolment

11.3.1 Prior to initial enrolment:

- (1) each student who has been admitted to a graduate research course is required to certify that he or she can devote sufficient time to the advanced study and research such that he or she is likely to complete the program within the approved period of candidature determined by the University Graduate School Board;
- (2) the relevant faculty is required to certify that it will provide appropriate resources and facilities for the student to undertake the research and will undertake responsibility for supervision of the student and the student's work;
- (3) in cases where all or part of the research and study will be undertaken at a site external to the University, a certificate of support must be provided by the external site management stating the student will be provided with the appropriate resources and facilities to undertake the research and study and that the site management is willing to support the work of the student.

11.3.2 Students are required to enrol in the components of the course as specified by the relevant faculty and published relevant official publications of the University.

11.3.3 Students are required to enrol in and complete such prerequisite or concurrent coursework as may be considered appropriate to their individual circumstances by their supervisory panel and Responsible Academic Officer.

11.4 Research work

- 11.4.1 All research work and related activities for graduate research courses shall be carried out at locations and under conditions approved by the University Graduate School Board.
- 11.4.2 Students are required to participate in such colloquia, research seminars and other work of the University as may be considered appropriate by their supervisory panel and Responsible Academic Officer.

11.5 Course transfer

- 11.5.1 A student who wishes to transfer from one graduate research degree to another shall apply to the Dean, University Graduate School on the appropriate form. Such applications would normally be received at the time of the candidature assessment and no later than the end of the third half year of study.
- 11.5.2 A student is not usually considered eligible for course transfer until he or she has completed at least one half year of full-time study (or equivalent) in the enrolled course.
- 11.5.3 A student who wishes to transfer between graduate research degree courses must demonstrate to the satisfaction of the ~~University Graduate School Board~~ Dean, University Graduate School and in accordance with guidelines approved by the University Graduate School Board with respect to:
- (1) evidence of progress to date in the enrolled course;
 - (2) the way in which the research project will be re-defined to satisfy the requirements of the course into which transfer is sought;
 - (3) suitability of the research and study undertaken in relation to the requirements of the course into which transfer is sought;
 - (4) certification from the student, the relevant Faculty and any external site management in accordance with the requirements of Rule 11.3.1.
- 11.5.4 The ~~University Graduate School Board~~ Dean, University Graduate School will approve or reject the application for transfer on advice from the relevant Responsible Academic Officer.
- 11.5.5 Where a transfer is approved the new period of candidature will be determined taking into account the contribution of the current research and study towards the requirements of the course into which transfer has been approved.

11.6 Recognition of prior study and research

- 11.6.1 A student who has undertaken a course of study and research at this University or another university or institution but has not submitted that work for examination at this University or another institution may be given recognition for work done while undertaking that course of study and research.
- 11.6.2 Recognition of prior study and research including the extent of any such recognition shall be approved by the ~~University Graduate School Board~~ Dean, University Graduate School after consideration of a report by the Responsible Academic Officer which is to include advice on:
- (1) the nature, duration and quality of the prior work;
 - (2) the suitability of the prior work relative to the subject of the UTS graduate research course;
 - (3) the recommended period of candidature as a consequence of the recognition of prior study and research.

11.7 Period of candidature

- 11.7.1 The maximum time to complete a research degree is as follows:
- (1) Doctoral degree by research, professional Doctoral degree and Doctoral degree by creative works:
 - (a) four years for a full-time student; or
 - (b) eight years for a part-time student.
 - (2) Doctoral degree by publication:

- (a) one year for a full-time student;
- (3) Masters degree by research:
 - (a) two years for a full-time student; or
 - (b) four years for a part-time student.

11.7.2 Notwithstanding the provisions of 11.7.1 above, a student who has had prior study and research recognised as contributing to the requirements of the current course may be required by the ~~University Graduate School Board~~ Dean, University Graduate School to complete the program in less than the normal time.

11.8 Extension of candidature

11.8.1 A student who wishes to extend the period of his or her research candidature is required to seek approval from the ~~University Graduate School Board~~ Dean, University Graduate School.

11.8.2 An extension of the approved period of candidature granted by the ~~University Graduate School Board~~ Dean, University Graduate School shall not include periods of approved leave of absence.

11.8.3 The maximum period of extension shall not normally exceed:

- (1) One calendar year for a Doctoral degree by research, a professional Doctoral degree and a Doctoral degree by creative works;
- (2) One half calendar year for a Masters degree by research:

11.8.4 Where an extension of candidature means that a local student will exceed the maximum period for which Commonwealth support is normally provided the student may be liable for course fees for any period of time that is outside the maximum period of time normally covered by such Commonwealth support.

11.9 Leave of absence

11.9.1 A research student who wishes to withdraw temporarily from a course must lodge an application for leave of absence on the appropriate form no later than the census date of the first teaching period for which leave is being sought.

11.9.2 Leave of absence shall not normally be granted in the first half year of candidature.

11.9.3 Leave of absence shall not normally be granted for a total period exceeding one (1) year.

11.9.4 In exceptional and documented special or mitigating circumstances a student may request variations to the provisions of Rules 11.9.2 and 11.9.3. Any such variation will require approval by the ~~University Graduate School Board~~ Dean, University Graduate School.

11.9.5 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 be enrolled as directed by the Dean, University Graduate School.

11.10 Failure to complete

11.10.1 A student who does not submit a thesis for examination within the approved period of candidature including any approved extension will normally have his or her candidature discontinued due to unsatisfactory progress (refer Rule 11.20.2).

11.11 Supervision

11.11.1 The criteria necessary for appointment as a supervisor of research students shall be approved by Academic Board on the recommendation of the University Graduate School Board.

11.11.2 The University Graduate School Board shall be responsible for maintaining a register of research student supervisors and for the appointment of suitably qualified staff to the register.

11.11.3 All students shall have a supervisory panel appointed by the ~~University Graduate School Board~~ Dean, University Graduate School, and the composition of the supervisory panel shall be in accordance with the guidelines as approved by Academic Board from time to time.

11.11.4 All members of supervisory panels shall operate in accordance with the Code of

Practice for Research Supervisors.

11.11.5 Where the student undertakes a major portion of his or her research at sites external to the University, the ~~University Graduate School Board~~ Dean, University Graduate School may appoint an external principal supervisor or advisor.

11.11.6 Where the student has been approved at admission to undertake a program of study in a language other than English, the principal supervisor must be competent in that language.

11.12 Thesis title

11.12.1 The student shall submit the title of his or her thesis to the ~~University Graduate School Board~~ Dean, University Graduate School for approval in accordance with the following time frames:

- (1) Doctoral degree not later than one year after initial enrolment; or
- (2) Masters degree by research not later than one half year after initial enrolment.

11.12.2 Any change to the approved thesis title requires the approval of the ~~University Graduate School Board~~ Dean, University Graduate School.

11.13 Progress reports

11.13.1 A student is required to submit to the relevant Faculty each half year a progress report in accordance with the schedule and procedures approved by the University Graduate School Board from time to time. A progress report shall not be required in respect of a student who has submitted their thesis to the Faculty.

11.13.2 The principal supervisor shall submit each half year to the relevant Responsible Academic Officer who will in turn submit to the ~~University Graduate School Board~~ Dean, University Graduate School a report on the student's progress and, where applicable, on the suitability of the student's research work environment.

11.13.3 The relevant Responsible Academic Officer will consider the progress reports, take any necessary action within the faculty and make recommendations to the ~~University Graduate School Board~~ Dean, University Graduate School on overall progress.

11.13.4 Upon receipt of an unsatisfactory progress report the ~~University Graduate School Board~~ Dean, University Graduate School will provide:

- (1) notification to the student that includes a request that the student attend an interview with the Responsible Academic Officer to discuss a suitable progress plan and also includes details of any other action or advice the student may wish to consider; and
- (2) notification of a warning to the student that further unsatisfactory progress reports may result in discontinuation of candidature; or
- (3) notification of discontinuation of candidature due to unsatisfactory progress (refer Rule 11.20.2).

11.13.5 Failure to submit a progress report in a particular half year will normally be deemed as unsatisfactory progress for that half year.

11.14 Candidature assessment

11.14.1 Each student is required to undertake a candidature assessment to ensure that he or she is equipped with the knowledge to carry out his or her research program, and has made sufficient progress to make it likely that he or she will finish within the prescribed time.

11.14.2 The candidature assessment will be completed in normal circumstances by the end of the first year of candidature for full-time students or by the end of one and one half years of candidature for part-time students.

11.14.3 In exceptional circumstances, the ~~University Graduate School Board~~ Dean, University Graduate School may approve an extension of time for a student to complete the candidature assessment by no more than one half year.

11.14.4 The requirements of the candidature assessment for each course will be determined by each faculty, subject to the approval of the ~~University Graduate School Board~~ Dean, University Graduate School and in accordance with guidelines as approved by the University Graduate School Board from time to time. Such requirements will be

published in relevant official University publications.

11.14.5 Any variation to the candidature assessment requirements in a particular course for an individual student or more generally must be approved by the ~~University Graduate School Board~~ Dean, University Graduate School. Students must be notified in writing of any approved variation to their candidature assessment requirements.

11.14.6 A student who does not satisfy the requirements of the candidature assessment:

- (1) may be permitted by the ~~University Graduate School Board~~ Dean, University Graduate School on advice from the Responsible Academic Officer to undertake a second candidature assessment within a specified period of time; or
- (2) will have his or her candidature discontinued due to unsatisfactory progress (refer Rule 11.20.2).

11.15 Thesis requirements

11.15.1 The nature and format of a thesis shall reflect international practices in the discipline or field and provide evidence of completion of substantial research or creative work in the form of:

- (1) a written document which may include previously published work as appropriate; or
- (2) material which is not 'print on paper' but which gives evidence of a scholarly or creative work; or
- (3) a combination of (1) and (2); or
- (4) in the case of a Doctoral degree by publication, the published works and an extended overview paper of normally between 5,000 and 10,000 words, which incorporates:
 - (a) details of sources from which the works were derived;
 - (b) details of the extent to which the work of others has been utilised;
 - (c) details of the extent to which the applicant was responsible for the initiation, conduct and direction of any joint works submitted;
 - (d) evidence that the publications have standing as significant contributions to knowledge;
 - (e) a declaration identifying any of the submitted works that have been submitted for a qualification of any tertiary institution; and
 - (f) all works, apart from quotations, to be presented in, or translated into English, unless otherwise approved.

11.15.2 A thesis shall comply with the following requirements:

- (1) it must be in English or in a language approved in accordance with the guidelines of Academic Board approved from time to time; and
- (2) it must reach a satisfactory standard of presentation; and
- (3) it must consist of the student's own account of his or her work, except that in special cases work done conjointly with other persons may be accepted provided the ~~University Graduate School Board~~ Dean, University Graduate School is satisfied as to the extent of the student's part in the joint work; and
- (4) it must be embodied in a format as approved by the ~~University Graduate School Board~~ Dean, University Graduate School; and
- (5) it must contain an abstract of not more than 400 words and written in a form suitable for publication; and
- (6) it must not include any work or material previously submitted in full or in part for another award, except as fully acknowledged within the text of the thesis; and
- (7) it may include work previously published by the student only if it bears on the subject of the thesis. Joint publications will be acceptable provided the ~~University Graduate School Board~~ Dean, University Graduate School is satisfied with the graduate research student's part in the joint work.

11.16 Oral presentation of thesis

- 11.16.1 Doctoral research students are required to make an oral presentation of the thesis to an audience drawn from within the broad disciplinary area.
- 11.16.2 The oral presentation shall normally be made during the final six months prior to the submission of the thesis.
- 11.16.3 The oral presentation may form part of the approved examination process as provided for in procedures approved by the University Graduate School Board.

11.17 Submission of thesis

- 11.17.1 A student shall provide two (2) months prior notice in writing to the Dean, University Graduate School of his or her intention to submit the thesis for examination.
- 11.17.2 A student may, when submitting a thesis for examination, indicate that the thesis contains restricted or confidential information that the student does not wish to be disclosed freely and may apply to the ~~University Graduate School Board~~ Dean, University Graduate School for consideration of restriction to access.
- 11.17.3 The student may, to the extent that it is possible, place such information in an appendix to the thesis.
- 11.17.4 The ~~University Graduate School Board~~ Dean, University Graduate School may approve such restriction indefinitely or for a specified period not normally exceeding two (2) years and may impose conditions on disclosure of such information. If the requested restriction is approved by the ~~University Graduate School Board~~ Dean, University Graduate School, such information shall not be disclosed to other persons unless the Dean, University Graduate School, after consultation with the Responsible Academic Officer and the student, has authorised such disclosure or the period of restriction approved by the ~~University Graduate School Board~~ Dean, University Graduate School has expired.
- 11.17.5 The student shall submit to the relevant Responsible Academic Officer:
- (1) the required number of copies of the thesis including a certificate of authorship and originality; and
 - (2) a student statement to confirm that the work has not been submitted previously for a degree or other award; and
 - (3) if appropriate, a statement for consideration by the ~~University Graduate School Board~~ Dean, University Graduate School identifying any parts of the thesis the student considers should have restricted distribution or disclosure and the period of any such restriction.
- 11.17.6 Submission of any other part of the thesis which is not 'print on paper' shall be in accordance with guidelines approved by the University Graduate School Board from time to time.
- 11.17.7 The thesis and other works shall be transmitted to the Dean, University Graduate School by the Responsible Academic Officer with a certificate signed by the principal Supervisor certifying that:
- (1) the thesis has been completed and is ready for examination; and
 - (2) in the case of a Doctoral degree, the student has made an oral presentation of the thesis.
- 11.17.8 If the principal Supervisor and the Responsible Academic Officer decline to certify that a thesis is ready for examination the student may request a review of this decision by the University Graduate School Board-

11.18 Examination of thesis

- 11.18.1 Under certain circumstances the procedures and arrangements for examination of a thesis may, with the approval of the ~~University Graduate School Board~~ Dean, University Graduate School be varied from those prescribed in Rules 11.18.3 to 11.18.5. These circumstances include but are not limited to:
- (1) theses produced as a result of research candidature conducted jointly with another university as part of a 'cotutelle' arrangement;

- (2) research degrees where part of the work is not ‘print on paper’ that necessitates a variation in examination procedures.
- 11.18.2 In cases where a variation of thesis examination procedures and arrangements is required, the proposed procedures and arrangements must be documented and submitted for approval by ~~University Graduate School Board~~ the Dean, University Graduate School on advice from the Responsible Academic Officer no later than six (6) months prior to the expected thesis submission date.
- 11.18.3 On the recommendation of the Responsible Academic Officer the ~~University Graduate School Board~~ Dean, University Graduate School shall appoint examiners, as follows:
- (1) in the case of a Doctoral degree, at least three examiners two of whom must be external examiners;
 - (2) in the case of a Masters degree, at least two examiners one of whom must be an external examiner;
 - (3) a member of the student’s supervisory panel is not normally permitted to be an examiner.
- 11.18.4 Where restricted distribution or disclosure of certain parts of the thesis has been approved by the ~~University Graduate School Board~~ Dean, University Graduate School; the principal Supervisor, the Responsible Academic Officer, the University Librarian and the examiners shall be informed which parts are classified and the period, if any, of restriction. If further precautions are required in the handling or transmission of the thesis the costs incurred are to be borne by the student.
- 11.18.5 Should examiners or any other parties to the examination process question whether the work is that of the student, the Dean, University Graduate School will consider the matter and take action as provided for in the procedures approved by the University Graduate School Board from time to time.
- 11.18.6 A student may be required to undertake an oral examination of his or her thesis as provided for in procedures approved by the University Graduate School Board.
- 11.18.7 The reports of the examiners shall be forwarded to the ~~University Graduate School Board~~ which Dean, University Graduate School who shall consult the Responsible Academic Officer and may decide:
- (1) to recommend to the University Graduate School Board and Academic Board that the student has satisfied requirements for the award of the degree; or
 - (2) to recommend to the University Graduate School Board and Academic Board that, subject to minor changes being made to the thesis as required in Rule 11.18.8, the student has satisfied requirements for the award of the degree; or
 - (3) that the student be permitted to re-submit a revised thesis within a specified period of normally twelve (12) months for re-examination by one or more examiners; or
 - (4) that the student has failed to satisfy requirements for award of the degree and that the student’s candidature be discontinued; or
 - (5) in the case of a Doctoral degree by research, that the student be advised to apply for admission to another degree; or
 - (6) to take any other action it deems appropriate before making a decision.
- 11.18.8 After examination of the thesis, any minor changes to the thesis that do not require re-submission for re-examination, must be completed to the satisfaction of the Responsible Academic Officer within six (6) months of date of notification. The Responsible Academic Officer will report satisfactory completion of the changes to the ~~University Graduate School Board~~ Dean, University Graduate School.
- 11.18.9 If a student who has been given the opportunity to submit a revised thesis for re-examination fails to do so in the specified period the student will be deemed to have failed to satisfy requirements for the award of the degree consistent with Rule 11.18.7(4) and the student’s candidature will be discontinued (refer Rule 11.20).

11.19 Deposit of thesis

11.19.1 A student is required to deposit with the University Library for permanent retention one complete copy of each thesis for which the award of a degree is recommended subject to the following requirements:

- (1) the original or an acceptable copy of the print component of the thesis shall be printed on quality acid-free paper as specified by the ~~University Graduate School Board~~ Dean, University Graduate School; and
- (2) any part of the thesis which is not 'print on paper' must be recorded or produced in a format approved by the ~~University Graduate School Board~~ Dean, University Graduate School on the advice of the University Librarian in regard to its preservation and maintenance.

11.19.2 Where an electronic copy of the thesis is required, it shall be provided in the format and in accordance with procedures approved by the University Graduate School Board.

11.19.3 The copy of the thesis deposited with the University Library will be available for consultation, loan or copying at the discretion of the University Librarian unless the ~~University Graduate School Board~~ Dean, University Graduate School on the application of the student determines that the thesis, or parts of the thesis, shall not be available until after the expiry of a period, which shall not normally exceed two (2) years.

11.20 Discontinuation of candidature

11.20.1 A student who wishes to withdraw permanently from candidature in a research course must lodge an application for withdrawal in accordance with procedures prescribed by the Registrar.

11.20.2 The University may discontinue a student's candidature in a research course in certain circumstances including but not limited to:

- (1) unsatisfactory progress
 - (a) where a student has not submitted a thesis for examination within the approved period of candidature as specified in Rule 11.7 (refer Rule 11.10);
 - (b) where a student has not satisfied progress requirements (Rule 11.13);
 - (c) where a student has not satisfied candidature assessment requirements (Rule 11.14)

in which case the student's candidature in the course will be discontinued and the result for the thesis component will be recorded as withdrawn.

- (2) unsatisfactory examination
 - (a) where a student has not re-submitted a revised thesis for re-examination in the required time period (Rule 11.18.9);
 - (b) where a student has failed to satisfy requirements for the award of the degree (Rule 11.18.7(4))

in which case the student's candidature in the course will be discontinued and the result for the thesis component will be recorded as a failure.

11.20.3 Where a student's candidature has been discontinued by the University, the student shall be notified in writing by the University Graduate School as soon as reasonably possible and giving the reason for the discontinuation.

11.21 Appeal against discontinuation of candidature

11.21.1 A student whose candidature is discontinued in accordance with Rule 11.20.2 may lodge an appeal against the discontinuation of candidature with the Registrar.

11.21.2 Under normal circumstances an appeal against discontinuation of candidature must reach the Registrar within four (4) weeks of the date of official notification.

11.21.3 A student may request the Registrar to consider an extension of time to submit an appeal against discontinuation. Any such request should normally be received within three (3) weeks of the date of official notification.

11.21.4 In normal circumstances, the grounds for appeal against a decision of discontinuation

of candidature due to unsatisfactory progress made pursuant to Rule 11.20.2(1) are:

- (1) the existence of procedural irregularities in the candidature assessment, in the handling of progress reports or in the implementation of other requirements deemed necessary for satisfactory progress;
- (2) mitigating circumstances, supported by documentary evidence, which directly and significantly affected the student's progress, an awareness of which would have reasonably led to a decision other than the discontinuation of candidature;
- (3) the decision was based on factual errors of such magnitude as to invalidate the decision.

11.21.5 In normal circumstances, the grounds for appeal against a decision of discontinuation of candidature due to an unsatisfactory examination made pursuant to 11.20.2(2) are:

- (1) procedural irregularities in the conduct of the examination;
- (2) documentary evidence of errors or irregularities on the part of one or more of the examiners.

11.21.6 The Registrar shall refer the appeal to the Dean of the relevant Faculty. The Dean should consult the appropriate Responsible Academic Officer and other academic staff members he or she considers relevant to enable a recommendation to be prepared.

11.21.7 The recommendation of the Dean of the relevant Faculty, together with any supporting documentation, must be forwarded to the Registrar.

11.21.8 The Registrar shall then refer the Dean's recommendation to the student for the student to provide a written response to the recommendation.

11.21.9 Under normal circumstances the student's response must reach the Registrar within ten (10) days of the date of notification.

11.21.10 In exceptional circumstances the Registrar may approve an extension of time for the student to respond to the Dean's recommendation.

11.21.11 The Registrar shall then refer the student's appeal, the Dean's recommendation and the student's response to the Graduate Research Students' Appeals Committee, constituted under Rule 17.2, for consideration and decision.

11.22 Result of appeal

11.22.1 Where an appeal against discontinuation due to unsatisfactory progress is upheld:

- (1) the student's candidature will be re-instated;
- (2) the ~~University Graduate School Board~~ Dean, University Graduate School will, upon advice from the Responsible Academic Officer, determine the period of candidature remaining and any other requirements for the student to complete the course.

11.22.2 Where an appeal against discontinuation due to unsatisfactory examination is upheld:

- (1) the student's candidature will be re-instated;
- (2) the ~~University Graduate School Board~~ Dean, University Graduate School will, upon advice from the Responsible Academic Officer, determine the steps and processes necessary for the re-examination to be conducted in an appropriate timeframe or for the examination to be repeated as appropriate.

11.22.3 Where an appeal against discontinuation is not upheld the discontinuation of candidature will be confirmed.

SECTION 12 — HIGHER DOCTORAL DEGREE REQUIREMENTS

12.1 Higher Doctoral degrees

12.1.1 The University Council has determined that there shall be the following Higher Doctoral degrees:

- (1) Doctor of Engineering (DEng);
- (2) Doctor of Fine Arts (DFA);
- (3) Doctor of Laws (LLD);
- (4) Doctor of Letters (LittD);

- (5) Doctor of Science (DSc).

12.2 Requirements for award

- 12.2.1 Any of the degrees referred to in Rule 12.1.1 may be conferred by the University Council on a candidate who has to the satisfaction of the Academic Board made a significant original contribution to a field of knowledge and whose scholarly works exhibit, among other things, a level of originality and creativity which marks them as a major authority in his or her field.

12.3 Eligibility

- 12.3.1 To qualify for consideration as an applicant for the award of a Higher Doctoral degree, an applicant must:
- (1) have been a full-time academic staff member of the University of Technology, Sydney for at least three consecutive years or the equivalent as a part-time academic staff member, or otherwise, in the opinion of the Dean of the relevant Faculty have had an equivalent connection with the University of Technology, Sydney; and
 - (2) hold a degree of the University of Technology, Sydney; or
 - (3) hold a degree from another tertiary institution, and be in the opinion of the Dean of the relevant faculty otherwise qualified to be a candidate for a Higher Doctoral degree by reason of eminence in learning or creative achievements.

12.4 Application

- 12.4.1 An applicant for Higher Doctoral degree candidature shall submit to the Dean, University Graduate School an application together with four copies of the published work that the applicant wishes to have examined.
- 12.4.2 The Dean, University Graduate School shall refer the application to the Dean of the relevant faculty for a recommendation as to:
- (1) whether the applicant satisfies the eligibility criteria in Rule 12.3.1;
 - (2) whether the published work is prima facie worthy of examination for the degree and if so for recommendation as to examiners.

12.5 Submitted works

- 12.5.1 The work submitted for examination for a Higher Doctoral degree must be published works of which the candidate is author or joint author.
- 12.5.2 In the case of works of which the candidate is a joint author, the candidate shall submit a written statement and such supporting material as the Higher Doctoral Degrees Committee requires, indicating the extent of the contribution of the candidate to the works.
- 12.5.3 A candidate shall not submit any work for which the candidate has already been granted a degree by any university.

12.6 Examination of works

- 12.6.1 The Higher Doctoral Degrees Committee shall appoint no fewer than three examiners, none of whom shall be staff members of the University, to examine the submitted works.
- 12.6.2 Each examiner shall submit to the Higher Doctoral Degrees Committee an independent report in writing and shall recommend, on the basis of the submitted work, whether the candidate's work:
- (1) has demonstrated outstanding creative achievement or an outstanding contribution to the field of knowledge in which those works fall; and
 - (2) has exhibited a level of originality and creativity that marks the candidate as a major authority in that field.
- 12.6.3 The Higher Doctoral Degrees Committee shall consider the reports of the examiners and shall formulate a recommendation to the University Graduate School Board that:
- (1) the candidate has satisfied requirements for the award of the degree; or
 - (2) the candidate has not satisfied requirements for the award of the degree; or
 - (3) the University Graduate School Board takes other action as recommended by the

Higher Doctoral Degrees Committee.

12.6.4 The University Graduate School Board shall consider the recommendation of the Higher Doctoral Degree Committee and:

- (1) recommend to Academic Board that the candidate has satisfied the requirements for the award as specified in Rule 12.2; or
- (2) determine that the candidate has not satisfied requirements for the award of the degree; or
- (3) take other action as it deems appropriate.

12.6.5 The candidate shall be advised of the University Graduate School Board's action under 12.6.4.

12.7 Deposit of works

12.7.1 The provisions of Rule 11.19 (Graduate Research Study) shall apply in respect of published works submitted under this Section of the Rules and for which an award is conferred under this Section of the Rules.

12.8 Higher Doctoral Degrees Committee

12.8.1 The Higher Doctoral Degrees Committee shall consist of such persons as the University Graduate School Board may nominate and determine from time to time.

12.8.2 Any approval given or made by a majority of those members of the Higher Doctoral Degrees Committee, present and voting at a duly constituted meeting of the Committee shall, for the purposes of this Section of the Rules, be deemed to be an approval, recommendation, decision or other determination of the Higher Doctoral Degrees Committee.