

RULE CHANGES APPROVED BY COUNCIL

Pursuant to the UTS Bylaw (Part 4, division 3, clause 44), the following rule changes made by UTS Council, effective 1 January 2012.

At its meeting 11/7 on 23 November 2011, Council resolved to approve amendments to the Rules as follows:

COU/11-7/119

Council resolved to:

- .1 receive and note the report as detailed in Document 6.5 and Attachments 1-3 – Report from Academic Board;
- .2 approve:
 - (1) the amendments to the Standing Delegations of Authority (Academic and Student Matters) as detailed in Attachment 1;
 - (2) the amendments to the following Rules as detailed in Attachment 2:

Section 5:

5.1 General

5.2.3 Applicants with a record of failure or exclusion on academic grounds

5.2.4 Applicants who have been excluded for misconduct

5.3 A valid offer of admission

Deletion of current 5.3 Provisional Admission

5.6.2 An applicant or student whose offer was withdrawn, admission or enrolment cancelled under Rule 5.6.1

5.6.3 An applicant or student may reapply for further study at the end of a period of exclusion

5.7.1 (1) and (2) general requirements for admission

Deletion of current 5.8

Deletion of current 5.10.1

5.9.4 (1) and (2) excluded students reapplying

Attachment 2 (resolution .2(2) above)

[new text underlined, text to be deleted in ~~striketrough~~]

Section 5 — Admission

5.1 General

5.1 Subject to these Rules, admission to UTS programs of study will be undertaken in accordance with the Admissions Policy, the Admissions Procedures, the English Language Policy, and the Register of Admissions Standards approved by Academic Board from time to time.

5.12 Application for admission

5.12.1 An application for admission to a course shall be made on the prescribed form, shall be lodged in accordance with directions on that form and by the specified closing date, as published by the University from time to time.

5.12.2 Applicants for admission to a course are required to provide accurate and complete information, including disclosure of all their previous academic information and study as required on the application form. Applicants who fail to do so may have their application cancelled, the offer withdrawn and their admission and enrolment cancelled (refer [Rule 5.6](#)).

5.12.3 An applicant who has a record of failure or exclusion on academic grounds (refer [Rule 10.4.1](#)) at this University or at another tertiary institution ~~may be~~ must ~~required to~~ provide a statement and additional documentation to demonstrate why he or she should be considered for admission to a course at the University, and in particular, provide documentation of any information that is relevant to the assessment of the applicant's chances of successfully completing the course.

5.2.4 An applicant who has been excluded for misconduct (refer [Rule 16.3.1](#)), at this University or at another tertiary institution, must provide a statement and additional documentation to demonstrate why they should be considered for admission to a course at the University. (refer [Rule 5.11.4](#))

5.12.5 Acceptance by the University, or its agents, of an application for admission to a course, is not to be taken as an offer of admission or an undertaking of availability of that course in any particular year.

5.23 Offer of admission

5.23.1 A valid offer of admission to a course can only be made in writing by the University's authorised delegates. ~~Except where otherwise provided for by the Rules, an offer of admission can only be made by the Registrar (or nominee). The Registrar must maintain a Register of the persons or bodies authorised to make an offer of admission.~~

5.23.2 The University may make an offer of admission to an applicant for a course that is different from the course for which the application was made.

5.23.3 Unless stated otherwise in the offer document, an offer of admission to a course will lapse within four (4) weeks of the date of the offer unless the University is notified in the prescribed way that the offer has been accepted.

~~5.23.4~~ Any offer of admission, admission to or enrolment in a course that is made conditional upon the provision of relevant academic or personal information may be withdrawn in accordance with [Rule 5.6](#) if the required information is not provided to the University within the time specified by the University.

5.3 Provisional admission

~~5.3.1 An applicant who has been offered a place in an undergraduate course and~~

~~(1) whose basis for admission is other than the NSW HSC or approved course of the NSW Department of Technical and Further Education; or~~

~~(2) who has been admitted under an Educational Access or Special Admission Scheme; or~~

~~(3) who has a record of failure at UTS or another tertiary institution; or~~

~~(4) who has been admitted under the general authority accorded to Academic Board;~~

~~may be admitted to the course on a provisional basis.~~

~~5.3.2 A student who has been admitted to a course on a provisional basis will have his or her academic progress reviewed at the end of one year of enrolment in accordance with specified requirements. If progress is considered unsatisfactory, the provisional admission will be withdrawn by Academic Board and no further enrolment by that student in that course will be permitted (refer [Section 10 Academic Progression](#)).~~

5.4 Acceptance of offer

5.4.1 Applicants who wish to accept an offer of admission to a course must do so by the means specified in the offer document. When the acceptance is received by the University, the student will be deemed to have been admitted to the course and will be provided with information on enrolment procedures.

5.4.2 If an applicant who has accepted an offer of admission does not enrol in the specified enrolment period, he or she will be deemed to have forfeited the place in the course for which the offer has been made, unless he or she has applied for and been granted an extension of the time to enrol or a deferral of commencement (refer [Rule 5.5](#)).

5.5 Deferral of commencement

5.5.1 Unless Academic Board has resolved otherwise in respect of a particular course, an applicant who has been offered a place in an undergraduate course will be eligible to apply for deferral of commencement of studies for a period normally no greater than twelve (12) months.

5.5.2 Unless Academic Board has resolved otherwise in respect of a particular course, deferral

of commencement of study is not available for Bachelor Honours degrees, graduate courses or non-award courses.

5.5.3 An application for deferral must be made in writing to the Registrar by the specified closing date.

5.5.4 An applicant who has had a deferral of commencement approved must re-apply in accordance with procedures as specified from time to time and in accordance with the normal timeframes for admission and commencement of study at the end of the deferral period.

5.5.5 In exceptional circumstances, an application for extension of the deferral period may be approved by the relevant ~~Dean or nominee~~ Responsible Academic Officer. Approval of extension to the period of deferral is not automatic.

5.6 Withdrawal of offer of admission and cancellation of admission or enrolment

5.6.1 The University reserves the right to withdraw an offer of admission and cancel the student's admission or enrolment in cases where:

(1) an applicant for admission to a course has not provided true and complete information, including:

(a) failure to disclose full details of all previous academic information and study as required on the application form; or

(b) failure to disclose full details as proof of identity and citizenship status as required on the application form;

and where the provision of untrue or incomplete information results in:

(c) contravention of any legislative provisions; or

(d) the advantage of the applicant and/or inequitable treatment of other applicants;
or

(e) an incorrect assessment of the application in relation to meeting admission requirements or standards.

(2) an applicant, who has been granted approval of deferral of commencement in a course, enrolls in any other undergraduate or graduate courses (including diplomas, advanced diplomas and associate degrees at post secondary level) at any tertiary institution during the period of approved deferral;

(3) a student, who has been re-admitted to a course with conditions relating to his or her future conduct at the University set by the Vice-Chancellor (or delegate), fails to satisfy those conditions.

5.6.2 An applicant or student whose offer was withdraw, admission or enrolment cancelled

under Rule 5.6.1 shall be excluded from applying for admission to the University for a period of one (1) academic year and may not apply for or enrol in any subjects or courses of study at the University during the period of exclusion.

5.6.3 An applicant or student may reapply for further study at the end of the period of exclusion in accordance with standard application procedures and must as part of any future application show cause by providing a statement and additional documentation to demonstrate why they should be considered for admission to a course at the University.

5.6.24 Appeal

(1) An appeal may be lodged by an applicant against decisions made in accordance with Rule 5.6.1(1) in relation to withdrawal of an offer of admission and cancellation of admission and/or enrolment.

(2) An appeal must be in writing, specify and substantiate the grounds of the appeal and be lodged with the Registrar within four (4) weeks of the date of notification.

(3) In normal circumstances, the grounds for appeal are:

(a) procedural irregularities; and/or

(b) mitigating circumstances, supported by documentary evidence, which directly and significantly affected the applicant's ability to provide complete and true information.

(4) The Registrar shall refer the appeal to the Senior Deputy Vice-Chancellor. The Senior Deputy Vice-Chancellor may seek the recommendation of the Dean and other relevant members of staff. The Senior Deputy Vice-Chancellor shall then forward his or her recommendation, and the advice received, to the Registrar.

(5) If the recommendation of the Senior Deputy Vice-Chancellor is that the appeal be upheld, the cancelled offer of admission and/or enrolment will be reinstated and the applicant will be advised of this by the Registrar. If the recommendation is to dismiss the appeal, the Registrar shall refer the appeal to an Appeals Committee (Non-disclosure), constituted under Rule 17.4, for consideration and decision.

(6) Where an appeal is dismissed the withdrawal of offer and cancellation of admission and enrolment will be confirmed by the Registrar.

5.7 Requirements for admission

5.7.1 To be eligible for admission to a course an applicant:

(1) must satisfy the general requirements for admission to that course as detailed in ~~Rule 5.8~~ the Admissions Policy; and

(2) must satisfy the language requirements if applicable for that course as detailed in ~~Rule 5.9~~ the Admissions Policy; and

(3) may also be required to satisfy other specific requirements for the particular course.

5.7.2 Notwithstanding any of the provisions of Rules ~~5.8 to 5.7~~ and ~~5.10~~ 5.8, Academic Board may approve admission for any applicant who, in the opinion of the Board, has reached an acceptable standard.

5.7.3 Notwithstanding any of the provisions of Rules ~~5.8 to 5.7~~ and ~~5.10~~ 5.8, † The Senior Deputy Vice-Chancellor may recommend to Academic Board approval of provisional admission for specified applicants on a case-by-case basis.

5.8 General requirements for admission

5.8.1 Undergraduate Bachelor degree

(1) Prerequisite knowledge

~~There are no formal course or subject prerequisites for admission to undergraduate courses. However most courses are taught on the assumption that students have attained an appropriate level of knowledge in certain subjects. Relevant information can be obtained from the Faculty offering the course.~~

(2) General requirements

~~(a) Applicants will be considered for admission on the basis of meeting the general requirements in one of the following categories:~~

~~(i) completion of the NSW Higher School Certificate (NSW HSC) course at the required level;~~

~~(ii) completion of an approved course of the NSW Department of Technical and Further Education (NSW TAFE) at the required level;~~

~~(iii) possession of equivalent qualifications to (i) and (ii) above at the required level;~~

~~(iv) mature age and attainment of a specified educational standard.~~

~~(b) Applicants may also be eligible for consideration under UTS Educational Access or Special Admission Schemes.~~

~~(3) Applications for admission to an undergraduate degree will be assessed in accordance with the University's Admissions Policy as approved by Academic Board from time to time.~~

5.8.2 Bachelor Honours degree

~~(1) The general requirement for admission to a Bachelor Honours degree is completion of a Bachelor degree in a relevant discipline at an appropriate level.~~

~~(2) Applications will be assessed in accordance with the University's Admissions Policy as approved by Academic Board from time to time.~~

5.8.3 Graduate Certificate, Graduate Diploma, Masters degree by coursework

~~(1) The general requirement for admission to a Graduate Certificate, Graduate Diploma or Masters degree by coursework is:~~

~~(a) completion of a Bachelors degree of the University of Technology, Sydney in a related field of study; or~~

~~(b) completion of an equivalent qualification; or~~

~~(c) completion of a higher qualification; or~~

~~(d) submission of such other evidence of general and professional qualifications which satisfies the relevant Faculty Board that the applicant possesses the educational preparation and capacity to pursue graduate studies.~~

~~(2) Applications for admission to graduate coursework study will be assessed in accordance with the University's Admissions Policy as approved by Academic Board from time to time.~~

5.8.4 Graduate research degree

~~(1) The minimum general requirement for admission to a Masters degree by research course is:~~

~~(a) completion of a Bachelors degree of this University; or~~

~~(b) completion of an equivalent qualification; or~~

~~(c) completion of a higher qualification; or~~

~~(d) submission of such other evidence of general and professional qualifications which satisfies the University Graduate School Board that the applicant possesses the educational preparation and capacity to pursue graduate research studies at this level.~~

~~(2) The minimum general requirement for admission to a Doctoral degree course is:~~

~~(a) completion of a Bachelor Honours degree of this University with First Class or Second Class Division 1 Honours or a Masters by research degree of this University; or~~

~~(b) completion of an equivalent qualification; or~~

~~(c) completion of a higher qualification; or~~

~~(d) submission of such other evidence of general and professional qualifications as will satisfy the University Graduate School Board that the applicant possesses the educational preparation and capacity to pursue graduate research studies at this level.~~

~~(3) Applications for admission to graduate research degrees will be assessed in accordance with the University's Admissions Policy as approved by Academic Board from time to time.~~

5.8.5 Doctoral degree by publication

(1) An applicant for admission to a Doctoral degree by publication must:

(a) satisfy the requirements of Rule 5.8.4(2); and

(b) provide prima facie evidence of appropriate publications which can form the body of a thesis to the satisfaction of the relevant Faculty.

(2) Applications for admission to a Doctoral degree by publication will be assessed in accordance with the University's Admissions Policy as approved by Academic Board from time to time.

5.8.6 Non-award course

(1) Application can be made for non-award study which ~~that~~ is study that does not lead to a formal award of the University. Such study may consist of single subjects that are normally taken as part of an award course and may also consist of a set of subjects that can result in recognition by a professional accreditation authority.

(2) Applications will be assessed in accordance with the University's Admissions Policy as approved by Academic Board from time to time.

(3) An applicant who has been excluded from this University or any other tertiary institution will not be permitted to undertake non-award study during the specified period of exclusion.

5.8.7 Cross-institutional study

(1) A student from another tertiary education institution in Australia may apply to undertake a subject or subjects from this University as part of the requirements of the award course at his or her home institution.

(2) Applications for cross-institutional study require approval of the student's home institution.

(3) Applications for cross-institutional study will be assessed in accordance with the University's Admissions Policy as approved by Academic Board from time to time.

5.8.8 Study Abroad

(1) A student from a higher education institution outside Australia may apply to undertake up to one year of study at the University that may be counted towards the requirements for an award at his or her home institution.

(2) Applications for Study Abroad require approval by the student's home institution.

(3) Applications for Study Abroad will be assessed in accordance with the University's Admissions Policy as approved by Academic Board from time to time.

5.8.9 Student exchange

(1) From time to time, and as part of exchange agreements between the University and other overseas higher education institutions, applications for exchange study at the University will be received in accordance with the terms of an agreement between both

universities.

~~(2) Applications for student exchange will be assessed in accordance with the University's Admissions Policy as approved by Academic Board from time to time.~~

5.9 Language requirements for admission

~~5.9.1 An applicant for a course where the subjects are taught or where research is to be undertaken in English is expected to be proficient in English comprehension and expression. An applicant whose prior education was not undertaken in English, may be required to take a special test and attain a designated standard in that test as set out in the University's Admissions Policy as approved by Academic Board from time to time.~~

~~5.9.2 An applicant for a course where the subjects are taught or where research is to be undertaken in a language other than English (LOTE) is expected to be proficient in comprehension and expression in the other language. An applicant may be required to take a special test in that language as set out in the University's Admissions Policy as approved by Academic Board from time to time.~~

5.10 Specific course requirements for admission

~~5.10.1 Academic Board will determine policy in relation to specific course requirements for particular courses from time to time on the advice of the relevant Faculty Board or University Graduate School Board.~~

~~5.10.28.1 Applicants who satisfy both the general requirements for admission and language requirements for admission may also have their application assessed in accordance with specific course requirements as recommended by the relevant Faculty Board and approved by Academic Board.~~

~~5.10.38.2 Academic Board, on the advice of the relevant Faculty Board or University Graduate School Board, may require the applicants for admission to a particular course to submit a personal statement or other questionnaire, undertake an examination or interview, submit portfolios or other additional information. In such circumstances, such information and material may be taken into account by the staff of the relevant Faculty according to criteria approved by the Board of the relevant Faculty for the purposes of determining whether or not to make an offer of admission.~~

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 excluded from a course for a set period in accordance with [Rule 10.4.1](#) or [Rule 16.3.1\(4\)](#); or

(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.

5.419.2 Readmission to a course is not automatic.

5.419.3 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.

5.419.4 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~~ must show cause by providing a statement and additional documentation to demonstrate why they should be considered for admission to a course at the University. why he or she should be readmitted; and

(2) may 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.

5.419.5 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.

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