

# University Rules Examples

## UNIVERSITY OF TECHNOLOGY SYDNEY

### Part 1 General Rules

#### **UTS GENERAL RULES**

#### **G1 — Rules relating to Council, the Chancellor, Deputy Chancellor and Vice-Chancellor**

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These Rules shall be known as the UTS General Rules and are made pursuant to [section 29](#) of the *University of Technology Sydney Act 1989* (NSW) (the Act) and [clause 44](#) of the University of Technology Sydney By-law 2005 (NSW) (the By-law).

They take effect in accordance with [section 29\(2\)\(c\)](#) of the Act and are promulgated in accordance with [clause 46](#) of the By-law.

## **1. Chancellor or Deputy Chancellor to preside at ceremonial occasions**

- (1) The Chancellor when present is to preside at ceremonial occasions.
- (2) In the absence of the Chancellor, the Deputy Chancellor when present is to preside at ceremonial occasions.
- (3) In the absence of both the Chancellor and Deputy Chancellor, a Pro-Chancellor is to preside at ceremonial occasions.
- (4) In the absence of the Chancellor, Deputy Chancellor and a Pro-

Chancellor, the Chancellor is to appoint a member of Council to preside at ceremonial occasions.

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## **2. Powers of Chancellor in relation to University committees**

(1) The Chancellor may without specific appointment exercise the right of membership of any committee or board of the University.

(2) The Chancellor may preside at any meeting of any such committee or board and has all the functions of the presiding member of any such committee.

(3) If the Chancellor is absent or is unable to act, or if the office of Chancellor is vacant, the Deputy Chancellor may preside at any such meeting and is to have the like functions.

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## **3. Presiding member**

The Chancellor, or any other person presiding at any meeting of Council in accordance with this Rule G1, has a deliberative vote and, in the event of an equality of votes, a casting vote.

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## **4. Ordinary meetings of Council**

Council is to meet in ordinary session not less than six times in each year and at such other times as Council decides.

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## **5. Special meetings of Council**

(1) A special meeting of Council:

(a) may be convened by:

(i) the Chancellor or, in the absence of the Chancellor, the Deputy Chancellor;

(ii) the Vice-Chancellor; or

(b) is to be convened by the University Secretary if the University Secretary receives a written request of not less than five members of Council setting forth the purpose for which the meeting is required to be convened.

(2) A special meeting required to be convened under Rule G1-5(1)(b) is to be held within 30 days after the receipt of the request for that special meeting.

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## **6. Notice of meeting of Council**

Notice of the date, time and place of a meeting of Council and a copy of the agenda and, in the case of a special meeting, advice as to the purpose for which the meeting is to be convened, are to be provided by the University Secretary to each member of Council at least seven days before the date of the meeting.

In circumstances where the governance of the University would otherwise be compromised, the Chancellor, Vice-Chancellor and University Secretary, as the Executive of Council, may suspend the requirements of the previous paragraph by directing the University Secretary to take action with respect to any of the following:

- (1) advise members of a Council meeting with shorter notice than prescribed in the paragraph above;
- (2) advise only Council members and other required attendees of the meeting place;
- (3) advise Council members that a meeting will be held in closed session.

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## **7. Business at meetings**

A member of Council must not

initiate any matter for discussion, or move any motion in respect of any matter initiated, at a meeting of Council unless:

(1) notice in writing has been given to the University Secretary, in the case of an ordinary meeting, not less than 14 days before the date of the meeting and, in the case of a special meeting, not less than 10 days before the date of the meeting, that the matter will be so initiated or a motion moved in respect of the matter; or

(2) Council or the person presiding at that meeting otherwise permits.

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## **8. Meeting may be adjourned**

The person presiding at a meeting of Council may adjourn that meeting to a later time or date.

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## **9. Failure to give, or receive, notice of meeting**

Proceedings of a meeting of Council are to be taken to have been validly transacted notwithstanding the accidental omission to give notice of the meeting to, or the non-receipt of a notice of the meeting by, a member.

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## **10. Out of pocket expenses**

If a member of Council incurs out

of pocket expenses while engaged on University business, the University Secretary may authorise the payment of the whole or any part of the expenses so incurred to that member, except for the Vice-Chancellor, who will operate in accordance with UTS Standing Delegations of Authority.

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## **11. Vice-Chancellor**

(1) The Vice-Chancellor, as the chief executive officer of the University, is to be the principal academic and administrative officer of the University and is responsible to Council for implementing the decisions of Council.

(2) Subject to the [Act](#), the [By-law](#), the Rules and the resolutions of Council, the Vice-Chancellor is to be responsible for:

- (a) promoting the interests and furthering the development of the University;
- (b) conducting the academic, administrative, financial and other business of the University; and
- (c) exercising general supervision and control in relation to the members of staff of the University and the welfare and discipline of

students.

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## **12. Role of Vice-Chancellor in relation to Council committees and boards**

(1) Subject to the [By-law](#), these Rules and any direction by Council, the Vice-Chancellor is to be ex officio a member of every committee or board of Council, with the exception of the Audit and Risk Committee.

(2) In the absence of both the appointed Chair of a committee or board of Council and the Chancellor, the Chancellor may appoint any member of Council to preside at a meeting of a committee or board of Council.

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## **13. Acting Vice-Chancellor**

(1) In the event of the absence on leave of the Vice-Chancellor from the University or the illness or incapacity of the Vice-Chancellor, an Acting Vice-Chancellor is to be appointed:

(a) by the Vice-Chancellor, if the Vice-Chancellor has no reason to believe that the absence, illness or



incapacity will exceed four weeks; or

(b) by Council in any other case or if the Vice-Chancellor does not make an appointment in accordance with paragraph (a).

(2) The Vice-Chancellor may also appoint an Acting Vice-Chancellor where the Vice-Chancellor is absent from the University on official business and believes that such an appointment is necessary for the effective operation of the University.

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## **14. Powers and authorities of Acting Vice-Chancellor**

In the exercise of the functions of the Vice-Chancellor, the Acting Vice-Chancellor has such powers and authority as may be necessary or convenient to give effect to the provisions of the [By-law](#), the Rules and the resolutions of Council.

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## **15. Size of Council**

(1) For the purposes of [section 8B\(2\)](#) of the Act, the total number of members on Council is 20.

(2) For the purposes of [section 8B\(4\)](#) of the Act, the number of members in

each of the categories defined by [section 8B\(3\)](#) of the Act, shall be as follows:

- (a) five elected members;
- (b) 10 Council appointed members;
- (c) two Ministerial appointed members.

(3) Pursuant to [sections 8B\(2\) and \(5\)](#) of the Act, a change to Rules G1-15(1) or G1-15(2) may only be made by a resolution passed by at least two thirds of the members of Council.

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## **16. Elected staff and students**

(1) For the purposes of [section 8D\(1\)](#) of the Act, the number of staff and students elected to Council shall be as follows:

- (a) two elected (academic) staff members;
- (b) one elected (non-academic) staff member;
- (c) one elected (undergraduate) and one elected (postgraduate) student.

(2) Any staff member or student standing for election to a position

described in [section 8D\(1\)](#) of the Act and Rule G1-16(1)(a) to (c) shall at the time of their nomination for that position, provide a declaration that, to the best of their knowledge, the person will meet the qualifications described in [sections 8D\(2\) and \(3\)](#) of the Act for the entire term of office to which the person is seeking election, and that, if elected, the person will advise the Returning Officer as soon as they become aware of any change to their qualification.

(3) Rule G1-16(2) is to be read in conjunction with information on qualifications for elected members of Council, detailed in [clauses 7 to 10](#) of the By-law.

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## **17. Number of graduate members**

For the purposes of [section 8E\(1\)](#) of the Act, the number of external persons who are graduates of the University shall be at least one.

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## **18. Conduct of elections and authority for determining the method of election**

(1) The elections for the elected members of Council

are to be conducted in accordance with the By-law, Part 2, Division 2 and the Rules of the University.

(2) The Returning Officer will determine whether an election for Council or other body, is conducted using an electronic or non-electronic voting system.

## **UTS GENERAL RULES**

### **G2 — Rules on election of Chancellor and Deputy Chancellor**

#### **Division 1 — Election of Chancellor and Deputy Chancellor**

- [1. Call for nominations](#)
- [2. Schedule of dates for elections for Chancellor or Deputy Chancellor](#)
- [3. Making of nominations](#)
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#### **Division 2**

- [1. Pro-Chancellor's appointment and role](#)

### **Division 1 — Election of Chancellor and Deputy Chancellor**

1. The following Rules apply in accordance with [sections 10 and 11](#) of the Act and [clause 4](#) of the

By-law.

1. Call for nominations

(1) (a) If an election for a Chancellor or Deputy Chancellor is necessary, the Returning Officer must send or deliver a copy of the notice to each member of Council.

(b) The notice referred to in this rule must:

(i) state that an election is necessary;

(ii) invite nominations for persons for election;

(iii) specify the form in which nominations must be made;

(iv) specify the date and time by which nomination papers must reach the Returning Officer;

(v) specify how ballot papers will be distributed;

(vi) specify the date and time by which ballot papers must reach the Returning Officer; and

(vii) contain such other information relating to the election as the

Returning Officer  
thinks fit.

(c) Unless Council determines otherwise, the notice referred to in this rule must be sent or delivered whenever a vacancy in the office of Chancellor or Deputy Chancellor occurs or, if a vacancy is expected to occur, no earlier than six months and no later than one month before the date of the expected vacancy, noting the requirements of the election in anticipation of resignation specified in Rule G2.

## 2. Schedule of dates for elections for Chancellor or Deputy Chancellor

(1) In the conduct of an election for Chancellor or Deputy Chancellor the Returning Officer must allow:

(a) between the notification to Council members, under Rule G2-1(a), that an election is necessary and the date and time specified for receipt of nominations — not less than 10 days and not more than 14 days;

(b) between the date and time specified for the receipt of nominations and the

issue of ballot papers —  
not more than seven  
days; and

(c) between the issue of  
ballot papers and the  
date and time by which  
ballot papers must  
reach the Returning  
Officer — not less than  
10 days and not more  
than 14 days.

### 3. Making of nominations

(1) (a) Nomination of  
candidates must be made  
by sending or delivering  
nomination papers to the  
Returning Officer.

(b) A nomination paper  
must be signed by two  
members of Council,  
other than the person  
nominated, and must  
be endorsed with or  
accompanied by the  
written consent of the  
person nominated.

(c) There must be a  
separate nomination  
paper for each  
candidate.

(d) A candidate may  
provide with the  
nomination paper a  
statement of not more  
than one page  
containing information  
relating to the  
candidate that he or she  
wishes to supply. The  
statements provided by  
the candidates are to be

distributed with the  
ballot papers.

#### 4. Dealing with nominations

(1) (a) The Returning Officer must, within four days after receipt of a nomination paper, send or deliver a notice to each person who has signed or endorsed the nomination paper, notifying the person of the acceptance or rejection of the nomination.

(b) If, at the close of nominations, only one valid nomination for a position is duly made and delivered, the Returning Officer must declare the candidate so nominated to be elected.

(c) If more than one valid nomination for a position is duly made and delivered, the Returning Officer must conduct a ballot.

#### 5. Conduct of the ballot

(1) (a) The ballot must be a secret ballot.

(b) The Returning Officer must send or deliver a ballot paper to each member of Council.

(c) Following receipt of a written application, the Returning Officer may, on being satisfied



that a ballot paper has been lost or destroyed, supply a duplicate ballot paper to the person to whom the lost or destroyed ballot paper was issued.

(d) All envelopes received by the Returning Officer must remain unopened until the close of ballot.

(e) The procedure to be followed at the close of ballot must be conducted in accordance with the [UTS General Rules G3 - 34 to 37.](#)

#### 6. Election in anticipation of resignation

(1) (a) If the Chancellor or Deputy Chancellor intends to resign from office he or she is under a duty to notify the Returning Officer as soon as practicable of:

(i) his or her intention to resign from office; and

(ii) the date from which the resignation is intended to take effect.

(b) After such a notification has been received the Returning Officer may proceed to conduct an election.

(c) The result of the

election does not take effect until after the incumbent's resignation takes effect.

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## **Division 2**

### **1. Pro-Chancellor's appointment and role**

(1) A Pro-Chancellor will be elected by Council by means of a secret ballot conducted by the University Secretary in accordance with the rules on the election of the Chancellor (Rule G2).

(2) All members of Council are eligible to make nominations and to vote, but only members of Council who are not a staff member or a student can stand for election for the position of Pro-Chancellor.

(3) A Pro-Chancellor shall have authority to act for the Chancellor in the context of the University's graduation ceremonies, or, when specifically requested by the Chancellor, to assist with ceremonial or courtesy function in the University.

(4) The appointment shall be for a period of two years, renewable.

(5) When presiding at official functions where robes are appropriately worn, a Pro-Chancellor shall

wear a robe which is specially designed for the role of Pro-Chancellor in accordance with the instructions of the Chancellor.

## **UTS GENERAL RULES**

### **G3 — Rules relating to Academic Board, Faculty Boards and Elections**

#### **Part 1 — Academic Board**

[Division 1 — Constitution of the Academic Board](#)

[Division 2 — Presiding member \(Chair\) and deputy presiding member](#)

[Division 3 — Functions and powers of Academic Board](#)

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#### **Part 2 — Faculty Boards**

#### **Part 3 — Elections**

### **Part 1 — Academic Board**

Division 1 — Constitution of the Academic Board

1. (1) Academic Board is to include:

(a) ex officio members (in addition to the Vice-Chancellor); and

(b) elected members;

as provided by this Division,

in addition to any persons determined by Council.

(2) The ex officio members of Academic Board are to be the person or persons holding the positions of:

- (a) Provost;
- (b) Deputy Vice-Chancellor (three to be nominated by the Vice-Chancellor);
- (c) Dean;
- (d) Head of School, Graduate School of Health
- (e) Director, Institute for Sustainable Futures
- (f) Director, Connected Intelligence Centre
- (g) University Librarian
- (h) President of the UTS Students' Association;
- (i) Indigenous Representative (nominated by the Chair); and
- (j) Associate Dean of faculty (two per faculty, nominated by the respective Deans).

in addition to the holder or holders of any other position determined by Council.

(3) The elected members of Academic Board comprise:

- (a) members elected by

and from the academic staff of each faculty on the basis of one member for every 30 equivalent full-time (continuing and fixed-term) academic staff (rounded to the nearest whole number), with the exact number to be determined no later than 3 months prior to the commencement of the election and a minimum representation of two members per faculty; and

(b) one student elected by and from students from each faculty, and an alternate; and

(c) one postgraduate research student elected by and from the postgraduate research students of the University, and an alternate.

(4) The Chair of Academic Board may, with the consent of the runner up in the most recent election for the relevant student category, appoint that runner up to be the alternate member for the relevant student category. In the event that the runner up does not consent to be the alternate member, the other candidates in the election for the relevant

student category will be offered the position in the order of their ranking in the election as determined in accordance with Rule G3-37. If the candidates in the election are exhausted and the vacancy remains unfilled, the Chair of Academic Board will, after appropriate consultation, appoint another student to act as an alternate member. The alternate member, who is appointed for the same term of office as the elected member, has speaking and voting rights at those meetings of Academic Board which the alternate member attends in place of the elected member.

*Term of office of elected member of Board*

2. (1) The term of office of an elected member of the Board is one year for student members and two years for all other members.

(2) In the case where elected members' terms of office are required to be staggered to promote continuity of the Board (where the term of office of elected staff members is two years), the process outlined in Rule G3-2(3) will be applied.

(3) In respect of Rule G3-2(2), one-half of the elected staff members from each faculty (or in the instance

one-half is not a whole number, the number immediately greater than one-half will be used) shall be determined by lot (drawn by the University Secretary or nominee) and declared to hold office for three years. The remaining undrawn elected staff members will hold office for the standard two years.

#### *Conduct of elections*

3. (1) The elections for the elected members of the Board are to be conducted in accordance with Part 3 of these Rules.

(2) If, at the close of nominations in the conduct of an election, the number of vacancies for elected positions exceeds the number of candidates who are declared elected by the Returning Officer, any remaining vacancy may be filled by the Board for the period stated in the notice of election:

(a) on the recommendation of the Dean of the relevant faculty; or

(b) in the case of a vacancy for a postgraduate student, on the recommendation of the Dean, Graduate Research School.

#### *Casual vacancy in office of elected member of Board*

4. (1) A casual vacancy in the office of an elected member of the Board occurs if the member:

(a) ceases to be qualified for election; or

(b) resigns from office by notifying the Returning Officer in writing; or

(c) is on extended leave for a period exceeding 12 months; or

(d) is formally acting in a position which carries ex officio membership of the Board for a period exceeding 12 months; or

(e) is absent from three consecutive ordinary meetings of the Board unless the absence is excused by the Board either at one of those meetings or before those meetings are held.

(2) In the event that a casual vacancy in the office of an elected member of the Board occurs then:

(a) if the remainder of the term of office of the elected member is less than 12 months, the Chair of the Board may, as soon as practicable after the vacancy occurs, with the consent of the runner up in the



most recent election for that office, appoint that runner up to hold that office for the remainder of the term of office. In the event that the runner up does not consent to fill the vacancy, the other candidates in the most recent election for that office will be offered the vacant position in the order of their ranking in the election as determined in accordance with Rule G3-37. If the candidates in the election are exhausted and the vacancy remains unfilled, the Chair of Academic Board will, after appropriate consultation, appoint a person qualified to hold that office under Rule G3-1(3) for the remainder of the term of office; or

(b) if the remainder of the term of office of the elected member is 12 months or more, the Returning Officer is, as soon as practicable after the vacancy occurs, to conduct an election in accordance with Rule G3-3 among those persons qualified to vote at such an

election.

(3) If no nominations are received to fill a casual vacancy referred to in Rule G3-4(2)(b), the Board may either leave the vacancy unfilled for the remainder of the term of office or take such other action in relation to the filling of the vacancy as the Board considers necessary.

(4) A person elected to fill a casual vacancy in the office of an elected member of the Board is to hold office for the remainder of the predecessor's term of office.

*Leave of absence of elected member of Board*

5. Where an elected academic staff member of the Board:

(a) is on extended leave for a period up to 12 months; or

(b) is formally acting in a position which carries ex officio membership of the Board for a period of up to 12 months.

The Chair, with the consent of the runner up in the most recent election for that office, may appoint the runner up to hold that office for the period of the elected member's leave of absence.

*Division 2 — Presiding member (Chair) and deputy presiding member*  
*Chair*

6. (1) The Board:

(a) as soon as practicable after the membership of the reconstituted Board is confirmed following an election; or

(b) whenever a vacancy in the office of the presiding member occurs, unless less than six months of the term of office remains;

is to elect the presiding member of the Board.

(2) The presiding member will be elected from:

(a) the members of the reconstituted Board; and

(b) the persons who have held a position on the Board, for at least 12 months, in the 5 years prior to the date of commencement of the presiding member's term of office.

(3) The title of the presiding member is to be 'Chair'.

*Term of office of Chair*

7. (1) The Chair, unless he or she resigns as the Chair or ceases to be a member of the Board, holds office for a period (up to two years) from the date of election to the prescribed end of the general Academic Board term and on such conditions as may be determined

by Council on the recommendation of the Board.

(2) The sitting Chair of Academic Board is ineligible to be renominated if completion of the designated term would result in the member serving more than five consecutive years in that office.

*Deputy Chair*

8. (1) The Board:

(a) as soon as practicable after the membership of the reconstituted Board is confirmed following an election; or

(b) whenever a vacancy in the offices of the deputy presiding member occurs, is to elect one of its members to be the deputy presiding member of the Board.

(2) The title of the deputy presiding member is to be 'Deputy Chair'.

*Terms of office, etc., of Deputy Chair*

9. (1) The Deputy Chair, unless he or she resigns or ceases to be a member of the Board, holds office for a period (up to two years) from the date of election to the prescribed end of the general Academic Board term and on such conditions as may be determined by Council on the recommendation

of the Board. Should the Deputy Chair's membership of Academic Board conclude as a result of the conclusion of his or her term in an ex officio staff member position, the Deputy Chair may continue as a co-opted member of Academic Board, for a period up to the next general Academic Board election, at the Board's discretion in order to continue or complete the work of the Board. The duties of the Deputy Chair will be determined, from time to time, in consultation with the Chair.

(2) The sitting Deputy Chair of Academic Board is ineligible to be renominated if completion of the designated term would result in the member serving more than five consecutive years in that office.

#### *Absence of Chair*

10. If the Chair is absent or unable to act, or if the office of the Chair is vacant, the Deputy Chair is to have all the functions of the Chair.

#### *Absence of the Chair and Deputy Chair*

11. (1) In the absence of both the Chair and the Deputy Chair:

(a) the Vice-Chancellor, if the Vice-Chancellor is present and wishes to preside, is to preside at the meeting; or

(b) if the Vice-Chancellor is not present or, being present, does not wish

to preside, the Board is to elect one of its members to preside at the meeting.

*Election of Chair and Deputy Chair*

12. The election of the Chair and the Deputy Chair of Academic Board by the members of the Board is to take place in accordance with Part 3 of this Rule.

*Division 3 — Functions and powers of Academic Board*

13. (1) Academic Board constitutes the primary forum in the University for the discussion and resolution of academic issues and matters. Academic Board and the Vice-Chancellor are the principal sources of advice to Council on all academic matters.

(2) Subject to the By-law, the Rules and the resolutions of Council, Academic Board has a responsibility to assess the quality of, and provide direction to, the academic work of the University, including teaching, learning, scholarship, research and research training.

(3) In exercising its responsibilities, Academic Board:

(a) shall work in conjunction with the Vice-Chancellor, members of the University Executive, Deans and the staff of

the University to ensure that the academic goals of the University are achieved;

(b) may refer any matter for consideration and advice to its own committees, a Faculty Board, Board of Studies, Course Advisory Committee or the Vice-Chancellor or appropriate members of the staff of the University; and

(c) may receive and consider advice from any such body or person on any matters related to Academic Board and its functions, powers and responsibilities.

14. Without limiting the effect of Rule G3-13, the Board:

(1) shall report to, or advise Council or the Vice-Chancellor on, any aspect of:

(a) the academic goals, objectives, principles, directions, priorities and profile of the University, including advice on how these provide a basis for financial, capital or human resource planning;

(b) the quality and standards appropriate to all aspects of the

academic work of the University, and in particular to teaching and learning and the support thereof, and to research and research training;

(2) shall determine the accreditation of proposed or existing award courses on their academic merit, and the removal of the accreditation of award courses;

(3) shall undertake initiatives and institute measures to promote the communication of academic issues and matters and the coordination of academic work and activities across the whole University;

(4) shall determine academic policies;

(5) shall determine the standards governing all aspects of academic administration, including, but not limited to, the admission of students and the examination and assessment of students' work;

(6) shall set the conditions for the granting of fellowships, scholarships and prizes within the University;

(7) shall recommend to Council those students who, having satisfied all



academic requirements for an award course, are considered eligible to graduate; and shall assure the validity of such recommendations by appropriate means;

(8) shall determine the structures and functions of Faculty Boards, and any subsequent amendments to these, noting that a Faculty Board's authority to act on specific matters will continue to require Council's delegated authority.

Division 4 — Relationship between  
Academic Board and Council

*Reference to Council of certain matters by  
Academic Board*

15. If Academic Board does not approve without amendment any recommendation of a Faculty Board or Academic Board Committee, Academic Board is, if so required by the Faculty Board or Academic Board Committee, to transmit the recommendation to Council together with any observations Academic Board thinks fit.

*Council to obtain views of Academic Board  
on certain matters*

16. (1) If Council does not accept without amendment a recommendation from Academic Board relating to teaching, scholarship or research within the University, Council must seek further advice from Academic Board before making a final

decision.

(2) This Rule does not apply if, in the judgment of the Chair of Academic Board and the Chancellor:

(a) the matter is one of urgency on which it is necessary for an immediate decision to be made by Council; or

(b) the area of difference between Council and Academic Board is not one of principle or major significance.

#### Division 5 — Academic Board committees

##### *Committees*

17. (1) Academic Board may establish such committees as it thinks fit with such membership as it considers appropriate for the purpose for which the committee is established.

(2) It does not matter that any or all of the members of a committee are not members of Academic Board.

18. Rules G3-2(1), G3-3, G3-4, G3-5 and G3-10 also apply to Academic Board Committees. When applying these Rules to Academic Board Committees:

(a) all references to the Academic Board shall be read as Academic Board Committees;

(b) relevant faculty  
shall be read as  
faculties; and

(c) a reference to Rule  
G3-1(3) shall be read  
as the relevant  
Academic Board  
Committee composition.

*Chair of Academic Board Committee*

19. The elected Chairs of Academic Board Committees will be elected by and from the Academic Board members,

(a) as soon as  
practicable after the  
membership of the  
reconstituted Academic  
Board is confirmed  
following an election; or

(b) whenever a vacancy  
in the office of an  
Academic Board  
Committee Chair  
occurs, unless less than  
six months of the term  
of office remains.

*Term of office of Chair of Academic Board Committee*

20. (1) The elected Chair of an Academic Board Committee, unless he or she resigns as the Chair or ceases to be a member of Academic Board, holds office for a period of two years from the prescribed date of commencement of the term and on such conditions as may be determined by Academic Board.

(2) An elected sitting Chair  
of an Academic Board

committee is ineligible to be renominated if completion of the designated term would result in the member serving more than five consecutive years as Chair of that committee.

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## Part 2 — Faculty Boards

21. The elections for the elected members of Faculty Boards are to be conducted in accordance with Part 3 of this Rule.

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## Part 3 — Elections

### *22. Definitions*

**ballot** means a method of secret voting.

**casual vacancy** means a position vacated during the term of an elected member.

**close of nominations**, in relation to an election, means the date and time by which nominations must be received by the Returning Officer for the election (as specified in a notice under Rule G3-25 (2) (d)).

**close of the ballot**, in relation to an election, means the date and time for the close of the ballot specified by the Returning Officer for the election in a notice under Rule G3-25 (2) (f).

**election** means the administrative process employed to elect a candidate to an elected position.

**electoral roll** means a list or register containing the names of the people entitled to stand for election, nominate candidates and/or vote in an election.

**electorate** means those persons entitled to stand for election, nominate candidates and vote in an election.

**electronic ballot** means a ballot conducted in accordance with Rule G3-31.

**electronic vote** means a vote cast by means of an electronic voting system.

**electronic voting system** means a secure system approved or managed by the Returning Officer for the purpose of tallying votes cast in an election conducted by electronic means.

**formal vote** means a vote that is not an informal vote.

**informal vote** has the meaning set out in Rule G3-35.

**nominate** means to propose a candidate in an election.

**non-electronic ballot** means a ballot conducted in accordance with Rule G3-29.

**quota** means the number of votes required by a candidate to be elected. It is determined as the next whole number above a quotient, where the quotient is calculated by counting the number of formal votes and dividing this by the number of positions to be filled plus one.

**Returning Officer** for all elections is the University Secretary, unless otherwise determined by Council. The Returning Officer is wholly responsible for overseeing elections.

**runner up** in an election means the person who, in the vote counting process at the election, was the last remaining candidate for election (aside from the person who was declared elected) eligible to fill the casual vacancy. With reference to cl 15(1)(a) of the UTS By-law, Council may choose to fill a casual vacancy by any means, including going to the "runner up".

**Scrutineer** is an examiner of votes at an election count. Each candidate is entitled to nominate one scrutineer to be present at the count.

#### *Conduct of elections*

23. (1) An election referred to in these Rules is to be conducted by the Returning Officer for the election.

(2) The Returning Officer may appoint a Deputy Returning Officer (with such powers as the Returning Officer may determine) and Electoral Officer(s) to assist the Returning Officer in the conduct of all or any part of an election referred to in this Rule.

(3) The Returning Officer's decision is, subject to the Act, By-law and these Rules, final on all matters

affecting the eligibility of candidates, the expected standards of behaviour during elections and election campaigns, the conduct and results of an election, the validity of an election and such other matters as may from time to time affect the conduct of elections.

(4) Where an election is required to be held, the Returning Officer shall, in such manner as the Returning Officer determines, prepare a roll of eligible voters for each relevant election.

#### *Rolls*

24. (1) The Returning Officer is to keep:

(a) for the purpose of elections of academic staff, professional staff, undergraduate student and postgraduate student members for Council, the rolls of eligible voters as prescribed in UTS By-law 6;

(b) for the purpose of elections of academic staff members for bodies other than Council — a Roll of Academic Staff containing the names and last known email addresses (or, if no email address is known

in a particular case, last known address) of those persons who are classified as continuing or fixed-term members of the academic staff of the University;

(c) for the purpose of elections of professional staff members for bodies other than Council — a Roll of Professional staff containing the names and last known email addresses (or, if no email address is known in a particular case, last known address) of those persons who are classified as continuing or fixed-term members of the professional staff of the University;

(d) for the purpose of elections of student members for bodies other than Council — a Roll of Students containing the names and last known email addresses (or, if no email address is known in a particular case, last known address) of those persons enrolled in courses that are listed in the register of award courses of the University (the courses having a minimum duration of one year full-time or equivalent);



(e) for the purpose of elections of undergraduate student members for bodies other than Council — a Roll of Undergraduate Students containing the names and last known email addresses (or, if no email address is known in a particular case, last known address) of those persons enrolled in courses that are listed in the register of award courses of the University (the courses having a minimum duration of one year full-time or equivalent);

(f) for the purpose of elections of postgraduate student members for bodies other than Council — a Roll of Postgraduate Students containing the names and last known email addresses (or, if no email address is known in a particular case, last known address) of those persons enrolled in courses that are listed in the register of award courses of the University (the courses having a minimum duration of one year full-time or equivalent);

(g) for the purpose of

elections of  
postgraduate research  
student members for  
bodies other than  
Council — a Roll of  
Postgraduate Research  
Students containing the  
names and last known  
email addresses (or, if  
no email address is  
known in a particular  
case, last known  
address) of those  
persons enrolled in  
courses that are listed  
in the register of award  
courses of the  
University (the courses  
having a minimum  
duration of one year  
full-time or equivalent);

(h) rolls in accordance  
with the requirements  
of categories of  
membership, other than  
the categories outlined  
in Rule G3-24 (1) (a) –  
(g), as specified by the  
constitution or terms of  
reference of a Board or  
Committee.

(2) Students,  
Undergraduate Students,  
Postgraduate Students and  
Postgraduate Research  
Students, who are also  
members of academic or  
professional staff of the  
University, whose category  
of employment is either  
continuing or fixed-term,  
are not entitled to have  
their name entered on the

Roll of Students, Roll of Undergraduate Students, Roll of Postgraduate Students or the Roll of Postgraduate Research Students.

*Call for nominations and notice of election*

25. (1) If an election is necessary, the Returning Officer must publish a notice referred to in this Rule on the official noticeboard on the UTS website and in such other places and in such manner as the Returning Officer considers necessary to inform the persons whose names are on the relevant rolls of the contents of the notice.

(2) A notice referred to in this Rule must:

- (a) state that an election is necessary to fill the office or offices concerned;
- (b) invite nominations of persons for election;
- (c) specify the manner in which nominations must be made;
- (d) specify a date and time by which nominations must reach the Returning Officer;
- (e) in the event that a ballot is necessary, specify the method or methods the Returning Officer has determined will be used for the ballot, in accordance with Rule G3-29(1);

(f) in the event that a ballot is necessary, specify the dates for the commencement of the ballot and the close of the ballot;

(g) contain such other information relating to the election as the Returning Officer thinks fit (which might include, for example, details of the number of vacancies to be filled and of the terms of office of the members of the Council, Board or Committee to be elected).

(3) An election is not invalid only because a person whose name is on the relevant roll of eligible voters did not see a notice or a copy of a notice referred to in this Rule.

*Schedule of dates for elections*

26. In the conduct of an election, the Returning Officer must allow:

(1) between the publication of the notice under Rule G3-25(1) stating that an election is necessary and the close of nominations for the election — not less than 14 and not more than 28 days; and

(2) between the close of nominations for the election and the commencement of the ballot — not more than

28 days; and

(3) between the commencement of the ballot and the close of the ballot — not less than 14 and not more than 28 days.

*Making of nominations*

27. (1) Valid nominations of candidates, whose names are entered on the relevant roll of eligible voters for an election of members of the Council, Board or Committee must be lodged with the Returning Officer no later than the time and date specified in the notice published under Rule G3-25(2).

(2) A nomination must be signed by two persons whose names are entered on the relevant roll of eligible voters for the election for which the candidate is nominated and must be signed by the person nominated.

(3) If a candidate or nominator is eligible to participate in an election for a staff position, but not on the relevant roll of eligible voters, the Head of School or Dean of the relevant faculty must confirm that the candidate or nominator is an eligible employee of the relevant school or faculty. If the candidate or nominator is confirmed to be eligible, then they will be added to the relevant Roll

under G3-24.

(4) There must be a separate nomination for each candidate and each position.

(5) A candidate for election shall at the time of nomination, provide a declaration that, to the best of their knowledge, the person will meet the qualifications for the relevant position for the entire term of office to which the person is seeking election, and that, if elected, the person will advise the Returning Officer as soon as they become aware of any change to their qualification.

(6) As part of the nomination process a candidate may provide with the nomination a candidate statement of not more than 150 words, which must be lodged with the Returning Officer no later than the time and date specified for the close of nominations in the notice published under Rule G3-25(2). The candidate statement contains information relating to the candidate that he or she wishes to supply. That information may include, for example, the following:

(a) full name;

(b) faculty, school or

department;

(c) course and  
academic year;

(d) academic  
qualifications and  
experience;

(e) positions or offices  
held at any time in  
public bodies, clubs and  
institutions (including  
University clubs and  
societies) with dates of  
tenure.

(7) Statements containing more than 150 words will not be accepted. The Returning Officer (or a person appointed by the Returning Officer) may edit all statements supplied to ensure that they contain no defamatory or offensive material. The edited statements are to be published on or before the opening of the ballot.

(8) The Returning Officer must reject a nomination if satisfied that:

(a) the nomination is  
not duly made; or

(b) the person  
nominated is not  
eligible to be elected.

(9) A candidate is not  
eligible to be elected when:

(a) the candidate name  
cannot be found on the  
roll of eligible voters;

(b) the candidate does not meet the position qualifications; or

(c) the nomination is lodged with the Returning Officer later than the time and date specified for the close of nominations in the notice published under Rule G3-25(2).

(10) The Returning Officer must, within four days after receipt of a nomination, send or deliver a notice to each person who has signed the nomination, notifying the person of the acceptance or rejection of the nomination.

#### *Dealing with nominations*

28. At the close of nominations, where the number of valid nominations of persons for election in each elected membership category is fewer than or the same as the positions to be filled, the Returning Officer must declare the person or persons nominated to be elected. If there are more nominations than positions to be filled in an elected membership category, there must be a ballot.

#### *Form of ballot*

29. (1) A ballot must be a secret ballot using the quota preferential system. Ballots may be conducted by attendance at a polling booth or by way of an electronic voting system that has been approved for use by the Returning Officer in



accordance with Rule G3-31.  
Subject to the Act, the By-law and these Rules, the Returning Officer shall determine which method or methods shall be used for any particular ballot.

(2) Ballot papers, or the component of the electronic voting system that records a vote cast by the voter, as the case may be, must contain the names of the candidates in the order drawn at random by the Returning Officer or by a person appointed by the Returning Officer for the purposes of the election.

*Expected standards of behaviour*

30. The Code of Conduct for UTS Elections sets out the expected standards of behaviour for UTS staff and students involved in the conduct of UTS elections or election campaigns.

*Requirements for electronic voting system*

31. The Returning Officer may approve an electronic voting system for use where the Returning Officer is satisfied that the system:

- (1) will provide a voter with instructions on how to vote;
- (2) will allow a voter to indicate his or her preferences of candidate or candidates;
- (3) gives a voter an opportunity to correct any mistakes before submitting

his or her vote;

(4) allows a voter to make an informal vote;

(5) will not allow a person to find out how a particular voter cast his or her vote;

(6) will not allow a voter to vote more than once for any ballot; and

(7) will only allow a voter to vote in an election for which he or she is eligible to vote.

*Conduct of ballot by attendance at polling booth*

32. (1) Where the Returning Officer has determined under Rule G3-29 that a ballot will be conducted by attendance at a polling booth, the Returning Officer must:

(a) publish in such manner as the Returning Officer considers necessary a notice specifying the dates and times of polling, the location of polling booths, and any other relevant information;

(b) establish on the University premises polling booths attended, during the dates and times for polling, by persons appointed by the Returning Officer for the purpose of initialling and issuing ballot papers to each person

who requests one and is recognised by one of the appointed attendants as being a person whose name is on the roll of eligible voters prepared in accordance with Rule G3-23 and G3-24; and

(c) display at the polling booths the edited statements provided by candidates in accordance with Rule G3-27(6) and (7).

(2) A voter must, before the close of ballot, attend a polling booth to obtain a ballot paper initialled by the Returning Officer or by a person appointed by the Returning Officer, and:

(a) mark a vote on the ballot paper by placing the figure '1' in the square opposite the name of the candidate to whom the voter desires to give his or her first preference vote, and may place consecutive figures (commencing with the figure '2') in the squares opposite the names of any of the remaining candidates, so as to indicate by numerical sequence the order of the voter's preference for them;

(b) deposit the ballot

paper in the relevant ballot box provided for the purpose at the polling booth.

(3) The ballot box is to remain unopened until the close of ballot.

(4) An election is not invalid only because a person whose name is on the relevant roll of eligible voters did not see the notice published in accordance with Rule G3-32(1)(a).

(5) In this Rule, a reference to a person's name being on a relevant roll of eligible voters is a reference to the person's name being on that roll at the opening of nominations for the relevant election.

*Conduct of ballot by electronic voting system*

33. (1) Where the Returning Officer has determined under Rule G3-29(1) that a ballot will be conducted by way of an electronic voting system, the Returning Officer must publish a notice:

(a) detailing the nature of the election and setting out instructions on how and when voters may obtain access to the electronic voting system; and

(b) advising how voters may obtain access to the edited statements

provided by candidates  
in accordance with Rule  
G3-27(6) and (7).

(2) The Returning Officer or person authorised by the Returning Officer must make arrangements to ensure that each person, whose name is on the roll of eligible voters, can access the electronic voting system.

(3) The voter must submit a vote, after the commencement of the ballot and before the close of ballot, in accordance with the instructions provided in the electronic voting system.

(4) An election is not invalid only because a person whose name is on the relevant roll of eligible voters did not see the notice published in accordance with Rule G3-33(1).

(5) In this Rule, a reference to a person's name being on a relevant roll of eligible voters is a reference to the person's name being on that roll at the opening of nominations for the relevant election.

*Procedure on close of ballot*

34. As soon as practicable after the close of the ballot, the Returning Officer or a person appointed by the Returning Officer

must:

(1) in the case of an election conducted by attendance at a polling booth:

(a) open the ballot boxes; and

(b) count the votes, and then ascertain the result of the ballot, in the manner set out in Rule G3-37.

(2) in the case of an election conducted by way of an electronic voting system, generate a count of the votes, using a methodology such that the results obtained are as if the votes were recorded on ballot papers and the count was conducted in accordance with Rule G3-37.

#### *Informal vote*

35. (1) A vote is informal if the voter has not indicated a clear preference for at least one candidate or if it is possible, in the opinion of the Returning Officer, to identify the voter.

(2) In the case of a ballot conducted by attendance at a polling booth, a vote is also informal if the ballot paper has not been initialled in accordance with Rule G3-32(2).

(3) In the case of a ballot conducted by attendance at

a polling booth and despite any other provision of this Rule, a vote is not informal only because any figures placed on the ballot paper are not placed in or entirely in the squares opposite the candidates' names, if the figures are placed on the ballot in such positions as, in the opinion of the Returning Officer, clearly indicate the order of the voter's preference for the candidates.

(4) In the case of a ballot conducted by electronic voting system, the electronic voting system is to provide a warning message to any person casting an informal electronic vote that their proposed vote is informal prior to the recording of that vote.

(5) Each informal electronic vote is to be recorded by the electronic voting system as an informal vote.

#### *Nomination of scrutineers*

36. (1) Each candidate is entitled to nominate one scrutineer who is a member of the staff or students of the University to be present at the count.

(2) A person is not to be a scrutineer in an election in which he or she is a candidate.

(3) A scrutineer is subject

to the conditions specified  
by the Returning Officer for  
attendance at the count.

*Determination of result of ballot*

37. If a ballot has been held for the purpose of an election the result of the ballot must be determined in accordance with the [Procedures for Determination of Result of Ballot](#), as approved by the University Secretary from time to time.

*Secrecy of ballot to be maintained*

38. (1) The result of the ballot must remain confidential until the declaration of the poll by the Returning Officer.

(2) The Returning Officer or any person appointed by the Returning Officer or any scrutineer must not in any way disclose or aid in disclosing the manner in which any voter has voted.

(3) Following the Declaration of Poll the number of formal votes, the number of informal votes and ranking of candidates will be communicated to candidates and published on the UTS Noticeboard.

(4) Candidates in an election may request details of the distribution of votes for their own information.

**UTS GENERAL RULES**

**G4 — The seal, the  
University emblem and the**



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## stamp

### [Division 1 — The seal](#)

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## Division 1 — The seal

### 1. Custody of seal

(1) Unless Council otherwise directs, the seal of the University is to be kept in the custody of the University Secretary.

### 2. Use of seal

(1) The seal of the University is to be fixed:

(a) to documents which are required by law or for ceremonial purposes to be under seal;

(b) to the testamurs or certificates issued to a person as evidence that an award has been

conferred on that person by Council; and

(c) to such other documents as Council approves.

### 3. Fixing of seal

(1) The fixing of the seal of the University to any document is to be authenticated on that document by the signature of:

(a) either the Chancellor or the Deputy Chancellor; and

(b) either the Vice-Chancellor or the University Secretary.

### 4. Register of use of seal

(1) A register of the use of the seal of the University is to be maintained by the University Secretary in which must be recorded:

(a) the authority for the affixing of the seal;

(b) the nature of the document to which the seal is affixed;

(c) the date of authentication of the document; and

(d) the signatures appearing on the document.

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## **emblem**

### 5. Use of emblem

(1) The emblem of the University must not be used, depicted or displayed otherwise than in such manner and circumstances as Council may by resolution approve.

### 6. Delegation of authority to approve use of emblem

(1) Council may delegate its authority to approve the use, depiction or display of the University emblem to such person or persons as may be appointed by Council from time to time.

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## **Division 3 — The stamp**

### 7. Use of stamp

(1) The stamp of the University is to be used to authenticate official documents.

### 8. Delegation of authority to approve use of stamp

(1) Council may delegate its authority to approve the use, depiction, display or production of the University stamp to such person or persons as may be appointed by Council from time to time

This Rule is made pursuant to [section 17](#) of the Act. A register of resolutions by Council to delegate all or any of its functions is to be maintained by the University Secretary in which must be recorded the following details:

- (1) the relevant Council resolution number and meeting date;
- (2) the exact terms of the relevant Council resolution;
- (3) official file number;
- (4) delegations rescinded by Council resolution;
- (5) new delegations by Council resolution; and
- (6) whether the exercise of any delegation, being the subject of Council resolution, is to be reported to Council.

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## UTS GENERAL RULES

### G6 — Witnessing and Witnessed Statements

If the University requires that any document or thing must be verified or a student statement be witnessed, a member of staff in any of the positions designated in writing by the University Secretary from time to time, may for the University's requirement only, attest such document or thing or statement.

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## Part 2 Students Rules

### UTS STUDENT RULES

## Section 1 — General

### [1.1 General](#)

### [1.2 Application of these Rules](#)

### [1.3 Designation](#)

## 1.1 General

1.1.1 These Rules shall be known collectively as the 'Student Rules' and are made pursuant to [section 29](#) of the *University of Technology Sydney Act 1989 (NSW)* and [clause 44](#) of the University of Technology Sydney By-law 2005 (NSW).

1.1.2 Rules take effect in accordance with [section 29\(2\)\(c\)](#) of the Act and are promulgated in accordance with [clause 46](#) of the By-law.

1.1.3 For the purposes of these Rules, unless the contrary intention is apparent, the definitions in [Schedule 1](#) apply. Specific definitions may also be contained within a section of the Rules.

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## 1.2 Application of these Rules

### 1.2.1 General

Subject to the provisions of Rules 1.2.2 and 1.2.3, these Rules apply to all students of the University who are admitted to award course(s) or non-award study including those course(s) and study conducted by, or

in partnership with, another institution.

#### 1.2.2 Conduct of students and other persons

These Rules apply to the conduct of a person that occurs while he or she is a student of the University. There are circumstances in which some of these Rules also apply to the conduct of a person who is an applicant and/or former student.

#### 1.2.3 Course conducted in conjunction with another institution

(1) The Provost may exclude the application of some or all of these Rules in the case of students who are enrolled in a UTS course which is conducted in conjunction with another institution of an appropriate standing whether in Australia or offshore.

(2) Students must comply with all requirements including, without limitation, the rules, guidelines and code of conduct of the other institution for the duration of their studies at the other institution. Students who transfer to UTS to continue their study will then be subject to these Rules from the time of transfer.

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## 1.3 Designation

1.3.1 The Vice-Chancellor may make a written designation that an organisational unit, position or body is equivalent to a 'faculty', 'Dean' or 'Faculty Board', respectively, for the purposes of these Rules. The designation may be for the purpose of specific Rules, groups of Rules, or these Rules generally. Any such designation will be recorded in a register maintained by the University Secretary.

## Section 2 — Student requirements

### [2.1 General conduct](#)

### [2.2 Identification](#)

### [2.3 Communication](#)

### [2.4 Relevant documentary evidence](#)

## [2.5 Study management](#)

### **2.1 General conduct**

2.1.1 Each student has individual responsibility to comply with the [Act](#), the [By-law](#), these [Rules](#), and the codes of conduct, [policies](#), procedures, [directives](#), guidelines and any other form of regulation of the University and relevant external authorities. Each student is required to acknowledge, by means of a signed statement or electronic confirmation, his or her agreement to comply with them.

2.1.2 Each student is required to maintain a standard of conduct acceptable to the University at all times whilst on University premises or undertaking any work in relation to his or her University course, or engaged in any activity related to his or her study at or through the University, and in relation to both academic and non-academic matters.

2.1.3 For the purposes of Rule 2.1.2, a standard of conduct acceptable to the University includes, without limitation, a standard of conduct that does not prejudice the good name or academic standing of the University.

2.1.4 While on the premises of the University, or undertaking any work in relation to his or her University course, or engaged in any activity related to study at or through the University, a student shall comply with any reasonable directive from an officer of the University.

2.1.5 A student undertaking an offshore course, or participating in a period of offshore study as part of an international studies program or overseas exchange program, or participating in other offshore activities related to their studies, must comply with the conditions of participation as determined by the University and with all requirements including, without limitation, rules, regulations, policies, procedures, directives, guidelines and codes of conduct of the host institution or place of business.

2.1.6 A student participating in clinical practice, fieldwork, or professional, industry or other practical experience must comply with all requirements including, without limitation, rules, regulations, policies, procedures, directives, guidelines and codes of conduct relating to such participation as determined by the University.

2.1.7 A student participating in learning experiences that are part of a course and that involve laboratories or similar University facilities or situations must comply with any code of conduct relating to such facilities or situations as determined by the University.

2.1.8 A student, potential student or person who is acting on behalf of or in relation to a student or potential student must not knowingly submit to the

University a document or any item that:

- (1) is falsely signed; or
- (2) contains any forged signature; or
- (3) contains any false, untrue or misleading statement or information.

2.1.9 If the Vice-Chancellor or the Vice-Chancellor's nominee considers on the basis of past conduct, or threatened conduct or on another reasonable basis that the conduct of a student may prejudice the good order and government of the University or may interfere with the freedom of other persons to pursue their studies, carry out their functions or participate in the life of the University, the Vice-Chancellor or the Vice-Chancellor's nominee may (irrespective of whether misconduct proceedings have been instituted) require the student to comply from a date specified by the Vice-Chancellor or the Vice-Chancellor's nominee with such conditions as are notified to the student in writing by the Vice-Chancellor or the Vice-Chancellor's nominee.

2.1.10 Failure to:

- (1) comply with the Act, the By-law, these Rules, and the codes of conduct, policies, procedures, directives, guidelines and any other form of regulation of the University or relevant external authorities; or
- (2) maintain a standard of conduct acceptable to the University; or
- (3) comply with conditions set by the Vice-Chancellor or the Vice-Chancellor's nominee under Rule 2.1.9; or
- (4) comply with any reasonable directives from an officer of the University; or
- (5) comply with any other provision of Rules 2.1.1 to 2.1.8;

may be an act of misconduct and may be dealt with under the provisions of [Section 16](#) (Student misconduct and appeals).

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## **2.2 Identification**

### **2.2.1 Student Identity Card**

- (1) Students shall each be issued with a Student Identity Card showing their University Student Identification Numbers and photographs.
- (2) A student will retain the same UTS Student Identification Number during all periods of study at the University.



- (3) Student Identity Cards remain the property of the University and are not transferable.
- (4) Students are under an obligation to take reasonable steps to ensure that the Student Identity Card issued to them is held in a secure way and is not made available whether deliberately or inadvertently for any other person to use.
- (5) A student who takes leave of absence, ceases to attend or withdraws from all study must return his or her Student Identity Card to the University.
- (6) A student must carry his or her Student Identity Card at all times while on University premises and at such other locations as may be prescribed in the requirements of his or her course.
- (7) A student must produce his or her Student Identity Card on demand of an officer of the University, including but not limited to when:
- (a) gaining entry to an examination room;
  - (b) gaining entry to and borrowing books from the University Library;
  - (c) borrowing University equipment;
  - (d) proving his or her identity as a student of the University with current entitlement to, access to, and use of, the University's facilities, equipment and amenities.
- (8) A student who has lost or otherwise misplaced his or her Student Identity Card must arrange for a replacement card at the earliest practicable opportunity. A fee will apply for replacement of a lost Student Identity Card.
- (9) Misuse of a Student Identity Card may constitute misconduct under [Section 16](#) (Student misconduct and appeals).

#### 2.2.2 Student access to controlled areas and facilities

- (1) A student may be issued with Student Security Identification (SSI) which means a Student Personal Identification Number (PIN), password, swipe card and/or any other form of access control device. A SSI is used to control access to specific areas of the University and facilities directly related to the student's current subject enrolment.
- (2) Each SSI is for the personal use of that student only and is not transferable.
- (3) Each student is responsible for maintaining the confidentiality of

his or her own SSI, and must take reasonable steps to ensure that it is not made known to any other person whether deliberately or inadvertently.

(4) If a student becomes aware that his or her SSI has been compromised he or she must take steps immediately to have the compromised SSI deactivated and a replacement issued.

(5) The SSI is to be used in accordance with its current terms and conditions.

(6) Misuse of a SSI or the University access control system may constitute misconduct under [Section 16](#) (Student misconduct and appeals).

#### 2.2.3 Commonwealth Higher Education Student Support Number (CHESSN)

(1) Under the provisions of relevant legislation, specified students will be allocated a Commonwealth Higher Education Student Support Number (CHESSN) (or such other equivalent number of identifier allocated by the Commonwealth from time to time).

(2) This CHESSN will:

(a) only be activated if the student accesses Commonwealth higher education assistance;

(b) be limited in its use to uses provided for in the relevant legislation;

(c) have its use protected under the relevant legislation.

(3) A student who is required to provide a CHESSN and fails to do so, or who provides a number that is invalid or false, may have his or her admission to or enrolment in the course cancelled or changed to another status.

#### 2.2.4 Tax File Number (TFN)

(1) Under the provisions of relevant legislation, students who are eligible to make payments for fees, loans or other contributions through the Australian taxation system, may be required to provide the University with a Tax File Number (TFN).

(2) This TFN will:

(a) be limited in its use to the reporting of financial liability to the relevant Commonwealth offices;

(b) have its use protected under the relevant legislation.

(3) A student who is required to provide a valid TFN and fails to do

so, or who provides a number that is invalid or false, may have his or her admission to or enrolment in the course cancelled or changed to another status.

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## **2.3 Communication**

2.3.1 Official University notices shall be displayed at the direction of the University Secretary on the official noticeboard on the UTS website.

2.3.2 The University will make a student system account including a UTS email address available to each student. Email from the University to a student will be sent to the student's UTS email address. Email sent from a student to the University must be sent from the student's UTS email address.

2.3.3 The University may in its absolute discretion communicate with students using any of the following:

- (1) the UTS email address;
- (2) Short Message Service (SMS) by voice or text to a telephone number provided by a student; and/or
- (3) mail.

2.3.4 Notices sent by mail to the mail address provided by a student, whether standard or registered mail, by email to a student's UTS email address or by SMS will be deemed to have been received by the student as follows:

- (1) by mail, two working days after posting for domestic mail and 10 working days after posting for international mail;
- (2) by email or SMS, at the time sent by the University.

2.3.5 Students have a responsibility to access University notices and correspondence communicated via the official noticeboard, the UTS email address, the student system account, SMS and/or mail. Failing to read notices or correspondence, or misreading or misunderstanding notices or correspondence will not be accepted as a reason for students being unaware of material contained in them.

2.3.6 Students have a responsibility to respond to communication from the University in a timely manner.

2.3.7 Students should quote their Student Identification Number in all communications.

2.3.8 Students have a responsibility to make and retain a copy of all documents, forms and correspondence lodged with the University, including copies of

electronic transactions.

2.3.9 Students must notify the Director, Student Administration Unit (or nominee) of any change in their contact details as soon as possible, by online access to MyStudentAdmin on the student system account and/or by other designated mode of written or electronic notification to student administrative services or support as prescribed by the Director, Student Administration Unit (or nominee) from time to time. The University will not accept responsibility if communications fail to reach a student who has not so notified the Director, Student Administration Unit (or nominee) of a change of contact details.

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## **2.4 Relevant documentary evidence**

2.4.1 In particular circumstances students are required to provide relevant documentary evidence in support of requests, including but not limited to requests for special consideration.

2.4.2 Medical or other professional certificates alone do not constitute adequate supporting evidence for such requests. Medical or other professional evidence must be provided by the relevant authority on the professional authority form (or other form) as prescribed by the Director, Student Administration Unit (or nominee) from time to time.

2.4.3 The submission of falsified medical or other certificates or of false statements on relevant official University request forms will be treated as a matter of student misconduct and handled in accordance with [Section 16](#) (Student misconduct and appeals).

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## **2.5 Study management**

2.5.1 Each student has responsibility for completion of all requirements associated with admission, enrolment, assessment and academic progression in compliance with the relevant specific Rules, including, but not limited to:

- (1) provision of all relevant personal information to the University or its agents, including statistical information, contact information and a current mailing address;
- (2) disclosure of all previous academic information;
- (3) payment of fees and charges by the due date;
- (4) re-enrolment at the University each year or at other times as required; and
- (5) submission of an appropriate enrolment program and rectification

of any known discrepancies with the enrolment program in the required timeframes.

2.5.2 All students must comply with any requirements for enrolment or study at the University including but not limited to obligations and/or restrictions that may apply under relevant legislation. International students must also comply with legislative requirements relating but not limited to:

- (1) any requirements relating to attendance or study mode;
- (2) any conditions for enrolment and progress through an award course;
- (3) any conditions relating to student load; and
- (4) any conditions relating to leave of absence.

## **UTS STUDENT RULES**

### **Section 3 — Course and subject requirements**

[3.1 Availability of courses and places](#)

[3.2 General course requirements](#)

[3.3 Legislative requirements](#)

[3.4 Professional experience requirements](#)

[3.5 Occupational requirements](#)

[3.6 Changes to courses](#)

[3.7 Subject requirements](#)

[3.8 Attendance and/or participation requirements](#)

[3.9 Retention of students' work](#)

#### **3.1 Availability of courses and places**

3.1.1 Courses of study are made available by the University under the authority of the Council and Academic

Board, pursuant to the [UTS Act](#) and [By-law](#).

3.1.2 The University will publish details of approved courses of study in the [UTS: Handbook](#) and other official publications of the University from time to time. Such publication does not constitute an offer or undertaking of the availability of any course at any particular time.

3.1.3 The University reserves the right not to make offers of admission to any course for either a specific or indeterminate period of time.

3.1.4 The University reserves the right to phase out, discontinue, review or vary courses, arrangements for courses or staff allocations at any time without notice.

3.1.5 Available places in courses are limited and also subject to the availability of resources, facilities, staff and supervisors. It may not be possible to make offers of admission to all applicants who satisfy the requirements for admission. Where this is the case, the University will take reasonable measures to ensure that admission is made on the basis of academic merit, comparative aptitude and such other criteria as are approved and published from time to time.

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## **3.2 General course requirements**

3.2.1 Academic Board will approve in principle the languages other than English in which coursework programs of the University may be offered. Where a course has been approved for delivery

in a language other than English, course and subject information and other relevant information as prescribed by the Provost will be provided in the language approved for delivery of the course.

3.2.2 Course requirements, including course structures and arrangements for courses, are published in the [UTS: Handbook](#) and are authoritative as at the time of publication. The University reserves the right to phase out, discontinue, review or vary course requirements and arrangements for courses at any time.

3.2.3 Course and subject information provided to students and prospective students by faculties and other academic units of the University will be consistent with and, wherever possible, cross referenced to and linked online to the course and subject information published in the [UTS: Handbook](#).

3.2.4 Each subject, and the associated details about it to be included in the official publications of the University, must be approved by the relevant Faculty Board before publication of those details takes place.

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### **3.3 Legislative requirements**

3.3.1 Special conditions may need to be specified in respect of certain courses offered by the University because of legislative requirements.

3.3.2 For students undertaking professional experience that involves direct contact with people under the age of 18, the following conditions will

apply:

- (1) all students admitted to these courses must complete required declarations and have required personal information checked by government authorities;
- (2) eligibility for commencement and continuing participation in these courses is determined on the basis of information obtained through these checks;
- (3) the provision of inaccurate or unsatisfactory information, the receipt of unsatisfactory information or the refusal to undergo these checks may result in withdrawal of an offer of admission to that course and/or cancellation of enrolment.

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### **3.4 Professional experience requirements**

3.4.1 A number of courses offered by the University require students to undertake professional experience.

3.4.2 The University and the provider of professional experience may appoint a suitably qualified supervisor who is external to the University to supervise a student's practical professional experience.

3.4.3 While undertaking professional experience, a student may be summarily excluded from facilities and/or from participation in activities in accordance with [Rule 16.9](#).

3.4.4 If, while undertaking professional experience, a student is summarily



excluded from facilities and/or from participation in activities then under [Rule 16.9.7](#) the relevant circumstance or incident may be referred to the Director, Governance Support Unit as an allegation of student misconduct; or referred to the Vice-Chancellor or Vice-Chancellor's nominee to be handled under [Rule 2.1.9](#); or dealt with under Rule 3.4.5.

3.4.5 If a student is assessed as not ready to proceed with, or unsuitable to continue, the required professional experience, the student may be unable to complete the course requirements. The following process will apply:

(1) Where the Responsible Academic Officer believes it necessary, the Responsible Academic Officer, in consultation with the external supervisor (if any), will assess whether a student is ready to proceed with or is suitable to continue, any part of the required professional experience on its scheduled commencement, and the Responsible Academic Officer may defer or reschedule the student's participation;

(2) The Responsible Academic Officer must advise the student and the Dean in writing of the decision within three working days of making it.

3.4.6 Where the deferral of a student's participation in any part of the required professional experience would have the effect of preventing the student from continuing his or her course the Responsible Academic Officer, with the agreement of the Dean, will refer the

matter, with an appropriate recommendation, to the Deputy Vice-Chancellor (Education and Students), who will take action and make a decision as deemed appropriate. A decision may be made that a student is unsuited for further professional experience and his or her enrolment will be withdrawn.

The withdrawal of a student's enrolment will take effect from the later of the following:

- (a) where a student does not lodge an appeal under Rule 3.4.8 – the date on which the deadline to lodge the appeal passed (taking into account any extensions granted under Rule 3.4.10); or

- (b) where a student lodges, but subsequently withdraws an appeal under Rule 3.4.11 – the date on which the appeal was withdrawn; or

- (c) where an appeal lodged by a student is referred to the Professional Experience Appeals Committee under Rule 3.4.13 and the Committee dismisses the appeal under Rule 17.7.2(4) – the date on which the student is notified of the Committee's decision.

3.4.7 The Deputy Vice-Chancellor (Education and Students) must notify the student in writing of any decision he or she makes within three working days of making it.

3.4.8 A student may appeal to the Professional Experience Appeals Committee against any decision made

by the Deputy Vice-Chancellor (Education and Students) pursuant to Rule 3.4.6 (refer Rules 3.4.9 to 3.4.15).

3.4.9 An appeal must be in writing, specify and substantiate the grounds of the appeal (refer Rule 3.4.12) and be lodged with the Director, Governance Support Unit within 20 working days of the date of notification after the decision.

3.4.10 A student may request an extension of time in which to lodge an appeal under Rule 3.4.8. The request must be made in writing to the Director, Governance Support Unit within 15 working days of the date on which the student was notified of the decision of the Deputy Vice-Chancellor (Education and Students). The decision to grant an extension, and the length of the extension, is at the discretion of the Director, Governance Support Unit.

3.4.11 At any stage of the appeal process, a student may withdraw their appeal by advising the Director, Governance Support Unit in writing.

3.4.12 The grounds for appeal are:

(1) procedural irregularities in the decision-making process of a type and to an extent that are likely to have had a significant negative impact on the decision;

(2) mitigating circumstances, supported by documentary evidence, which directly and significantly affected the student's performance which were not known at the time of making the decision, of a type and to an extent that make it likely that the student could

complete the professional experience in the future;

(3) the decision was based on factual errors of such magnitude as to invalidate the decision;

(4) the conclusion as to the student's suitability for further professional experience was manifestly unreasonable, taking account of all the circumstances of the matter and the relevant professional standards and practices.

3.4.13 The Director, Governance Support Unit will refer the student's appeal to the Professional Experience Appeals Committee, constituted under [Rule 17.3](#), for consideration and decision. The student will be given the opportunity to address the Committee in person.

3.4.14 Where the Professional Experience Appeals Committee dismisses an appeal lodged by a student under Rule 3.4.8, the student's enrolment will be withdrawn.

3.4.15 Where the Professional Experience Appeals Committee upholds, in full or in part, an appeal lodged by a student under Rule 3.4.8, the faculty will contact the student to advise the next steps with respect to the student's enrolment.

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## **3.5 Occupational requirements**

3.5.1 A number of courses offered by the University require students to obtain suitable concurrent occupational experience. In these courses

progression beyond the first year is normally dependent on the student being in suitable employment. In special cases, consideration will be given to experience obtained prior to admission to a course.

3.5.2 Where students have not satisfied the required occupational requirements prescribed for the particular course within the time limits for completion of the particular course, or as otherwise specified for that course, the matter will be considered in the first instance by the relevant Responsible Academic Officer for an appropriate recommendation to the Dean who will take action and make a decision as deemed appropriate. The decision may include that the student's enrolment will be withdrawn.

3.5.3 The Dean must notify the student in writing of any decision made within three working days of making it.

3.5.4 The Dean's decision is final and there is no appeal.

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## **3.6 Changes to courses**

3.6.1 Academic Board has authority to approve the phasing out, discontinuation, revision or variation of an existing course.

3.6.2 When Academic Board exercises its authority under Rule 3.6.1, it must ensure that the approved course documentation:

- (1) states the reasons necessitating such a change;
- (2) in the case of a revision of a

course structure:

(a) specifies the revised course structure;

(b) states whether students shall be given the option to complete the existing version of the course or shall be obliged to transfer to the revised version of the course;

(c) in the case where students are given the option to complete the existing version of the course specifies the time period in which students must complete the course in accordance with the existing course structure;

(3) in the case of the phasing out and discontinuation of a course specifies the period for which students enrolled in the course will be able to continue their studies in accordance with the existing course structure.

3.6.3 Faculty Boards have the authority to approve changes to a course once a course has been accredited by Academic Board, in accordance with the relevant Board's course change approval procedures, except for the following types of course changes which must be approved by Academic Board:

(1) courses that involve an external partner, an offshore course, or a new offshore location for an existing course;

(2) the introduction of a new language version of an approved onshore course offered in

languages other than English (LOTE); or

(3) changes to the total credit point value of a course.

3.6.4 If a student is required to undertake a revised version of a course, the relevant Responsible Academic Officer, in consultation with the student, must provide transitional arrangements for the student which will satisfy the requirements of the revised version of the course. Details of these arrangements must be provided to the Director, Student Administration Unit (or nominee) who shall ensure that they are recorded and the University shall use these arrangements as the basis for determining the student's academic progress and completion of course requirements.

3.6.5 If a student who is enrolled in a course that has been approved for discontinuation does not complete the course within the approved phasing out period, the relevant Responsible Academic Officer will provide advice to the student on alternative arrangements that the student may wish to pursue at the University or elsewhere.

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## **3.7 Subject requirements**

3.7.1 Faculty Boards have authority to approve subjects and changes to subjects in faculty offered courses.

3.7.2 Deans have authority to approve processes for approval of subject outlines.

3.7.3 Deans, Responsible Academic Officers or Subject Coordinators (as

appropriate) shall ensure that, before the first teaching week in a subject, enrolled students have access to a subject outline consistent with the [UTS: Handbook](#) for that subject.

3.7.4 If it becomes necessary after teaching has commenced for the University to change major subject and/or assessment requirements, the change shall:

- (1) be reasonable in all the circumstances;
- (2) be submitted to the Responsible Academic Officer, who shall determine requests from Subject Coordinators to change assessment requirements for a subject after the first week of the teaching period;
- (3) be confirmed in writing by the Subject Coordinator to all students enrolled in that subject.

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### **3.8 Attendance and/or participation requirements**

3.8.1 If there are any attendance and/or participation requirements for a subject, they must be prescribed in the relevant subject outline.

3.8.2 If a student does not satisfy the prescribed attendance and/or participation requirements for a subject, the Responsible Academic Officer may:

- (1) refuse permission for the student to be considered for assessment;
- (2) refuse permission for the



student to attempt an assessment task;

(3) refuse permission for the student to undertake an examination in that subject;

(4) record a final result of 'Fail' for the student's enrolment in that subject.

3.8.3 If a student is prevented from meeting prescribed attendance or participation requirements as a result of illness or other circumstances beyond the student's reasonable control, the student may lodge an application for special consideration under [Rule 8.3](#) for consideration of alternative arrangements.

3.8.4 Where appropriate, the Responsible Academic Officer in consultation with the Subject Coordinator may approve suitable alternative arrangements.

3.8.5 Approval of alternative arrangements for attendance and/or participation does not imply exemption from payment of any fees or charges, nor does it imply exemption from, or concessions relating to, assessment or examinations. Alternative arrangements will be subject to normal assessment grading.

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## **3.9 Retention of students' work**

3.9.1 The University reserves the right to retain the original or one copy of any work executed and/or submitted by a student as part of the course including, but not limited to, drawings, models, designs, plans and specifications,

essays, programs, reports and theses, for any of the purposes designated in Rule 3.9.2. Such retention is not to affect any copyright or other intellectual property right that may exist in the student's work.

3.9.2 An item of a student's work may be retained by the University for any internal or external purpose including, but not limited to, the following:

- (1) evaluation, assessment and/or marking;
- (2) teaching case study material;
- (3) review of final assessment results (pursuant to Rules [8.6](#) and [8.7](#));
- (4) checking for plagiarism or other forms of academic misconduct, either by the student submitting the work or by any other student;
- (5) student misconduct proceedings (pursuant to [Section 16 Student misconduct and appeals](#));
- (6) where otherwise necessary to satisfy the University's quality assurance requirements;
- (7) accreditation, quality assurance and external examination;
- (8) exhibition, publication, promotions (subject to the University's [Intellectual Property Policy](#));
- (9) where otherwise necessary to protect the legal interests and obligations of the University.

3.9.3 In cases where the University exercises, or wishes to exercise, its right under Rules 3.9.2(2) or 3.9.2(8), the student shall be given sufficient notice and the opportunity to consent or object to such use of the student's work. Notice to the student is deemed sufficient whether contained in the subject outline or by way of an individual written notice if it provides notice of the intended period of retention of the student's work; notice of the specific Rule 3.9.2 purpose, or purposes, for which the work may be retained; notice and details of any particular exhibition, publication or promotion; and the opportunity and mechanism to consent or object to the use of the student's work.

3.9.4 In cases where a student objects to the retention of an item of work for any purpose, and the University still wishes to exercise its right to retain the work, the student's objection shall be referred to the Responsible Academic Officer or Dean of the relevant faculty for resolution.

3.9.5 Except in the case of examination scripts or other work identified by the relevant faculty from time to time, the University will make available the student's work for return to the student when it is no longer required for the purposes of Rule 3.9.3, and will provide a reasonable opportunity to the student to collect the work.

## **UTS STUDENT RULES**

### **Section 4 — Fees, charges and other financial obligations**



[4.1 Liability for payment](#)

[4.2 Payment due date](#)

[4.3 Allocation of payment](#)

[4.4 Failure to pay](#)

[4.5 Refund of tuition fees and charges](#)

[4.6 Refund of student contribution debt](#)

## **4.1 Liability for payment**

4.1.1 A student is liable for and required to pay all due fees, charges, debts and any other specified amounts properly incurred, including but not limited to:

- (1) for Commonwealth supported students and within the provisions of relevant legislation, any part of the student contribution amount that the student has elected to pay directly to the University;
- (2) course tuition fees;
- (3) non-award study single subject tuition fees;
- (4) student service fees and charges, including any components for membership of student organisations;
- (5) any charge for administrative services;
- (6) any loan made by the University;
- (7) any amounts payable under [Section 18](#) (Use of the University Library);
- (8) any amounts payable under [Section 16](#) (Student misconduct

and appeals);

(9) any amounts payable under [Section 15](#) (Equipment loans);

(10) penalty or other fines under Rule 4.4.1;

(11) University Housing or other accommodation fees and charges.

Under [section 30](#) of the Act, these amounts are debts due to the University and may be recovered by legal process.

4.1.2 An applicant for admission, user of the Library, former student or other person is liable for and required to pay all due fees, charges, debts and any other specified amounts properly incurred, including but not limited to:

(1) any charge for administrative services;

(2) any specified amount determined under [Section 18](#) (Use of the University Library);

(3) any specified amount determined under [Section 16](#) (Student misconduct and appeals).

Under [section 30](#) of the Act, these amounts are debts due to the University and may be recovered by legal process.

4.1.3 In exceptional circumstances and subject to regulatory requirements the Director, Student Administration Unit may waive liability for payment of a particular fee or charge.

4.1.4 Course tuition fees are published on the University's Fee Schedule website for the current (calendar) year and are revised annually. Fees published for future year(s) are

estimates only and the University reserves the right to vary fees for future year(s) at any time.

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## **4.2 Payment due date**

4.2.1 A Commonwealth supported student is required to discharge his or her responsibility for payment of the student contribution amount in accordance with relevant legislation.

4.2.2 All other fees, charges, debts and any other specified amounts must be paid on or before the due date specified by the University.

4.2.3 Delay in notification or payment to the student of any scholarship or other form of financial support does not alter the student's responsibility for payment of all due fees, charges, debts and any other specified amount by the due date.

4.2.4 In exceptional circumstances and subject to legislative requirements the Director, Student Administration Unit may grant an extension of the payment due date. Applications for such an extension must be directed to the Director, Student Administration Unit, must be received prior to the payment due date, state the reasons why payment cannot be made by the due date and be accompanied by such relevant documentary evidence of the exceptional circumstances as is required by the Director, Student Administration Unit. Only in exceptional circumstances will the Director, Student Administration Unit accept such an application after the payment date.

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## **4.3 Allocation of payment**

4.3.1 The University will allocate payments received in accordance with the payment allocation schedule determined by the Provost. The payment allocation schedule will be published in the appropriate official publications of the University.

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## **4.4 Failure to pay**

4.4.1 If a student (and for purposes of this Rule, a student may include an applicant for admission, former student or user of the UTS Library as defined in [Rule 18.2](#) or other UTS facilities) has not paid all due fees, charges, debts and any other specified amount by the due date for payment or has not been granted an extension of time to pay in accordance with Rule 4.2.4, the Provost (or nominee) may, or when required by legislative requirements must:

- (1) require the student to pay a fine for late payment as determined by the Provost (or nominee) from time to time; or
- (2) take steps to initiate debt recovery action; or
- (3) exclude the student from any examination; or
- (4) exclude the student from any class; or
- (5) exclude the student from the University Library or any other facility of the University; or
- (6) withhold from the student the results of any examination or

other assessment; or

(7) withhold from the student the student's official academic records; or

(8) withhold eligibility for the conferral of an academic award including deferral or withdrawal of permission to attend a graduation ceremony; or

(9) cancel the student's enrolment in a course; or

(10) refuse to admit an applicant to any course; or

(11) refuse access to any UTS facility; or

(12) do any combination of those things until the debt has been discharged or the repayments or payments made or alternative arrangements have been made to the satisfaction of the Provost (or nominee).

4.4.2 A student may request reconsideration of a decision taken pursuant to Rule 4.4.1. Such requests must be in writing, state the grounds for the request and be lodged with the Provost (or nominee). The Provost (or nominee) may take such action as he or she thinks fit.

4.4.3 Where an administrative charge is payable for a service requested and the person requesting the service fails to make payment by the due date, officers of the University are under no obligation to provide the requested service.

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## **4.5 Refund of tuition fees and charges**

4.5.1 Where a student withdraws from enrolment in a course or part of a course the University may retain all or a proportion of fees paid by the student as a charge for cancellation of enrolment, and may impose different cancellation charges for different categories of students.

4.5.2 The Director, Student Administration Unit has authority to approve a refund of fees and charges.

4.5.3 A student who wishes to request a refund of fees must apply in writing by the date specified by the Director, Student Administration Unit.

4.5.4 Decisions relating to eligibility for a refund, the amount of any refund and other related matters will be made in accordance with relevant legislation and regulations and with the University's [Statement of Protocol on Refund of Fees](#) as approved from time to time.

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## **4.6 Refund of student contribution debt**

4.6.1 In circumstances prescribed by law, a Commonwealth supported student may apply for a refund of a student contribution amount paid to the University or for removal of a debt to the Commonwealth Government. An application must be made on the prescribed form and in the required timeframes and a decision will be made in accordance with the provisions of the relevant legislation.

## Section 5 — Admission

### [5.1 General](#)

### [5.2 Application for admission](#)

### [5.3 Offer of admission](#)

### [5.4 Acceptance of offer](#)

### [5.5 Deferral of commencement](#)

### [5.6 Refusal of application, withdrawal of offer of admission and cancellation of admission or enrolment](#)

### [5.7 Requirements for admission](#)

### [5.8 Specific course requirements for admission](#)

### [5.9 Readmission](#)

#### 5.1 General

5.1 Subject to these Rules, admission to courses will be made 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.

#### 5.2 Application for admission

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

5.2.2 Applicants for admission to a course are required to provide true, accurate and complete information, including without limitation disclosure of personal information and all their previous academic information and study as required on the application form. Applicants who fail to do so may have their application refused, the offer withdrawn or their admission and enrolment cancelled (refer Rule 5.6).

5.2.3 An applicant who has a record of failure or exclusion on academic grounds at this University (refer [Rule 10.4.1](#)) or at another tertiary institution must provide a statement and supporting documentation to demonstrate why he or she should be considered for admission to a course at the University and, in particular, provide documentation that is relevant to the assessment of the applicant's chances of successfully completing the course (refer Rules 5.7 and 5.9).

5.2.4 An applicant who has been previously

excluded for misconduct at this University (refer [Rule 16.3.1\(4\)](#)), or at another tertiary institution, must provide adequate details of the reason for exclusion and a statement and supporting documentation to demonstrate why they should be considered for admission to a course at the University (refer Rules 5.7 and 5.9).

5.2.5 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.

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### 5.3 Offer of admission

5.3.1 A valid offer of admission to a course can only be made in writing by the University's authorised delegates.

5.3.2 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.

5.3.3 Unless stated otherwise in the offer document, an offer of admission to a course will lapse on the date the Provost specifies for the teaching period for which the offer was made unless the University is notified in the prescribed way that the offer has been accepted (refer Rule 5.4).

5.3.4 Any offer of admission to or enrolment in a course that is made conditional upon the provision of relevant academic or personal information (including information relating to a student's status as a Genuine Temporary Entrant and Genuine Student as required by the Department of Immigration and Border Protection) 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.

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### 5.4 Acceptance of offer

5.4.1 Applicants who wish to accept an offer of admission to a course must do so in the way prescribed in the offer document. When that 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).

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## 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 no greater than 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 study.

5.5.3 An application for a deferral must be made in writing to the Director, Student Administration Unit (or nominee) by the specified closing date.

5.5.4 An applicant who has had a deferral of commencement approved must reapply in accordance with procedures 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 Responsible Academic Officer. Approval of extension to the period of deferral is not automatic.

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## 5.6 Refusal of application, withdrawal of offer of admission and cancellation of admission or enrolment

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

- (1) an applicant does not provide information required by the University within the time specified by the University; or
- (2) an applicant has not provided true, accurate and complete information, including but not

limited to:

- (a) full details of all previous academic information and study and personal information as required on the application form; or
- (b) full details of proof of identity and citizenship status as required on the application form.
- (3) an applicant, who has been granted a 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;
- (4) a student, who has been readmitted to a course with conditions relating to his or her future conduct at the University set by the Vice-Chancellor (or nominee), fails to satisfy those conditions; or
- (5) the University is not satisfied that an applicant or student meets the Genuine Temporary Entrant and/or Genuine Student requirements set by the Department of Immigration and Border Protection; or
- (6) the University considers in its absolute discretion that an applicant's or student's admission or a student's continued enrolment in a subject or course would be in breach of, or would risk being in breach of, any legislation.

5.6.2 Written notification of any such refusal, withdrawal or cancellation will be sent to relevant applicants or students by the Director, Student Administration Unit (or nominee).

5.6.3 An applicant or student whose application was refused, whose offer was withdrawn, or whose admission or enrolment was cancelled under Rule 5.6.1 shall be excluded from applying for admission to the University for a period of one academic year and may not apply for or enrol in any subjects or courses at the University during the period of exclusion.

5.6.4 An applicant or student may reapply for further study at the end of the period of exclusion in accordance with Rule 5.9.

#### 5.6.5 Appeal

(1) An appeal may be lodged by an applicant for admission against decisions made under Rule 5.6.1(2) 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 Director, Student Administration Unit within 20 working days of the date of notification.

(3) The grounds for appeal are:

(a) procedural irregularities of a type and to an extent that are likely to have had a significant negative impact on the decision; 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 Director, Student Administration Unit shall refer the appeal to the Responsible Academic Officer. The Responsible Academic Officer may seek advice from relevant members of staff. The Responsible Academic Officer shall then forward his or her recommendation, and the advice received, to the Director, Student Administration Unit.

(5) If the recommendation of the Responsible Academic Officer is that the appeal be upheld, the refused offer of admission and/or cancelled admission and/or enrolment will be reinstated and the applicant will be advised of this by the Director, Student Administration Unit. If the recommendation is to dismiss the appeal, the Director, Student Administration Unit shall refer the appeal to an Appeals Committee (Non-disclosure), constituted under [Rule 17.4](#), for consideration and decision.

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## 5.7 Requirements for admission

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

(1) must satisfy the general requirements for admission to that course as prescribed in the [Admissions Policy](#);

(2) must satisfy the language requirements if applicable for that course as prescribed in the [Admissions Policy](#);

(3) must satisfy the University that he or she meets the Genuine Temporary Entrant and/or Genuine Student requirements set by the relevant Commonwealth Government department; and

(4) must comply with all legislative requirements;

(5) may also be required to satisfy other specific

requirements for the particular course (refer Rule 5.8);

(6) must not have any debts owed to the University;

(7) must satisfy the readmission requirements of Rule 5.9 where the student or applicant is a former student of the University; and

(8) must, where applicable, satisfy any reasonable concerns that the University may have in relation to any previous exclusion from the University or other tertiary institution (refer Rules 5.2.3, 5.2.4 and 5.9.3).

5.7.2 Applications for admission may be refused where the University is not satisfied that the requirements for admission in this Rule 5.7 have been met.

5.7.3 Notwithstanding Rules 5.7.1(1), 5.7.1(2), 5.7.1(5), 5.7.1(7), 5.7.1(8) and 5.8, Academic Board may approve admission for any applicant who, in the opinion of the Board, has reached an acceptable standard. For avoidance of doubt, Academic Board may not approve an applicant for admission who fails to satisfy the requirements of Rules 5.7.1(3), 5.7.1(4) or 5.7.1(6).

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5.8 Specific course requirements for admission

5.8.1 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 or Graduate Research School Board and approved by Academic Board.

5.8.2 Academic Board, on the advice of the relevant Faculty Board or Graduate Research School Board, may require the applicants for admission to a particular course to submit a personal statement or other document, undertake an examination or interview, or submit portfolios or other additional information. This material may be taken into account by the staff of the relevant faculty or Graduate Research School according to criteria approved by the relevant Faculty Board or Graduate Research School Board for the purposes of determining whether or not to make an offer of admission.

5.8.3 Applications may be refused after the assessment under Rules 5.8.1 or 5.8.2.

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## 5.9 Readmission

### 5.9.1 A former student who has:

- (1) withdrawn from or discontinued enrolment in a course; or
- (2) had enrolment in a course cancelled, withdrawn or discontinued; or
- (3) been excluded from a course for a set period; 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, and apply for admission in accordance with standard admissions procedures.

5.9.2 Readmission to a course, whether the same or a different course, is not automatic.

5.9.3 A former student who has been excluded from further study at the University for a set period and who subsequently wishes to undertake further study at the University whether in the same or a different course:

- (1) must show cause by providing a statement and supporting documentation to demonstrate why he or she should be considered for readmission to the University; 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 University.

5.9.4 Where a former 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.

5.9.5 In cases where an application for readmission to the University, whether in the same course or a different course, has been declined, the former student may request review of that decision by the Provost. The decision of the Provost is final and there is no appeal.

5.9.6 In cases where a decision has been made to decline an application for readmission to a course in which he or she had been enrolled previously and (where relevant) that decision has been upheld by the Provost, the former student is then excluded from reapplying for admission to the same course for a period of one academic year and only then with provision of new information



in a statement and supporting documentation to demonstrate why he or she should be considered for admission to that course.

5.9.7 In cases where a decision has been made to decline an application for readmission to the University and (where relevant) that decision has been upheld by the Provost, the former student is then excluded from reapplying for admission to any course for a period of one academic year and only then with provision of new information in a statement and supporting documentation to demonstrate why he or she should be considered for admission to that course.

## **UTS STUDENT RULES**

### **Section 6 — Credit recognition**

#### [6.1 General](#)

#### [6.2 Review of decision](#)

#### [6.3 Course requirements](#)

### **6.1 General**

6.1.1 Subject to these Rules, credit recognition in UTS undergraduate or graduate coursework programs of study will be undertaken in accordance with the [Credit Recognition Policy](#) approved by Academic Board from time to time.

6.1.2 In recognising credit, faculties shall have due regard to the academic standards of the University and the principles of equity.

6.1.3 Determination of eligibility for credit recognition in a particular course does not imply or guarantee that a place is available in that course for the particular applicant.

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## **6.2 Review of decision**

6.2.1 An applicant may request a review of a decision made in relation to an application for credit recognition. Such a review will be determined in accordance with the following criteria:

(1) the decision was based on a serious misunderstanding by the University of the substance or content of the applicant's prior learning; or

(2) procedural irregularities of a type and to an extent that are likely to have had a significant negative impact on the decision; or

(3) a mistake was made in the assessment of subject equivalence and calculation of the credit points recognised.

6.2.2 Such requests must be made in writing, be accompanied by relevant supporting documentation and be lodged with the Responsible Academic Officer of the relevant faculty within 20 working days of the original notification of decision.

6.2.3 The relevant Responsible Academic Officer will review the application and decisions in consultation with the relevant Subject Coordinator as appropriate.

6.2.4 The Responsible Academic Officer will notify the student in writing with the outcome of the review.

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## **6.3 Course requirements**

6.3.1 Where credit towards a course has been approved in recognition of a student's previous learning, the requirements necessary for the student to complete the course and the maximum time permitted to complete the course shall be determined in each case by the relevant Responsible Academic Officer. Details of any such approval must be provided to the Director, Student Administration Unit (or nominee) who shall ensure that it is recorded and used as the basis for determining the student's academic progress and completion of course requirements.

6.3.2 Subject to legislative requirements, in exceptional circumstances, and on a case-by-case basis, the Responsible Academic Officer may approve an application from a student to have previously approved credit recognition rescinded.

## Section 7 — Enrolment

### [7.1 Enrolment procedures](#)

### [7.2 Concurrent enrolment at another tertiary educational institution](#)

### [7.3 Cross-institutional enrolment](#)

### [7.4 Non-award subject enrolment](#)

### [7.5 Variation of enrolment](#)

### [7.6 Leave of absence](#)

### [7.7 Course transfer](#)

### [7.8 Withdrawal from a course](#)

#### 7.1 Enrolment procedures

7.1.1 The Provost (or nominee) may prescribe particular enrolment procedures and closing dates for completion of the enrolment procedures for enrolment in different courses, for different classes of students and for different teaching periods.

7.1.2 Students are required to:

- (1) complete the required enrolment procedures

by the closing date as notified by the Director, Student Administration Unit;

(2) be enrolled in one or more subjects, or in time-based study, in each standard teaching period unless they have applied for and had leave of absence approved for a particular teaching period in accordance with Rule 7.6; and

(3) enrol at the start of the academic year in all subjects that they intend to study in that year.

Subsequently, students may vary their enrolment in accordance with the provisions of Rule 7.5.

Students who are not enrolled in any subjects in a particular teaching period and who are not on approved leave of absence will be withdrawn from the course by the Director, Student Administration Unit in accordance with the provisions of Rule 7.8.

7.1.3 Students who wish to complete the required enrolment procedures after the specified enrolment period will, if permitted to do so, be liable for payment of the late enrolment fee prescribed by the Provost unless:

(1) approval for late enrolment has previously been obtained from the Director, Student Administration Unit; or

(2) they are able to show, to the satisfaction of the Director, Student Administration Unit, that their late enrolment is caused by circumstances beyond their reasonable control.

7.1.4 The University reserves the right to change, cancel or discontinue a student's enrolment in a course, program of study or individual subjects under any relevant provision contained in these Rules.

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7.2 Concurrent enrolment at another tertiary educational institution

7.2.1 A currently enrolled UTS undergraduate or graduate coursework student who wishes to enrol in subjects at another tertiary institution and have these subjects credited towards the award course at the University must complete the application processes as prescribed by the Director, Student Administration Unit.

7.2.2 A UTS student enrolled concurrently at another tertiary institution who wishes to vary enrolment by undertaking additional or different subjects at the other tertiary institution must

make application to the Responsible Academic Officer and in sufficient time to provide for consideration of the application according to the requirements of both the University and the other tertiary institution.

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### 7.3 Cross-institutional enrolment

7.3.1 A student who is enrolled in a course leading to an award at another tertiary institution may be permitted to enrol in subjects at the University that will count towards an award at the other tertiary institution.

7.3.2 Admission and enrolment in cross-institutional study requires approval of the University and of the other tertiary institution and is subject to the availability of subjects and class places.

7.3.3 A student enrolled in cross-institutional study who wishes to vary his or her enrolment at the University by undertaking additional or different subjects must lodge his or her application with the Director, Student Administration Unit for decision in consultation with the relevant faculty. The application, which must be made in accordance with the schedule of dates for variation of enrolment (refer Rule 7.5.2), must include evidence of formal approval to undertake the additional subjects from the student's home institution.

7.3.4 A student who is enrolled in cross-institutional study and who fails a subject at the University for a third time will not be permitted further enrolment in that subject.

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### 7.4 Non-award subject enrolment

7.4.1 Enrolment in subjects as a non-award student is subject to the approval by the Director, Student Administration Unit (or nominee) in consultation with the relevant faculty and to the availability of subjects and class places.

7.4.2 A student enrolled in subjects on a non-award basis who wishes to vary his or her enrolment by undertaking additional or different subjects must lodge his or her application with the Director, Student Administration Unit (or nominee) for decision in consultation with the relevant faculty. The application must be in accordance with the schedule of dates for

variation of enrolment (refer Rule 7.5.2).

7.4.3 A student who is enrolled in a subject on a non-award basis and who fails the subject at the University for a third time will not be permitted further enrolment in that subject.

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## 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 Director, Student Administration Unit.

7.5.2 The Provost will prescribe and publish the standard schedule of dates for variation of enrolment for all teaching sessions, including the last day for addition of a subject and the last day of withdrawal of a subject.

7.5.3 Subject to Rule 7.5.6, withdrawal from a subject after the census date for the semester will be recorded as a result of 'Withdrawn Fail'.

7.5.4 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](#).

7.5.5 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.

7.5.6 Where a student wishes to withdraw from a subject in the current teaching period after the census date or other prescribed date for that teaching period as a result of illness or other circumstances beyond his or her reasonable control, the student may lodge with the Director, Student Administration Unit a written report of the circumstances, supported by a medical certificate or other relevant evidence. The Director, Student Administration Unit (or nominee) shall determine in consultation with the relevant faculty whether the withdrawal will be permitted without academic penalty ('Withdrawn') or with academic penalty ('Withdrawn Fail').

7.5.7 If an application for withdrawal from a subject is refused by the Director, Student

Administration Unit, the student is expected to complete the assessment requirements for that subject.

7.5.8 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 Director, Student Administration Unit on the recommendation of the relevant Responsible Academic Officer.

7.5.9 Applications to withdraw after the current teaching period may be referred to the Director, Student Administration Unit for consideration under the criteria for special circumstances, as defined in legislation (where relevant).

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7.6 Leave of absence

7.6.1 Leave of absence requirements for graduate research students are set out in [Section 11](#) (Graduate research).

7.6.2 An undergraduate or graduate coursework student who has been continuously enrolled for at least one teaching period who wishes to withdraw temporarily from a course must lodge an application for leave of absence on the appropriate form and in accordance with procedures prescribed by the Director, Student Administration Unit.

7.6.3 Applications for leave of absence are normally made prior to the start of the first teaching period for which leave is being sought and must be received no later than the census date for that teaching period (refer Rule 7.5.2).

7.6.4 Leave of absence will not normally be granted unless the student has enrolled and completed satisfactorily the requirements of at least one subject of the course. This includes students admitted to a course through a course transfer or with credit recognition.

7.6.5 In exceptional circumstances, on the basis of documentary evidence provided by a student, the relevant Responsible Academic Officer may approve leave of absence for a student who is enrolled in their first teaching period in a course. In all other cases, students in their first teaching period of enrolment in a course must either continue their enrolment or withdraw from the course and reapply for admission. Readmission is

not automatic and the student must apply for admission in accordance with standard admission procedures.

7.6.6 Leave of absence from enrolment in a specific course will not be granted, except in exceptional circumstances, for a period not exceeding two years.

7.6.7 A student resuming a course after a period of approved leave of absence will be subject to the course requirements in operation at the time of resumption of study and will be required to re-enrol as directed by the Director, Student Administration Unit (or nominee).

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## 7.7 Course transfer

7.7.1 Course transfer requirements for graduate research students are set out in [Section 11](#) (Graduate research).

7.7.2 An undergraduate or graduate coursework student who wishes to transfer from one UTS course to another must complete the application processes prescribed in the [Admissions Policy](#) and the [Admissions Procedures](#) approved by Academic Board from time to time. These processes may be either:

- (1) application for course transfer for nominated groups of students; or
- (2) application for admission via standard admission processes.

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## 7.8 Withdrawal from a course

7.8.1 The requirements for withdrawal from a course for graduate research students are set out in [Section 11](#) (Graduate research).

7.8.2 A student who wishes to withdraw permanently from a course must lodge an application for withdrawal in accordance with procedures prescribed by the Director, Student Administration Unit.

7.8.3 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.

7.8.4 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 Director, Student Administration Unit (or nominee).

## **UTS STUDENT RULES**

### **Section 8 — Assessment of coursework subjects**

[8.1 Assessment requirements](#)

[8.2 Learning and assessment arrangements](#)

[8.3 Special consideration of disruption to assessment](#)

[8.4 Subject assessment results](#)

[8.5 Supplementary assessment in final teaching period](#)

[8.6 Review of final subject assessment results](#)

[8.7 Student Assessment Review Committee](#)

[8.8 Student misconduct](#)

#### **8.1 Assessment requirements**

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

8.1.2 Details of assessment requirements and the final grading scheme will be provided for each subject in the subject outline as required under [Rule 3.7](#).

8.1.3 Students have a responsibility to ensure they are fully informed of all aspects of the subject assessment requirements and of the assessment processes.

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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 Rules 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, including ongoing illnesses that impact upon their ability to undertake assessment tasks including written examinations, may lodge a written application for adjustment to the learning and assessment arrangements with the officer responsible for disability services.

(2) Applications must include

medical certificates or other relevant supporting documentation. Applications should be lodged no later than the teaching period census date.

(3) Variations to assessment arrangements are determined by the relevant Academic Liaison Officer, following review of the recommendation by the officer responsible for disability services and consultation with the Subject Coordinator.

#### 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) Variations to assessment arrangements are determined by the Academic Liaison Officer in the faculty offering the subject, following consultation with the Subject Coordinator.

#### 8.2.4 Students from non-English speaking backgrounds

(1) A student from a non-English speaking background who is in his or her first year of study at

UTS, who has been studying in English for a limited time and who believes that this disadvantages his or her ability to undertake written examinations may lodge a written application for adjustment to assessment arrangements with HELPS.

(2) Applications should be lodged before the census date for centrally conducted examinations and faculty-based examinations.

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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, which may include a written examination, has been affected as per Rule 8.3.1(1) may request that these circumstances be given special consideration.

(3) Requests for special consideration must include relevant documentary evidence from an appropriate professional

authority (refer [Rule 2.4](#)).

(4) Requests for special consideration must be lodged with the Director, Student Administration Unit:

(a) in the case of a written examination no later than two working days after 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 Subject Coordinator may extend the due date for submission of requests within guidelines determined by the relevant Responsible Academic Officer.

(6) Requests are considered and determined by the relevant faculty Responsible Academic Officer, the Subject Coordinator 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 that these circumstances be 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) Requests must include relevant documentary evidence from an appropriate professional authority (refer [Rule 2.4](#)).

(3) Requests must be lodged with the Director, Student Administration Unit no later than two 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 Director, Student Administration Unit may extend the due date for submission of 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 that these circumstances be 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.

(3) 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 must be lodged with the Director, Student Administration Unit by no later than two working days after the scheduled examination date;

(b) in exceptional circumstances the Director, Student Administration Unit may extend the due date for submission of requests;

(c) the Director, Student Administration Unit 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 no later than two working days after the scheduled examination date;

(b) in exceptional

circumstances the Subject Coordinator may extend the due date for submission of requests in accordance with guidelines determined by the relevant Responsible Academic Officer;

(c) the relevant faculty Responsible Academic Officer, 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.

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## **8.4 Subject assessment results**

8.4.1 Faculties are required to keep appropriate records in relation to all assessment tasks for an appropriate period of time in accordance with University policy and relevant legislation.

8.4.2 Final subject assessment results will be provided to students in the form specified in the subject outline and in accordance with the table of results and grades as approved by Academic Board (refer [Schedule 2](#)).

8.4.3 Final subject assessment results must not be released to students prior to the official release of results.

8.4.4 Final subject assessment results will be released officially in a manner prescribed by the Provost from time to time following ratification by the relevant faculty Result Ratification



Committee.

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## **8.5 Supplementary assessment in final teaching period**

8.5.1 Where a student enrolled in an 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.

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## **8.6 Review of final subject assessment results**

### [8.6.1 Grounds for review](#)

A student may apply for a review of a final assessment result by the relevant faculty Student Assessment Review Committee. The only grounds on which a student may request a review are that there were procedural irregularities which had a significant negative impact on the determination of the final assessment result for a subject.

### [8.6.2 Review application](#)

(1) An application for review of a final assessment result must be in writing, specify and substantiate the grounds for a

review and be lodged with the Director, Student Administration Unit by the published deadline.

(2) Requests for review of assessment results lodged with the Director, Student Administration Unit will be referred for consideration by the Student Assessment Review Committee of the relevant Faculty Board.

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## **8.7 Student Assessment Review Committee**

### **8.7.1 Composition**

(1) Each Faculty Board shall each year elect members of the academic staff of the faculty to the positions of Chair and Alternate Chair of the faculty's Student Assessment Review Committee.

(2) Each Student Assessment Review Committee shall consist of:

(a) the Chair or Alternate Chair elected by the Faculty Board;

(b) one of the academic staff members of the faculty, not being a person involved in the teaching of the subject concerned, appointed by the Chair of the committee for a particular meeting(s) from the panel appointed under 8.7.1(3); and

(c) one student member, appointed by the Chair of

the committee for a particular meeting(s) from the panel appointed under 8.7.1(3).

(3) The Faculty Board shall appoint panels of persons, nominated by the Dean, in category 8.7.1(2)(b) and (c) every year.

#### 8.7.2 Conduct of meetings

(1) The Student Assessment Review Committee shall be convened by the Chair of the committee as required.

(2) The quorum at any meeting of a Student Assessment Review Committee shall consist of all three members appointed under Rule 8.7.1(2)(a), (b) and (c).

(3) A Student Assessment Review Committee shall determine how to handle the matters before it, consistent with any guidelines that have been approved by Academic Board.

#### 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 for 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 [Policy and Procedures for the Assessment of Coursework Subjects](#) as approved by Academic Board from time to

time.

(2) In all other cases where an application is dismissed, the Chair (or nominee) will advise the student of the reasons.

#### 8.7.4 Notification

(1) The Responsible Academic Officer will notify the student in writing as soon as possible of all decisions and actions taken under Rule 8.7.3(1).

(2) The Chair of the Student Assessment Review Committee and the Responsible Academic Officer will provide the Faculty Board with an annual report on all matters referred to the Student Assessment Review Committee, including decisions made in relation to the findings of the committee, recommendations on any faculty procedural matters and the outcomes of those recommendations.

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## 8.8 Student misconduct

8.8.1 Student misconduct is set out in [Section 16](#) (Student misconduct and appeals).

8.8.2 Student misconduct that occurs in relation to assessment of a student's performance in a coursework subject will be dealt with in accordance with the provisions of [Section 16](#) (Student misconduct and appeals).



## [9.1 Examination timetables](#)

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### 9.1 Examination timetables

9.1.1 The examination timetable showing the location of all centrally conducted examinations should be available on the University website, or as otherwise determined by the Director, Student Administration Unit and advised to students by an appropriate means, at least five weeks before the commencement of an official examination period and continue to be available until the end of the examination period.

9.1.2 Information concerning examination timetables for centrally conducted examinations will not be provided by University staff to students. Students must access the student system account to obtain their centrally conducted examination timetable, room allocation and seat number.

9.1.3 For faculty-based examinations, the faculty is required to take all reasonable steps to minimise clashes with both other faculty-based examinations and centrally conducted examinations. Where clashes occur, faculties are responsible for making reasonable alternative arrangements for students in the faculty-based examinations.

9.1.4 When an unavoidable clash occurs in the scheduling of a centrally conducted examination for a particular student, the Director, Student Administration Unit will notify the student as soon as possible after the release of the final examination timetable of the special arrangements made to resolve the scheduling clash.

9.1.5 (1) Where a student considers that he or she has a serious individual scheduling difficulty with the examination timetable, the student shall advise:

- (a) the Director, Student Administration Unit for centrally conducted examinations; or
- (b) the Subject Coordinator for faculty-based examinations;

immediately in the manner prescribed by the Director, Student Administration Unit or Subject Coordinator and request that alternative arrangements be made.

(2) Acceptable grounds for serious individual scheduling difficulty requests include but are not limited to:

(a) three examinations occurring in any 24 hour period;

(b) sporting or cultural representative commitments at state, national or international level;

(c) observance of significant religious events for which the student can demonstrate ongoing personal commitment;

(d) significant personal or family events for which the student can provide documentary evidence which satisfies the Director, Student Administration Unit or Subject Coordinator that the commitment could not be undertaken outside the examination period.

(3) Unacceptable grounds for serious individual scheduling difficulty requests include:

(a) holiday arrangements;

(b) sport and leisure activities other than those specified in Rule 9.1.5(2)(b);

(c) travel arrangements other than for approved overseas study;

(d) work commitments.

(4) The Director, Student Administration Unit or Subject Coordinator must consider such requests and make alternative arrangements where this is appropriate and practicable. The Director, Student Administration Unit or Subject Coordinator must notify the student as soon as possible of any decision and any special arrangements made in relation to the individual scheduling difficulty.

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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 examination during the official examination periods.

9.2.2 Students have responsibility for informing themselves of the examination timetable.

9.2.3 Students have responsibility for ensuring that clashes and potential clashes in their examination timetable are identified and for advising:

(a) the Director, Student Administration Unit for centrally conducted examinations; or

(b) the Subject Coordinator for faculty-based examinations;

of serious individual scheduling difficulties arising from the 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 10 minutes prior to the published commencement time for each examination.

9.2.5 Not reading, misreading or misunderstanding the 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 (including without limitation mobile phones and/or any other form of communication, digital or recording device) 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 (including without limitation mobile phones and/or any other form of communication, digital or recording device) 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 if, in the case of it being a mobile phone or any other form of electronic communication, digital or recording device, it is switched off, and in all cases 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, whether or not 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 any other misconduct, action may be taken by the University as provided for in Rule 9.6 and in [Section 16](#) (Student misconduct and appeals).  
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### 9.3 Conduct of examinations

9.3.1 Centrally conducted examinations are organised and conducted in accordance with Rules 9.1 to 9.6 inclusive and with policies and procedures set out in the [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 9.1 to 9.6 inclusive and with policies and procedures as set out in the [Policy and Procedures for the Assessment of Coursework Subjects](#) as approved by Academic Board from time to time.

9.3.3 Material or equipment that is permitted to be brought into an examination room must be specified in the subject outline and in the examination paper. Where a variation to the approved material or equipment shown in the subject outline becomes necessary during the teaching period, the variation must be approved by the Subject Coordinator and notified to all students enrolled in the subject at least two weeks before the commencement of the examination period.

9.3.4 A student who is unable to produce his or her valid current Student Identity Card shall not be admitted to an examination room.

9.3.5 No student shall be admitted to an examination room after forty-five minutes from the time of commencement of the examination.

9.3.6 A student who wishes to leave and be re-

admitted to an examination room shall not normally be permitted to leave the room until at least one and a half hours after the commencement of the examination. A student shall not be re-admitted to the examination room after they have left it unless during the full period of their absence they have been under the supervision of an officer of the University approved by the examination supervisor.

9.3.7 Students who wish to leave an examination room permanently before the end of the examination time shall not normally be permitted to leave until at least one hour after the commencement of the examination. Students who leave an examination room permanently before the end of the examination time are responsible for handing in their examination scripts, booklets and any other working material to the examination supervisor before leaving the room. In exceptional circumstances, a student may be permitted to leave an examination during the first hour. In such cases the student will be required to sign an undertaking not to communicate any information about the examination paper to any other person until the period of the examination is over.

9.3.8 A student shall not normally be permitted to leave the examination room during the last 15 minutes of the examination except in exceptional circumstances approved by the examination supervisor.

9.3.9 An examination supervisor may authorise a delayed start to an examination, an examination restart or additional time for all students or for particular groups of students affected by specific circumstances.

9.3.10 A period of 10 minutes at the start of the scheduled time of the examination may be designated by the examination supervisor as reading time. Writing is not permitted during reading time.

9.3.11 At the conclusion of an examination all students are required to remain seated until all papers have been collected and permission to leave is given by the examination supervisor.

9.3.12 Failure to comply with any of the requirements specified in Rules 9.3.1 to 9.3.11 may be considered to be an act of student

misconduct and may be dealt with in accordance with Rule 9.6 and [Section 16](#) (Student misconduct and appeals).

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#### 9.4 Special conditions for examinations

9.4.1 A student with disabilities or special needs may be permitted to undertake particular assessment arrangements in order to ensure that the assessment is on the basis of academic merit and has parity with the assessment of other students.

9.4.2 A student may be eligible for particular examination arrangements as provided for in [Rule 8.2](#).

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#### 9.5 Special examinations

9.5.1 In special circumstances approval may be given by:

- (1) the Director, Student Administration Unit for centrally conducted examinations; or
- (2) the Subject Coordinator for faculty-based examinations;

to be held for specific students at a time other than the published time, on such conditions as the Director, Student Administration Unit or Subject Coordinator may prescribe. Centrally conducted examinations will be held during the official examination period or as soon as possible after the official examination period at a time approved by the Director, Student Administration Unit.

9.5.2 Special circumstances include but are not limited to:

- (1) an unavoidable clash in the examination timetable;
- (2) an individual scheduling difficulty with the final examination timetable (refer Rule 9.1.5);
- (3) where special consideration has been approved for unavoidable absence from an entire centrally conducted examination or faculty-based examination (refer [Rule 8.3.3](#)).

9.5.3 Special examinations will be arranged by the Student Administration Unit in consultation with the Subject Coordinator for centrally conducted examinations.

9.5.4 Students for whom special examinations are being conducted will be advised of the arrangements as soon as possible, must make

themselves available at the designated time and must observe the conditions prescribed for them by:

(1) the Director, Student Administration Unit for centrally conducted examinations; or

(2) the Subject Coordinator for faculty-based examinations;

in addition to the Rules and requirements for examinations generally.

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## 9.6 Student misconduct during examinations

### 9.6.1 General

(1) Student misconduct is dealt with in [Section 16](#) (Student misconduct and appeals).

### 9.6.2 Misconduct during centrally conducted examinations

(1) If an examination supervisor suspects a student of misconduct involving cheating during an examination, the examination supervisor shall take prompt action to prevent the continuance of the suspected misconduct. The student shall be allowed to complete the examination.

(2) All action taken by the examination supervisor will be in accordance with the principles of procedural fairness outlined in [Schedule 3](#) (Guidelines Relating to Student Misconduct and Appeals).

(3) The examination supervisor shall, as soon as possible, provide a written report to the Director, Student Administration Unit (or nominee). The Director, Student Administration Unit (or nominee) shall take immediate steps to contact the Subject Coordinator and, after consultation, make a decision concerning any further action to be taken.

(4) The examination supervisor shall inform the student at the conclusion of the examination or as soon as possible thereafter if an allegation of misconduct has been made, and shall then note on the subject listing sheet that the student's examination paper has been sent to the Director, Governance Support Unit (or nominee) because of alleged misconduct.

(5) The written report of the examination supervisor on the alleged academic misconduct shall be submitted without delay to the Director, Governance Support Unit (or nominee), together with the student's examination paper or

assessment task in question.

(6) The Director, Governance Support Unit shall deal with the allegation in accordance with [Rule 16.12](#).

#### 9.6.3 Misconduct during faculty-based examinations

(1) The person responsible for supervising a faculty-based examination shall be referred to as the monitoring staff member.

(2) If the monitoring staff member suspects a student of misconduct involving cheating during an examination, the monitoring staff member shall take prompt action to prevent the continuance of the suspected misconduct.

(3) The student shall be allowed to complete the examination.

(4) All action taken by the monitoring staff member will be in accordance with the principles of procedural fairness outlined in the Guidelines Relating to Student Misconduct and Appeals (refer [Schedule 3](#)).

(5) The monitoring staff member shall, as soon as possible, provide a written report to the Responsible Academic Officer. The Responsible Academic Officer shall refer the matter to the Director, Governance Support Unit who shall deal with any allegation of misconduct in accordance with [Rule 16.12](#).

#### 9.6.4 Disorderly conduct during centrally conducted examinations

(1) Any student who behaves in an unacceptable or disorderly manner or otherwise disrupts an examination:

(a) is liable for immediate expulsion from the examination room for the remainder of the examination;

(b) must leave the examination room immediately if directed to do so (refer [Rule 16.9](#));

(c) is subject to such other actions and penalties as provided for in [Section 16](#) (Student misconduct and appeals).

(2) The examination supervisor shall, as soon as possible, provide a written report on the alleged misconduct to the Director, Student Administration Unit (or nominee). The Director, Student Administration Unit (or nominee) shall in consultation with the examination supervisor make a decision concerning any further action to

be taken.

(3) The Director, Student Administration Unit (or nominee) shall notify the student and the examination supervisor of any action to be taken.

(4) The written report on the alleged misconduct shall be submitted without delay to the Director, Governance Support Unit (or nominee).

(5) The Director, Governance Support Unit shall deal with the allegation in accordance with [Rule 16.12](#).

#### 9.6.5 Disorderly conduct during faculty-based examinations

(1) Any student who behaves in an unacceptable or disorderly manner or otherwise disrupts an examination:

(a) is liable for immediate expulsion from the examination room for the remainder of the examination;

(b) must leave the examination room immediately if directed to do so (refer [Rule 16.9](#));

(c) is subject to such other actions and penalties as provided for in [Section 16](#) (Student misconduct and appeals).

(2) The monitoring staff member shall, as soon as possible, provide a written report on the alleged misconduct to the Subject Coordinator. The Subject Coordinator shall, in consultation with the monitoring staff member and the Responsible Academic Officer, make a decision concerning any further action to be taken.

(3) The Subject Coordinator shall notify the student and the monitoring staff member and the Responsible Academic Officer of any action to be taken.

(4) The written report on the alleged misconduct shall be submitted without delay to the Director, Governance Support Unit (or nominee).

(5) The Director, Governance Support Unit shall deal with the allegation in accordance with [Rule 16.12](#).

## Section 10 — Academic progression

### [10.1 Application of these Rules](#)

[10.2 Assessment of rate of progress](#)

[10.3 Minimum rate of progress — undergraduate courses](#)

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## **10.1 Application of these Rules**

This section of the Rules applies to all students enrolled in undergraduate and graduate coursework.

## **10.2 Assessment of rate of progress**

10.2.1 In the assessment of a student's progress in a course, account may be taken of work completed, exercises, tests or assignments given throughout the relevant teaching periods, as well as results.

10.2.2 Assessment of rate of progress of a student enrolled in an undergraduate award course shall be for a calendar year and shall normally be for study undertaken in no less than a full year.

10.2.3 A Faculty Board may determine specific requirements for the timing and calculation of assessment for students enrolled in particular graduate coursework award courses. Information on these requirements will be available on course information and the [UTS: Handbook](#).

## **10.3 Minimum rate of progress — undergraduate courses**

10.3.1 In order to satisfy the required minimum rate of progress a student must gain no less than a specified number of subjects in which the student has been enrolled since the commencement of enrolment in the course.

10.3.2 Rule 10.3.1 may be waived in particular cases by the relevant Responsible Academic Officer. Failure to comply with those conditions will constitute failure to satisfy the minimum rate of progress for further enrolment. Non-compliance with those conditions will constitute failure to satisfy the minimum rate of progress.

## **10.4 Failure to maintain minimum rate of progress**

10.4.1 A student who fails to achieve the required minimum rate of progress in a course (unless otherwise specified in Rule 10.3.1 or as specified by a faculty in accordance with Rule 10.2.3) will be excluded from the course.

least one academic year and may not apply for or enrol in any subjects or courses of study at the end of the period of exclusion.

10.4.2 Written notification of any exclusion will be sent to the relevant student by the Director, Student Administration Unit.

10.4.3 A student may appeal against exclusion from study at the University for the determined period set out in Rule 10.8.

10.4.4 A student may apply for readmission for further study at the end of the period of exclusion. The student must comply with procedures set out in [Rule 5.9](#). Readmission is not automatic.

## **10.5 Maximum time to complete course requirements**

10.5.1 Students are required to complete course requirements within an approved maximum time period.

10.5.2 Except where otherwise provided, the maximum time to complete a course shall not be more than the normal completion time laid down for that course.

10.5.3 A Faculty Board may determine specific requirements for maximum time for students enrolled in courses consistent with Faculty Board approved time limits for credit recognition. Information on these requirements is provided by the faculty in official course information and the [UTS: Handbook](#).

10.5.4 Periods of approved leave of absence or suspension from the course are not counted against the maximum completion time.

10.5.5 Where credit recognition has been granted, the maximum time in which the student is required to complete course requirements may be reduced by the relevant Responsible Academic Officer.

10.5.6 The Director, Student Administration Unit will issue notification at the end of any half year of the maximum time to complete a course, that the student must consult with the relevant Responsible Academic Officer to develop a study plan to enable completion of the course within an agreed specified time period.

10.5.7 Failure to meet any or all of the requirements set out in the study plan approved by the relevant Responsible Academic Officer will be taken into account in any subsequent appeal against exclusion submitted in accordance with Rule 10.8.

10.5.8 In exceptional circumstances, the relevant Responsible Academic Officer may approve a student to extend the maximum time to complete course requirements for a particular student. Before the Responsible Academic Officer approves an extension, the Responsible Academic Officer must be satisfied of the academic currency of the subjects completed by the student prior to the extension. The extension must be outside the normal maximum time for enrolment in the course which will, if the extension is granted, be outside the normal maximum time for completion of the course.

10.5.9 Where a student has failed to complete the requirements of a course within the maximum time, the student will be excluded permanently from that course.

10.5.10 Written notification of any exclusion will be sent to the relevant student by the Director, Student Administration Unit.

10.5.11 A student may appeal against permanent exclusion from the course in accordance with Rule 10.8.

## **10.6 Repeated failure in a subject**



10.6.1 For the purposes of Rules 10.6.2 and 10.6.3 a Faculty Board may:

- (1) deem different subjects to be the same subject if the subjects are substantially objectives;
- (2) specify individual subjects where further re-enrolment is not permitted after two

10.6.2 A student who fails a subject for a second time shall be advised that:

- (1) he or she must seek advice from an appropriate academic adviser from the relevant faculty and re-enrol again in that subject; and
- (2) a third failure in the same subject will require the student to seek the permission of the Faculty Board for any further enrolment in that subject; or
- (3) no further enrolment in the subject will be permitted for subjects specified in Rule 10.6.3

10.6.3 A student who fails a subject for a third time must receive permission from the Responsible Faculty Board to re-enrol in that subject. If such permission is granted the student must seek continuing assistance from an appropriate academic adviser in the relevant faculty.

10.6.4 Where a student is unable to complete a course as a result of being refused permission to re-enrol under Rule 10.6.3, the student will be excluded from further study for a period of at least one academic year from all subjects or courses of study at the University that are conducted during the period of exclusion.

10.6.5 Written notification of any exclusion will be sent to the student by the Director, Student Services.

10.6.6 Where a student has been excluded under Rule 10.6.4, the student may appeal against the exclusion by the procedures as set out in Rule 10.8.

## **10.7 Academic caution**

10.7.1 A student will be placed on academic caution if:

- (1) at the end of any half year of study in any year of the student's enrolment in a course, the student has failed more than 20 per cent of the credit points for which he or she was enrolled in that half year; and/or
- (2) the student has been excluded for failure to meet the minimum rate of progress and the student has appealed against the exclusion and that appeal has been upheld, unless the Faculty Board decides that the original decision to exclude was invalid as a result of factual errors, pursuant to Rule 10.8.

10.7.2 The period of academic caution will normally have a duration of one half year and shall commence from the date following the decision to place the student on academic caution.

10.7.3. A student who is placed on academic caution will be advised in writing of the arrangements for the student's academic caution.

10.7.4 During a first period of academic caution the student must:

- (1) consult with the designated academic course advisers from the relevant faculty

- (2) attend a study skills workshop program organised by the Student Services Unit;
- (3) enrol in no more than 24 credit points for the half year of study to which the person is referred and/or no more than six credit points for the immediately following summer or July semester; the number of credit points in which a student may enrol may be reduced to 18 credit points at the discretion of the Academic Officer. Students attempting to enrol in credit points above the permitted limit must first consult the Academic Officer. Students attempting to enrol in credit points above the permitted limit must first consult the Academic Officer.
- (4) attend a HELPS English language workshop if directed to do so by the relevant Responsible Academic Officer.

10.7.5 During any further period of academic caution the student must consult with the designated Academic Officer and the relevant faculty to determine a plan for study success.

10.7.6 The extent to which a student has met the requirements set out in Rules 10.7.4 and 10.7.5 shall be determined by the relevant Responsible Academic Officer in the subsequent appeal against exclusion submitted in accordance with Rule 10.8.

10.7.7 The provisions of Rule 10.7.1 may be waived by the relevant Responsible Academic Officer.

## 10.8 Appeals

10.8.1 A student may lodge an appeal with the Director, Student Administration Unit as set out in Rule 10.8.2.

10.8.2 An appeal must be in writing, must specify and substantiate the grounds of the appeal and must be submitted to the Student Administration Unit within 20 working days of the date of notification of the decision.

10.8.3 Late appeals which are submitted after the date provided in Rule 10.8.2 will not be accepted unless the student provides satisfactory documentary evidence of circumstances of a personal or medical nature that were beyond the student's control and which significantly affected the student's ability to submit an appeal by the due date.

10.8.4 The grounds on which a student may appeal against exclusion are:

- (1) procedural irregularities in the decision-making process of a type and to an extent that would have had a significant negative impact on the decision;
- (2) mitigating circumstances, supported by documentary evidence, which directly affected the student's academic performance; or
- (3) the decision was based on factual errors of such magnitude as to invalidate the decision.

10.8.5 The Director, Student Administration Unit shall refer the appeal to the relevant Responsible Academic Officer.

10.8.6 The appeal shall be considered by the appropriate Course Director (or equivalent) in the presence of the student and a panel of other relevant members of staff as appropriate.

10.8.7 The Course Director (or equivalent) shall submit a report to the Responsible Academic Officer recommending whether to uphold or dismiss the appeal.

10.8.8 The Responsible Academic Officer will consider the report and recommendation and the student's appeal.

- (1) Where the Course Director (or equivalent) has recommended that the appeal be upheld, the Responsible Academic Officer agrees with the recommendation to uphold the appeal after considering the student's appeal.

Responsible Academic Officer will uphold the appeal.

(2) Where the Course Director (or equivalent) has recommended that the appeal be upheld, the Responsible Academic Officer disagrees with the recommendation to uphold the appeal after considering the student's response, she will invite the student to respond to the recommendation, as set out in Rule 10.7.4.

(3) Where the Course Director (or equivalent) has recommended that the appeal be dismissed, the Responsible Academic Officer will invite the student to respond to the recommendation to dismiss the appeal. The student must respond in writing and may be required to attend an interview with the Responsible Academic Officer. The student's response must reach the faculty within three working days from the date of notification. The Responsible Academic Officer will consider the response and make a decision to uphold or dismiss the appeal and announce the decision.

10.8.9 In the event that the Responsible Academic Officer believes that his or her involvement in the appeal is a conflict of interest, he or she will be required to consult with the Dean (or nominee) who will make the decision.

10.8.10 The final decision will be conveyed to the student by the Director, Student Administration.

## 10.9 Result of appeal

10.9.1 Where an appeal under Rule 10.8 is successful the student:

- (1) shall have his or her enrolment in the course reinstated;
- (2) shall be placed on academic caution in the next half year of study following the appeal. The student shall not be allowed to enrol in the next half year of study if the student has resulted from failure to maintain minimum rate of progress. A student must meet the minimum rate of progress in accordance with Rule 10.7.4.
- (3) shall be notified by the Responsible Academic Officer of the period of time allowed for the student to complete the course. The exclusion has resulted from failure to complete within the approved maximum period.

10.9.2 Where an appeal under Rule 10.8 is unsuccessful, the student:

- (1) shall have his or her exclusion from the course confirmed;
- (2) may seek guidance from the Responsible Academic Officer on those things that the student must do in order to enhance opportunities for readmission after the period of exclusion has elapsed.

## Section 11 — Graduate research

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## **11.1 Application of these Rules**

11.1.1 This section of the Rules applies to all students enrolled in graduate research courses.

11.1.2 Admission requirements for graduate research courses are provided for in [Section 5](#) (Admission)

## 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 original research and has made an original and distinct contribution to knowledge and/or professional practice;
- (2) undertake a research component which is to comprise no less than two-thirds of the program;
- (3) submit a thesis, which may include a product and/or artefact, in a format according to the Graduate Research School Board.

11.2.2 Students admitted to Masters degrees (Research) are required to:

- (1) undertake a program of study and research which demonstrates competence in research and has made a contribution to knowledge;
- (2) undertake a research component which is to comprise no less than two-thirds of the program;
- (3) submit a thesis, which may include a product and/or artefact, in a format according to the Graduate Research School Board.

## 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 undertake advanced study and research such that he or she is likely to complete the program of study; and the Graduate Research School Board;
- (2) each student must comply with the requirements in [Rule 2.5.2](#);
- (3) the relevant faculty is required to certify that it will provide appropriate resources and undertake responsibility for supervision of the student and the student's work; and
- (4) any research to be undertaken at a site external to the University must be in accordance with the Graduate Research School Board from time to time.

11.3.2 Students are required to enrol in the components of the course as specified by the relevant faculty.

11.3.3 Students are required to enrol in and satisfactorily complete such prerequisite or concurrent courses as may be required in the circumstances by their supervisory panel.

## 11.4 Research work

11.4.1 All research work and related activities for graduate research courses shall be carried out in accordance with the rules, regulations and procedures approved by the Graduate Research School Board from time to time.

11.4.2 Students are required to participate in such colloquia, research seminars and other work as may be required by the supervisory panel.

## **11.5 Course transfer**

11.5.1 A student who wishes to transfer from one graduate research course to another shall apply to the Dean, Graduate Research School. Such applications would normally be received at the time of the candidature assessment and not thereafter.

11.5.2 A student is not usually considered eligible for course transfer until he or she has completed at least one semester of the enrolled course.

11.5.3 A student may apply to transfer:

(1) into a graduate research course at the same level or at a different level. The student must apply to the Dean, Graduate Research School (or nominee) and in accordance with guidelines approved by the Graduate Research School Board:

- (a) evidence of satisfactory progress to date in the enrolled course;
- (b) the way in which the research project will be redefined to satisfy the requirements of the new course;
- (c) suitability of the research undertaken in relation to the requirements of the new course;
- (d) certification from the student, the relevant faculty and any external site manager.

(2) following candidature assessment (refer Rule 11.15.6(2)) or examination of the student's research project. The application must be made to the satisfaction of the Dean, Graduate Research School (or nominee) and in accordance with the guidelines approved by the Graduate Research School Board:

- (a) the way in which the research project will be redefined to satisfy the requirements of the new course;
- (b) suitability of the research undertaken in relation to the requirements of the new course;
- (c) certification from the student, the relevant faculty and any external site manager.

11.5.4 The Dean, Graduate Research School will approve or reject the application for transfer on the basis of the above criteria.

11.5.5 Where a transfer is approved the new period of candidature will be determined by the Dean, Graduate Research School (or nominee) taking into account the current research towards the requirements of the course into which transfer has been approved.

## **11.6 Recognition of prior research**

11.6.1 A student who has undertaken a research course at this University or another university or institution may be given recognition for work done while undertaking that course.

11.6.2 Recognition of prior research including the extent of any such recognition and the period of candidature for the new course shall be determined by the Dean, Graduate Research School (or nominee) on the basis of the above criteria.

School on the recommendation of the Responsible Academic Officer. The recommendation of the

- (1) the nature, duration and quality of the prior work;
- (2) the suitability of the prior work relative to the proposed UTS graduate research;
- (3) the recommended period of candidature as a consequence of the recognition of

## **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:
  - (a) four years for a full-time student; or
  - (b) eight years for a part-time student.
- (2) Masters degree (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 Rule 11.7.1, a student who has had prior study and research course may be required by the Dean, Graduate Research School to complete the program in less

## **11.8 Extension of candidature**

11.8.1 A student who has reached the maximum period of candidature as specified in Rules 11.7.1 and 11.7.2 is required to seek approval from the Dean, Graduate Research School.

11.8.2 An extension of the approved period of candidature granted by the Dean, Graduate Research School.

11.8.3 If approved, the maximum period of extension shall not, except in exceptional circumstances,

- (1) for Doctoral degrees, six months at a time and a maximum of two extensions;
- (2) for Masters degrees (Research), six months at a time and a maximum of one extension.

11.8.4 Where an extension of candidature means that a domestic student will exceed the maximum period of candidature liable for tuition fees for this approved period of extended time.

11.8.5 A student who has reached the maximum period of candidature as specified in Rules 11.7.1 and 11.7.2 and has not submitted a thesis for examination will be withdrawn from the course as specified in Rule 11.23.2.

11.8.6 A student who has reached the maximum extended period of candidature as specified in Rule 11.8.3 at the end of this approved period will be withdrawn from the course as specified in Rule 11.23.2.

## **11.9 Leave of absence**

11.9.1 A research student who wishes to withdraw temporarily from a course must lodge an application as prescribed by the Dean, Graduate Research School no later than the census date of the enrolment.

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

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

11.9.4 In exceptional and documented special or mitigating circumstances a student may request a variation which will require approval by the Dean, Graduate Research School.

11.9.5 Students resuming a course after leave of absence shall be subject to the course requirements as enrolled as directed by the Dean, Graduate Research 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, or in exceptional circumstances, have his or her candidature discontinued due to unsatisfactory progress (refer R

## **11.11 Supervision**

11.11.1 All students shall have a supervisory panel appointed by the Dean, Graduate Research School in accordance with the guidelines approved by the Graduate Research School Board and reported to the Academic Board.

11.11.2 The criteria necessary for appointment as a supervisor of research students shall be approved by the Academic Board from time to time.

11.11.3 The Graduate Research School Board shall be responsible for maintaining a register of qualified staff to the register.

11.11.4 All members of supervisory panels shall operate in accordance with the [Code of Practice](#).

11.11.5 Where the student undertakes a major portion of his or her research at sites external to the University, in addition to the supervisory panel, an external supervisor or adviser.

11.11.6 Where the student has been approved at admission to undertake a program of study in a language not competent in that language.

## **11.12 Thesis topic**

11.12.1 The student shall submit the topic of his or her thesis to the Dean, Graduate Research School for approval.

(1) Doctoral degree not later than one year after initial enrolment; or



(2) Masters degree (Research) not later than one half year after initial enrolment.

11.12.2 Any change to the approved thesis topic requires the approval of the Dean, Graduate Research School Board from time to time.

11.12.3 The approved thesis topic must comply with all relevant legislative requirements including

### **11.13 Review of progress**

11.13.1 A student is required to submit to the relevant faculty each half year a report to enable the Graduate Research School Board from time to time. A report shall not be required in respect of

11.13.2 The principal supervisor shall submit to the relevant Responsible Academic Officer each

11.13.3 The relevant Responsible Academic Officer will consider the progress reports, take any recommendations to the Dean, Graduate Research School on overall progress in accordance with time to time.

11.13.4 Upon receipt of a recommendation of unsatisfactory progress the Dean, Graduate Research

(1) notification to the student that may include a request that the student attend and a recommendation of unsatisfactory progress and develop a suitable progress plan; and

(2) notification of a warning to the student that further unsatisfactory progress may

(3) notification of discontinuation of candidature due to unsatisfactory progress (ref

11.13.5 Failure by a student to submit a review of progress report to the relevant faculty in a period for that half year.

### **11.14 Review of unsatisfactory progress**

#### **11.14.1 Grounds for review**

A student may apply to have a report of unsatisfactory progress reviewed by the Dean, Graduate Research School. The grounds for a review are that there were procedural irregularities of a type and to an extent that are likely to result in an unsatisfactory progress report.

#### **11.14.2 Review application**

(1) An application for review of an unsatisfactory progress report must be in writing and submitted to the Dean, Graduate Research School within 10 working days of notification of the report.

(2) Requests for a review of an unsatisfactory progress report will be considered by the Dean, Graduate Research School. The Dean, Graduate Research School may seek the advice of the Graduate Research School Board, the Faculty Board or other members.

#### **11.14.3 Notification**

The Dean, Graduate Research School will notify the student in writing of the final decision.

## **11.15 Candidature assessment**

11.15.1 Each student is required to undertake a candidature assessment:

- (1) to ensure that he or she is equipped with the knowledge and skills to carry out the research project;
- (2) to demonstrate that he or she has made sufficient progress in his or her study and that it is likely that he or she will complete within the prescribed time.

11.15.2 The candidature assessment will be completed in accordance with guidelines approved by the Graduate Research School Board.

11.15.3 The requirements for each stage of candidature assessment will be determined by each School and in accordance with guidelines as approved by the Graduate Research School Board from time to time.

11.15.4 The outcome of all candidature assessments will be reported by the Responsible Academic to the Graduate Research School Board.

11.15.5 A student who satisfies the requirements of a candidature assessment will be eligible to enrol in the next stage of the programme in accordance with guidelines as approved by the Graduate Research School Board from time to time and will be subject to the same requirements as those set out in Rule 11.13.4.

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

- (1) may be permitted by the Dean, Graduate Research School on advice from the Responsible Academic to undertake a further candidature assessment within a specified period of time; or
- (2) may be permitted to apply for a course transfer as provided for in Rule 11.5; or
- (3) will have his or her candidature discontinued due to unsatisfactory progress (refer to Rule 11.13.4).

## **11.16 Review of an unsatisfactory candidature assessment**

### **11.16.1 Grounds for review**

A student may apply for a review of an unsatisfactory candidature assessment by the Dean, Graduate Research School. The grounds for request a review are that there were procedural irregularities of a type and to an extent that an independent review is warranted of the unsatisfactory candidature assessment.

### **11.16.2 Review application**

- (1) An application for review of an unsatisfactory candidature assessment must be made in writing and must be lodged with the Dean, Graduate Research School within 10 working days of notification of the unsatisfactory candidature assessment.
- (2) Requests for a review of an unsatisfactory candidature assessment will be considered by the Dean, Graduate Research School. The Dean, Graduate Research School may seek the advice of the Graduate Research School Board and/or other academic staff members.

### **11.16.3 Notification**

The Dean, Graduate Research School will notify the student in writing of the final decision.

## **11.17 Thesis requirements**

11.17.1 The nature and format of a thesis shall reflect international practices in the discipline of research or creative work in the form of:

- (1) a written document which may include work published as a result of the student's research;
- (2) material which is not 'print on paper' but which gives evidence of a scholarly or creative work;
- (3) a combination of (1) and (2).

11.17.2 A thesis shall comply with the following requirements:

- (1) subject to Rule 11.17.3, it must be in English;
- (2) it must reach a satisfactory standard of presentation in accordance with guidelines set by the Dean, Graduate Research School to time;
- (3) it must consist of the student's own account of his or her work, except that in special circumstances it may be accepted provided the Dean, Graduate Research School is satisfied as to the extent of the student's contribution;
- (4) it must be embodied in a format as approved by the Dean, Graduate Research School;
- (5) it must contain an abstract of not more than 400 words;
- (6) it must not include any work or material previously submitted in full or in part for another thesis; and
- (7) it may include work previously published by the student only if it bears on the subject of the thesis and the Dean, Graduate Research School is satisfied with the graduate research student's contribution.

11.17.3 In the event that a student wishes to present a thesis in a language other than in English, the following requirements shall apply:

- (1) an application for approval must be made to the Dean, Graduate Research School at the time of candidature, such application to include the justification for presenting a thesis in a language other than English;
- (2) approval must be given by the Dean, Graduate Research School to the presentation of the thesis in a language other than English;
- (3) the thesis must comply with the Rules;
- (4) following examination, a substantial summary of the thesis (approximately 5000 words) must be submitted in English summary to include an introduction, brief chapter outline and conclusion; and
- (5) examiner reports for the thesis must be available in English.

## **11.18 Oral presentation of thesis**

11.18.1 Doctoral research students are required to make an oral presentation of the thesis to a panel of examiners.

11.18.2 The oral presentation shall normally be made during the final six months prior to the submission of the thesis.

11.18.3 The oral presentation may form part of the approved examination process as provided in the relevant regulations.

## **11.19 Submission of thesis**

11.19.1 A student shall provide two months prior notice in writing to the Dean, Graduate Research School of the intended date of submission.

11.19.2 A student may, when submitting a thesis for examination, indicate that the thesis contains information that is confidential or otherwise restricted from disclosure and may apply to the Dean, Graduate Research School for consideration of such restriction.

11.19.3 The Dean, Graduate Research School may approve such restriction indefinitely or for a specified period of time, subject to such conditions on disclosure of such information.

11.19.4 The student shall submit to the relevant Responsible Academic Officer:

- (1) the required number of copies of the thesis including a certificate of authorship;
- (2) a student statement to confirm that the work has not been submitted previously for examination;
- (3) if appropriate, a statement for consideration by the Dean, Graduate Research School of the grounds for any such restriction, should have restricted distribution or disclosure and the period of any such restriction.

11.19.5 Submission of any other part of the thesis which is not 'print on paper' shall be in accordance with the relevant regulations of the Research School Board from time to time.

11.19.6 The thesis and other works shall be provided to the Dean, Graduate Research School by the student's 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.

The Responsible Academic Officer must also certify that the thesis is ready for examination.

11.19.7 If the principal supervisor and the Responsible Academic Officer decline to certify that a thesis is ready for examination, this decision may be appealed to the Dean, Graduate Research School.

11.19.8 The only grounds on which a student may request a review are that there were procedural errors or that the decision had a significant negative impact in the decision not to certify that a thesis is ready for examination.

11.19.9 An application for review must be in writing, specify and substantiate the grounds for a review and be received within 10 working days of notification that a thesis is not ready for examination.

11.19.10 Requests for a review will be considered by the Dean, Graduate Research School. The Dean may refer the matter to the Research School Board, the Responsible Academic Officer and other relevant academic staff members.

11.19.11 The Dean, Graduate Research School will notify the student in writing of the final decision.

## 11.20 Examination of thesis

11.20.1 Under certain circumstances the procedures and arrangements for examination of a thesis may be varied from those prescribed in Rules 11.20.3 to 11.20.5. These circumstances include but are not limited to:

- (1) theses produced as a result of research candidature conducted jointly with another institution;
- (2) research degrees where part of the work is not 'print on paper' that necessitates alternative arrangements.

11.20.2 In cases where a variation of thesis examination procedures and arrangements is required, the student must submit a written request to the Responsible Academic Officer and submitted for approval by the Dean, Graduate Research School on advice from the Responsible Academic Officer by the submission date.

11.20.3 On the recommendation of the Responsible Academic Officer the Dean, Graduate Research School shall appoint:

- (1) in the case of a Doctoral degree, a minimum of two and a maximum of three examiners;
- (2) in the case of a Masters degree, at least two examiners both of whom must be academic staff.

An external member of the student's supervisory panel is not normally permitted to be an examiner. If suitable examiners are not available.

11.20.4 Where restricted distribution or disclosure of certain parts of the thesis has been approved by the Responsible Academic Officer, the University Librarian and the examiners shall be informed. If further precautions are required in the handling or transmission of the thesis the costs incurred shall be met by the student.

11.20.5 Should examiners or any other parties to the examination process question whether the student has met the requirements for the award of the degree, the Responsible Academic Officer, in consultation with the Responsible Academic Officer, will consider the matter and take action in accordance with [the Code of Practice for Supervisors and Research Degree Students](#) and [Section 16](#) (Student misconduct).

11.20.6 A student may be required to undertake an oral examination of his or her thesis as proposed by the Graduate Research School Board.

11.20.7 The reports of the examiners shall be forwarded to the Dean, Graduate Research School for consideration of the Graduate Research School Board and Academic Board that:

- (1) to recommend to the Graduate Research School Board and Academic Board that the student be permitted to re-submit a revised thesis within a specified period;
- (2) to recommend to the Graduate Research School Board and Academic Board that the student be permitted to re-submit a revised thesis within a specified period in Rule 11.20.8, the student has satisfied requirements for the award of the degree;
- (3) that the student be permitted to re-submit a revised thesis within a specified period in exceptional circumstances, the Dean, Graduate Research School considers appropriate;
- (4) that the student has failed to satisfy requirements for award of the degree and that the student be permitted to re-submit a revised thesis within a specified period;
- (5) to take any other action it deems appropriate before making a decision.

11.20.8 After examination of the thesis, any minor changes to the thesis that do not require re-examination must be approved by the Responsible Academic Officer within six months of date of notification. The Responsible Academic Officer shall forward the revised thesis to the Dean, Graduate Research School.

11.20.9 If a student who has been given the opportunity to submit a revised thesis for re-examination to have failed to satisfy requirements for the award of the degree consistent with Rule 11.20.7(11.23).

11.20.10 A thesis submitted for re-examination consistent with Rule 11.20.7(3) may only be submitted

## **11.21 Student misconduct**

11.21.1 Student misconduct is dealt with in [Rule 16.2](#).

11.21.2 Student misconduct that occurs in relation to a graduate research course will be dealt with (misconduct and appeals).

## **11.22 Deposit of thesis**

11.22.1 A student is required to deposit with the University Library for permanent retention one or more recommended subject to the following requirements:

- (1) the original or an acceptable copy of the print component of the thesis shall be deposited and approved by the Graduate Research School Board; and
- (2) any part of the thesis which is not 'print on paper' must be recorded or produced in a digital format on the advice of the University Librarian in regard to its preservation and maintenance.

11.22.2 A student is also required to deposit a digital copy of the thesis for lodgement in the University Library with procedures approved by the Graduate Research School Board.

11.22.3 The copies of the thesis deposited with the University Library will be available for consultation unless the Dean, Graduate Research School on the application of the student determines that the availability expires after a period, which shall not normally exceed two years.

## **11.23 Discontinuation of candidature**

11.23.1 A student who wishes to withdraw permanently from candidature in a research course must do so as prescribed by the Dean, Graduate Research School.

11.23.2 The University may discontinue a student's candidature in a research course in certain circumstances:

- (1) unsatisfactory progress:
  - (a) where a student has not submitted a thesis for examination within the appropriate time limits (refer Rule 11.8.3 and 11.10);
  - (b) where a student has not satisfied progress requirements (refer Rule 11.13);

- (c) where a student has not satisfied candidature assessment requirements (Rule 11.19.7);
- (d) where the principal supervisor and the Responsible Academic Officer decline

in which case the student's candidature in the course will be discontinued and the r

(2) unsatisfactory examination:

- (a) where a student has not re-submitted a revised thesis for re-examination in
- (b) where a student has failed to satisfy requirements for the award of the degr

in which case the student's candidature in the course will be discontinued and the r

(3) student misconduct determined under [Section 16](#) (Student misconduct and app

11.23.3 Where a student's candidature has been discontinued by the University, the student sh  
reasonably possible and giving the reason for the discontinuation.

## 11.24 Appeal against discontinuation of candidature

11.24.1 A student whose candidature is discontinued in accordance with Rule 11.23.2 may lodg  
Graduate Research School.

11.24.2 An appeal against discontinuation of candidature must reach the Dean, Graduate Resea

11.24.3 A student may request the Dean, Graduate Research School to consider an extension o  
exceptional circumstances, any such request must be received within 15 working days of the da

11.24.4 The grounds for appeal against a decision of discontinuation of candidature due to unsa

- (1) procedural irregularities of a type and to an extent that are likely to have had a  
the review of progress;
- (2) mitigating circumstances, supported by documentary evidence, which directly a  
known at the time and which would have reasonably led to a decision other than th
- (3) the decision was based on factual errors of such magnitude as to invalidate the

11.24.5 The grounds for appeal against a decision of discontinuation of candidature due to an u

- (1) procedural irregularities of a type and to an extent that are likely to have had a  
and/or
- (2) documentary evidence of errors or irregularities on the part of one or more of th

11.24.6 The Dean, Graduate Research School shall refer the appeal to the Responsible Academ  
should consult appropriate academic staff members he or she considers relevant to enable a re  
Appeals Committee.

11.24.7 The recommendation of the Responsible Academic Officer of the relevant faculty, toget

Dean, Graduate Research School.

11.24.8 The Dean, Graduate Research School shall then refer the Responsible Academic Officer's response to the recommendation.

11.24.9 The student's response must reach the Dean, Graduate Research School within 10 working days.

11.24.10 In exceptional circumstances the Dean, Graduate Research School may approve an exception to the Responsible Academic Officer's recommendation.

11.24.11 The Dean, Graduate Research School shall then refer the student's appeal, the Responsible Academic Officer's recommendation, and the Responsible Academic Officer's response to the Graduate Research Students' Appeals Committee, constituted under [Rule 17.2](#), for consideration.

#### 11.25 Result of appeal

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

- (1) the student's candidature will be reinstated; and
- (2) the Dean, Graduate Research School will, upon advice from the Responsible Academic Officer, determine any other requirements for the student to complete the course.

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

- (1) the student's candidature will be reinstated; and
- (2) the Dean, Graduate Research School will, upon advice from the Responsible Academic Officer, determine the re-examination to be conducted in an appropriate timeframe or for the examination.

11.25.3 Where an appeal against discontinuation is not upheld the discontinuation of candidature remains in force.

### Section 12 — Higher Doctoral degree requirements

#### [12.1 Higher Doctoral degrees](#)

#### [12.2 Requirements for award](#)

#### [12.3 Eligibility](#)

#### [12.4 Application](#)

#### [12.5 Submitted works](#)

#### [12.6 Examination of works](#)



## [12.7 Deposit of works](#)

### 12.1 Higher Doctoral degrees

12.1.1 The 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).

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### 12.2 Requirements for award

12.2.1 Any of the degrees referred to in Rule 12.1.1 may be conferred by Council on a candidate who has to the degree a high level of knowledge and whose scholarly works exhibit, among other things, a level of originality and creativity which

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### 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, otherwise, in the opinion of the Dean of the relevant faculty have had an equivalent connection with the University;
- (2) hold a recognised degree from a tertiary institution; and
- (3) in the opinion of the Dean of the relevant faculty, be qualified to be a candidate for a Higher Doctoral degree.

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### 12.4 Application

12.4.1 An applicant for Higher Doctoral degree candidature shall submit to the Dean, Graduate Research School, a statement of the applicant's research interests and the applicant wishes to have examined.

12.4.2 The Dean, Graduate Research School shall refer the application to the Dean of the relevant faculty for a recommendation on

- (1) whether the applicant satisfies the eligibility criteria in Rule 12.3.1; and
- (2) whether the published work is prima facie worthy of examination for the degree and if so for recommendation.

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## 12.5 Submitted works

12.5.1 The work submitted for examination for a Higher Doctoral degree must be published works of which the

12.5.2 In the case of works of which the candidate is a joint author, the candidate shall submit a written statement 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 an

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## 12.6 Examination of works

12.6.1 On the recommendation of the Dean of the relevant faculty, the Dean, Graduate Research School shall

12.6.2 Each examiner shall submit to the Dean, Graduate Research School an independent report in writing on the candidate's works:

- (1) has demonstrated outstanding creative achievement or an outstanding contribution to the field of knowledge;
- (2) has exhibited a level of originality and creativity that marks the candidate as a major authority in that field.

12.6.3 In consultation with the Dean of the relevant faculty, the Dean, Graduate Research School shall consider the recommendation of the Graduate Research 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.

12.6.4 The Graduate Research School Board shall consider the recommendation of the Dean, Graduate Research School that:

- (1) recommend to Academic Board that the candidate has satisfied the requirements for the award as specified in the Rules;
- (2) determine that the candidate has not satisfied requirements for the award of the degree.

12.6.5 The candidate shall be advised by the Dean, Graduate Research School of the Graduate Research School of the result of the examination.

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## 12.7 Deposit of works

12.7.1 [Rule 11.22](#) applies in respect of works submitted under this section of the Rules and for which an award of a



















## Section 14 — Honorary awards of the University

### [14.1 Honorary awards](#)

### [14.2 Determination of recipients](#)

### [14.3 Rescission of honorary award](#)

#### 14.1 Honorary awards

14.1.1 Council has determined that there shall be the following honorary awards:

- (1) Honorary Doctor of Business (HonDBus);
- (2) Honorary Doctor of Creative Arts (HonDCA);
- (3) Honorary Doctor of Design (HonDDes);
- (4) Honorary Doctor of Engineering (HonDEng);
- (5) Honorary Doctor of Health Sciences (HonDHlthSc);
- (6) Honorary Doctor of Laws (HonLLD);
- (7) Honorary Doctor of Letters (HonLittD);
- (8) Honorary Doctor of Science (HonDSc);
- (9) Honorary Doctor of Technology (HonDTech);
- (10) Honorary Doctor of the University (HonDUniv);
- (11) Fellow of the University;
- (12) UTS Distinguished Service Award.

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## 14.2 Determination of recipients

14.2.1 Council may, on the recommendation of the Honorary Awards Committee, the Chancellor or the Vice-Chancellor, determine the criteria for the award, subject to the criteria determined by Council as being appropriate to the specific award in question.

14.2.2 Such determination shall be in accordance with the [University Honours Policy](#) approved by Council from time to time.

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## 14.3 Rescission of honorary award

14.3.1 In exceptional circumstances, Council may rescind the conferral of an honorary award.

## Section 15 — Equipment loans

### [15.1 Equipment availability](#)

### [15.2 Responsibilities of faculties and units](#)

### [15.3 Responsibilities of borrowers](#)

### [15.4 Non-compliance](#)

## 15.1 Equipment availability

15.1.1 The University may make available University equipment for loan to a student to meet specific teaching requirements provided to students, or in relation to other academic-related activities.

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## 15.2 Responsibilities of faculties and units

15.2.1 Faculties and units are responsible for:

- (1) ensuring that the conditions of equipment loans are provided to students;
- (2) ensuring that borrowers present their Student Identity Card and sign a written undertaking to abide by the conditions of the loan;
- (3) maintaining a register of equipment loans which includes at least the following:
  - (a) UTS asset number;
  - (b) the serial number, make and model of the equipment;

- (c) student number shown on the Student Identity Card;
- (d) student's full name;
- (e) date of loan;
- (f) due date for return of equipment; and
- (g) amount of any conditional deposit imposed on the particular borrower;
- (4) reporting any breach of the conditions of an equipment loan to the relevant Dean (or nominee) or Director

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### 15.3 Responsibilities of borrowers

#### 15.3.1 Equipment borrowers are responsible for:

- (1) ensuring that any UTS equipment item that they remove from University premises has been officially registered and
- (2) the safekeeping and return of items borrowed by the due date and time.

#### 15.3.2 Equipment borrowers must:

- (1) not carelessly or wilfully mutilate or damage UTS equipment;
- (2) take reasonable precautions to ensure the safekeeping of equipment and minimise the opportunity for theft;
- (3) not leave or attempt to leave UTS premises:
  - (a) with any UTS equipment item which is not registered for loan in the borrower's name with the relevant faculty;
  - (b) with part of any UTS equipment item which is not registered for loan in the borrower's name with the relevant faculty;
- (4) not use UTS equipment for any unauthorised purpose;
- (5) not use UTS equipment in any way which may infringe the rights or endanger the safety of others;
- (6) immediately report any malfunctions or existing damage to equipment to the relevant University officer with whom the equipment was loaned;
- (7) immediately report any theft, loss or damage of or to the equipment to the relevant University officer.

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### 15.4 Non-compliance

15.4.1 Where a Dean (or nominee) or Director (or nominee) believes on reasonable grounds that an equipment borrower has not complied with the requirements of Rule 15.3, the Dean (or nominee) or Director (or nominee) may

- (1) place restrictions on future use of the equipment;
- (2) deny future loans to the borrower;

- (3) request the Director, Student Administration Unit not to permit the student to re-enrol or graduate, or to v
- (4) require payment by the borrower of a specified amount not exceeding the amount of the value of the cost
- (5) require the borrower to lodge a conditional deposit as part of the loan conditions of any subsequent loan(s)
- (6) refer the matter to the Director, Governance Support Unit who will deal with it in accordance with [Section](#)
- (7) lock the borrower's student system account until the equipment is returned.

15.4.2 Where the Dean (or nominee) or Director (or nominee) believes one or more of the actions in Rule 15.4 (or nominee) will notify and give reasons to the student and the Director, Student Administration Unit. The Dean (or nominee) will notify and give reasons on a need to know basis.







































































## **Section 17 — Appeals Committees of Academic Board**

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[17.1 Constitution](#)

[17.2 Graduate Research Students' Appeals Committee](#)

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### **17.1 Constitution**

17.1.1 There shall be Appeals Committees of Academic Board which shall be constituted in accordance with the following Rules:

- [Rule 5.6.5](#) (relating to Refusal of application, withdrawal of offer of admission and cancellation of admission);
- [Rule 3.4.8](#) (relating to Professional experience requirements);
- [Rule 11.24](#) (relating to Appeal against discontinuation of candidature).

### **17.2 Graduate Research Students' Appeals Committee**

#### [17.2.1 Composition](#)

- (1) A Graduate Research Students' Appeals Committee shall consist of:
  - (a) Chair/Deputy Chair appointed by the Chair of Academic Board;
  - (b) two academic staff members with experience in supervision of graduate research appointed by Academic Board from panel members nominated by the Deans of each faculty;
  - (c) a graduate research student of the University who has been enrolled at the University for at least one year and who has been appointed by Academic Board from panel members nominated by the Deans of each faculty.
- (2) Academic Board shall appoint panels of persons in categories (b) and (c) every year.
- (3) Nomination of panel members shall be made by the Dean of each faculty.
- (4) Panel members may be appointed for not more than two consecutive terms.
- (5) When an appeal is lodged, the Chair of Academic Board, in consultation with the Deans of each faculty, shall constitute a Graduate Research Students' Appeals Committee as required under Rule 11.24 of the Academic Board.
- (6) The Deputy Chair shall serve as Chair in a case where the Chair has an involvement in the appeal or is otherwise not able to act as Chair.
- (7) All members of a Graduate Research Students' Appeals Committee must be present at the appeal. This requirement can be satisfied by the participation of one or more members of the committee.

#### [17.2.2 Terms of reference](#)

- (1) The Graduate Research Students' Appeals Committee shall make determinations on appeals against discontinuation of candidature on grounds of unsatisfactory progress pursuant to examination pursuant to [Rule 11.23.2\(2\)](#).
- (2) In cases where an appeal is upheld, the Graduate Research Students' Appeals Committee shall recommend a remedy to facilitate the implementation of a remedy appropriate to the circumstances of the case.

## 17.3 Professional Experience Appeals Committee

### 17.3.1 Composition

- (1) A Professional Experience Appeals Committee will consist of four members:
  - (a) an academic staff member as Chair/Deputy Chair, appointed by the Chair of the Committee
  - (b) two academic staff members, with experience in the placement and administration of professional experience requirements
  - (c) a student of the University who has been enrolled at the University for at least one year and has completed, or is partially completed, professional experience course requirements.
- (2) From time to time, Deans of faculties that have a substantial number of student professional experience requirements will be requested to nominate persons in categories (b) and (c) above to be appointed to serve on a Professional Experience Appeals Committee.
- (3) Academic Board will from time to time approve persons nominated by the Dean of a faculty to constitute the panel of persons who may be appointed to serve on a Professional Experience Appeals Committee in accordance with Rule 17.3.1(5).
- (4) The term of office for a panel member approved under Rule 17.3.1(3) will continue until the end of the year of her membership, or ceases to be eligible for membership under Rule 17.3.1(1).
- (5) When an appeal is lodged, the Chair, Academic Board will appoint three persons from the same faculty as the appellant to constitute a committee as required under Rule 17.3.1(1). Committee members will be appointed from the same faculty as the appellant. If the Chair is from the same faculty as the appellant, the Chair of the meeting at which the appellant's case is being heard. If the Deputy Chair is from the same faculty as the appellant, the Chair, Academic Board will appoint another academic staff member as acting Chair. If the Chair and Deputy Chair are on leave, a temporary Chair/Deputy Chair will be appointed by the Chair, Academic Board. The term of office may be for a specified period, or a specified appeal hearing, at the discretion of the Chair, Academic Board.
- (6) With respect to Rule 17.3.1(5), if the Chair, Academic Board is from the same faculty as the appellant, the Chair, Academic Board or the University Secretary will constitute the committee.
- (7) All members of a Professional Experience Appeals Committee must be present at the meeting at which the appeal is heard. This requirement can be satisfied by the participation of one or more members through video conferencing.
- (8) Before making a final determination and consistent with procedural fairness, the committee will seek appropriate advice and assistance from a person with strong experience in professional experience requirements area, who has had no previous involvement in the matter, to assist it in assessing the professional experience behaviour of students undertaking professional experience.

### 17.3.2 Terms of reference

The Professional Experience Appeals Committee shall make determinations on appeals against a student's participation in professional experience (Education and Students) pursuant to [Rule 3.4.6](#) relating to deferral of a student's participation in professional experience that would have the effect of preventing the student from continuing his or her course.



## 17.4 Appeals Committee (Non-disclosure)

### 17.4.1 Composition

- (1) An Appeals Committee (Non-disclosure) shall consist of:
  - (a) the Chair, appointed by the Chair, Academic Board;
  - (b) two academic staff members, with experience in admission procedures of the University, as required in Rule 17.4.1(4).
- (2) When an appeal is lodged the Chair, Academic Board, in consultation with the President, Academic Board (Non-disclosure) as required in Rule 17.4.1(1).
- (3) The Chair, Academic Board shall appoint persons in categories (a) and (b) when required.
- (4) Nomination of committee members shall be made by the Dean of each faculty.
- (5) All members of an Appeals Committee (Non-disclosure) must be present at all meetings. This requirement can be satisfied by the participation of one or more members through teleconference.

### 17.4.2 Terms of reference

An Appeals Committee (Non-disclosure) shall make determinations on appeals against withdrawal of candidature pursuant to [Rule 5.6.5](#).

## 17.5 Procedures for Appeals Committees

17.5.1 Appeals Committees of Academic Board shall be convened by the University Secretary and shall operate under the Standing Orders of Academic Board.

17.5.2 Each appeal must be dealt with on its own terms and merits and in accordance with its own procedural guidelines.

17.5.3 Academic Board shall approve sets of procedural guidelines to be followed by the respective Appeals Committees. Such guidelines shall be subject to review by the Academic Board from time to time.

17.5.4 An Appeals Committee shall determine how to handle the matters before it, consistent with the Standing Orders of Academic Board has approved for it. In particular, an Appeals Committee is not bound by the rules of evidence in a way that it considers to be efficacious and reliable, consistent with the academic standards of the University.

17.5.5 Senior administrative staff may assist Appeals Committees, act as advisers and attend meetings. Such staff may include the Director, Student Administration Unit (or nominee), Director, Student Services, Director, Research School (or nominee), or any other advisers nominated by the Chair of the committee. In providing assistance to an Appeals Committee, the members of staff shall confine their comments to factual information or technical or legal advice that is actually needed to assist the committee to deal with the appeal. They shall not express any opinion about the appropriate outcome for individual cases or on the merits of the appeal. The substance of their advice and this should be kept with the official University file relating to the appeal.

## 17.6 Dissolution of an Appeals Committee

17.6.1 Where, in the opinion of the University Secretary, an Appeals Committee, constituted under this regulation, cannot resolve an appeal expeditiously, the University Secretary may, after consultation with the Chair of the Appeals Committee, remove or replace one or more of the members of the Appeals Committee and the student, dissolve that committee.

17.6.2 Where the University Secretary dissolves an Appeals Committee under Rule 17.6.1, another Appeals Committee, in accordance with Rules 17.2 to 17.4 will be formed to consider the appeal, but no person who was a member of that other Appeals Committee unless the Chair of Academic Board so resolves.

## 17.7 Decision of an Appeals Committee

17.7.1 A decision of an Appeals Committee of Academic Board requires a simple majority of the casting vote in the event that this is necessary.

17.7.2 An Appeals Committee of Academic Board may:

- (1) refer a matter back to the decision-maker for further consideration; or
- (2) uphold an appeal and reverse the original decision; or
- (3) uphold an appeal in part and vary the original decision; or
- (4) dismiss an appeal.

17.7.3 The Chair of an Appeals Committee of Academic Board must provide the University Secretary with the minutes of the meeting at which a decision is made. An extension of this time limit by no more than 10 working days may be granted, subject to agreement between the Chair and the University Secretary. The minutes must contain the reasons for the decision.

17.7.4 A decision of an Appeals Committee of Academic Board is final. The decision of an Appeals Committee of Academic Board is reported to Academic Board for information via an Appeals Committees of Academic Board annual report.

17.7.5 Where student misconduct has occurred as part of the appeals process including, but no documentation or misleading conduct, the matter may be referred to the Director, Governance

17.7.6 Appeals Committees of Academic Board must prepare an annual report of their decisions for purposes only.

## 17.8 Notification of decision

17.8.1 The University Secretary must provide notice of the Appeals Committee's decision and recommendations to the student within five working days of receiving the minutes under Rule 17.7.3.

17.8.2 The University Secretary may provide notice of the decision and reasons for it to any other

access to such information and in accordance with the provisions of the [Privacy and Protection Directive](#).





















## Schedule 1 — Definitions

**academic adviser** means a member of academic staff appointed by a Dean (or nominee) in a specific faculty who is assigned to, and/or whose advice is sought by, students who have or are likely to have difficulty in satisfying academic progression requirements.

**Academic Board** means the Academic Board established under [section 15](#) of the Act.

**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 provisions including 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).

**academic progression** is a general term that refers to the requirement for students to satisfy specified levels of academic achievement as they progress through their course and the requirement for the University to monitor this progress. The measures of academic progression include:

- satisfying a minimum rate of progress specified in terms of credit points gained;
- completing a course within an approved maximum time limit;
- not failing the same (or equivalent) subject on repeated occasions.

**academic transcript** means the official University printed document issued by the University as a record of all learning leading to an Australian Qualifications Framework qualification or an accredited unit in which a student is enrolled.

**Act** means the *University of Technology Sydney Act 1989* (NSW) (as amended from time to

time).

**admission** means the process of applying for, being made an offer to, accepting the offer of admission and being admitted to a course at the University.

**Advanced Diploma** means a course of study with learning outcomes at Level 6 of the Australian Qualifications Framework. The Advanced Diploma qualifies individuals who apply specialised knowledge in a range of contexts to undertake advanced skilled or paraprofessional work and as a pathway for further learning.

**applicant** means a person who has applied for admission to the University.

**assessment** means the process whereby student achievement of particular learning outcomes is determined, feedback on progress is given and final subject assessment results/grades are awarded. Assessment is a broad term and includes but is not limited to tests, essays, assignments, projects, practical work, creation of digital products, examinations, reports, exhibitions, performances, presentations, demonstrations and other work whether written or otherwise.

**assessment result** means the mark, grade or result achieved by a student for a particular assessment which indicates the standard attained in that assessment. (Also see [final subject assessment result](#).)

**Associate Degree** means a course of study with learning outcomes at Level 6 of the Australian Qualifications Framework. The Associate Degree qualifies individuals who apply underpinning technical and theoretical knowledge in a range of contexts to undertake paraprofessional work and a pathway for further learning.

**attendance mode** (a term required by the Commonwealth Government department that funds higher education) identifies the way a student undertakes a subject or course and can be internal, distance (i.e. external) or multi-modal (i.e. where a student is undertaking a course that contains a combination of internal and distance study). (Also see [study mode](#).)

**Australian Higher Education Graduation Statement** (AHEGS) means the official University printed document issued by the University as a supplementary statement to the testamur and academic transcript. It provides additional information to enhance understanding of the qualification by students, employers, industry, professional associations and internationally.

**Australian Qualifications Framework** (AQF) is Australia's national policy for regulated qualifications. The AQF encompasses higher education, vocational education and training and school education. It provides for national recognition and a consistent understanding of what defines each qualification type.

**award** means an academic award of the University in respect of an award course.

**award course** means the following course types and any other courses that may be approved by Academic Board from time to time:

- Diploma;

- Advanced Diploma;
- Associate degree;
- Bachelor degree;
- Bachelor Honours degree;
- Graduate Certificate;
- Graduate Diploma;
- Masters degree (Coursework);
- Masters degree (Extended);
- Masters degree (Research);
- Doctoral degree;
- Higher Doctorate.

**Bachelor degree** means a course of study with learning outcomes at Level 7 of the Australian Qualifications Framework. The Bachelor degree qualifies individuals who apply a broad and coherent body of knowledge in a range of contexts to undertake professional work and as a pathway for further learning. Some Bachelor degrees may be offered as a combined degree which consists of components of two degrees and may, but need not, enable a student to graduate with both degrees in a shorter time than required to complete both degrees independently.

**Bachelor Honours degree** means a course of study with learning outcomes at Level 8 of the Australian Qualifications Framework. The Bachelor Honours degree qualifies individuals who apply a body of knowledge in a specific context to undertake professional work and as a pathway for research and further learning.

**borderline result** means a final mark of 45–49 per cent in a subject where 50 per cent is judged as a pass; or an equivalent marginal fail in a subject for which marks are not awarded.

**By-law** means the University of Technology Sydney By-law 2005 (NSW) (as amended from time to time) as established under the Act.

**census date** is the date at which student load and financial liability is calculated for the purpose of reporting to the Commonwealth Government. It is the last date by which a student can withdraw from a subject without incurring academic penalty or financial liability, where financial liability means either a tuition fee, or student contribution amount or the student services and amenities fees.

**centrally conducted examination** means an examination scheduled and conducted under the authority of the Director, Student Administration Unit.

**collaborative Doctoral degree** means a Doctoral degree offered under an arrangement between UTS and an international university involving collaborative research and supervision of

a Doctoral degree student. This leads to the student being awarded a Doctoral degree from both universities in recognition of the collaborative arrangement.

**Council** means the Council of the University established under [section 8A](#) of the Act.

**course** means an award course or non-award study or any part of such program of study offered by the University into which students are admitted and may include single subjects or time-based study in which students are enrolled.

**course transfer** means the process by which UTS students can transfer from one course to another course.

**credit point** means the unit of measure of workload for individual subjects. Credit points are gained by students enrolled in award courses when subjects are passed and, when accumulated, credit points form one measure of the total requirements of a course. As a standard measure at UTS, one academic year of full-time study is equivalent to 48 credit points.

**credit recognition** means the range of processes by which students may have previous learning recognised for credit in their courses.

**cross-institutional study** means single subject or set of subjects study undertaken at UTS by a student as part of an award course for which he or she is enrolled at another Australian university.

**Dean** means the appointed head of a faculty or other academic organisational unit with responsibility for the academic standing and overall leadership and management of the faculty or other unit.

**debt to the University** means failure to pay all fees, charges and any other specified amount imposed and/or required by the University to be paid by the due date for payment.

**Diploma** means a course of study with learning outcomes at Level 5 of the Australian Qualifications Framework. The Diploma qualifies individuals who apply integrated technical and theoretical concepts in a broad range of contexts to undertake advanced skilled or paraprofessional work and as a pathway for further learning.

**Director, Governance Support Unit** means the officer of the University who has general responsibility for, among other things, the administration of matters being handled in accordance with [Section 16](#) (Student misconduct and appeals).

**Director, Student Administration Unit** means the officer of the University who has general responsibility for student administrative matters including, among other things, admissions, fees, enrolment, centrally conducted examinations and graduation procedures.

**Director, Student Services Unit** means the officer of the University who has general responsibility for a range of support services for students including, among other things, student counselling services, student housing and student residences.

**Doctoral degree** means a course of study with learning outcomes at Level 10 of the Australian Qualifications Framework. The Doctoral degree qualifies individuals who apply a substantial body of knowledge to research, investigate and develop new knowledge, in one or more fields



of investigation, scholarship or professional practice.

**domestic student** means students who are:

- Australian citizens;
- holders of an Australian permanent visa; or
- New Zealand citizens, including a diplomatic or consular representative of New Zealand, a member of the staff of such a representative or the spouse or dependent relative of such a representative.

**enrolment** means the process whereby a student who has been admitted to a course enrolls in subjects or other assessable components, which includes the allocation of classes, tutorials etc. where relevant or enrolment in time-based study where relevant, and completes other related administrative requirements as determined by the University.

**equipment loan** means a University asset borrowed by a student to meet specific teaching, learning or assessment requirements as specified in subject outlines provided to students, including but not limited to:

- laboratory/scientific — apparatus equipment;
- photographic/video/telecommunications/sound equipment;
- workshop equipment.

**equivalent full-time student load (EFTSL)** is a measure of the study load of a student undertaking a course on a full-time basis. At UTS for students enrolled in coursework programs one EFTSL is equivalent to 48 credit points and for students enrolled in graduate research programs one EFTSL is equivalent to one year of full-time study.

**examination** means centrally conducted examination, faculty-based examination and thesis examination as applicable.

**examination periods** means:

- (1) the official examination period as approved by Academic Board for centrally conducted examinations; or
- (2) examination periods approved by the Director, Student Administration Unit for centrally conducted examinations or the Subject Coordinator for faculty-based examinations to be held at other times as required and published in accordance with [Rule 9.1](#).

**examination supervisor** means a person appointed by the Director, Student Administration Unit to oversee and direct centrally conducted examinations. (Also see [monitoring staff member](#).)

**facility** includes but is not limited to any classroom, lecture theatre, library, computing, production or workshop facility, any other place of learning, any information technology or

information transfer system, student accommodation or any other properties owned, occupied or controlled by UTS to which a student has access at or away from University premises for his or her University purposes.

**faculty** means an organisational unit as approved from time to time which is responsible for the delivery of teaching, research and associated activities within a common academic discipline grouping, and any other organisational unit designated as such by the Vice-Chancellor for the purposes of the Rules.

**faculty-based examination** means an examination conducted by a faculty or other designated unit, and includes examinations for courses and subjects or time-based study conducted offshore.

**Faculty Board** means the group of staff and students with responsibility for assessing the quality of, and providing direction to, the academic work of the faculty including teaching, learning, scholarship, research and research training and exercising responsibilities assigned to it by Academic Board from time to time.

**final subject assessment result** means the mark, grade or result awarded for a subject as a whole. (Also see [assessment result](#).)

**form** means an official form of the University used for student administrative purposes and includes forms in hardcopy print format, forms that are available electronically and forms that are part of online transaction processes utilising electronic systems.

**full-time student** means a student who is undertaking a minimum of 75 per cent of the equivalent full-time student load.

**grading of awards** means the recognition of different levels of academic achievement within specific course awards through the classification of the award.

**graduate** means a person who has satisfied the requirements for an academic award and upon whom the award has been conferred.

**Graduate Certificate** means a course of study at Level 8 of the Australian Qualifications Framework. The Graduate Certificate qualifies individuals who apply a body of knowledge in a range of contexts to undertake professional or highly skilled work and as a pathway for further learning.

**graduate coursework student** means a student enrolled in a Graduate Certificate, Graduate Diploma, Masters degree (Coursework) or Masters degree (Extended).

**Graduate Diploma** means a course of study at Level 8 of the Australian Qualifications Framework. The Graduate Diploma qualifies individuals who apply a body of knowledge in a range of contexts to undertake professional or highly skilled work and as a pathway for further learning.

**Graduate Research School Board** means the body appointed by Academic Board to provide recommendations and advice on matters relating to research degrees, research management and training and policy.

**graduate research student** means a student enrolled in a Masters degree (Research) or a Doctoral degree.

**HELPS** means the Higher Education Language and Presentation Support, which provides English language and academic literacy support to UTS students.

**Higher Doctorate** means an award of the University conferred upon candidates who have a significant academic connection with the University and whose scholarly works exhibit, among other things, a level of originality and creativity which marks them as a major authority in their field.

**honorary award** means an award of the University conferred upon a person who has made an outstanding contribution to the achievement of the University's mission, to scholarship or professional practice in one or more disciplines or professions of interest to the University, to the advancement of society in Australia or overseas or to the life and objectives of the University. Honorary awards, taking the totality of the contributions being recognised, may be in the form of a Doctoral degree, a Fellowship of the University or a Distinguished Service Award.

**intellectual property** means intellectual property subject to the University's [Intellectual Property Policy](#).

**international student** means a person who is not a citizen or permanent resident of Australia, not a New Zealand citizen or not a person entitled to stay in Australia without any time limit, who is enrolled or to be enrolled in a course of study at the University.

**leave of absence** means a period of time in which a student who has been admitted to a course is permitted not to enrol in any subjects or, in the case of a graduate research student, not to continue with research study for a period of time. Students must seek approval for leave of absence.

**legislation or legislative requirements** means all and any Commonwealth and state Acts, instruments made under those Acts and any other form of Commonwealth or state regulation.

**Masters degree (Coursework)** means a course of study at Level 9 of the Australian Qualifications Framework. The Masters degree (Coursework) qualifies individuals who apply an advanced body of knowledge in a range of contexts for professional practice or scholarship and as a pathway for further learning.

**Masters degree (Extended)** means a course of study at Level 9 of the Australian Qualifications Framework. The Masters degree (Extended) qualifies individuals who apply an advanced body of knowledge in a range of contexts for professional practice and as a pathway for further learning.

**Masters degree (Research)** means a course of study at Level 9 of the Australian Qualifications Framework. The Masters degree (Research) qualifies individuals who apply an advanced body of knowledge in a range of contexts for research and scholarship and as a pathway for further learning.

**misconduct** can be academic misconduct and/or non-academic misconduct. Refer [Rule 16.2](#) for

specific definitions.

**monitoring staff member** means the officer of the University appointed by the Dean (or nominee) to oversee and direct faculty-based examinations. (Also see [examination supervisor](#).)

**nominee** means the person or position identified by an officer of the University to undertake defined duties that are specified in the Rules as being the responsibility of that officer and, who in undertaking those duties, will act for that officer of the University.

**non-award student** means a student enrolled in non-award study.

**non-award study** means a program of study that does not lead to an award of the University and may fall into the following categories:

- non-award single subject study;
- professional registration courses;
- cross-institutional study;
- international exchange study;
- UTS short courses;
- UTS Foundation Studies;
- exchange program;
- study abroad program.

**officer of the University** means a member of staff of the University or person engaged as a contractor by the University to provide services on behalf of the University.

**official academic record** includes the UTS academic transcript, the UTS Australian Higher Education Graduation Statement, and the UTS testamur. (Also see [academic transcript](#), [Australian Higher Education Graduation Statement](#), [testamur](#).)

**official noticeboard** means the UTS noticeboard website where official notices are displayed in electronic form.

**official publications of the University** mean:

- (1) the [UTS: Calendar](#) as published from time to time;
- (2) the [UTS: Handbook](#) as published from time to time,

as designated by the University Secretary. Published includes published in an electronic version

**plagiarism** Refer [Rule 16.2.1\(4\)](#) for specific definition.

**procedural irregularity** means failure to follow the procedures that apply to the making of a particular decision under the Rules.

**professional accreditation authority** means an external professional body authorised to assess and accredit qualifications required by that particular profession.

**professional Doctorate** means a program of study at Doctoral level which advances knowledge through scholarly engagement with the practice of a profession, industry or creative field.

**professional experience** means all clinical, professional, industrial or other work placements, paid or unpaid, onshore or offshore, that form part of a course or subject offered by the University.

**register** means a formal or official collection of items of information in either hard copy or electronic form which has been designated by the University as being for a specific and defined purpose.

**Responsible Academic Officer** (RAO) means a member of academic staff appointed as such by the Vice-Chancellor or the Provost on the advice of the Dean and such other persons as the Vice-Chancellor approves.

**Result Ratification Committee** (RRC) means a committee (or committees) established by each Faculty Board to review final assessment results for subjects that are the responsibility of the faculty and to approve the release and publication by the Provost of those final assessment results.

**special consideration** is the term used when a student who is experiencing (or anticipates that he or she will experience) significant difficulty in meeting assessment requirements due to circumstances beyond the student's control (including but not limited to serious illness or psychological condition, loss or bereavement, hardship or trauma) applies to have those factors considered in the determination of variation to assessment requirements or other special arrangements for learning and assessment.

**student** (unless a defined intention is apparent or there is a specific definition within the relevant section of the Rules) means a person who has been admitted to an award course or non-award study and has an active enrolment in subjects or time-based study. A person is not a student if the person has:

- completed the requirements of the course; or
- withdrawn from the course; or
- withdrawn temporarily from the course for a period of at least one semester through approved leave of absence; or
- no active enrolment in subjects or in time-based study in a particular semester; or
- had their enrolment in the course discontinued, cancelled, suspended or terminated in accordance with the Rules; or
- been excluded from the course or from the University in accordance with the Rules.

**Student Assessment Review Committee** means a committee established by each Faculty Board to consider requests from students for review of final assessment results in particular subjects conducted by the faculty.

**Student Security Identification (SSI)** means a Student Personal Identification Number (PIN), password, swipe card and/or any other form of access control device.

**student system account** means the UTS student administration access system and email allocated to a student.

**study mode** identifies particular characteristics about the method of study for particular courses or subjects and includes standard, cross institutional, exchange inbound, exchange outbound, industrial experience, non-award, offshore. (Also see [attendance mode](#).)

**subject** means a self-contained unit of study that is approved by a Faculty Board. If a subject is a component of an award course, it is normally allocated a specified number of credit points as a measure of the workload for that subject. (Also see [credit point](#).)

**Subject Coordinator** means a member of the academic staff nominated by a Responsible Academic Officer and appointed by the relevant Faculty Boards for each subject in accordance with the duties and powers of Faculty Boards as approved by Academic Board.

**subject outline** means the 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 [Policy and Procedures for the Assessment of Coursework Subjects](#) and may include, among 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.

**supervisory panel** means the group of people appointed by the Graduate Research School Board in accordance with the guidelines approved by Academic Board to supervise the candidature of a research degree student.

**supplementary assessment** means the process by which a faculty may make provision for a student to undertake an additional assessment task within a specified time period if that student has been awarded a 'Fail' in their final teaching period and if that 'Fail' is within the borderline result range.

**teaching period** means a period of time approved by the University for the teaching and assessment of a subject. The official teaching periods are approved by the Vice-Chancellor on advice from Academic Board and are published as a schedule of approved teaching periods in appropriate official publications of the University.

**testamur** means the official certification document that confirms a qualification has been conferred.

**thesis examination** means the process used to assess the level of achievement in a thesis submitted as part or all of the requirements of a graduate research degree.

**time-based study** means courses or subjects which use time as the basic measurement of their duration.

**undergraduate student** means a student enrolled in a Bachelor degree or Bachelor Honours

degree.

**University** or **UTS** means the University of Technology Sydney.

**University Secretary** means the officer of the University whose general responsibilities, among other things, include being both Secretary to Council and Academic Board.

**working day** means any day Monday to Friday inclusive except when one of those days is a public holiday in New South Wales or a day on which the University closes down for a holiday period such as Christmas as notified on the official noticeboard of the UTS website.

## Schedule 2 — Results and grades

Grade	Mark Range	Grade Point Average <sup>[1]</sup> Score	Descriptor
High Distinction	85–100	4	Work of outstanding quality on all subject, which may be demonstrated by criticism, logical argument, interpretation or use of methodology. This grade is to recognise particular originality of
Distinction	75–84	3.5	Work of superior quality on all objectives demonstrating a sound grasp of concepts, efficient organisation and selectivity
Credit	65–74	2.5	Work of good quality showing more achievement on all objectives, or very good quality on most of the objectives.
Pass	50–64	1.5	Work showing a satisfactory achievement of overall objectives of the subject.
Pass — Not Graded		n/a <sup>[2]</sup>	Work showing a satisfactory achievement of overall objectives of the subject.

Satisfactory		n/a	Awarded for projects or theses.
Fail (X)		0.5	Unsatisfactory performance in a component of the subject.
Fail	0–49	0.5	Unsatisfactory performance in one of the subject as contained within items.
<b>Other notations</b>			
Industrial experience			Professional experience/industrial may appear next to this grade to indicate industrial experience.
Withdrawn			Granted withdrawal from a subject after fail after the due date.
Withdrawn Fail			Withdrawn after the due date.
<b>Administrative notations — results not finalised</b>			
E			Grade not submitted.
Q			Result pending the completion of a practicum or field excursion where completed assessment task(s) by the end of the teaching period.



T	45–49		Formal supplementary examination within a designated examination period can be awarded.
W			Result withheld. The Result Ratification may determine that supplementary examination required, or that alternative examination or alternative assessments are required in the event of a misadventure.

1. The Grade Point Average is an internationally recognised measure of a student's academic achievement. The Grade Point Average is the average of all grades achieved by a student in a course of study weighted by the value of each subject approved by Academic Board.
2. Not applicable.

## Schedule 3 — Guidelines Relating to Student Misconduct and Appeals

### [1. Introduction](#)

### [2. General principles](#)

### [3. Guidelines for inquiry bodies](#)

### [4. Guidelines for Student Misconduct Appeals Committees](#)

## 1. Introduction

1.1 These guidelines have been prepared for the benefit of all people involved in the processes established by the University to deal with allegations of misconduct made against students and with appeals lodged by students against decisions arising from such allegations.

1.2 The guidelines are divided into four sections: this introduction, general principles, guidelines for inquiry bodies and guidelines for student misconduct appeals committees.

1.3 The term 'inquiry bodies' refers to the University Student Conduct Committees and Student Misconduct

### Student Rules

- 1 General
- 2 Student requirements
- 3 Course and subject requirements
- 4 Fees, charges, etc.
- 5 Admission
- 6 Credit recognition
- 7 Enrolment
- 8 Assessment
- 9 Examination
- 10 Academic progression
- 11 Graduate research
- 12 Higher Doctoral

Appeals Committees, but also extends, as necessary, to the Vice-Chancellor, Vice-Chancellor's nominee, Provost, Responsible Academic Officer and the Director, Governance Support Unit.

1.4 Notwithstanding these sectional headings, the guidelines are designed for use by all who play some role in these processes and should be freely distributed to students and their advisers and academic and support staff who have a need for knowledge of student misconduct and appeal matters. In particular, they are to be given to all students at the time formal allegations of misconduct are made against them.

1.5 The guidelines take into account the University's Rules and procedures and the principles of procedural fairness.

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## 2. General principles

2.1 All persons who are the subject of recommendations or decisions of others are entitled to be treated fairly, with dignity and with due regard to their privacy.

2.2 Persons are entitled to be regarded as not having behaved in an alleged manner until and unless they admit that behaviour or a fair and proper inquiry leads to a reasonable conclusion that they have so behaved.

2.3 Knowledge that a person has behaved in a particular way in the past is not evidence that the person has behaved in the same manner again. Such knowledge may be evidence that the person is aware that the behaviour is an act of misconduct (or it may be relevant to the level of penalty).

2.4 Each case must be dealt with on its own terms and merits and in accordance with its own circumstances.

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## 3. Guidelines for inquiry bodies

3.1 Before any conclusion is reached in an inquiry into alleged misconduct by a student, the student must be:

[degree reqs](#)

[13 Awards and graduation](#)

[14 Honorary awards](#)

[15 Equipment loans](#)

[16 Student misconduct/appeals](#)

[17 Appeals committees of Academic Board](#)

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### **Schedules**

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### *Guidelines*

[3](#)

[Misconduct/appeals](#)

[4 Misconduct penalties](#)

[5 Misconduct involving plagiarism](#)

### **General Rules**

[Changes to Rules](#)

- given the precise terms of and any reasons for the allegation;
- given an outline or summary of all details intended to be given to the inquiry body;
- given access to or a copy of documentation intended to be given to the inquiry body; and
- given an opportunity to address all the information supplied.

3.2 The inquiry body must ensure that the student has a clear understanding of the allegation, of the nature of the evidence in its support and of the process which the inquiry body intends to follow and of the student's rights with respect to that process. A copy of, or an electronic link to, these guidelines is to be given to the student at the time the student is formally made aware of the allegation.

3.3 The amount of detail that is given to the student is dependent upon the circumstances. Generally, a student's request for details and access to documents relating to allegations about that student should be met, except where the information being sought:

- is an infringement upon the privacy of others;
- may cause the safety of others to be at risk;
- is irrelevant and/or excessive in amount.

3.4 The student must be given adequate time to prepare for the inquiry and to deal with the information provided. What is adequate depends upon the nature of the matter and the volume and complexity of the information.

3.5 The student must have an opportunity to seek advice. In some circumstances it may be appropriate for the University to make arrangements for advice to be given. The Director, Governance Support Unit may seek advice on the University's behalf at any stage. There may be a need for translating and/or interpreting services to be provided.

3.6 If the student fails to respond to reasonable attempts by the committee to communicate or does not

provide the committee with acceptable reasons for not attending a hearing, the committee will make its own determination as to whether it will adjourn or proceed in the absence of the student.

3.7 The student's opportunity to address the information should be in person, in writing or both. The student should always have the option of having a friend or adviser present during any questioning or hearing. The inquiry body may place limitations on the role of a friend or adviser, for example, in some circumstances it may be appropriate for the student's friend or adviser to assist the investigating body by answering questions or addressing raised issues on the student's behalf. In most University circumstances, a friend or adviser present is not permitted by the inquiry body to act as an advocate or legal representative. Only in exceptional circumstances will legal representation be allowed.

3.8 The student may admit or deny the allegation, correct information as presented, provide an explanation, disclose mitigating factors or address the matters in other ways which the inquiry body finds relevant.

3.9 The student must be given the opportunity of calling other persons to provide evidence in support of the student's defence against the allegation and the student should be allowed to lead any such witnesses through their evidence.

3.10 During the course of a hearing, the student should be given an opportunity of questioning any witness or other person who has supplied information to the inquiry body. A right to question does not imply a right to harass.

3.11 A person whose evidence provided to the inquiry body is questioned should be given an opportunity to respond to such questions.

3.12 During the course of inquiry, neither the fact that there is an inquiry nor any information relating to it or to the student should be disclosed to people who do not have a legitimate reason to have such information. Accordingly, hearings are normally held in camera.

3.13 Without compromising the thoroughness of an

inquiry it should take place without any unnecessary delays, taking into account the reasonable needs of the student to be properly prepared.

3.14 The inquiry body should take into account all of the relevant information it has before it except any information which the student has not had an opportunity of addressing.

3.15 Knowledge which the inquiry body has of any past offences or other misconduct committed by the student may be taken into account only:

- as evidence that the student was aware that certain actions constitute misconduct; and
- as one factor in the consideration of the level of penalty, if the inquiry body finds that the present allegation of misconduct is proven.

3.16 The student is entitled to be given the reasons for the decision and/or recommendation at the time it is made known to the student.

3.17 The inquiry body is responsible for determining who, in addition to the student and any other person as provided for in the Rules against whom the allegation was made, should receive formal notification of the decision and/or recommendation and the reasons for it. In making this determination, the inquiry body will take into account potentially conflicting needs of the student for privacy and of others who participated in the process and who may have ongoing responsibility for University courses or facilities. In circumstances where an alleged victim of a crime of violence or a nonforcible sex offence makes a written request, the University will disclose to the alleged victim any decision and/or recommendation and the reasons for it with respect to any disciplinary proceeding conducted by the University against a student who is the alleged perpetrator of such crime or offence with respect to such crime or offence. The inquiry body may impose conditions of confidentiality on any person who is so notified.

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## **4. Guidelines for Student Misconduct**

## **Appeals Committees**

4.1 Each Student Misconduct Appeals Committee will determine its own procedures consistent with these guidelines.

4.2 Where a student does not dispute a finding of an inquiry body, but appeals against the severity of a penalty imposed, the Student Misconduct Appeals Committee may decide to rehear the matter in full or to limit its work to a consideration of the penalty.

4.3 Where the Student Misconduct Appeals Committee finds it cannot discharge its responsibilities unless it rehears the matter in full (i.e. treats it as a fresh investigation), it shall do so. There may be circumstances that make it acceptable for a committee to confine itself to dealing afresh with points raised by the student in any stated grounds for the appeal.

4.4 The student is free to raise questions of process and/or merit with respect to the original inquiry. The student may repeat, correct or otherwise amend points made at the original inquiry, provide further explanation, disclose additional mitigating factors or address the matters in other ways which the committee finds relevant. If the student advances new evidence, the committee may hear the appeal or refer the matter to the original inquiry body.

4.5 The student must be given reasonable time to prepare an appeal based upon stated reasons for the original decision.

4.6 The student must have an opportunity to seek advice; in some circumstances it may be appropriate for the University to make arrangements for advice to be given. There may be a need for translating and/or interpreting services to be provided.

4.7 The student's opportunity to address the information should be in person, in writing or both. The student should always have the option of having a friend or adviser present during any hearing. The committee may determine any limitations that may be placed on the role of a friend or adviser present at a hearing. For example, in some circumstances it may be appropriate for the student's friend or adviser to assist the committee by

answering questions or addressing raised issues on the student's behalf. In most University circumstances, any friend or adviser present need not be permitted by the committee to act as an advocate or legal representative. Only in exceptional circumstances will legal representation be allowed.

4.8 If the committee considers that a student has an acceptable reason for being unable to attend a hearing (e.g. an international student who has returned home during a vacation period), the committee may permit the student to nominate a representative to attend. The committee may permit the student to use telecommunication facilities to participate in all or part of a hearing, if such facilities are readily available at reasonable cost, or may adjourn for a reasonable time until the student is available.

4.9 If the student fails to respond to reasonable attempts by the committee to communicate or does not provide the committee with acceptable reasons for not attending a hearing, the committee will make its own determination as to whether it will adjourn or proceed in the absence of the student.

4.10 The Student Misconduct Appeals Committee determines the order of presentation, i.e. whether the student should open (by presenting a case for the overturning of the original finding and/or penalty) or whether the University should commence the appeal proceedings (by defending the decision of the inquiry body). The nature of the appeal and its circumstances are the determining factors.

4.11 In presenting the appeal case, the student is normally to be given the opportunity of calling other persons to provide evidence in support of the appeal and the student should be allowed to lead any such witnesses through their evidence in which case the appeal may proceed by way of rehearing afresh.

4.12 During the course of a hearing, the student should be given an opportunity of questioning any witness or other person who is giving evidence to the committee. A right to question does not imply a right to harass.

4.13 The recommendation or decision against which the

appeal is being made will be supported by the Director, Governance Support Unit (or nominee). The person providing this support must also be given adequate time to prepare.

4.14 Provided it is relevant to the approach taken by the committee, a person whose information given at the earlier inquiry is being questioned at the appeal, should be given an opportunity to respond to such questions.

4.15 The committee may appoint advisers as it deems appropriate but it will not commit itself to expenditure without the Director, Governance Support Unit's agreement. The Director, Governance Support Unit may also seek advice on the University's behalf at any stage of an appeal process.

4.16 During the course of an appeal, neither the fact that there has been an inquiry and there is now an appeal, nor any information relating to them or to the student, should be disclosed to people who do not have a legitimate reason to have such information. Accordingly, hearings are normally held in camera.

4.17 Without compromising the appeal's thoroughness, it should take place without any unnecessary delays, taking into account the reasonable needs of people involved to be properly prepared.

4.18 The Student Misconduct Appeals Committee should take into account all of the relevant information it has before it except any information which the student has not been given an opportunity of addressing.

4.19 Knowledge that the Student Misconduct Appeals Committee has of any past offences or other misconduct committed by the student may be taken into account only:

- as evidence that the student was aware that certain actions constitute misconduct; and
- as one factor in the consideration of the level of penalty, if the Student Misconduct Appeals Committee finds that the allegation of misconduct, the decision on which is currently under appeal, is proven.



4.20 The Student Misconduct Appeals Committee has the following options:

4.20.1 it may, for any reason, refer a matter back to the inquiry body for further inquiry and decision;

4.20.2 it may uphold an appeal against a finding that the student has committed an act of misconduct, in which case any penalty imposed shall be nullified;

4.20.3 it may uphold an appeal against the severity of a penalty and reduce it to a lesser penalty from among those provided in the Rules;

4.20.4 it may dismiss an appeal against a finding that the student has committed an act of misconduct but determine that the penalty should be reduced to a lesser one from among those provided in the Rules;

4.20.5 it may dismiss the appeal.

If the Student Misconduct Appeals Committee chooses the option in Rule 4.20.1, the Director, Governance Support Unit will notify the Student Misconduct Appeals Committee Chair of the result of the inquiry body's reconsideration and whether or not it has been accepted by the student. If the student requests it, the Student Misconduct Appeals Committee will reconvene to hear the appeal.

4.21 The student is entitled to be given the reasons for the appeal decision at the time the decision is made known to the student.

4.22 The Student Misconduct Appeals Committee is responsible for determining who, in addition to the appellant student, should receive formal notification of the result of the appeal and the reasons for it. In making this determination, the committee will take into account potentially conflicting needs of the student for privacy and of others who participated in the process and who may have ongoing responsibility for University courses or facilities. The Student Misconduct Appeals Committee may impose conditions of confidentiality on any person who is so notified.

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## Schedule 4 — Guidelines on Determining an Appropriate Penalty for Instances of Misconduct

These guidelines have been prepared to assist all those involved in recommending, imposing and reviewing penalties for instances of misconduct, including the Vice-Chancellor, Vice-Chancellor's nominee, Responsible Officer, University Student Conduct Committee, and Student Misconduct Appeals Committee.

The information contained in these guidelines may also be useful for academic and administrative staff generally with cases of misconduct, as well as for any student subject to an allegation of misconduct.

The guidelines are structured as follows:

- [1. Principles](#)
- [2. Scale of penalties](#)
- [3. Issues specific to each type of penalty](#)
- [4. Differential effects of penalties](#)
- [5. Admissions of wrongdoing/level of contrition of student](#)
- [6. Intent](#)
- [7. Start/end dates of penalties](#)
- [8. Status of student pending appeal outcomes](#)
- [9. Timing of decisions](#)
- [10. Records of misconduct on transcripts](#)

While these guidelines provide general parameters for determining penalties, the appropriate penalty for an instance of misconduct ultimately must depend on the facts found in each case, and a body is free to depart from the principles set out in these guidelines where the facts indicate that such a course is appropriate. The appropriate penalty remains at the discretion of the body imposing it given that the circumstances of an instance of misconduct and the student present an almost infinite variety from case to case.

### 1. Principles

In recommending and/or determining an appropriate penalty for a proven instance of misconduct, the relevant body and/or decision-maker must take into account:

(1) the nature and context of the misconduct, including:

- the objective circumstances of the misconduct (the facts in relation to the gravity of the misconduct in order to gauge an appreciation of the seriousness of the misconduct);
- the subjective circumstances of the student (aggravating and mitigating factors relating to the student's conduct).

than to the misconduct);

(2) whether a student has admitted the misconduct, and/or has come forward of his

(3) whether intent can be proven;

(4) the student's expression of remorse or apology (where relevant);

(5) the student's past conduct (refer [3.15](#) in Schedule 3 Guidelines Relating to Student Appeals). The nature and extent of a student's previous record of misconduct should be considered in all cases;

(6) penalties imposed for previous similar cases to ensure consistency in decision-making;

(7) the consequences of the penalty for the individual student (refer [Section 4](#) (Differentiating Penalties)).

## 2. Scale of penalties

This scale provides a guide as to the normal, minimum and maximum penalties for specific cases and the circumstances in which specific penalties are appropriate. This scale is not intended to be prescriptive. Vice-Chancellor or Vice-Chancellor's nominee, Responsible Academic Officers or committees may impose a penalty in individual cases according to the circumstances of that particular case. The penalties are listed according to severity, although it should be noted that some penalties are only appropriate for certain types of misconduct (e.g. fines can only apply to some forms of misconduct).

Penalty	Rule	Examples of types of instances
Rescission of an academic award conferred by the University where the award is as a result of fraud or serious misconduct committed by the student before the award was conferred	16.3.1(1)	very serious instances including fraud and which may involve serious criminal behaviour  extensive plagiarism in a major project found proven and a degree has been conferred
Revocation of a recommendation to Academic Board or the University Council that a student has satisfied the requirements for an award	16.3.1(2)	fraud  major plagiarism or misconduct by a student subject that has been determined not to have satisfied requirements for the award
Permanent exclusion from the University	16.3.1(3)	Very serious instances of misconduct

		involve serious criminal behaviour repeat instances of misconduct
Exclusion from the University for a period of up to five years	16.3.1(4)	fraud impersonation alteration of any documents University serious damage to University misuse of University facilities serious disruption to University serious misconduct including plagiarism, exam misconduct repeat cases of misconduct failure to comply with a condition for an instance of misconduct with any condition agreed with Chancellor under <a href="#">Rule 2.1.9</a> dishonesty in relation to the University inappropriate behaviour harassment, intimidation or interference freedom of other persons at the University
Suspension from the University for a specified period not exceeding 12 months	16.3.1(5)	fraud damage to University property University facilities disruption to University freedom of other persons misconduct including plagiarism misconduct repeat cases of misconduct failure to comply with a condition for an instance of misconduct

Suspension from a course of the University for a specified period not exceeding 12 months	16.3.1(6)	misconduct including previous misconduct, repeated cheating  repeat cases of misconduct
Withholding of academic results for the relevant teaching period, and/or official academic records, including deferral or withdrawal of permission to graduate	16.3.1(7)	Imposed when instance of misconduct at the student's final teaching period prior to graduation, usually imposed in conjunction with suspension, or results are withheld until costs are paid.
Imposing conditions on enrolment and participation in specified subjects for a specified period not exceeding 12 months; during which time if there is a further instance of misconduct, the Vice-Chancellor or Vice-Chancellor's nominee shall refer the matter to the University Student Conduct Committee for a recommendation on the imposition of a more severe penalty.	16.3.1(8)	inappropriate behaviour  damage to University property  misuse of facilities
<p>If the misconduct relates to a subject in which the student is enrolled:</p> <ul style="list-style-type: none"> <li>a reduction in marks for any part or parts of the assessment</li> <li>a zero mark/fail result for the results of any form or forms of assessment in the subject</li> <li>a requirement that the student re-do and submit a specific assessment task, with a reduction in marks to no more than a specified percentage of the maximum possible mark in the assessment task</li> <li>a requirement that the student must undertake another alternative assessment, for which the maximum possible mark can be no greater than a specified percentage, normally 50 per cent, of the maximum possible mark in the assessment task</li> </ul>	16.3.1(9)	<p>Misconduct (e.g. plagiarism, cheating) relating to a subject in which the student is enrolled</p> <p>Should take into account:</p> <ul style="list-style-type: none"> <li>extent of plagiarism</li> <li>advice to student on re-sitting</li> <li>stage of course (student's progress in subsequent years will be expected)</li> <li>understanding of what constitutes misconduct compared to students in first year</li> </ul>

a zero mark/fail result for subject.		
Exclusion from attendance at specified classes or subjects for a specified period not exceeding 12 months, provided that these do not include the entirety of classes or subjects for which the student is enrolled or is eligible to be enrolled	16.3.1(10)	Inappropriate behaviour including intimidation or interference with other persons in classes or subjects or other activities.
Exclusion from and prohibition from use of specified facilities of the University for a specified period not exceeding 12 months	16.3.1(11)	Misuse of facilities on University premises as the Library or IT labs, or any other facility to which the student has access for University purposes.
Where the misconduct involves loss of or damage to property or facilities of the University or a third party, payment to the University or the third party of a specified amount not exceeding the amount of the loss or damage	16.3.1(12)	Misconduct involving loss of or damage to property or facilities of the University or a third party.  Payment for loss or damages not exceeding the amount sought as restitution or the amount of the loss or damage.
Where the misconduct involves lengthy inquiries and proceedings, payment to the University of a specified amount for its costs, not exceeding the amount of the costs incurred	16.3.1(13)	Misconduct involving lengthy inquiries and proceedings. Payment is required for the costs of the expense incurred during lengthy inquiries and proceedings in relation to misconduct. The amount cannot exceed the amount of a fine. It cannot exceed the costs of the University in relation to the inquiries and proceedings.
A fine of up to \$5000 with maximum fines for particular types of offences	16.3.1(14)	Misconduct including:  inappropriate behaviour damage to University property misuse of facilities wilfully disobeying directions library offences (refer 3.6 Monetary penalties)

Imposition of specified conditions on attendance at specified classes or use of specified facilities or services of the University	16.3.1(15)	Inappropriate behaviour in a other activity, and/or misuse University premises or any other which the student has access to for University purposes.
Reprimand	16.3.1(16)	first minor instance of usually imposed with o any future instance of treated most seriously and w severe penalty

### 3. Issues specific to each type of penalty

#### 3.1 Exclusion from the University

Refer [Rule 16.3.1\(4\)](#)

If a student is re-admitted to a course following a period of exclusion from the University, the student is required to apply for credit recognition, i.e. for the subjects completed prior to the period of exclusion.

#### 3.2 Exclusion from specified class/specified facility

Refer [Rules 16.3.1\(10\) and 16.3.1\(11\)](#)

A student who is excluded from specified classes or facilities may not be able to complete certain subjects and this may impact on their final result for the subject.

#### 3.3 Suspension from the University

Refer [Rule 16.3.1\(5\)](#)

Students who are suspended from the University for a specified period not exceeding 12 months will lose any credit points gained prior to the period of suspension.

#### 3.4 Suspension from a course of the University

Refer [Rule 16.3.1\(6\)](#)

Students who are suspended from a course of the University will retain any credit points gained prior to suspension. They may apply for admission to another course of the University during the period of suspension for non-award study in subjects that could be subsequently counted as exemptions towards the degree if they have been suspended.

#### 3.5 Withholding of results/academic transcript/ permission to graduate

Refer [Rule 16.3.1\(7\)](#)

Students whose results are withheld may not be able to proceed to the next stage of their course, on their employment situation or applications for admission to courses at other institutions. Students whose academic records are withheld or who are not permitted to graduate may not be able to apply for further courses, or may be limited in their employment opportunities. These penalties usually apply when a student has completed, their final teaching period before graduation. The penalties are usually imposed as suspension and/or the withholding of results until fines or costs are paid.

### 3.6 Monetary penalties

- [Rules 16.3.1\(12\) and 16.3.1\(13\)](#)  
These Rules enable the University to seek restitution for costs incurred in lengthy inquiries and the costs associated with loss and/or damage. These penalties are not fines. Fines are penalties for misconduct itself.
- [Rule 16.3.1\(14\)](#)  
This Rule enables a reasonable monetary fine to be assessed. This penalty could be applied to students and others such as Rules 16.3.1(12) and 16.3.1(13).

Fines may be appropriate for incidents such as:

- inappropriate and/or disruptive behaviour on campus (up to \$1000 maximum);
- contravening prescribed standards of acceptable conduct (up to \$1000 maximum);
- endangering the safety and/or security of people and/or property (up to \$2000 maximum);
- ignoring or disobeying a directive from a University Officer (up to \$500 maximum);
- refusing to identify oneself (up to \$100 maximum);
- allowing another person access to UTS email or computer account and facilities (up to \$500 maximum; increase to \$1000 for repeat offences);
- damage and destruction where the costs cannot be adequately measured for the purpose of the incident (e.g. destruction of intellectual property through hacking or destroying a computer which cannot be worked on it) (up to \$5000);
- library offences (up to \$150 per offence with upper limit of \$250 for repeat offence).

When considering fines as an effective and appropriate penalty for instances of misconduct, the following factors should be taken into account:

- A fine can only be imposed for certain forms of misconduct. A fine cannot be imposed for plagiarism only plagiarism.
- A student's financial capability must be considered in imposing a fine; and where appropriate, time to pay may be granted by the Director, Governance Support Unit.

### 3.7 Awarding of zero marks

Refer [Rule 16.3.1\(9\)](#)



When considering a penalty under Rule 16.3.1(9), it should be noted that if a student is awarded an assessment item, it is unlikely that the student will be able to satisfactorily complete the subject assessment task is set.

### 3.8 Conditions on enrolment

Refer [Rule 16.3.1\(8\)](#)

If conditions are imposed upon a student's enrolment and participation in specified subjects, this may impact on the student's ability to complete the course within a specified time period. This penalty may impose conditions on enrolment in certain subjects involving use of a laboratory, for example, or enrolment in subjects requiring access to other facilities.

## 4. Differential effects of penalties

When imposing penalties, it is important that each student's individual circumstances, stage of study and relevant mitigating factors are taken into account. University Student Conduct Committees, Student Appeals Committees, the Vice-Chancellor or Vice-Chancellor's nominee and Responsible Academic Officers encourage students to make representation or submit evidence on the detrimental impacts of penalties on individual cases.

Some examples of situations in which penalties may impact more harshly include:

- **Penalties of suspension or exclusion for international students**

A penalty of suspension or exclusion may impact more severely on an international student who has course requirements which stipulate that a student must leave the country if not enrolled. There are significant financial costs involved for international students who must reapply for a visa following a suspension or exclusion and pay additional course fees. In appropriate circumstances, an alternative penalty may be imposed where an international student can complete course requirements prior to the penalty taking effect. As an example, a student facing a period of suspension (to take effect at a specific date) would be able to complete the course requirements, but, at the end of their course, the suspension would take effect and the student would be prevented from graduating, unable to access their degree and official academic records.

- **Stage of enrolment**

Most penalties will have a greater impact on students in their final teaching period when they are seeking jobs or for admission to graduate courses or registration/admission to professional bodies.

- **Financial penalties**

Severe monetary penalties will have a greater impact on some international students and economically disadvantaged groups.

- **Professional bodies**

Certain penalties will have an impact on students who may wish to apply for registration with professional bodies.

## **5. Admissions of wrongdoing/level of contrition of student**

If a student has admitted the misconduct, and/or displays a high and genuine level of contrition, this may be taken into account where appropriate.

- (1) The notice of penalty, the reasons and committee reports should explicitly state whether admissions of wrongdoing and/or statement of contrition have been taken into account. Failure to do so should generally be taken to indicate that the admission or level of contrition was not given due consideration.
- (2) The effect of admission or level of contrition on the penalty should be stated in the report or notice of decision, where appropriate to do so. This effect could encompass any or all of the matters to which the admission or level of contrition may be relevant. Where other matters are regarded as relevant in the context of the case, e.g. assistance to authorities, this should be included in the report or notice of decision.
- (3) An admission of wrongdoing or statement of contrition should generally be assessed in the context of the seriousness of the misconduct. One consideration is the timing of the admission or statement of contrition. Another factor is the potential time saved by University staff to undertake investigations and attend hearings. The relevance of an early admission will vary according to the circumstances of the case.
- (4) In some cases the admission or statement of contrition, in combination with other factors, could lead to a degree of leniency in relation to the type of the penalties imposed. The weight given to the admission or statement of contrition will be significant in assessing the appropriate penalty for other students involved in the misconduct.

## **6. Intent**

If a student is found to have acted with intent when committing an act of misconduct, the penalty imposed on the student should be more severe than in a case where intent cannot be proven.

## **7. Start/end dates of penalties**

Penalties usually come into effect from the date of notification of the penalty to the student and should run for the duration of the relevant teaching period. In determining penalties, it is preferable that start and end dates are specified on a teaching period basis (e.g. first day of teaching period to the last day of teaching period). It is important to specify the effective dates of penalties, as a penalty specified by dates as opposed to teaching periods may have the unintended consequence of preventing a student enrolling in the teaching period following the period of the penalty.

## **8. Status of student pending appeal outcomes**

Under [Rule 16.15.4](#), a student may apply to the Vice-Chancellor or Vice-Chancellor's nominee for a stay of the penalty pending the outcome of an appeal.

The Vice-Chancellor or Vice-Chancellor's nominee may direct that a decision be stayed until the appeal has expired or, if an appeal is made within the permitted time, until the appeal has been decided.

In such cases the Vice-Chancellor or Vice-Chancellor's nominee will determine the status of the appeal process; in other words, whether the student is to be on a restricted or conditional provisional enrolment; may include provisional class attendance, restricted attendance on campus, conditional use of University facilities, enrolment in online subjects, leave of absence and so on.

The following criteria will be considered in determining whether to grant a stay of decision and/or a stay of the appeal process:

- student's reasoning for requesting the stay of decision;
- whether it is appropriate given the nature and seriousness of the misconduct to approve a stay;
- whether there is a need to implement the penalty immediately to ensure the protection of persons and/or facilities and property of University;
- an assessment of the likelihood of a successful appeal against the finding of misconduct and whether the penalty includes payment of compensation to a third party under [Rule 16.3.1\(12\)](#), the student or third party to repay the student if the penalty is nullified on appeal.

## 9. Timing of decisions

It is most important that decisions regarding penalties for misconduct and subsequent appeals be made expeditiously as possible to prevent lengthy delays and consequent applications by students for reconsideration due to potential disadvantage. As a general guide, reports of the University Student Conduct Committee to the Misconduct Appeals Committee can be expected within six weeks from the date of the conclusion of the first meeting.

## 10. Records of misconduct on transcripts

- For suspensions and exclusions from a course or from the University the official academic records will show the period of suspension or exclusion.
- A penalty of zero mark for a subject is shown on official academic records in the same way as a suspension or exclusion.
- All other penalties are recorded on the student system as internal comments and will only be shown on official academic records.
- In cases where an appeal against suspension, exclusion or zero mark is lodged, the external transcript will show 'appeal pending' under the relevant course and teaching period.

## Schedule 5 — Guidelines for Handling Student Misconduct Involving Plagiarism

## [1. Definitions](#)

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These guidelines have been prepared for the benefit of all people involved in the processes established by the University to deal with allegations of student misconduct involving plagiarism pursuant to [Rules 16.6.2](#) and [16.10](#).

These guidelines have been prepared with a view to providing consistency in process and outcome.

# 1. Definitions

**Academic judgment** is the process by which a student's performance is measured in an assessment task, taking into account the stated learning outcomes and assessment criteria set for that assessment and based on the professional judgment of the academic staff member concerned.<sup>1</sup>

**Plagiarism** is taking and using someone else's ideas or manner of expressing them and passing them off as his or her own by failing to give appropriate acknowledgement of the source to seek to gain an advantage by unfair means ([Rule 16.2.1\(4\)](#)).

**Responsible Academic Officer** means a person appointed as such by the Vice-Chancellor or the Provost on the advice of the Dean and such other persons as the Vice-Chancellor approves ([Schedule 1](#) (Definitions)). (Also see the current list of [Responsible Academic](#)

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## 2. Principles

2.1 All actions taken under these guidelines must be fair and reasonable, implemented in a timely fashion, and with due regard to privacy of all involved in the matters under consideration.

2.2 Each case must be dealt with on its own terms and merits and in accordance with its own circumstances.

2.3 The Responsible Academic Officer must be supplied with all relevant information by the relevant staff members upon which to base a decision.

2.4 Students must be informed of their rights with respect to appeal under [Rule 16.15](#).

2.5 No person involved may divulge to any unauthorised person any information related to an individual student's personal information, circumstances, marks/results/grades or any other matters relating to an allegation of misconduct.

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## 3. Conflict of interest

3.1 A Responsible Academic Officer must not deal with or determine an allegation of student misconduct if he or she is personally involved in any aspect of the allegation ([Rule 16.5](#)).

3.2 In the event that a Responsible Academic Officer, an officer of the University, or a student believes that the involvement of a Responsible Academic Officer in a matter would lead to a conflict of interest, he or she must consult with the Dean. The Dean will determine another appropriate Responsible Academic Officer to deal with the matter.

3.3 A Responsible Academic Officer is not personally involved in any aspect of an allegation by reason only of the fact that he or she hears or deals with the allegation under the Rules.

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## **4. Notification of an allegation**

4.1 When an academic staff member, in his or her academic judgment, identifies a possible incident of plagiarism the matter may be referred as an allegation of misconduct to the Subject Coordinator (if applicable).

4.2 The academic staff member and/or the Subject Coordinator will obtain and collate all information relevant to the allegation of plagiarism (supporting evidence) and submit this to the Responsible Academic Officer.

4.3 The Responsible Academic Officer may make such other inquiries as he or she considers necessary in order to consider the allegation.

4.4 If, after considering the supporting evidence and any other relevant information, the Responsible Academic Officer determines that the allegation is without foundation, or that there is insufficient information to support the allegation or to warrant further investigation, the Responsible Academic Officer may determine not to take further action in relation to the allegation.

4.5 In all other cases, the Responsible Academic Officer must, in writing, and as soon as possible:

- (1) notify the student of the allegation and provide a copy of the supporting evidence, or if it is not appropriate for the student to receive a copy of the whole of the supporting evidence (for reasons including but not limited to privacy issues), provide a redacted copy of the supporting evidence which includes all of the information on which the Responsible Academic Officer's decision will be based; and
- (2) provide the student with a copy of, or an electronic link to, the relevant Rules and guidelines; and
- (3) give the student a reasonable period, being a period of not less than five working days, to respond in writing; and

(4) if the Responsible Academic Officer considers it necessary, request the student to attend a meeting with the Responsible Academic Officer and the Subject Coordinator at least five working days after the date of notification; and

(5) in the event that the student is requested to attend a meeting, advise the student that he or she is entitled to bring a support person to the meeting.

4.6 The Responsible Academic Officer may place limitations on the role of any such support person. For example, in some circumstances it may be appropriate for such a support person to assist by answering questions, or addressing issues raised, on the student's behalf. A support person will not be permitted to act as an advocate or legal representative on behalf of the student unless the Responsible Academic Officer determines that this is warranted by exceptional circumstances.

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## **5. Meeting with the student (if required)**

5.1 If the student has been requested to attend a meeting with the Responsible Academic Officer, he or she must:

- (1) explain the nature of the allegation of plagiarism;
- (2) provide an explanation of plagiarism and the reasons why the student's work appears to constitute plagiarism;
- (3) inform the student that the University views plagiarism as serious misconduct and that a record of the meeting and the outcome will be placed on the student's confidential file; and
- (4) invite the student to provide an explanation about the allegation.

5.2 At the conclusion of the meeting the student will be requested to sign a statement about good academic

practice.

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## **6. Matters to be referred to the Director, Governance Support Unit**

6.1 If at any time during his or her consideration of the allegation the Responsible Academic Officer believes the alleged misconduct involves:

- (1) misconduct other than plagiarism; or
- (2) plagiarism and any other form of misconduct the Responsible Academic Officer must refer the matter to the Director, Governance Support Unit to be handled in accordance with [Rule 16.12](#).

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## **7. Responsible Academic Officer's decision**

7.1 If a student fails to respond to reasonable attempts by the Responsible Academic Officer for the student to provide a written response to the allegation of plagiarism, or fails to provide acceptable reasons for not complying with a request to attend a meeting, the Responsible Academic Officer must proceed to handle the matter in accordance with these guidelines and based on the supporting evidence.

7.2 In determining what penalty, if any, to impose, the Responsible Academic Officer may have regard to:

- (1) the extent of the alleged plagiarism as it relates to the work being assessed;
- (2) the proportion of the overall mark for the subject represented by the assessment item;
- (3) any conventions associated with the discipline to which the subject relates and the academic discipline overall;
- (4) whether the student has a previous record of plagiarism;
- (5) whether the student is inexperienced or demonstrates a genuine lack of understanding



of academic integrity and honesty;

(6) whether the circumstances reveal confusion among students enrolled in a subject about assessment (for instance, confusion about acceptable levels of cooperation among students involved in collaborative group work); and

(7) in relation to group work, if a particular student responsible for part of an assignment or project submits plagiarised work, another individual in the group should not be penalised unless that other individual in the group has knowingly participated in the submission of the plagiarised work.

7.3 In coming to a decision, the Responsible Academic Officer must have regard to:

(1) the student's written representation or representations at the meeting (if any); and

(2) any previous case of student misconduct which the Responsible Academic Officer believes is similar to the case that he or she is considering.

7.4 In cases where there is no record of previous misconduct involving plagiarism and the matter is found not to have involved a deliberate attempt to deceive or to gain an unfair advantage, or a clear disregard of assessment requirements including but not limited to situations where:

(1) the student is inexperienced or demonstrates a genuine lack of understanding of academic integrity and honesty; or

(2) the circumstances reveal confusion among students enrolled in a subject about assessment (for instance, confusion about acceptable levels of cooperation among students involved in collaborative group work). The Responsible Academic Officer may do one or more of the following:

(a) impose no penalty;

(b) issue the student with a formal warning;

(c) permit the student to re-do and submit the assessment item with appropriate acknowledgement of source material included with a reduced mark to no more than a specified percentage, normally 50 per cent, of the maximum possible mark in the assessment task;

(d) allow further work to be submitted (normally a revised submission of the original work). The revised assignment or further work can only be awarded a specified percentage, normally 50 per cent, of the total possible marks for the assessment item. For subjects where the submission of a revised assessment item is not practical, the Responsible Academic Officer may determine another penalty as appropriate.

7.5 If the Responsible Academic Officer finds that there has been misconduct involving plagiarism, the Responsible Academic Officer must also inform the student that any similar incident occurring at any time in the future may result in a further penalty such as a zero mark, suspension or exclusion.

7.6 If there is a record of previous misconduct involving plagiarism, and/or there is clear evidence of an attempt to deceive, gain an unfair advantage, or a clear disregard of assessment requirements, the Responsible Academic Officer may impose any of the penalties below as appropriate, as provided in [Rule 16.3.1\(9\)](#):

(1) a reduction in marks for any part or parts of the assessment;

(2) a zero mark and 'Fail' result for any part or parts of the assessment of the subject;

(3) a requirement that the student re-write and submit a specific assessment task, with a reduction in marks to no more than a specified percentage, normally 50 per cent, of the maximum possible mark in the assessment

task;

(4) a requirement that the student must undertake another alternative assessment task, for which the maximum possible mark can be no greater than a specified percentage, normally 50 per cent, of the maximum possible mark in the assessment task;

(5) a zero mark and 'Fail' result for the subject, in which case the zero mark and 'Fail' result will be denoted on the official record of the student in the same way as a 'Fail' result awarded in the usual way.

7.7 Where one of the above penalties has been imposed, the Responsible Academic Officer must notify the student in writing of the decision and the student's right of appeal under [Rule 16.15](#).

7.8 If the Responsible Academic Officer determines that a more serious penalty is appropriate, such as suspension or exclusion from the course or the University, the Responsible Academic Officer must refer the matter to the Director, Governance Support Unit to be handled in accordance with [Rule 16.12](#). The Responsible Academic Officer must notify the student in writing that the matter has been referred to the Director, Governance Support Unit and that the student may within five working days make written representations to the Director, Governance Support Unit about the recommendation.

7.9 A copy of all relevant documentation must be sent to the Student Misconduct and Appeals Team, Governance Support Unit, or as directed by the Director, Governance Support Unit, for relevant details to be entered on the student system as appropriate and to file the documentation on the student's confidential file. Where a zero mark for the subject has been imposed an Authority to Vary Results (AVR) form must be submitted with the documentation.

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## **8. Records**

8.1 A copy of all records must be sent from Student Misconduct and Appeals Team, Governance Support Unit to Student Administration Records to be scanned.

8.2 Records of previous misconduct involving plagiarism may be accessed via Student Administration Records by a Responsible Academic Officer and taken into account in determining an appropriate penalty under Section 7 in Schedule 5.

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**Footnote** 1. Definition from Australian Learning and Teaching Council (ALTC) *Good Practice Guide for Handling Student Grievances and Discipline Matters* 2009.

## Policies and directives

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- [UTS policy framework](#)

A UTS policy or directive is a high-level statement that sets out non-discretionary governing principles and intentions to guide University practice and decision-making.

Policies and directives apply to the University as a whole and comply with all relevant legislation and rules. Not all activities at UTS need to be covered by policies or directives and University-wide guidelines, procedures and other categories of documents may be appropriate.

UTS policies and directives cover complaints, conduct and ethics, development activities, equity, facilities and environment, financial management, governance, health, information management, intellectual property, learning and teaching, research matters, safety, security, staffing and student matters.

## UTS policy directory

- [Policy A–Z](#)
- [Policy by classification](#)

# UTS policy framework

The [UTS Governance Instruments Policy](#) establishes the requirements, accountability and responsibility for the approval, promulgation, enforcement and review of UTS policies and other instruments.

## RELATED LINKS

[Rules](#)

[Delegations](#)

[HR policy manual](#)