

UTS STUDENT AND RELATED RULES – ACADEMIC PROGRESSION

10.1 Application of these Rules

This Section of the Rules applies to all students enrolled in undergraduate and graduate coursework award courses.

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 in the laboratory and in class exercises, tests or assignments given throughout the relevant teaching periods, as well as results obtained in any examinations.

10.2.2 Assessment of rate of progress of a student enrolled in an undergraduate award course shall normally occur at the end of the 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 of rate of progress for students enrolled in particular graduate coursework award courses. Information on these requirements will be published by the faculty in official course information and handbooks.

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 fifty per cent of the credit points for the subjects in which the student has been enrolled since the commencement of enrolment in the course.

10.3.2 Students who have been granted provisional admission to a course in accordance with [Rule 5.3.1](#) and who satisfy the required minimum rate of progress in a course as specified in Rule 10.3.1 shall be permitted to re-enrol in the course and shall be eligible to have their admission to the course considered by Academic Board for confirmation.

10.3.3 Students who have been granted provisional admission to a course in accordance with [Rule 5.3.1](#) and who fail to achieve the required minimum rate of progress in a course as specified in Rule 10.3.1 shall not be permitted to re-enrol in the course and shall have their enrolment in the course discontinued.

10.3.4 Any of the provisions of Rules 10.3.1 and 10.3.3 may be waived in particular cases by the relevant Faculty Board, which must set conditions for further enrolment. Non-compliance with such conditions will constitute failure to satisfy the minimum rate of progress requirements.

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 as specified in Rule 10.3.1 or as specified by a Faculty in accordance with [Rule 10.2.3](#) shall be excluded from further study at the University by the relevant Faculty Board for a period of at least one (1) academic year and may not apply for or enrol in any subjects or courses of study at the University that are conducted during the period of exclusion.

10.4.2 A student may appeal against exclusion from study at the University for the determined period in accordance with procedures outlined in [Rule 10.8](#).

10.4.3 A student may apply for re-admission for further study at the end of the period of exclusion and must meet requirements and comply with procedures as set out in [Rule 5.11.1](#). Re-admission 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 limit from the time of first enrolment.

10.5.2 Except where otherwise provided, the maximum time to complete a course shall not be greater than fifty (50) per cent in excess of normal completion time laid down for that course.

10.5.3 The calculation of the time taken by a student is a calculation of elapsed time. Periods of approved leave of absence or periods of exclusion/discontinuation from the course are counted as elapsed time.

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

10.5.5 In exceptional circumstances, the relevant Faculty Board may approve an extension of the maximum time to complete course requirements for a particular student. Before it grants any such approval, the Faculty Board must be satisfied of the academic currency of the subjects completed by the student during the initial periods of enrolment in the course which will, if the extension is granted, be outside the normal maximum time period.

10.5.6 In respect of specific courses, the maximum time to complete a particular course may be reduced by resolution of the relevant Faculty Board (subject to approval by Academic Board) and where such a reduction in maximum time has been approved, the Faculty must include this information in all course prospectus and publicity material and must advise students enrolling in such a course for the first time of the approved maximum time to complete.

10.5.7 Where a student has failed to complete the requirements of a course within the maximum time the relevant Faculty Board may determine that the student be excluded permanently from that course.

10.5.8 Written notification of any such exclusion will be sent to relevant students by the Registrar.

10.5.9 A student may appeal against permanent exclusion from the course in accordance with procedures outlined in [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 deem different subjects to be the same subject if the subjects are substantially similar in content and/or learning objectives.

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 before being permitted to enrol again in that subject; and
- (2) a third failure in the same subject will require the student to seek the permission of the Responsible Academic Officer for any further enrolment in that subject.

10.6.3 A student who fails a subject for a third time must receive permission from the Responsible Academic Officer for any further enrolment in that subject. If such permission is granted the student must seek continuing assistance throughout that teaching period from an appropriate academic adviser in the relevant faculty.

10.6.4 A student who is refused permission for a third or subsequent enrolment in a subject in accordance with Rules 10.6.2 or 10.6.3, may request a review of that decision by the relevant Faculty Board.

10.6.5 Where a student is unable to complete a course as a result of being refused permission to enrol in a subject under Rule 10.6.2 or 10.6.3, and if no other course of action is appropriate, the student's enrolment in the course will be discontinued permanently.

10.6.6 Written notification of any such discontinuation will be sent to the student by the Registrar.

10.6.7 Where a student's enrolment has been discontinued under Rule 10.6.5 and the decision has been considered by the relevant Faculty Board in accordance with Rule 10.6.4, the student may appeal against permanent discontinuation from the course in accordance with procedures outlined in [Rule 10.8](#).

10.7 Academic caution

10.7.1 A student may be placed on academic caution by the relevant Faculty Board at the end of his or her first half year of study in a course if the student gains less than fifty per cent of the credit points for which he or she was enrolled in that half year.

10.7.2 During a period of academic caution the student shall be assigned an academic adviser from the relevant faculty and must seek advice from their academic adviser and from a University student counsellor.

10.7.3 The period of academic caution shall normally have a duration of one half year and shall occur in the next half year of study following the decision to place the student on academic caution.

10.7.4 A student who is placed on academic caution shall be advised in writing of the arrangements and requirements for academic caution.

10.7.5 The provisions of Rule 10.7.1 may be waived by the relevant Faculty Board in particular cases.

10.8 Appeals

10.8.1 A student may appeal to the Coursework Students' Appeals Committee in respect of decisions of a Faculty Board under Rules [10.3.3](#), [10.5.7](#) and [10.6.5](#).

10.8.2 An appeal must be in writing, must specify and substantiate the grounds of the appeal and be lodged with the Registrar within three (3) weeks of the date of notification of the decision.

10.8.3 In normal circumstances, the grounds on which a student may appeal against a decision of a Faculty Board in relation to exclusion or discontinuation are:

- (1) procedural irregularities which have resulted in substantial unfairness to the student;
- (2) mitigating circumstances, supported by documentary evidence, which directly and significantly affected the student's performance, an awareness of which might have reasonably led to a decision other than exclusion;
- (3) the decision was based on factual errors of such magnitude as to invalidate the decision.

10.8.4 The Registrar shall refer the appeal to the relevant Dean.

10.8.5 The Dean shall seek the advice of the Responsible Academic Officer, and the advice of the student's academic adviser (if appropriate), and other relevant members of staff.

10.8.6 The Dean shall then make an interim recommendation and invite the student to respond to this. The student's response must reach the Dean within such time as the Registrar may specify from time to time.

10.8.7 The Dean shall then reconsider the interim recommendation in the light of any response from the student and determine the final recommendation of the faculty. This recommendation, together with all supporting documentation including any response submitted by the student to the Dean under Rule 10.8.6 above, shall be submitted by the Dean to the Registrar. The Registrar shall then forward the student's appeal, the Dean's recommendation and advice received, and the student's response to the Coursework Students Appeals Committee, constituted under [Rule 17.2](#), for consideration and decision.

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 re-instated;
- (2) must seek advice and assistance with re-enrolment from an academic adviser from the relevant faculty and a University student counsellor;
- (3) shall be notified by the Responsible Academic Officer of the period of time allowed for completion of the course where 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 or discontinuation from the course confirmed;
- (2) may seek guidance from the Responsible Academic Officer on those things that the student may wish to undertake in order to enhance opportunities for re-admission after the period of exclusion has elapsed.

University of Western Sydney's current Progression and Unsatisfactory Academic Progress Policy (current at 20.03.06)

Section 1 - Purpose and Context

- (1) Once students enrol in a course of study, their progression through to graduation will be dependent upon meeting minimum success rates and correctly re-enrolling.
- (2) The aim of the policy is to identify poorly performing students, so that they may initiate steps to address that poor performance. Students may avail themselves of support services, including counselling and learning support. Where poor performance persists, students face sanctions, including exclusion from the University.
- (3) The aim of this policy is to encourage students to explore other options that may be more appropriate for them, and prevent students incurring significant costs. The University believes it must exercise a duty of care to students who incur fees and who are not well suited to tertiary study, and not permit poorly performing students from continuing to study indefinitely.
- (4) At the same time, the University recognises that there can be extenuating circumstances for poor performance, and students who are sanctioned have a right of appeal, that may lead to the sanctions being removed or modified.
- (5) Students who been enrolled for less than twelve months will not be placed on conditional enrolment or suspended or excluded.
- (6) The progression and unsatisfactory academic progress policy only applies to award coursework programs and does not apply to courses with a significant research component - i.e., research degrees such as Bachelor Honours, Masters Honours, Doctor of Philosophy, and professional doctorates such as the Doctor of Business Administration.

Section 2 - Definitions

- (7) For the purpose of this policy:
 1. At Risk - the University will identify students who, because of poor academic performance, are, if performance does not improve, faced with sanctions - like placement on conditional enrolment, or exclusion. Students who are identified as “at risk” are contacted, and advised of the situation they are in, and advised to seek assistance if they feel they need to do so.
 2. Conditional Enrolment for Unsatisfactory Academic Performance - is a sanction for students whose academic performance is unsatisfactory. Placement on conditional enrolment limits the number of units that a student may enrol in. For full time students, the reduced load must not exceed 30 credit points in each of Autumn and Spring Sessions, and no load is allowed in other Sessions; for part time students the load must not exceed 10 credit points per Session as described above. Students enrolled in courses that do not adhere to the Autumn and Spring Session academic calendar must consult their Head of Program to determine the reduced study load to be carried during the year of Conditional Enrolment.
 3. Suspension for Unsatisfactory Academic Performance - is the barring of a student from attendance at the University for a specified period of time. At the conclusion of a period of suspension, the student has automatic right of resumption of study in their original course or a course deemed to be equivalent by the University. During a period of suspension, a student's enrolment will be terminated and the student will not be entitled to have access to University premises or facilities,

except with the written permission of the Vice-Chancellor. A student who is suspended from the University shall not be granted academic credit for units completed at another university during the period of suspension, and may not take units at other universities under the arrangements for concurrent or cross-institutional enrolment.

4. Exclusion for Unsatisfactory Academic Performance - an excluded student's enrolment is cancelled and they are precluded from any re-enrolment at the University during the period of exclusion, which will not exceed 24 months. At the expiration of a period of exclusion, the student does not have automatic right of re-admission to the course, or to the University and must apply for re-admission. Students cannot be granted academic credit from a previously abandoned course at UWS to another current course at UWS while on exclusion. Students who have been excluded may apply for re-admission to their original course of study or for admission to the course deemed by the University to be equivalent after the period of exclusion has expired. Students will be required to apply formally for re-admission through the normal channels. (ref: Enrolments Policy "Enrolments after Suspension and Exclusion"). Previous enrolment in a course of study at the University does not guarantee acceptance of an application for re-admission. A student re-admitted under this clause will be subject to the rules for the course (or the course deemed by the University to be equivalent) that were current at the time of re-admission. During a period of exclusion, a student's enrolment will be terminated and the student will not be entitled to have access to University premises or facilities, except with the written permission of the Vice-Chancellor. A student who is excluded from the University shall not be granted academic credit for units completed at another university during the period of exclusion, and may not take units at other universities under the arrangements for concurrent or cross-institutional enrolment.

Section 3 - Policy Statement

Progression Rules

(8) Student academic performance is assessed following the examinations and results processing following the end of the Autumn and Spring sessions.

(9) Student academic performance may also be assessed at other times. In these situations, the University may retrospectively impose sanctions on the student. The Academic Registrar has the authority to determine whether sanctions will be applied retrospectively, to, for example:

1. take account of late grades that have not been finalised at the end of the Autumn and Spring sessions,
2. take account of performance in units undertaken in Summer session;
3. take account of performance in courses and units where students are enrolled in one-year postgraduate courses taught over four terms, or are enrolled in undergraduate courses taught off-shore over four terms.

(10) The Progression Rules, against which students are assessed, are as follows:

1. Failing more than 50% of the credit points available in the previous twelve months in units for which they were formally enrolled on the relevant census date(s);
2. Failure of the same unit, or equivalent unit, on three occasions;

3. Failure to complete the course in maximum time. See “Maximum Length of Enrolment” below.

(11) The assessment of academic performance will apply the University’s Progression Rules, and the following outcomes are possible:

1. The student has satisfied the progression rules, their academic progress is satisfactory, and they are in “good standing.”
2. The student has not satisfied the progression rules and is “at risk” of being placed on conditional enrolment or excluded for unsatisfactory academic performance. See “At Risk’ below.
3. A student designated as “at risk” has not satisfied the progression rules and is placed on conditional enrolment or excluded for continued unsatisfactory academic performance. (See “Conditional Enrolment and Exclusion for Unsatisfactory Academic Performance” below).
4. A student has exceeded the maximum length of enrolment and is excluded. See “Maximum Length of Enrolment” below.

At Risk

“At Risk” - Student has not been sanctioned for unsatisfactory academic performance

(12) The University holds the view that any student who passes less than 50% of the credit points attempted in any six month period, is 'at risk' and will advise such students to discuss their future study plans with the appropriate support services and the Head of Program. It is the student's responsibility to recognise they are at risk and to respond accordingly.

(13) The University holds the view that any student who has failed the same, or an equivalent, unit twice, is 'at risk' of exclusion and will advise such students to discuss their future study plans with the appropriate support services and the Head of Program. It is the student's responsibility to recognise they are at risk and to respond accordingly.

(14) Students identified as being “at risk” will receive a personalised communication from the University and their student record will indicate their “at risk” status.

(15) The consequence of being “at risk” is that students face sanctions if poor academic performance continues.

“At Risk” - Student has previously been sanctioned for unsatisfactory academic performance by being placed on conditional enrolment

(16) A student who has been placed on twelve months conditional enrolment, and then, in any subsequent six month period of enrolment, (conditional enrolment or otherwise) passes less than 50% of the credit points attempted, is “at risk” of exclusion from the University. The University will advise such students to discuss their future study plans with the appropriate support services and the Head of Program. It is the student's responsibility to recognise they are at risk and to respond accordingly.

(17) Students identified as being “at risk” of exclusion will receive a personalised communication from the University and their student record will indicate their “at risk” of exclusion status.

(18) The consequence of being “at risk” of exclusion is that students face exclusion from the University if poor academic performance continues.

Conditional Enrolment or Exclusion Resulting From Unsatisfactory Academic Performance

Conditional Enrolment

(19) If a student has not previously been on conditional enrolment, and they pass less than 50% of the credit points attempted in any twelve month period, the student will be placed on conditional enrolment for the following twelve months and must enrol for a reduced academic load during that time.

(20) A student placed on conditional enrolment has the right of appeal to the College Assessment and Progression Committee.

Exclusion – Passing Less than 50% of the Credit Points in Twelve Months, having been on Conditional Enrolment

(21) If a student has previously been on conditional enrolment, and they pass less than 50% of the credit points attempted in any twelve month period, the student will be excluded from the University for the following twelve months.

(22) A student excluded from study under this clause has the right of appeal to the Academic Senate.

Exclusion - Multiple Failure of Units

(23) A student who fails the same unit, or a unit deemed equivalent by the University, on three separate occasions, will be excluded from study at the University for a period of twelve months.

(24) A student excluded from study under this clause has the right of appeal to the Academic Senate.

Conditions for Conditional Enrolment and Exclusion

(25) A student who has been placed on conditional enrolment or excluded but has approved leave of absence will be placed on conditional enrolment, or excluded, at the conclusion of their period of leave of absence.

(26) Periods of approved Leave of Absence are not counted for the purpose of this policy. However students do not have the right to prolong their studies by taking periods of unapproved leave of absence. Students failing to re-enrol in the course by the date notified to them by the Office of the Academic Registrar, will be regarded as having abandoned the course of study and will need to apply for re-admission in order to resume studies.

Maximum Length of Enrolment

(27) The maximum length of enrolment clauses do not apply to postgraduate coursework courses or courses with a significant research component - i.e. research degrees such as Bachelor Honours, Masters Honours, Doctor of Philosophy, and professional doctorates such as the Doctor of Business Administration.

(28) Failure to complete a course within a reasonable time (like failing the same unit three times, or passing less than half of the credit points for which they were formally enrolled in a calendar year) can be an indicator that a student needs to review their circumstances which may be preventing them from performing adequately. If a student transfers from one course to another under the provisions of the Guaranteed Course Transfer policy or as the result of a deletion of a course by the University, the maximum time for completion of

the second course will be the period specified in this policy (clause 29) less the time the student has been enrolled in the first course.

(29) The maximum time to complete a course will be one and a half times the minimum time a part-time student would need to complete the course, where the time for completing the course is derived from the total credit points content for the course. Therefore the maximum time for a 240-point Bachelors degree will be nine years.

(30) This maximum time will be adjusted according to the total credit points required for completion, so that an 80-point course will have a maximum time of three years.

(31) The University has determined that students should be able to complete a coursework award within a set maximum period. Students who fail to complete will be excluded.

(32) Students will be excluded for a period of two years if, at the end of an academic year, the student has failed to complete their course in the prescribed maximum time.

(33) A student excluded from study under this clause has the right of appeal to the Academic Senate.

(34) Periods of approved Leave of Absence are not counted for the purpose of this policy. However students do not have the right to prolong their studies by taking periods of unapproved leave of absence. Students failing to re-enrol in the course by the date notified to them by the Office of the Academic Registrar, will be regarded as having abandoned the course of study and will need to apply for re-admission in order to resume studies.

Appeals against Exclusion or Suspension or Placement on Conditional Enrolment for Unsatisfactory Academic Performance

(35) The University believes that students have a right to appeal against a decision that excludes or suspends them from their course of study, or places them on conditional enrolment, for unsatisfactory academic performance.

(36) Students may appeal to the Academic Senate against exclusion, for unsatisfactory academic performance on the grounds defined as misadventure and extenuating circumstances under the Assessments and Examinations Policy - Special Consideration clauses.

(37) Students may appeal to the College Assessment and Progression Committee against being placed on conditional enrolment, for unsatisfactory academic performance on the grounds defined as misadventure and extenuating circumstances under the Assessments and Examinations Policy - Special Consideration clauses.

(38) An appeal must be in writing and the student will not have an automatic right to appear in person before a committee. Appeals should therefore include appropriate documentation (statements from counsellors, medical certificates, etc.) to substantiate the appellant's grounds for appeal.

(39) Appeals lodged outside the timeframe stated in the notification will not be considered.

(40) These timeframes refer to students whose results have been determined at the end of the main exam period. Appeals from students who have deferred exams in the formal deferred exam period will normally be completed before the census date.

(41) If appeals are determined late, even if the appeal is upheld, and restrictions lifted (for example, conditional enrolment conditions, or a period of exclusion, revoked) the student may not be permitted to enrol for additional units in that session.

(42) Late or non-receipt of official letters from the University will not be accepted as grounds for appeal if the student has not ensured that the University is in receipt of accurate and current contact details.

(43) Students who wish to appeal against exclusion or the decision to put them on conditional enrolment for unsatisfactory academic performance must lodge a written case of appeal within the period stated in the notification. Students must clearly state the grounds for the appeal.

Appeals Against Exclusion

(44) The Chair of Academic Senate and one other College Board of Studies Chair may determine, on behalf of the Academic Senate, that there are no valid grounds on which to uphold an appeal, and therefore that the appeal will be dismissed. The Chair of the Academic Senate may determine, on behalf of the Academic Senate, to uphold the appeal, if there are clear and significant grounds to do so.

(45) On behalf of the Academic Senate, the Chair of Senate will convene a panel to consider appeals that have been received by the due date and have not been upheld or dismissed in accordance with clause 44 above. The panel will consist of:

1. The nominee of the Chair of Academic Senate (as Chair)
2. A College Board of Studies Chair
3. The Director of Social Justice or nominee

(46) The Panel may determine to refer the appeal to the Senate's Appeals Committee, where the student will be invited to present a case, or to:

1. uphold the appeal and remove the period of exclusion; or
2. uphold the appeal and reduce the period of exclusion; or
3. uphold the appeal and replace the period of exclusion with a period of suspension;
or
4. uphold the appeal and replace the period of exclusion with a period of conditional enrolment; or
5. dismiss the appeal; or
6. vary a penalty that has been imposed.

(47) The determination of the Panel will be final.

(48) The Appeals Committees of Academic Senate is defined as:

1. Chair or Deputy Chair of Academic Senate or nominee (as Chair),
2. One Chair of a College Board of Studies (or nominee);
3. One student representative taken from the student representatives on Academic Senate;
4. Academic Registrar or nominee;
5. Director of Social Justice or nominee.

(49) Any member of the Committee who has previously been involved with the assessment of a particular case before the Committee should excuse themselves from the Committee for the duration of that case.

(50) The Committee must contain at least one member of each gender.

(51) A quorum of the Committee will be the Chair and two members, one of whom must be academic.

Appeals Against Placement on Conditional Enrolment

(52) The Chair of the College Assessment and Progression Committee may determine, on behalf of the College Assessment and Progression Committee, that there are no valid grounds on which to uphold an appeal, and therefore that the appeal will be dismissed. The Chair of the College Assessment and Progression Committee may determine, on behalf of the College Assessment and Progression Committee, to uphold the appeal, if there are clear and significant grounds to do so.

(53) On behalf of the Academic Senate, the Chair of the College Assessment and Progression Committee will convene a meeting of the College Assessment and Progression Committee to consider appeals that have been received by the due date and have not been upheld or dismissed in accordance with clause 52 above.

(54) Any member of the Committee who has previously been involved with the assessment of a particular case before the Committee should excuse themselves from the Committee for the duration of that case.

(55) The Committee must contain at least one member of each gender.

(56) A quorum of the Committee will be the Chair and two members.

(57) The College Assessment and Progression Committee may:

1. uphold the appeal and remove the period of conditional enrolment; or
2. dismiss the appeal.

(58) The determination of the College Assessment and Progression Committee will be final.

Section 4 - Procedures

Appeals heard by the Senate's Appeals Committee

(59) The secretary to the Appeals Committee will, no later than five working days prior to the date of the Appeals Committee hearing, forward a copy of the appeal papers to each member of the Appeals Committee. The student's copy will be sent by certified post.

(60) At the hearing of the appeal by a student:

1. the Chair of the Appeals Committee will give an overview of the appeal to the hearing;
2. the student will be invited to present a case, either in person or in writing where the student does not attend the hearing. The student may be assisted by an enrolled student, a staff member of the University or a representative from a student association. The person assisting the student may provide the student with advice, but may not act as an advocate nor make direct comment to the meeting without the permission of the Chair of the Appeals Committee. If the Chair does give permission, the person assisting the student may address the Committee.

(61) At the conclusion of the hearing, everyone present, with the exception of members of the Appeals Committee, will retire from the hearing to allow the Appeals Committee to reach a determination. In reaching a determination, the Appeals Committee may:

1. uphold the appeal and remove the period of exclusion; or
2. uphold the appeal and reduce the period of exclusion; or
3. uphold the appeal and replace the period of exclusion with a period of suspension; or
4. uphold the appeal and replace the period of exclusion with a period of conditional enrolment; or
5. dismiss the appeal; or
6. vary a penalty that has been imposed.

(62) The Academic Registrar will normally advise the student in writing via certified post of the outcome of the appeal no later than five working days before the beginning of session.

(63) The determination of the Appeals Committees will be final.

Additional Evidence of a Highly Sensitive or Personal Nature

(64) Where a student lodges an appeal to the Senate or to the College Assessment and Progression Committee in accordance with the "Appeals against Exclusion or Conditional Enrolment for Unsatisfactory Academic Performance" policy, and the information is of a highly sensitive or personal nature, students may submit those details in a sealed envelope clearly marked 'confidential'.

(65) Such material will be treated with the utmost confidentiality and will only be seen by the Chair, who will decide how the material should be considered. This material will be returned to the student in person or by registered mail.

(66) Where a student wishes to orally disclose information of a highly sensitive nature they may do so by contacting the Chair of Senate in the case of an appeal against exclusion, or the Chair of the College Assessment and Progression Committee in the case of an appeal against placement on conditional enrolment.

(67) Where the Chair decides that the material should be considered by the Panel or the Appeals Committee, or the College Assessment and Progression Committee, the student will be advised.

(68) Where the Chair decides that the material is of such a highly sensitive or personal nature that it should not be considered by the Panel or the Appeals Committee or the College Assessment and Progression Committee, he/she will make a recommendation as to an appropriate course of action to the Panel or Appeals Committee, or College Assessment and Progression Committee for its consideration.

Status of Students Awaiting the Outcome of an Appeal

(69) The University will make determinations on academic appeals as soon as practicable, but will not necessarily resolve any particular case before the close of enrolments for the next session. An application should be received from the student to continue with their enrolment up to the census date. A student whose appeal will not be resolved before the commencement of session (where the delay is not the fault of the student) will be issued with a letter of authorisation from the Academic Registrar to audit units, pending the

outcome of the appeal. The Academic Registrar will determine the enrolment status on a case-by-case basis should the matter not be resolved by the census date.

(70) If the appeal is upheld, the student will be permitted to enrol in the recommended course of study. No late enrolment penalties will apply provided the student enrolls within seven days after receiving the advice from the University. However, if appeals are determined after the census date, even if the appeal is upheld, and restrictions lifted (for example, conditional enrolment conditions, or a period of exclusion, revoked) the student will not be permitted to enrol for additional units in that session.

Section 5 - Guidelines

(71) Nil.

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