



University of Technology, Sydney

Pursuant to clause 47 in chapter 4 of the By-law, the following rules made by the Vice-Chancellor take effect on 9 November 2001.

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

In accordance with By-law (Chapter 4, clause 47) I amend existing Rules 2.10 and 2.11 – Rules Relating to Students Enrolled in All Award Courses as follows (new text underlined, text deleted ~~struckthrough~~)

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

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

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

2.10.3 Students wishing to withdraw without academic penalty from one or more subjects of their approved program of study for the current semester must lodge the Variation of Program form by the end of week six in each semester, and by the date published by the Registrar in other Teaching Periods, except for full year subjects in which case the form must be lodged by the end of week one of the Spring semester. ~~Students who withdraw after such date will be recorded as having failed the subject(s) concerned.~~

2.10.4 Students wishing to withdraw from one or more subjects of their approved program of study for the current semester ~~In cases where students request withdrawal from one or more subjects~~ after the due date because of illness or other circumstances beyond their reasonable control, ~~they~~ should lodge with the Registrar a Variation of Program form together with a written report of the circumstances, such as a medical certificate or other relevant evidence. The Registrar shall refer the report and evidence to the relevant Responsible Academic Officer who shall determine whether the withdrawal shall be permitted without academic penalty.

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

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

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

### **2.11 Leave of absence**

2.11.9 The granting of retrospective leave of absence will not usually relieve students of any financial liability relating to enrolment in their course, except as provided for in 2.11.10, i.e. the HECS liability or appropriate course fee will remain. The students' records will show an 'L' ~~grade~~ result against each subject in which they are enrolled.

**A J D Blake**

**Vice-Chancellor**