

RULE CHANGES APPROVED BY COUNCIL

Pursuant to the UTS Bylaw (Part 4, division 3, clause 44), the following rule changes made by Executive Action of the UTS Council take effect from 23 February 2009.

On 19 December 2008, the Executive of Council, under delegated authority 3.1 of Council's Standing Delegations of Authority which states:

3.1 The Chancellor, Vice-Chancellor and Registrar (as Secretary to Council) jointly have the authority to act on Council's behalf during the period between Council meetings: (i) in the case of emergencies or (ii) in circumstances where delaying a decision until the next meeting of Council would occasion disadvantage to the University. The exercise of this delegation shall be reported to the next meeting of Council.

Resolved under Executive Action 14 – Student and Related Rules to:

- .1 approve amendments to the Student and Related Rules, Rules 8.6 Review of final subject assessment results and 8.7 Student Assessment Review Committee, as detailed in Attachment 1;
- .2 approve amendments to the Student and Related Rules, Rule 7.5 Variation of enrolment, as detailed in Attachment 2;
- .3 approve amendments to the Student and Related Rules, Rule 11.7 Period of Candidature, as detailed in Attachment 3.

[additions in **bold underlined**, Deletions in ~~striketrough~~].

Attachment 1 – Rules 8.6 and 8.7

8.6 Review of final subject assessment results

8.6.1 Grounds for review

A student may apply for a review of 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 in 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 Registrar (or nominee) by the published deadline.
- (2) Requests for review of assessment results lodged with the Registrar (or nominee) will be referred for consideration by the Student Assessment Review Committee of the relevant Faculty Board.

8.6.1—Criteria

~~A student may request a review of a final subject assessment result. Such requests will be determined in accordance with the following criteria:~~

- ~~(1) subject requirements and/or assessment procedures were not published in the appropriate time frame as required under Rule 3.7 or were changed after that time without the appropriate consultation with the students concerned; or~~
- ~~(2) a mistake has been made in the calculation of the marks, grade or result; or~~
- ~~(3) performance in assessment tasks by the student was disrupted by circumstances that could not have been addressed by the process and in the timeframes required under Rules 8.3.1, 8.3.2 and 8.3.3.~~

8.6.2—Process

- ~~(1) A student who wishes to request a review of a final subject assessment result must:

 - ~~(a) complete the prescribed form; and~~
 - ~~(b) discuss the matter in the first instance with the Subject Coordinator or alternate member of the academic staff as advised by the relevant Faculty should the Subject Coordinator be unavailable; or~~
 - ~~(c) if the Subject Coordinator (or alternate) is not available or declines to take action the student may lodge the request for review of assessment result with the Registrar (or nominee) by the date specified on the prescribed form.~~~~
- ~~(2) Where the Subject Coordinator (or alternate) agrees to take action, the agreed action should be noted on the prescribed form and retained by the relevant Faculty on the student's file.~~
- ~~(3) Requests for review of assessment results lodged with the Registrar (or nominee) will be referred for consideration by the Student Assessment Review Committee of the relevant Faculty Board.~~

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; and
 - (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 (3) below; and
 - (c) one student member, appointed by the Chair of the Committee for a particular meeting/s from the panel appointed under (3) below.
- (3) The Faculty Board shall appoint panels of persons, nominated by the Dean, in category (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 8.7.1(2) (a), (b) and (c) above.
- (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 in Rule 8.6.1, the findings and the student's application are to be referred to the relevant Subject Coordinator and Responsible Academic Officer to be handled in accordance with the Rules and Coursework Assessment Policy and Procedures Manual 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 in relation to 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 and recommendations on any Faculty procedural matters and the outcomes of those recommendations.

8.7.1 Composition

- ~~(1) Each Faculty Board shall each year elect a member of the academic staff of the Faculty to the position of Chair of the Faculty's Student Assessment Review Committee.~~
- ~~(2) Each Student Assessment Review Committee shall consist of:
 - ~~(a) the Chair elected by the Faculty Board; and~~
 - ~~(b) one of the academic staff members of the Faculty Board, not being a person involved in the teaching of the subject concerned; and~~
 - ~~(c) one of the student members of the Faculty Board;~~with alternate members being appointed by the Faculty Board for each category provided that in cases where all student members of Faculty Board are unavailable the Dean of the relevant Faculty may nominate a student of the Faculty to act as an alternate for category (c) above.~~

8.7.2 Conduct of meetings

- ~~(1) Each Student Assessment Review Committee shall be convened as required.~~

- ~~(2) The quorum at any meeting of a Student Assessment Review Committee shall consist of all three members appointed under (a), (b) and (c) above.~~
- ~~(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) In cases where a Student Assessment Review Committee determines that there has been a miscalculation of the student's mark and/or result, the Committee may direct that the original mark and/or result be changed to the appropriate mark and/or result.~~
- ~~(2) In all other cases, a Student Assessment Review Committee shall recommend to the relevant Responsible Academic Officer that:
 - ~~(a) the assessment mark and/or result be unchanged; or~~
 - ~~(b) the assessment mark and/or result be changed to a specified mark and/or result; or~~
 - ~~(c) the student be given the opportunity within a specified period of time to undertake an additional assessment task or tasks.~~~~

~~8.7.4 Responsible Academic Officer's decision~~

- ~~(1) The Responsible Academic Officer must consider the Student Assessment Review Committee's recommendation and accept or reject it.~~
- ~~(2) Where the Responsible Academic Officer accepts recommendation 8.7.3(2)(c) above the Responsible Academic Officer will identify procedures and members of staff for the setting and marking of the additional assessment task or tasks appropriate to the circumstances of the particular case. It may be appropriate that the staff member appointed to set and mark the additional assessment task or tasks is not the staff member involved in the original assessment. The appointed staff member may be the Assessor appointed by the Responsible Academic Officer for that subject, or another staff member of the University with appropriate expertise. In exceptional circumstances, the Responsible Academic Officer may appoint an external Assessor for these purposes, in which case the Responsible Academic Officer will then decide the student's final assessment result.~~
- ~~(3) If the Responsible Academic Officer rejects the recommendation of the Student Assessment Review Committee, the matter will be referred to an independent arbitrator appointed by the Chair of Academic Board from a panel determined annually by the Chair of Academic Board. The independent arbitrator may be a member of the University staff but must not be the Subject Coordinator or have been involved previously with the assessment result under review.~~

~~8.7.5 Notification~~

- ~~(1) The relevant faculty will notify the student in writing and as soon as possible of all decisions and actions taken.~~
- ~~(2) The Subject Coordinator will be notified of the outcome of the review.~~

Attachment 2 – Rule 7.5

7.5.4 Where a student wishes to withdraw from a subject in the current teaching period ~~and has been unable to complete the Variation of Enrolment processes by~~ after the census date or other prescribed date (refer Rule 7.5.2(3)) for that teaching period as a result of illness or other circumstances beyond his or her reasonable control, the student may lodge with the Registrar a written report of the circumstances, supported by a medical certificate or other relevant evidence. The Registrar's nominee ~~shall refer the report and evidence to the relevant Responsible Academic Officer~~ who shall determine whether the withdrawal shall be permitted without academic penalty ('Withdrawn') or with academic penalty ('Withdrawn Fail').

7.5.5 If an application for withdrawal from a subject is refused by the ~~relevant Responsible Academic Officer,~~ Registrar's nominee, the student is expected to complete the assessment requirements for that subject.

Attachment 3 – Rules 11.7 and 11.8

Section 11 – Graduate Research Study

11.7 Period of candidature

11.7.1 The maximum time to complete a research degree is as follows:

- (1) Doctoral degree by research, professional Doctoral degree and Doctoral degree by creative works:
 - (a) four years for a full-time student; or
 - (b) ~~six~~ **eight** years for a part-time student.
- (2) Doctoral degree by publication:
 - (a) one year for a full-time student;
- (3) Masters degree by research:
 - (a) two years for a full-time student; or
 - (b) ~~three~~ **four** years for a part-time student.

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

11.8 Extension of candidature

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

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

11.8.3 The maximum period of extension shall not normally exceed:

- (1) **One calendar year for a** doctoral degree by research, a professional Doctoral degree and a Doctoral degree by creative works:
 - ~~(a) one year for a full-time student; or~~
 - ~~(b) one and one-half years for a part-time student~~
- (2) **One half calendar year for a** Masters degree by research:
 - ~~(a) one half year for both a part-time and a full-time student;~~

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