

RULE CHANGES APPROVED BY COUNCIL

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

By Executive Action, pursuant to Delegation 3.1 of Council's Standing Delegations of Authority, the Executive of Council resolved to approve a number of amendments to the Student and Related Rules, which relate to:

- Credit Recognition
- Graduate Research Study - Progress Reports, Candidature Assessments, and Thesis Requirements

On 7 December 2010, the Executive of Council resolved to:

- .2 approve the revised UTS Student and Related Rules and UTS Standing Delegations of Authority reflecting the Credit Recognition Policy, as detailed in Attachment 2 to take effect from 1 January 2011;
- .4 approve the amendments to Student and Related Rules 11.13 Progress Reports and 11.14 Candidature Assessments, as detailed in Attachment 4, effective from 1 January 2011;
- .5 Council to approve the amendments to Student and Related Rule 11.15.2 Thesis Requirements as detailed in Attachment 5, effective from 1 January 2011.

Attachment 2 (resolution .2 above)

Student Rules – Rules relating to Credit Recognition

Section 6 Recognition of prior learning

Rule 7.2 Concurrent enrolment at another tertiary institution

Rule 10.5 Maximum time to complete course requirements

Rule 11.6 Recognition of prior study and research

Rule 13.2 Completion of requirements

Schedule 1 – Definitions

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

Changes to take effect from 1 January 2011

SECTION 6 — ~~RECOGNITION OF PRIOR LEARNING~~ CREDIT RECOGNITION

6.1 General

6.1.1 Subject to these Rules, the credit recognition of ~~prior learning as credit towards a UTS in UTS~~ undergraduate or graduate coursework programs of study will be undertaken in accordance with the Credit Recognition Policy on Recognition of Prior Learning approved by Academic Board from time to time.

~~6.1.2 Prior learning will be considered for credit towards a UTS undergraduate or graduate coursework program where the prior learning is related to assessable components of the course.~~

6.1.3~~2~~ In recognising ~~prior learning~~ credit, faculties shall have due regard for the academic standards of the University; and the principles of equity ~~and consistency in the application of the Rules and policy between faculties and across courses.~~

6.1.4~~3~~ Determination of eligibility for credit recognition of ~~prior learning towards in~~ a particular course does not imply or guarantee that a place is available in that course for the particular applicant.

6.2 — ~~Limit~~

~~6.2.1 The maximum amount of credit in recognition of prior learning which may be approved by a Faculty Board is two-thirds of the total course credit point requirements for a course where the total course credit point requirements are equal to or less than 144 credit points and three-quarters of the total course credit point requirements for a course where the total course credit point requirements are greater than 144 credit points.~~

~~6.2.2 In exceptional circumstances and on a case by case basis, the Faculty may recommend to Academic Board that credit in recognition of prior learning be approved in excess of the limits defined in 6.2.1 above.~~

6.3 — ~~Application~~

~~6.3.1 In normal circumstances an application for recognition of prior learning should be lodged with the University at the same time as an application for admission to a course, in which~~

~~ease the applicant may be admitted to the course with such credit in recognition of prior learning as the relevant Faculty Board determines.~~

~~6.3.2 In exceptional circumstances, the relevant Responsible Academic Officer may accept applications for recognition of prior learning at other times and only prior to the final enrolment in the course.~~

~~6.3.3 The Registrar shall notify in writing all applicants of all decisions made in relation to applications for recognition of prior learning.~~

6.4 — Application to challenge

~~6.4.1 Students who believe that they have knowledge of a subject by reason of experience or previous informal studies may, with the written approval of the Subject Coordinator of the subject concerned, apply to the relevant Responsible Academic Officer to challenge the subject.~~

~~6.4.2 If the application is approved the student will be permitted to undertake approved assessment requirements for the subject, as determined in each case by the Subject Coordinator, and shall receive exemption on the basis of successful performance in such requirements.~~

6.52 Review of decision

~~6.52.1~~ 6.52.1 An applicant may request a review of a decision made in relation to an application for credit recognition of prior learning. Such an application will be determined in accordance with the following criteria:

- (1) the decision was based on a serious misunderstanding of the substance or content of the applicant's prior learning; or
- (2) a failure of procedural fairness occurred which affected the decision; or
- (3) a mistake was made in the assessment of subject equivalence and calculation of the credit points recognised granted in recognition of prior learning.

~~6.52.2~~ 6.52.2 Such requests must be made in writing, be accompanied by relevant supporting documentation and be lodged with the Dean Responsible Academic Officer of the relevant Faculty within ~~one (1) month~~ 20 working days of the original notification of decision.

~~6.52.3~~ 6.52.3 The relevant Responsible Academic Officer will review the application and decisions in consultation with the relevant Subject Coordinator as appropriate.

~~6.52.4~~ 6.52.4 The Faculty Responsible Academic Officer will notify the student in writing and as soon as possible of all decisions and actions taken.

6.63 Course requirements

~~6.63.1~~ 6.63.1 Where credit towards a course has been approved in recognition of a student's ~~prior~~ 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 Registrar (or the person designated by the Registrar) who shall ensure that it is recorded and used as the basis for determining the student's academic progress and completion of course requirements.

7.2 Concurrent enrolment at another tertiary education institution

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

7.2.2 A student enrolled concurrently at another tertiary education institution who wishes to vary enrolment by undertaking additional or different subjects at the host 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 educational institution.

10.5 Maximum time to complete course requirements

10.5.4 Where credit recognition ~~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.

11.6 Recognition of prior study and research

11.6.1 A student who has undertaken a course of study and research at this University or another university or institution but has not submitted that work for examination at this University or another institution may be given recognition for work done while undertaking that course of study and research.

11.6.2 Recognition of prior study and research including the extent of any such recognition shall be approved by the Dean, University Graduate School after consideration of a report by the Responsible Academic Officer which is to include advice on:

- (1) the nature, duration and quality of the prior work;
- (2) the suitability of the prior work relative to the subject of the UTS graduate research course;
- (3) the recommended period of candidature as a consequence of the recognition of prior study and research.

13.2 Completion of requirements

13.2.1 Coursework

(1) Coursework students must have:

- (a) been enrolled in a course that leads to the award; and
- (b) completed the educational and other approved requirements of the course as set out in [official publications of the University](#) in the year in which they commenced study in that course unless other requirements have been approved by the relevant Responsible Academic Officer in accordance with [Rule 3.6.2](#); and
- (c) satisfied the requirements of ~~Rule 6.2~~ [the Credit Recognition Policy](#) in relation to the limit of approved credit where credit has been ~~recognised granted towards a course in~~ [recognition of prior learning](#).

SCHEDULE 1 - DEFINITIONS

advanced standing see ~~recognition of prior learning~~ [credit recognition](#).

~~**recognition of prior learning** means the process of recognising for credit towards a course what an individual student knows or can do, regardless of where or how the student may have acquired the knowledge or skills.~~

Credit recognition means [the range of processes by which students may have previous learning recognised for credit in their courses.](#)

Attachment 4 (resolution .4 above)

Student Rules – Section 11 Graduate Research Study

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

Changes to take effect from 1 January 2011

11.13 ~~Progress reports~~ Review of progress

11.13.1 A student is required to submit to the relevant Faculty each half year a report to enable review of progress in accordance with the guidelines approved by the University Graduate School Board from time to time. A ~~progress~~ report shall not be required in respect of a student who has submitted their thesis to the Faculty.

11.13.2 The principal supervisor shall submit each half year to the relevant Responsible Academic Officer ~~who will in turn submit to the Dean, University Graduate School~~ a report on the student's progress and, where applicable, on the suitability of the student's research work environment.

11.13.3 The relevant Responsible Academic Officer will consider the progress reports, take any necessary action within the faculty and when appropriate make recommendations to the Dean, University Graduate School Board on overall progress in accordance with the guidelines approved by the University Graduate School Board from time to time.

11.13.4 Upon receipt of a recommendation of an ~~unsatisfactory progress report~~ the Dean, University Graduate School will provide:

- (1) notification to the student that may include ~~includes~~ a request that the student attend an interview with the Responsible Academic Officer to discuss a suitable progress plan and also may include ~~includes~~ details of any other action or advice the student may wish to consider; and
- (2) notification of a warning to the student that further unsatisfactory progress ~~reports~~ may result in discontinuation of candidature; or
- (3) notification of discontinuation of candidature due to unsatisfactory progress (refer Rule 11.20.2).

11.13.5 Failure by a student to submit a review of progress report to the relevant faculty in a particular half year will normally be deemed as unsatisfactory progress for that half year.

11.14 Candidature assessment

11.14.1 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 his or her research program, and

- (2) to demonstrate that he or she has made sufficient progress in his or her study and in the development of his or her research skills to make it likely that he or she will finish complete within the prescribed time;

~~11.14.2 The candidature assessment will be completed in normal circumstances by the end of the first year of candidature for full-time students or by the end of one and one half years of candidature for part-time students in accordance with guidelines approved by the University Graduate School Board from time to time.~~

~~11.14.3 In exceptional circumstances, the Dean, University Graduate School may approve an extension of time for a student to complete the candidature assessment by no more than one half year.~~

~~11.14.4 The requirements of the candidature assessment for each course will be determined by each faculty, subject to the approval of the Dean, University Graduate School and in accordance with guidelines as approved by the University Graduate School Board from time to time. Such requirements will be published in relevant official University publications.~~

11.14.3 The requirements for each candidature assessment will be determined by each faculty, subject to the approval of the Dean, University Graduate School and in accordance with guidelines as approved by the University Graduate School Board from time to time.

11.14.4 The outcome of all candidature assessments will be reported by the Responsible Academic Officer to the Dean, University Graduate School.

~~11.14.5 Any variation to the candidature assessment requirements in a particular course for an individual student or more generally must be approved by the Dean, University Graduate School. Students must be notified in writing of any approved variation to their candidature assessment requirements.~~

11.14.5 A student who satisfies the requirements of a candidature assessment will have his or her candidature in the course confirmed and will be eligible to proceed with his or her research program in accordance with guidelines as approved by the University Graduate School Board from time to time and will be subject to further review of progress as provided for in Rule 11.13.1-11.13.5.

11.14.6 A student who does not satisfy the requirements of ~~a~~ the candidature assessment:

- (1) may be permitted by the Dean, University Graduate School on advice from the Responsible Academic Officer to undertake a ~~second~~ candidature re-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 Rule 11.20.2).

Attachment 5 (resolution .5 above)

Student Rules – Rule 11.15 Thesis requirements – thesis in LOTE (languages other than English)

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Changes to take effect from 1 January 2011

11.15.2 A thesis shall comply with the following requirements:

(1) it must normally be in English ~~or in a language approved in accordance with the guidelines of Academic Board approved from time to time~~; and

(2) it must reach a satisfactory standard of presentation; and

(3) that should a student wish to write a thesis in a language other than English, an application must be made to the Dean, University Graduate School via the relevant Faculty Committee within the first six months of candidature.

(4) The Dean, University Graduate School will consider such an application on the condition that full justification must be provided by the faculty for presenting a thesis in a language other than English.

(5) post examination, a substantial summary of the thesis (approximately 5,000-10,000 words) in English must be bound in the thesis and include an introduction, brief chapter outline and conclusion. Examiner reports for the thesis must be available in English.

~~(3)~~ (6) it must consist of the student's own account of his or her work, except that in special cases work done conjointly with other persons may be accepted provided the Dean, University Graduate School is satisfied as to the extent of the student's part in the joint work; and

~~(4)~~ (7) it must be embodied in a format as approved by the Dean, University Graduate School; and

~~(5)~~ (8) it must contain an abstract of not more than 400 words and written in a form suitable for publication; and

~~(6)~~ (9) it must not include any work or material previously submitted in full or in part for another award, except as fully acknowledged within the text of the thesis; and

~~(7)~~ (10) it may include work previously published by the student only if it bears on the subject of the thesis. Joint publications will be acceptable provided the Dean, University Graduate School is satisfied with the graduate research student's part in the joint work.