

APPROVED RULE CHANGES

Pursuant to the UTS By-law (Part 4, division 3, clause 44), the following rule changes have been made by UTS Council.

At its 17/4 meeting on 16 August 2017, Council approved the following amendment to the Student Rules:

COU/17-4/80

5.4 Report from Academic Board

Council resolved to:

...

6. approve the amendments to the Student Rules regarding Graduate Research Students' Appeals Committee as outlined in **Attachment 4** to Document 5.4;
7. approve the amendments to the Student Rules regarding Professional Experience Committee as outlined in **Attachment 5** to Document 5.4; and
8. approve the amendments to the Student Rules regarding the Appeals (Non-Disclosure) Committee as outlined in **Attachment 6** to Document 5.4.

Minor administrative changes were later approved on 24 August 2017 by the Director, Governance Support Unit under Delegation 3.17. Amendments were to Rule 11.24.6 which is incorporated in the approved amendments detailed below highlighted yellow, and the subsequent deletion of 11.24.15 (again shown below in yellow highlight).

THE APPROVED AMENDMENT TO THE STUDENT RULES IS PROVIDED BELOW:

[new text **bold underlined**, text to be deleted in **bold and strikethrough**]

Student Rules

Section 11 — Graduate research

11.23 Discontinuation of candidature

...

11.23.3 Prior to the University's decision to discontinue a student's candidature, representatives from the Graduate Research School, the student's faculty, and any other relevant stakeholders shall confer regarding the potential discontinuation.

11.23.~~34~~ Where a student's candidature has been discontinued by the University, the student shall be notified in writing by the Graduate Research School as soon as reasonably possible and giving the reason for the discontinuation.**11.24 Appeal against discontinuation of candidature**

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11.24.6 At any time during the appeal process (up until the Appeals Committee convenes), the student shall have the right to discontinue the appeal by notifying the University Secretary in

writing. If the student exercises his or her right to discontinue the appeal, the decision of the Dean, Graduate Research School to discontinue the student shall stand.

11.24.67 The Dean, Graduate Research School **shall will** refer the appeal to the Responsible Academic Officer of the relevant faculty. The Responsible Academic Officer should consult appropriate academic staff members he or she considers relevant to enable a recommendation to be prepared for the Graduate Research Student Appeals Committee.

11.24.7 8 The recommendation of the Responsible Academic Officer of the relevant faculty, together with any supporting documentation, must be forwarded to the Dean, Graduate Research School.

11.24.8 9 The Dean, Graduate Research School **shall will** then refer the Responsible Academic Officer's recommendation to the student for the student to provide a written response to the recommendation.

11.24.9 10 The student's response must reach the Dean, Graduate Research School within 10 working days of the date of notification.

11.24.10 11 In exceptional circumstances the Dean, Graduate Research School may approve an extension of time for the student to respond to the Responsible Academic Officer's recommendation.

11.24.12 The Dean, Graduate Research School has the right to change his or her mind at any point and stop the appeal process. If the Dean, Graduate Research School exercises his or her right to stop the appeal process, this must be in writing and the discontinuation of the student's candidature made under Rule 11.23.2, shall be null and void. The student and RAO must receive this notification within 5 working days.

11.24.13 The Dean, Graduate Research School will collect and maintain all records associated with graduate student appeals.

11.24.14 14 The Dean, Graduate Research School **shall will then** refer the student's appeal, the Responsible Academic Officer's recommendation and the student's response to the Graduate Research Students' Appeals Committee, constituted under [Rule 17.2](#), for consideration and decision.

11.24.15 The student may exercise his or her right to discontinue the appeal by notifying the University Secretary of his or her decision up until the time the Appeals Committee convenes to consider the appeal.

Section 17 — Appeals Committees of Academic Board

17.2 Graduate Research Students' Appeals Committee

17.2.1 Composition

(1) A Graduate Research Students' Appeals Committee shall consist of:

(a) **a Chair/Deputy Chair appointed from panel members nominated by the Deans under Rule 17.2.1(2) appointed by the Chair of Academic Board;**

(b) two academic staff members with experience in supervision of graduate research students appointed from **a panel appointed by Academic Board from** panel members nominated by the Deans under Rule 17.2.1(32);

(c) a graduate research student of the University who has been enrolled at the University for at least one year, appointed from **a panel appointed by Academic Board from** panel members nominated by the Deans under Rule 17.2.1(32).

(2) Academic Board shall appoint panels of persons in categories (b) and (c) every two years.

(23) NominationAppointment of panel members shall be made by the Dean of each faculty **for a two year term. Each Dean shall appoint two academic staff members from his or her faculty with experience in the supervision of graduate research students (one for each of panels (a) and (b)) and one graduate research student from his or her faculty who has been enrolled for at least one year, for panel (c).**

(34) Panel members may be appointed for not more than **two-three** consecutive terms.

~~(45)~~ When an appeal is lodged, the Chair of Academic Board, in consultation with the Deputy Vice-Chancellor (Research), shall constitute a Graduate Research Students' Appeals Committee as required under Rule 17.2.1(1) from the panel **members** appointed by ~~Academic Board~~**the Deans. To avoid conflicts of interest, no one from the appealing student's faculty shall sit on the committee.**

~~(6) The Deputy Chair shall serve as Chair in a case where the Chair has an involvement with the case being heard, or is otherwise not able to act as Chair.~~

~~(57)~~ All members of a Graduate Research Students' Appeals Committee must be present at all meetings convened for a specific case. This requirement can be satisfied by the participation of one or more members through remote conferencing. **(6) Given the University's objectives with regard to embracing diversity, the panel should reflect a balance of genders where possible. Additionally, to foster objectivity and transparency, the panel should reflect a balance of faculties where possible.**

17.2.2 Terms of reference

(1) The Graduate Research Students' Appeals Committee shall make determinations on graduate research student appeals against discontinuation of candidature on grounds of unsatisfactory progress pursuant to [Rule 11.23.2\(1\)](#) or unsatisfactory examination pursuant to [Rule 11.23.2\(2\)](#).

(2) In cases where an appeal is upheld, the Graduate Research Students' Appeals Committee may also make recommendations to facilitate the implementation of a remedy appropriate to the circumstances of the matters in question. **These recommendations must comply with UTS rules, policies, and procedures, including the Student Rules and the Graduate Research School's policies and procedures.**

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 Academic Board for a period of two years~~ **three academic staff members, with experience in the placement and administration of professional experience students, one of whom shall serve as the Committee's Chair; and**

~~(b) two academic staff members, with experience in the placement and administration of professional experience students;~~**(c) a student of the University who has been enrolled at the University for at least one year and who has completed, or partially completed, professional experience course requirements.**

(1A) Given the University's objectives with regard to embracing diversity, the panel should reflect a balance of genders where possible. Additionally, to foster objectivity and transparency, the panel should reflect a balance of faculties where possible.

(2) From time to time, Deans of faculties that have a substantial number of students in courses with professional experience requirements will be requested to nominate persons in categories ~~(ba)~~ and ~~(eb)~~ above, to comprise a panel of persons who may be appointed to serve on a Professional Experience Appeals Committee.

(3) Academic Board will from time to time approve persons nominated by the Deans in accordance with Rule 17.3.1(2) to join the panel of persons who may be appointed to serve on a Professional Experience Appeals Committee as constituted 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 such time as the member resigns his or 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 panel of persons approved under Rule 17.3.1(2) to constitute a committee as required under Rule 17.3.1(1). **The Chair, Academic Board will also appoint a Committee Chair from amongst those three persons.** Committee members, including the Chair, will not be from the same faculty as the appellant **and the principles outlined in Rule 17.3.1(1A) will be followed.** ~~If the Chair is from the same faculty as the appellant, the Deputy Chair will act as 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.~~ In the event that **an appropriate the Chair is not available from the panel and Deputy Chair are on leave,** a temporary Chair/~~Deputy Chair~~ will be appointed by the Chair, Academic Board. ~~This~~**ese** temporary appointments may be for a specified period, or a specified appeal hearing, at the discretion of the Chair, Academic Board.

17.4 Appeals Committee (Non-disclosure)

17.4.1 Composition

(1) An Appeals Committee (Non-disclosure) shall consist of:

(a) the Chair, **appointed from a panel nominated by the Deans under Rule 17.4.1(4)**~~appointed by the Chair, Academic Board;~~

(b) two academic staff members, with experience in admission procedures of the University, **appointed from a panel** nominated by the Deans under Rule 17.4.1(4).

(2) When an appeal is lodged the Chair, Academic Board, in consultation with the Provost shall constitute an Appeals Committee (Non-disclosure) as required in Rule 17.4.1(1).

(3) The Chair, Academic Board shall appoint persons in categories (a) and (b) when the committee is required to meet.

(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 convened for a specific case. This requirement can be satisfied by the participation of one or more members through telephone or video conferencing.

(6) Given the University's objectives with regard to embracing diversity, the panel should reflect a balance of genders where possible. Additionally, to foster objectivity and transparency, the panel should reflect a balance of faculties where possible.