

APPROVED RULE CHANGES

Pursuant to the UTS By-law (Part 4, 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 amendments to the UTS Rules:

COU/17-4/80

5.4 Report from Academic Board

Council resolved to:

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- .2 approve proposed changes to G3 – Rules relating to the Academic Board, Division 4 – Functions and powers of the Board, as detailed in **Part A of Attachment 1** to Document 5.4;
- .3 approve proposed changes to G3 – Rules relating to the Academic Board, Division 1 – Constitution of the Academic Board, as detailed in **Part B of Attachment 1** to Document 5.4;
- .4 approve the amendments to the Student Rules as outlined in **Attachment 2** of Document 5.4;

THE APPROVED AMENDMENTS TO THE UTS RULES ARE PROVIDED BELOW:

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

General Rules

G3 — Rules relating to Academic Board, Faculty Boards and Elections

Part 1 — Academic Board

Division 1 — Constitution of Academic Board

1. (1) Academic Board is to include:

- (a) ex officio members (in addition to the Vice-Chancellor); and
- (b) elected members;

as provided by this Division, in addition to any persons determined by Council.

(2) The ex officio members of Academic Board are to be the person or persons holding the positions of:

(a) Provost;

~~(b) Deputy Vice-Chancellor (three to be nominated by the Vice-Chancellor);~~

(b) Deputy Vice-Chancellor (Education and Students);

(c) Deputy Vice-Chancellor (Innovation and Enterprise);

(d) Deputy Vice-Chancellor (International);

(e) Deputy Vice-Chancellor (Research);

(f) Pro Vice-Chancellor (Education);

(g) Pro Vice-Chancellor (Indigenous Leadership and Engagement) Representative (nominated by the Chair); and;

~~(h) Deans;~~

~~(i) University Librarian;~~

~~(j) President of the UTS Students' Association;~~

(k) Director, Institute for Interactive Media and Learning;

~~(l) Director, Institute for Sustainable Futures;~~

~~(m) Head of School, Graduate School of Health;~~

(n) Director, Student Administration Unit;

(o) Deputy Chair, Research Committee; and

(p) Deputy Chair, Teaching and Learning Committee;

~~(q) Director, Connected Intelligence Centre~~

~~(r) Associate Dean of faculty (two per faculty, nominated by the respective Deans).~~

in addition to the holder or holders of any other position determined by Council.

(3) The elected members of Academic Board comprise:

(a) **one** members elected by and from the academic staff of each faculty **on the basis of one member for every 30 equivalent full-time (continuing and fixed-term) academic staff (rounded to the nearest whole number), with the exact number to be determined no later than 3 months prior to the commencement**

~~of the election and a minimum representation of two members per faculty;~~
and;

(b) eight members elected by and from the Professoriate and Associate Professoriate (levels D and E), with no more than two from any one faculty;

(c) four members elected by and from the academic staff (levels A, B, C), with no more than two from any one faculty;

(d) two members elected by and from the deputy deans or associate deans, or heads of schools (or equivalent);

~~(e)~~ one student elected by and from students from each faculty, and an alternate (see Rule G3-1(4)); and

~~(f)~~ one postgraduate research student elected by and from the postgraduate research students of the University, and an alternate (see Rule G3-1(4)).

(4) The Chair of Academic Board may, with the consent of the runner up in the most recent election for the relevant student category, appoint that runner up to be the alternate member for the relevant student category. In the event that the runner up does not consent to be the alternate member, the other candidates in the election for the relevant student category will be offered the position in the order of their ranking in the election as determined in accordance with Rule G3-37. If the candidates in the election are exhausted and the vacancy remains unfilled, the Chair of Academic Board will, after appropriate consultation, appoint another student to act as an alternate member. The alternate member, who is appointed for the same term of office as the elected member, has speaking and voting rights at those meetings of Academic Board which the alternate member attends in place of the elected member.

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Division 3 — Functions and powers of Academic Board

General functions

13. (1) Academic Board constitutes the primary forum in the University for the discussion and resolution of academic ~~issues and~~ matters. Academic Board and the Vice-Chancellor are the principal sources of advice to Council on all academic matters.

(2) Subject to the By-law, the Rules and the resolutions of Council, Academic Board has a responsibility to **establish and maintain academic leadership by sustainably and effectively overseeing, assessing, monitoring, reviewing and improving** the quality **and outcome** of, ~~and provide direction to,~~ the academic

work of the University, (including teaching, learning, scholarship, ~~research and research training~~ and research).

14A. Advisory and reporting functions

(1)14. Without limiting the effect of Rule G3-13, ~~the~~ Academic Board:

(a1) shall report to, or advise Council or the Vice-Chancellor on, any aspect of:

(ia) the **academic** goals, **strategies**, objectives, **outcomes**, principles, directions, priorities, **policies, practices, and** profile **and risk management for academic matters** of the University, ~~including advice on how these provide a basis for financial, capital or human resource planning;~~

(iib) the quality, ~~and~~ standards **and benchmarks** appropriate to all aspects of the academic work of the University, ~~and in particular to (including~~ teaching, ~~and~~ learning, **scholarship, and the support thereof, and to research and** research training **and research**);

(b7) shall recommend to Council those students who, having satisfied all academic requirements for an **Academic Board approved** award course, are considered eligible to graduate; ~~and shall assure the validity of such recommendations by appropriate means;~~

(c) shall confirm to Council that **delegations of academic authority are implemented, based upon the University Secretary's annual review of the delegations.**

14B. Approval and monitoring functions

(1) Without limiting the effect of Rule G3-13, **Academic Board:**

(a2) shall determine the accreditation of proposed or existing award courses on their academic merit, and the removal of the accreditation of award courses;

(b4) shall **develop, monitor and review** ~~determine~~ academic policies **and their effectiveness**;

(c5) shall determine the standards **and benchmarks for** governing all aspects of academic administration, including, but not limited to, the admission of students and the examination and assessment of students' work;

(d8) shall determine the structures and functions of Faculty Boards, and any subsequent amendments to these, noting that a Faculty Board's authority to act on specific matters will continue to require Council's delegated authority.

(e) shall **undertake initiatives to oversee academic and research integrity and its breaches thereof, including identification, management, mitigation and monitoring of its potential risks.**

14C. Collaboration and communication functions

(13) Without limiting the effect of Rule G3-13, In exercising its responsibilities,
Academic Board:

(a3) shall undertake initiatives **to critically evaluate** and institute measures to promote the communication of, **and innovation in,** academic ~~issues and~~ matters and the coordination of academic work and activities across the whole University;
and

(ba) shall work in conjunction with the Vice-Chancellor, **senior UTS staff and members of the University Executive, Deans and the staff of the University committees on any matters related to Academic Board and its functions, powers and responsibilities,** to ensure that the academic goals of the University are achieved;

~~**(b)** may refer any matter for consideration and advice to its own committees, a Faculty Board, Board of Studies, Course Advisory Committee or the Vice-Chancellor or appropriate members of the staff of the University; and~~

~~**(c)** may receive and consider advice from any such body or person on any matters related to Academic Board and its functions, powers and responsibilities.~~

~~**(6)** shall set the conditions for the granting of fellowships, scholarships and prizes within the University;~~

Student Rules

Section 8 — Assessment of coursework subjects

8.3.1 (6) Requests are considered and determined by the relevant faculty Responsible Academic Officer, **or** the Subject Coordinator ~~**or by the relevant faculty Result Ratification Committee.**~~

8.3.2 (3) Requests must be lodged with the Director, Student Administration Unit no later than two working days after the examination for consideration by the relevant faculty Responsible Academic Officer, **or** the Subject Coordinator ~~**or by the relevant faculty Result Ratification Committee.**~~

8.3.3 (5) In relation to a faculty-based examination:

(a) requests are to be lodged with the relevant faculty by no later than two working days after the scheduled examination date;

(b) in exceptional circumstances the Subject Coordinator may extend the due date for submission of requests in accordance with guidelines determined by the relevant Responsible Academic Officer;

(c) the relevant faculty Responsible Academic Officer, **or** the Subject Coordinator ~~**or the relevant faculty Result Ratification Committee**~~ will consider the request and notify the student of the outcome and of any special arrangements to be made to provide for further examination.

8.4.4 Final subject assessment results will be released officially in a manner prescribed by the Provost from time to time following ratification by the relevant faculty ~~Result Ratification Committee~~.

8.5.1 Where a student enrolled in an award course is awarded a final assessment result of 'Fail' in one subject only in his or her final teaching period of the course, and where that 'Fail' is within the borderline result range, the relevant faculty ~~Result Ratification Committee~~ may make provision for the student to undertake an additional assessment task within a specified time period.

Section 9 — Examination of coursework subjects

Rules 9.5, 9.5.3, 9.5.4: Change all 'Special examinations' references to 'rescheduled and alternative examinations'.

9.1.1: The examination timetable showing the location of all centrally conducted examinations ~~should will be made~~ available ~~on the University website, or as otherwise in a manner~~ determined by the Director, Student Administration Unit and advised to students by an appropriate means, at least five weeks before the commencement of an official examination period and continue to be available until the end of the examination period.

9.1.4: ~~When an unavoidable clash occurs in the scheduling of a centrally conducted examination for a particular student, the Director, Student Administration Unit will notify the student as soon as possible after the release of the final examination timetable of the special arrangements made to resolve the scheduling clash. Any clashes in centrally conducted examinations will be handled in advance of timetable publication in a manner approved by the Director, Student Administration Unit.~~

9.1.5 (1) Where a student considers that he or she has a serious individual scheduling difficulty with the examination timetable, the student shall advise:

- (a) the Director, Student Administration Unit for centrally conducted examinations; or
- (b) the Subject Coordinator for faculty-based examinations;

immediately in the manner prescribed by the Director, Student Administration Unit or Subject Coordinator and request that alternative arrangements be made.

(2) Acceptable grounds for serious individual scheduling difficulty requests include but are not limited to:

- (a) three examinations occurring in any 24-hour period;
- (b) sporting or cultural representative commitments at state, national or international level;
- (c) observance of significant religious events for which the student can demonstrate ongoing personal commitment;
- (d) significant personal or family events for which the student can provide documentary evidence which satisfies the Director, Student Administration Unit or Subject Coordinator that the commitment could not be undertaken outside the examination period;
- (e) significant professional or service commitments for which the student can provide documentary evidence which satisfies the Director, Student**

Administration Unit or Subject Coordinator that the commitment could not be undertaken outside the examination period.

(3) Unacceptable grounds for serious individual scheduling difficulty requests include:

- (a) holiday arrangements;
- (b) sport and leisure activities other than those specified in Rule 9.1.5(2)(b);
- (c) travel arrangements other than for approved overseas study;
- (d) **the normal demands of employment work commitments.**

9.2.3 Students have responsibility for ensuring that clashes and potential clashes in their examination timetable are identified and for advising:

- (a) the Director, Student Administration Unit for centrally conducted examinations; or
- (b) the Subject Coordinator for faculty-based examinations;

of serious individual scheduling difficulties arising from the examination timetable **at least ten working days prior to the commencement of the examination period.**

9.3.10 A period of 10 minutes at the start of the scheduled time of the examination may be designated by the ~~examination supervisor~~ **Subject Coordinator** as reading time. Writing is not permitted during reading time.

Schedule 1 — Definitions

alternative examinations mean exams for students who have an approved special consideration application to sit the exam at a different time/date from the main exams for centrally conducted exams or at a time designated by the faculty for faculty-based exams. These are held after the main exams during the alternative exam period.

examination periods means:

- (1) the official examination period as approved by Academic Board for centrally conducted examinations; or
- (2) examination periods approved by the Director, Student Administration Unit for centrally conducted examinations; or
- (3) examination periods approved by** the Subject Coordinator for faculty-based examinations to be held at other times as required and published in accordance with [Rule 9.1](#).

rescheduled examinations mean exams for students who have an approved special consideration application to sit the exam at a different time/date from the main exam. These are taken during the official assessment period.

~~Result Ratification Committee (RRC) means a committee (or committees) established by each Faculty Board to review final assessment results for subjects that are the responsibility of the faculty and to approve the release and publication by the Provost of those final assessment results.~~

Schedule 2 — Results and grades (Repealed)

Note: Schedule 2 of the UTS Student Rules was repealed and replaced by appendix A in the [Coursework Assessments Policy](#) on 1 January 2018 (COU17-4/80, AB/17-3/52).

Grade	Mark Range	Grade-Point-Average ^[1] Score	Descriptor
High-Distinction	85–100	4	Work of outstanding quality on all objectives of the subject, which may be demonstrated by means of criticism, logical argument, interpretation of materials or use of methodology. This grade may also be given to recognise particular originality or creativity.
Distinction	75–84	3.5	Work of superior quality on all objectives, demonstrating a sound grasp of content, together with efficient organisation and selectivity.
Credit	65–74	2.5	Work of good quality showing more than satisfactory achievement on all objectives, or work of superior quality on most of the objectives.
Pass	50–64	1.5	Work showing a satisfactory achievement on the overall objectives of the subject.
Pass — Not-Graded		n/a ^[2]	Work showing a satisfactory achievement on the overall objectives of the subject.
Satisfactory		n/a	Awarded for projects or theses.

Fail (X)		0.5	Unsatisfactory performance in a compulsory component of the subject.
Fail	0–49	0.5	Unsatisfactory performance in one or more objectives of the subject as contained within the assessment items.
Other notations			
Industrial experience			Professional experience/industrial training. A number may appear next to this grade to indicate the level of industrial experience.
Withdrawn			Granted withdrawal from a subject without academic fail after the due date.
Withdrawn-Fail			Withdrawn after the due date.
Administrative notations — results not finalised			
E			Grade not submitted.
Q			Result pending the completion of a project, clinical practicum or field excursion where the student has not completed assessment task(s) by the end of the teaching period.
T	45–49		Formal supplementary examination to be completed within a designated examination period before a grade can be awarded.
W			Result withheld. The Result

			<p>Ratification Committee may determine that supplementary assessments are required, or that alternative examiners and/or alternative assessments are required because of misadventure.</p>
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- ~~1. The Grade Point Average is an internationally recognised measure of a student's academic achievement in a course. The Grade Point Average is the average of all grades achieved by a student in a course of study weighted by the credit point value of each subject approved by Academic Board.~~
- ~~2. Not applicable.~~