



University of Technology, Sydney

Pursuant to clause 44 in division 3, part 4 of the By-law, the following rule changes made by the Council take effect from 25 October 2007.

## RULE CHANGES APPROVED BY COUNCIL

At its meeting 07/5 on 24 October 2007, Council resolved

### COU/07-5/111

That:

Council approve the amendments to Rule 7.5 and 7.6 of the Student and Related Rules as follows (additions underscored, deletions in ~~striketrough~~):

## SECTION 7 – ENROLMENT

### 7.5 Variation of enrolment

- 7.5.1 A student who wishes to vary enrolment in subjects in his or her approved program of study must complete the Variation of Enrolment processes as prescribed by the Registrar.
- 7.5.2 The standard schedule of dates for Variation of Enrolment is as follows:
- (1) For subjects conducted in standard semester teaching periods:
    - (a) the last day for addition of a subject is the end of the second week of the semester;
    - (b) the last day for ~~deletion of~~ withdrawal from a subject is the census date for the semester;
    - ~~(c) the last day for withdrawal from a subject without academic penalty (i.e. recorded as result of 'Withdrawn') is the end of the sixth week of the semester;~~
    - (c) withdrawal from a subject after the ~~sixth week of~~ census date for the semester will be recorded as a result of 'Withdrawn Fail'.
  - (2) Any variation to the standard schedule of dates for Variation of Enrolment processes for particular courses, particular subjects or particular groups of students will be notified to students by the relevant faculty and in accordance with Rule 3.7.
  - (3) For subjects conducted in other than standard semester teaching periods the schedule of dates for Variation of Enrolment shall be prescribed and published by the Registrar.
- 7.5.3 Enrolment in a subject after the last date for addition of a subject will be permitted only in exceptional circumstances and only with permission of the relevant Responsible Academic Officer.
- 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 the ~~last date for withdrawal without academic penalty~~ 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 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, the student is expected to complete the assessment requirements for that subject.
- 7.5.6 A student who, in the opinion of a Result Ratification Committee, has ceased to attend and/or participate in subject(s) in a course and has not sought permission to withdraw, may be withdrawn from these subject(s) by the Registrar on the recommendation of the Result Ratification Committee.

## **7.6 Leave of absence**

- 7.6.1 Leave of absence requirements for graduate research students are provided for in Section 11 (Graduate Research Study).
- 7.6.2 An undergraduate or graduate coursework student who wishes to withdraw temporarily from a course must lodge an application for leave of absence on the appropriate form and in accordance with procedures prescribed by the Registrar.
- 7.6.3 Applications for leave of absence are normally made prior to the start of the first teaching period for which leave is being sought and must be received no later than the ~~last date for deletion of a subject~~ census date for the teaching period (refer Rule 7.5.2).
- 7.6.4 Leave of absence will not normally be granted unless the student has completed satisfactorily the requirements of at least one subject of the course.
- 7.6.5 Leave of absence from enrolment in a specific course shall not normally be granted for a total period exceeding two (2) years.
- 7.6.6 A student resuming a course after a period of approved leave of absence shall be subject to the course requirements in operation at the time of resumption of study and will be required to re-enrol as directed by the Registrar.