

## 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 19/2 meeting on 17 April 2019, Council approved the following amendments to the UTS Rules:

### **COU/19-2/34**

Council resolved to:

...

.2 approve the proposed amendments to Student Rules Sections 3, 5 and 6 and Schedule 1 as detailed in Attachment 1 of Document 5.6;

.3 approve the proposed amendments to Student Rules Schedule 1 as detailed in Attachment 2 of Document 5.6;

...

### **COU/19-2/37**

Council resolved to:

...

.3 approve the changes to the UTS Student Rules as detailed in **Attachment 2**;

...

Minor administrative changes were made under Standing Delegation 3.14.2 to the approved Rules. An amendment to Rule 13.2.1(1) to refer to the new Admissions and Recognition of Prior Learning Policy is incorporated in the approved amendments and shown below in yellow highlight.

## THE APPROVED AMENDMENTS TO THE UTS RULES ARE PROVIDED BELOW

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

## STUDENT RULES

### Section 3 — Course and subject requirements

[...]

#### 3.2 General course requirements

[...]

3.2.2 Course requirements, including **admissions standards**, course structures and arrangements for courses, are published in the *UTS: Handbook* and are authoritative as at the time of publication. The University reserves the right to phase out, discontinue, review or vary course requirements, **admissions standards** and arrangements for courses at any time.

[...]

**3.2.5 In addition to, or as part of, specific course and subject requirements, the Provost or the Deputy Vice-Chancellor (Education and Students) may approve mandatory training as part of the University's role in supporting students to develop further awareness or technical training, enhance literacy and numeracy proficiency, or to manage student safety and health.**

**3.2.6 Mandatory training approved under Rule 3.2.5 may be considered a progression requirement for all students or identified student cohorts and subject to Section 10 of the Student Rules.**

[...]

#### 3.7 Subject requirements

[...]

**3.7.5 For all UTS subjects, the credit point value must be a whole number and must be delivered in a single teaching period (as defined in Schedule 1), noting that teaching periods do not include the completion of related administrative matters (including finalisation of grades and appeals or professional practice placements that extend beyond a teaching period).**

**3.7.6 In determining the credit point value for each subject, faculties will take account of the total student workload (in the form of the various teaching and learning requirements) of the subject, including all online and face-to-face participation, projects, essays, independent and library study, preparation for class, collaborative work and any other teaching/learning strategies appropriate to the given discipline or subject.**

[...]

### Section 5 — Admission

#### 5.1 General

5.1.1 Subject to these Rules, admission to courses will be made in accordance with **the Admissions Policy**

- **Admissions and Recognition of Prior Learning Policy**; ~~the~~
- Admissions Procedures;<sup>7.1</sup>
- **Recognition of Prior Learning Procedures**; ~~the~~
- English Language Policy;<sup>7.1</sup> and ~~the~~
- Register of Admissions Standards (approved by Academic Board from time to time).

**5.1.2 UTS outlines its general admission and readmission requirements in the Admissions and Recognition of Prior Learning Policy and the Admissions Procedures.**

[...]

**5.3 Offer of admission**

[...]

5.3.4 Any offer of admission to or enrolment in a course that is made conditional upon the provision of relevant academic or personal information (including information relating to a student's status as a Genuine Temporary Entrant and Genuine Student as required by the Department of **Immigration and Border Protection**~~Home Affairs~~) may be withdrawn in accordance with Rule 5.6 if the required information is not provided to the University within the time specified by the University.

**5.4 Acceptance of offer**

5.4.1 Applicants who wish to accept an offer of admission to a course must do so in the way prescribed in the offer document. **For domestic students, w**~~When~~ that acceptance is received by the University, the student will be deemed to have been admitted to the course and will be provided with information on enrolment procedures. **For international students, when the acceptance is confirmed by the University, the student will be deemed to have been admitted to the course and will be provided with information on enrolment procedures.**

[...]

**5.5 Deferral of commencement**

[...]

5.5.3 An application for a deferral **for eligible courses** must be made ~~in writing to~~ **the via the process approved by the** Director, Student Administration Unit (or nominee) by the specified closing date.

5.5.4 An applicant who has had a deferral of commencement approved ~~must reapply in accordance with procedures specified from time to time and in accordance with the normal timeframes for admission and commencement of study~~ **will automatically be made a new offer of admission** at the end of the deferral period. **Offers are normally made to the same course from which the student has deferred, or to a similar course where the original offering is no longer available.**

[...]

## 5.6 Refusal of application, withdrawal of offer of admission and cancellation of admission or enrolment

5.6.1 The University reserves the right to refuse an application for admission, withdraw an offer of admission or cancel the application or student's admission or enrolment in cases where:

[...]

(5) the University is not satisfied that an applicant or student **intending to apply for a student visa** meets the Genuine Temporary Entrant and/or Genuine Student requirements set by the Department of ~~Immigration and Border Protection~~ **Home Affairs**; or

[...]

5.6.3 An applicant or student whose application was refused, whose offer was withdrawn **(except in the case of 5.6.1(5))**, or whose admission or enrolment was cancelled under Rule 5.6.1 shall be excluded from applying for admission to the University for a period of one academic year and may not apply for or enrol in any subjects or courses at the University during the period of exclusion.

[...]

### 5.6.5 Appeal

[...]

(2) An appeal must be in writing, specify and substantiate the grounds of the appeal and be lodged with the Director, Student Administration Unit **(or nominee)** within 20 working days of the date of notification.

[...]

## 5.7 Requirements for admission

5.7.1 To be eligible for admission to a **UTS** course, an applicant for admission:

(1) must satisfy the general requirements for admission to that course as prescribed in the ~~Admissions Policy~~ **Admissions and Recognition of Prior Learning Policy**;

(2) must satisfy the language requirements if applicable for that course as prescribed in the ~~Admissions Policy~~ **Admissions and Recognition of Prior Learning Policy**;

(3) must satisfy the University that he or she meets the Genuine Temporary Entrant and/or Genuine Student requirements set by the relevant Commonwealth Government department **if they wish to apply for a student visa**; and

[...]

5.7.3 ~~Notwithstanding Rules 5.7.1(1), 5.7.1(2), 5.7.1(5), 5.7.1(7), 5.7.1(8) and 5.8,~~ Academic Board may approve, **in exceptional circumstances**, admission for any applicant who, in the opinion of the Board, has reached an acceptable standard **but**

does not satisfy the requirements of Rules 5.7.1(1), 5.7.1(2), 5.7.1(5), 5.7.1(7), 5.7.1(8) and 5.8. Justification must be provided for consideration by the Board.

5.7.4 For avoidance of doubt, Academic Board may not approve an applicant for admission who fails to satisfy the requirements of Rules 5.7.1(3), 5.7.1(4) or 5.7.1(6).

[...]

## **Section 6 — ~~Credit recognition~~ Credit and recognition of prior learning**

### **6.1 ~~General~~ Credit points**

**6.1.1 The structure of UTS coursework and award courses is based on a standard measure as defined in these Rules.**

**6.1.2 UTS courses comply with the Australian Qualifications Framework (AQF) and the terminology below reflects that Framework. UTS may use different terminology for some types of courses but each course will be identified as one of the categories with the identified credit point requirements below. At UTS:**

- (1) a Diploma is between 48 and 96 credit points (1 to 2 EFTSL);**
- (2) an Advanced Diploma is 72 or 96 credit points (1.5 or 2 EFTSL);**
- (3) a Bachelor degree is 144, 192 or 240 credit points (3, 4 or 5 EFTSL);**
- (4) a Bachelor combined degree is between 192 and 288 credit points (4 to 6 EFTSL);**
- (5) a Bachelor Honours degree is 48 credit points (1 EFTSL) and follows, or may be embedded in, an undergraduate degree;**
- (6) a Graduate Certificate is normally 24 credit points (.5 EFTSL) but may be between 24 and 48 credit points (.5 to 1 EFTSL) where approved by Academic Board as a special AQF-compliant case;**
- (7) a Graduate Diploma is normally 48 credit points (1 EFTSL) but may be between 48 and 96 credit points (1 to 2 EFTSL) where approved by Academic Board as a special AQF-compliant case;**
- (8) a Masters degree (Coursework) is normally 72 credit points (1.5 EFTSL) but may be between 48 and 96 credit points (1 to 2 EFTSL) where approved by Academic Board as a special AQF-compliant case; UTS Masters degrees using 'Advanced', 'Extension' or similar approved nomenclature fall into this category and would normally be 96 credit points;**
- (9) a Masters degree (Extended), having a specific professional practice use as allowed under the AQF, is between 144 and 192 credit points (3 to 4 EFTSL);**
- (10) a Masters combined degree is between 96 and 144 credit points (2 to 3 EFTSL).**

**6.1.3 Academic Board may approve AQF-compliant variations to the credit point requirements in exceptional circumstances. Any proposal for a credit point structure that does not meet the standard requirements of the Framework must justify the length of the course in terms of students' achievement of the award level's learning outcomes as prescribed by the AQF.**

**6.1.4 Some graduate research degrees have a coursework component. This coursework component must be no greater than one-third of the total course requirements. For example, in a graduate research degree with a duration of three years full-time study, the coursework component should be no greater than one EFTSL (48 credit points) in total.**

**6.1.5 Coursework components of graduate research degrees will consist of subjects that have credit points allocated in the normal way. The research component will consist of a time-based subject with an allocation of time, rather than credit points, as a measure of workload.**

## **6.2 Recognition of prior learning**

~~6.1.2.1~~ Subject to these Rules, ~~Credit recognition~~ **recognition of prior learning** in UTS undergraduate or graduate coursework programs of study will be undertaken in accordance with the ~~Credit Recognition~~ **Admissions and Recognition of Prior Learning** Policy approved by Academic Board from time to time.

~~6.2.1.2~~ In ~~recognising credit~~ **managing recognition of prior learning**, faculties shall:

**(1) may recognise prior learning as credit points or via subject substitution as appropriate;**

**(2) will** have due regard to the academic standards of the University and the principles of equity;

**(3) will ensure all award requirements, including professional recognition requirements, are fulfilled, regardless of the nature or amount of credit recognised;**

**(4) will only approve prior learning where the knowledge or skills are current and course relevant.**

~~6.2.1.3~~ Determination of eligibility for ~~credit recognition~~ **recognition of prior learning** in a particular course does not imply or guarantee that a place is available in that course for the particular applicant.

**6.2.4 Prior learning may only be recognised once in any individual UTS course and may not be used again as recognition for another subject or course component in the same course of study.**

**6.2.5 The relevant Responsible Academic Officer is authorised to approve recognition of prior learning and subject substitution.**

### **6.2.3 Review of decision**

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

- (1) the decision was based on a serious misunderstanding by the University of the substance or content of the applicant's prior learning; or
- (2) procedural irregularities of a type and to an extent that are likely to have had a significant negative impact on the decision; or
- (3) a mistake was made in the assessment of subject equivalence and calculation of the credit points recognised.

6.2.3.2 Such requests must be made in writing, be accompanied by relevant supporting documentation and be lodged with the Responsible Academic Officer of the relevant faculty within 20 working days of the original notification of decision.

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

6.2.3.4 The Responsible Academic Officer will notify the student in writing with the outcome of the review.

### **6.34 Course requirements**

6.34.1 Where credit towards a course has been approved in recognition of a student's 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 Director, Student Administration Unit (or nominee) who shall ensure that it is recorded and used as the basis for determining the student's academic progress and completion of course requirements.

6.34.2 Subject to legislative requirements, in exceptional circumstances, and on a case-by-case basis, the Responsible Academic Officer may approve an application from a student to have previously approved ~~credit recognition~~ **recognition of prior learning** rescinded.

**6.4.3 Subjects from undergraduate courses will only be accepted for credit towards graduate courses if Academic Board has approved the provision as part of an accredited course or, in exceptional circumstances, the faculty board has approved the individual request for credit recognition (within the prescribed limits).**

**6.4.4 In cases where the applicant was previously a UTS student and enrolling in a new version of the course or its equivalent, the Responsible Academic Officer can approve recognition of prior learning beyond the limits outlined in Rule 6.1.4, but within any requirements set by the relevant Faculty Board.**

### **6.5 Credit for professional experience**

**6.5.1 Credit points associated with professional experience subjects must conform to the work experience in industry requirements of the Higher**

**Education Support Act 2003 (Cwlth) (the Act) and the associated Administration Guidelines 2012 (Cwlth) (the Guidelines).**

**6.5.2 University-supported Work Experience in Industry (WEI) subjects, as defined by the Act and Guidelines, are to be allocated a credit point value. A WEI subject is deemed to be 'supported' if all of the following are performed by UTS staff or persons engaged by UTS:**

- **interaction between the supervisor and the student, which may include site visits; and**
- **organisation of student placements; and**
- **ongoing monitoring of student work and progress; and**
- **assessment of the student learning and performance during the placement.**

**Note that the University cannot charge a student contribution amount or tuition fee for 'unsupported' WEI subjects which do not have a credit point value.**

[...]

## **13.2 Completion of requirements**

### **13.2.1 Coursework**

(1) Coursework students must have:

[...]

(c) satisfied the requirements of the **Credit Recognition Admissions and Recognition of Prior Learning** Policy in relation to the limit of approved credit where credit has been recognised.

[...]

## **Schedule 1 – Definitions**

[...]

**Bachelor degree** means a course of study with learning outcomes at Level 7 of the Australian Qualifications Framework. The Bachelor degree qualifies individuals who apply a broad and coherent body of knowledge in a range of contexts to undertake professional work and as a pathway for further learning. **Some** Bachelor degrees may be offered as a combined degree which **normally** consists of components of two degrees. **Combined degrees and** may, but need not, enable a student to graduate with both degrees in a shorter time than required to complete both degrees independently. **Combined bachelor degrees will typically consist of two bachelor degrees, but may sometimes consist of a bachelor degree and a diploma course or of two bachelor degrees and a diploma course.**

[...]



**Doctoral degree** means a course of study with learning outcomes at Level 10 of the Australian Qualifications Framework. The Doctoral degree qualifies individuals who apply a substantial body of knowledge to research, investigate and develop new knowledge, in one or more fields of investigation, scholarship or professional practice. **Doctoral degrees can include a Doctor by research or a Doctor by research with a coursework component. The coursework component should make up no more than one-third of the total course requirement.**

[...]

**Level means the relative complexity or level of difficulty of a course or subject. Levels provide an agreed standard of what a student is expected to know and be able to do upon completion of a course or subject.**

[...]

**Masters degree (Coursework)** means a course of study at Level 9 of the Australian Qualifications Framework. The Masters degree (Coursework) qualifies individuals who apply an advanced body of knowledge in a range of contexts for professional practice or scholarship and as a pathway for further learning. **Masters degree (Coursework) may be offered as a combined degree which normally consists of components of two masters degrees. Combined Masters degrees (Coursework) may, but need not, enable a student to graduate with both degrees in a shorter time than required to complete both degrees independently.**

[...]

**Masters degree (Research)** means a course of study at Level 9 of the Australian Qualifications Framework. The Masters degree (Research) qualifies individuals who apply an advanced body of knowledge in a range of contexts for research and scholarship and as a pathway for further learning. **A Masters degree (Research) may also have a coursework component. The coursework component should make up no more than one-third of the total course requirement.**

[...]

**credit recognition-recognition of prior learning (RPL)** means the range of processes by which students may have previous learning recognised for credit in their courses.

[...]

**Responsible Academic Officer (RAO)** means a member of academic staff appointed as such by ~~the Vice-Chancellor or the Provost on the advice of the~~ a Dean, **Director of a Centre or Director of an Institute** and such other persons as the Vice-Chancellor approves. **A Dean, Director of a Centre or Director of an Institute that approves the appointment of an RAO also carries the same responsibility and can act as an RAO.**