UTS
UNIVERSITY OF TECHNOLOGY SYDNEY

THINK.
CHANGE.
DO

CALENDAR
2016

INTRODUCTION

UTS profile 3
Strategic plan 3
Calendar of dates 4

GOVERNANCE AND ORGANISATION 8

TEACHING AND RESEARCH..... 52

SERVICES AND FACILITIES..... 63

LEGISLATION..... 71

UTS RULES 107

Disclaimer

This publication contains information current at December 2015. Changes in circumstances after this date may impact upon the accuracy or currency of the information. The University takes all due care to ensure that the information contained here is accurate, but reserves the right to vary any information described in this publication without notice. Readers are responsible for verifying information that pertains to them by contacting the University.

Editorial and production

Corporate Information
Governance Support Unit
Division of the Deputy Vice-Chancellor and Vice-President (Corporate Services)

Cover

Photography: A Zhu
Design: Marketing and Communication Unit
Division of the Deputy Vice-Chancellor and Vice-President (Corporate Services)

Copyright

© All rights reserved. No part of this publication may be reproduced in any form by any process, electronic or otherwise, without the prior written permission of the University of Technology Sydney, except as permitted by the *Copyright Act 1968* (Cwlth).

UTS PROFILE

On 26 January 1988 — with the commencement of the University of Technology, Sydney Act — the former New South Wales Institute of Technology became the University of Technology, Sydney.

The New South Wales Institute of Technology was established in 1964. The School of Design of the former Sydney College of the Arts was incorporated into the institute on 25 January 1988.

On 1 January 1990, the Institute of Technical and Adult Teacher Education and the Kuring-gai College of Advanced Education were amalgamated with the existing University of Technology, Sydney to form the current UTS.

On 1 August 2015, the comma was removed from the University's title to become the University of Technology Sydney.

UTS is committed to freedom of inquiry; equality of opportunity; the pursuit of excellence in teaching, research and scholarship; and interaction with industry.

The purpose of the University is outlined in the *University of Technology Sydney Act 1989* (NSW) and in the constitutions of its controlled entities.

UTS is part of the Australian Technology Network of universities: a group of five leading Australian universities committed to working with industry and government, using the latest technologies to deliver practical and professional courses.

The University has a distinct model of learning, strong research performance and a leading reputation for engagement with the community, industry and the professions.

STRATEGIC PLAN

The vision, objectives and priorities of the University are set out in the UTS Strategic Plan 2009–2018.

UTS's vision is to be a world-leading university of technology. This requires UTS to have a national and international reputation for outstanding teaching and learning, a strong research performance, and enduring relationships with the professions, industry and the community.

To support its vision and reputation, UTS has established four key objectives:

1. Inspire graduate success: Engage our students in creative and inspiring learning that enables them to build strong professional identities, future-focused graduate capabilities and global citizenship.
2. Enhance our research performance: Increase the scale, quality and impact of research in our discipline fields.
3. Connect and engage: Leverage our environment to connect students, staff, alumni, industry and the community to create sustained opportunities for collaborative learning, innovative research and enduring relationships.
4. Adapt and thrive: Lead UTS into a sustainable future; fostering creativity, agility and resilience in our people, processes and systems.

An important part of the strategic plan is the statement of UTS values: discover, engage, empower, deliver and sustain. These values guide the behaviours that support UTS in achieving its vision.

CALENDAR OF DATES

January

1 Enrolment period for new graduate research students for Autumn session commences (to 31 March)

1 New Year's Day — public holiday

1 Start of Autumn session for graduate research students

4 Due date for payment of fees for continuing international students for Summer session 2015/16

4 Due date for payment of fees for domestic fee-paying students for Summer session 2015/16

4 Due date for payment of upfront or partial contributions for students in Commonwealth-supported places for Summer session 2015/16

4 Summer session 2015/16 classes recommence (to 29 January)

5 Enrolment of new students for Autumn session 2016 commences (to 29 March)

5 Supplementary centrally conducted examinations (Spring session 2015 results)

5 UAC January round 1 undergraduate offers e-released (from 7.30am)

5 UTS Info Day, City campus, Broadway (10am to 3pm)

6 Closing date (midnight) for UAC change of preference for main round (January round 2) undergraduate offers

6 Closing date (midnight) for UAC Equity Scholarships applications for main round (January round 2) offers

6 Closing date for Commonwealth Learning Scholarships for main round UAC offers

6 Last day to lodge application for review of final assessment result for Spring session 2015

8 Census date for Summer session 2015/16 subjects — last day to enrol or withdraw from subjects

8 Release of results for December session 2015

19 Deadline for continuing students to re-enrol in subjects for 2016 — late enrolment fee of $250 applies from 20 January

20 Last day to submit appeal against exclusion from Spring session 2015

20 Main round (January round 2) UAC undergraduate offers e-released (from 6pm)

25 February session commences (ends 4 March)

26 Australia Day — public holiday

26 NSW public school holidays end (commenced 21 December 2015)

27 Closing date (midnight) for UAC change of preference for February round 1 UAC undergraduate offers

29 Closing date for applications for direct admission for specified undergraduate courses, and for remaining honours courses, non-award and cross-institutional enrolment in Autumn session 2016

29 Closing date for applications for UTS EAP Housing Scholarship (Sports Scholarships)

29 Closing date for applications for UTS Elite Athlete Program renewal for continuing students (Sports Scholarships)

29 Final closing date for local postgraduate coursework applications for Autumn session 2016

29 Summer session 2015/16 teaching ends for subjects with centrally conducted examinations (commenced 30 November 2015)

30 Centrally conducted examinations for Summer session 2015/16 commence (end 5 February)

February

1 Due date for payment for February session subjects

2 UAC February round 1 undergraduate offers e-released (from 6pm)

5 Census date for February session subjects — last day to enrol or withdraw from subjects

5 Centrally conducted examinations for Summer session 2015/16 end (commenced 30 January)

6 Closing date (midnight) for UAC change of preference for February round 2 undergraduate offers

9 UAC February round 2 undergraduate offers e-released (from 7.30am)

17 Release of results for Summer session 2015/16

17 Council

22–26 Orientation and preparation week for Calendar B Autumn session (Graduate School of Health/Teacher Education)

26 Closing date for applications for UTS Elite Athlete Program (Sports Scholarships)

26 Due date for payment of tuition fees for continuing international students for Calendar B Autumn session (Graduate School of Health/Teacher Education)

26 Last date to apply for name change (for graduation program and on-stage pronunciation) and pay outstanding fees/fines owed to UTS for graduation at Autumn 2016 graduation ceremonies

29 Calendar B Autumn session (Graduate School of Health/Teacher Education) classes commence

March

2 Last date for students to have a status of passed displayed in MyStudentAdmin for graduation at Autumn 2016 graduation ceremonies

2 Last day to lodge an application for review of final assessment result for Summer session 2015/16

4 February session ends (commenced 25 January)

7 Last day to be admitted to a course or enrol in (add) subjects for Calendar B Autumn session (Graduate School of Health/Teacher Education)

7–18 Orientation and preparation week for Autumn session (all courses except Calendar B Autumn session (Graduate School of Health/Teacher Education)

10 Graduation registration opens (closes 23 March)

11 Release of results for February session

14 March session commences (ends 22 April)

16 ActivateUTS O'day, City campus

18 ActivateUTS Summerfest, City campus

18 Due date for payment of fees for continuing international students for Autumn session and Calendar B Autumn session (Graduate School of Health/Teacher Education)

18 Due date for payment of fees for March session subjects for all students

18 Council (reserve)

21 Autumn session classes commence (all courses except Calendar B Autumn session (Graduate School of Health/Teacher Education)

21 UTS Careers Fair

23 Census date for March session subjects — last day to enrol or withdraw from subjects

23 Graduation registration closes (opened 10 March)

25 Good Friday — public holiday

28 Easter Monday — public holiday

29 Enrolment of new students for Autumn session 2016 ends (commenced 5 January)

29 Last day to be admitted to a course or enrol in (add) subjects for Autumn session (all courses except Calendar B Autumn session (Graduate School of Health/Teacher Education)

29 Last day to lodge an application for review of final assessment result for February session

30 Academic Board

31 Closing date for applications for admission to postgraduate research courses from international students for Spring session 2016

31 Enrolment of new graduate research students for Autumn session ends (commenced 1 January)

April

1 Applications for internal course transfer for Spring session 2016 open (close 30 June)

1 Due date for payment of fees for domestic fee-paying students for Autumn session and Calendar B Autumn session (Graduate School of Health/Teacher Education)

1 Due date for payment of upfront or partial contributions for students in Commonwealth-supported Places for Autumn session and Calendar B Autumn session (Graduate School of Health/Teacher Education)

11 Census date for Autumn session and Calendar B Autumn session (Graduate School of Health/Teacher Education) subjects — last day to withdraw from coursework subjects or apply for leave of absence

11–22 NSW public school holidays

13 Council

20 Graduation ceremonies, City campus, commence (end 4 May)

22 Due date for payment of Student Services and Amenities Fee for Commonwealth-supported, domestic fee-paying and international coursework students for Autumn session (including Calendar B Autumn session)

22 March session ends (commenced 14 March)

25 ANZAC Day — public holiday

25–29 StuVac for Autumn session and Calendar B Autumn session (Graduate School of Health/Teacher Education)

29 Release of results for March session

May

2 May session commences (ends 10 June)

4 Graduation ceremonies, City campus, end (commenced 20 April)

9 Due date for payment for May session subjects

13 Census date for graduate research degree thesis subjects

13 Census date for May session subjects — last day to enrol or withdraw from subjects

13 Examination timetable for centrally conducted examinations available for Autumn session and Calendar B Autumn session (Graduate School of Health/Teacher Education)

13 Last day for graduate research students to lodge an application to change attendance pattern, withdraw, or take leave of absence from thesis subjects for Autumn session

13 Last day to lodge an application for review of final assessment result for March session

20 Due date for payment of Student Services and Amenities Fee for all domestic and international higher degree research students for Autumn session

31 Closing date for domestic postgraduate research degree applications for Spring session 2016

31 First round closing date for local postgraduate coursework applications for Spring session 2016

June

1 Academic Board

9 Enrolment of new students for Spring session 2016 commences (to 8 August)

10 Final closing date (midnight) for undergraduate UAC applications for Spring session 2016

10 Last teaching day of Autumn session and Calendar B Autumn session (Graduate School of Health/Teacher Education)

10 May session ends (commenced 2 May)

13 Queen's Birthday — public holiday

13–17 StuVac for Autumn session and Calendar B Autumn session (Graduate School of Health/Teacher Education)

15 Closing date for applications for admission to undergraduate and postgraduate coursework from international students for Spring session 2016

15 Council

17 Release of results for May session

18 Final Assessment Period commences (ends 2 July) for Autumn session and Calendar B Autumn session (Graduate School of Health/Teacher Education) — includes centrally conducted examinations

20 July session commences (end 29 July)

24 Closing date for international exchange outbound applications for Autumn session 2017

30 Closing date for applications for internal course transfer for Spring session 2016 (opened 1 April)

30 Closing date for direct applications for specified undergraduate courses and for non-award and cross-institutional enrolment in Spring session 2016

30 Final closing date for local postgraduate coursework applications for Spring session 2016

30 International graduation ceremonies (offshore) commence (end 2 July)

30 Last day of Autumn session for graduate research students

July

1 Enrolment period for new graduate research students for Spring session 2016 commences (to 31 August)

1 Last day to lodge an application for review of final assessment result for May session

1 Start of Spring session for graduate research students

2 Final Assessment Period ends (commenced 18 June) for Autumn session and Calendar B Autumn session (Graduate School of Health/Teacher Education) — includes centrally conducted examinations

2 International graduation ceremonies (offshore) end (commenced 30 June)

4–15 NSW public school holidays

8 Due date for payment for July session subjects

8 Farewell ceremony for international students completing studies in Autumn session 2016

13 Census date for July session subjects — last day to enrol or withdraw from subjects

13 UAC undergraduate offers for Spring session 2016 e-released (from 7.30am)

18 Release of results for Autumn session and Calendar B Autumn B session (Graduate School of Health/Teacher Education)

20 Undergraduate UAC offers for Spring session 2016 e-released (for TAFE applicants completing TAFE qualifications mid-year) (from 7.30am)

25–29 Orientation and Preparation Week for Spring session and Calendar B Spring session (Graduate School of Health/Teacher Education)

26–27 Supplementary centrally conducted examinations for Autumn session

27 Academic Board

29 Due date for payment of fees for continuing international students for Spring session and Calendar B Spring session (Graduate School of Health/Teacher Education)

29 July session ends (commenced 20 June)

29 Last date to apply for name change (for graduation program and on-stage pronunciation) and pay outstanding fees/fines owed to UTS for graduation at Spring 2016 graduation ceremonies

August

1 Last day to lodge an application for review of final assessment result for Autumn session and Calendar B Autumn session (Graduate School of Health/Teacher Education)

1 Spring session classes commence (includes Calendar B Spring session (Graduate School of Health/Teacher Education))

3 Applications open for Commonwealth Learning Scholarships for 2017

3 Applications open for undergraduate courses for 2017

3 Applications open for UTS Equity Scholarships for 2017

4 ActivateUTS Clubs Day

5 Release of results for July session

8 Enrolment of new students for Spring session 2016 ends (commenced 9 June)

8 Last day to be admitted to a course or to enrol in (add) subjects for Spring session (includes Calendar B Spring session (Graduate School of Health/Teacher Education))

tba UTS Internship Fair

10 Last date for students to have a status of passed displayed in MyStudentAdmin for graduation at Spring 2016 graduation ceremonies

12 ActivateUTS Winterfest

15 August session commences (ends 23 September)

16 Due date for payment of fees for domestic fee-paying students for Spring session and Calendar B Spring session (Graduate School of Health/Teacher Education)

16 Due date for payment of upfront or partial contributions for students in Commonwealth-supported places for Spring session and Calendar B Spring session (Graduate School of Health/Teacher Education)

17 Council

18 Graduation registration opens (closes 2 September)

19 Last day to lodge an application for review of final assessment result for July session

20 Closing date for International Postgraduate Research Scholarships (IPRS)

22 Due date for payment for August session subjects

26 Census date for Spring session, Calendar B Spring session (Graduate School of Health/Teacher Education) and August session subjects — last day to withdraw from coursework subjects or apply for leave of absence

27 UTS Open Day, City campus

31 Enrolment of new graduate research students for Spring session 2016 ends (commenced 1 July)

September

1 Applications for internal course transfer for Autumn session 2017 open (close 15 December)

2 Graduation registration closes (opened 18 August)

7 Due date for payment of Student Services and Amenities Fee for all Commonwealth-supported, domestic fee-paying and international coursework students for Spring session (includes Calendar B Spring session (Graduate School of Health/Teacher Education))

7 Academic Board

8 Applications open for direct admission for specified undergraduate courses, and for honours courses, non-award and cross-institutional enrolment for Autumn session 2017

8 Applications open for postgraduate coursework programs for 2017

12–16 StuVac for Spring session (all courses except Calendar B Spring session (Graduate School of Health/Teacher Education))

23 August session ends (commenced 15 August)

23 Examination timetable for centrally conducted examinations available for Spring session (all courses except Calendar B Spring session (Graduate School of Health/Teacher Education))

26 Graduation ceremonies, City campus, commence (end 4 October)

26 NSW public school holidays commence (end 7 October)

26–30 StuVac for Calendar B Spring session (Graduate School of Health/Teacher Education)

30 Closing date for applications for admission to postgraduate research courses from international students for Autumn session 2017

30 Closing date for on-time undergraduate UAC applications (late application fees apply for Autumn session 2017 after this date)

30 Release of results for August session

October

3 Labour Day — public holiday

3 October session commences (ends 11 November)

4 Graduation ceremonies, City campus, end (commenced 26 September)

7 NSW public school holidays end (commenced 26 September)

10 Due date for payment for October session subjects

12 Council

14 Census date for graduate research degree thesis subjects

14 Census date for October session subjects — last day to enrol or withdraw from subjects

14 Examination timetable for centrally conducted examinations available for Calendar B Spring session (Graduate School of Health/Teacher Education)

14 Last day for graduate research students to lodge an application to change attendance pattern, withdraw, or take leave of absence from thesis subjects for Spring session

17 2017 University timetable published online

17 Last day to lodge an application for review of final assessment result for August session

21 Due date for payment of Student Services and Amenities Fee for all domestic and international higher degree research students for Spring session 2016

21 Last teaching day of Spring session (all courses except Calendar B Spring session (Graduate School of Health/Teacher Education))

24–28 StuVac for Spring session (all courses except Calendar B Spring session (Graduate School of Health/Teacher Education))

29 Final assessment period commences (ends 12 November) for Spring session (all courses except Calendar B Spring session (Graduate School of Health/Teacher Education)) includes centrally conducted examinations

31 Closing date for Australian Postgraduate Awards and University doctoral scholarships

31 Closing date for postgraduate research degree applications for Autumn session 2017

31 First-round closing date for local postgraduate coursework applications for Autumn session 2017

November

11 Last teaching day of Calendar B Spring session (Graduate School of Health/Teacher Education)

11 October session ends (commenced 3 October)

12 Final assessment period ends (commenced 29 October) for Spring session (all courses except Calendar B Spring session (Graduate School of Health/Teacher Education)) includes centrally conducted examinations

14–18 StuVac for Calendar B Spring session (Graduate School of Health/Teacher Education)

16 Academic Board

18 Farewell ceremony for international students completing studies in Spring session 2016

18 Release of results for October session

19 Final Assessment Period commences (ends 3 December) for Calendar B Spring session (Graduate School of Health/Teacher Education) includes centrally conducted examinations

21 December session commences (ends 30 December)

21–25 Orientation and preparation week for Summer session 2016

25 Closing date for international exchange outbound applications for Spring session 2017

25 Due date for payment of fees for continuing international students for Summer session 2016

25 Last day to lodge an application for review of final assessment result for October session

28 Due date for payment for December session subjects for all students

28 Release of results for Spring session (except Calendar B Spring session (Graduate School of Health/Teacher Education))

28 Summer session 2016 classes commences (to 17 February 2017)

30 Council

December

1 UTS Elite Athlete Program (Sports Scholarships) applications open

1 UTS Elite Athlete Program Housing Scholarship (Sports Scholarships) applications open

2 Census date for December session subjects — last day to enrol or withdraw from subjects

3 Final Assessment Period ends (commenced 19 November) for Calendar B Spring session (Graduate School of Health/Teacher Education) includes centrally conducted examinations

5 Last day to be admitted to a course or to enrol in (add) subjects for Summer session 2016

12 Due date for payment of fees for domestic fee-paying students for Summer session 2016

12 Due date for payment of upfront or partial contributions for students in Commonwealth-supported places for Summer session 2016

12 Last day to lodge application for review of final assessment result for Spring session 2016

13–14 Supplementary centrally conducted examinations for Spring session (except Calendar B Spring session (Graduate School of Health/Teacher Education))

15 Closing date for application for admission to undergraduate and postgraduate coursework from international students for Autumn session 2017

15 Closing date for applications for internal course transfer for Autumn session 2017 (opened 1 September)

tba NSW Higher School Certificate (HSC) results released (from 6am)

tba Australian Tertiary Admission Ranks (ATARs) released by UAC (from 9am)

19 Release of results for Calendar B Spring session (Graduate School of Health/Teacher Education)

21 Census date for Summer session 2016 subjects — last day to enrol or withdraw from coursework subjects

21 NSW public school holidays commence (to 26 January 2017)

21 Council (reserve)

25 Christmas Day — public holiday

26 Boxing Day — public holiday

26–30 StuVac for Summer session 2016

30 December session ends (commenced 21 November)

31 Last day of Spring session for graduate research students

Note: Information is correct as at September 2015. The University reserves the right to vary any information described in these dates without notice.

GOVERNANCE AND ORGANISATION

UTS organisational structure....9
UTS committee structure....10
Governance at UTS....11
The Council of the University....12
Council committees and groups....13
- Audit and Risk Committee....13
- Commercial Activities Committee....13
- Finance Committee....13
- Governance Committee....14
- Honorary Awards Committee....14
- Nominations Committee....14
- Physical Infrastructure Committee....14
- Remuneration Committee....14
- Social Justice Committee....14
- Student/Council Liaison Group....14

Former members of the Council....15
University Honours....17
Academic Board....21
Academic Board committees....22
- Executive Committee....22
- Academic Administration Committee....22
- Appeals Committees....22
- Courses Accreditation Committee....23
- Graduate Research School Board....23
- Research and Research Training Committee....24
- Teaching and Learning Committee....24
- Board of Studies of the Connected Intelligence Centre....24
- Board of Studies of the Graduate School of Health....25
- Board of Studies of the Institute for Sustainable Futures....25

Vice-Chancellor's Committee....26
Boards of controlled and other entities associated with UTS....26
- accessUTS Board of Directors....26
- INSEARCH Limited Board....26
- Sydney Educational Broadcasting Ltd Board of Directors....26
- UTS Child Care Inc Board....26
- UTS Global Pty Ltd Board....27
- UTS Beijing Ltd Board....27
- Australia–China Relations Institute Board....27
- ActivateUTS Board....27

Faculty boards and committees....28
- Faculty of Arts and Social Sciences....28
- UTS Business School....28
- Faculty of Design, Architecture and Building....29
- Faculty of Engineering and Information Technology....29
- Faculty of Health....30
- Faculty of Law....32
- Faculty of Science....32
- Graduate School of Health....32

Standing Orders....33
- for UTS Council....33
- for Academic Board....36
- for Faculty Boards....40

Chancellor....43
Vice-Chancellor and President....43
Division of the Provost and Senior Vice-President....43
- Equity and Diversity Unit....43
- Innovation and Creative Intelligence Unit....43
- Innovation Research....43
- Jumbunna Indigenous House of Learning....43
- Planning and Quality Unit....43
- UTS Internal Audit....43

Division of the Deputy Vice-Chancellor and Vice-President (International and Advancement)....43
- Advancement Office....43
- UTS International....43
- Australia–China Relations Institute....43
- UTS Shopfront....43
- 2SER....43

Division of the Deputy Vice-Chancellor and Vice-President (Research)....43
- Research and Innovation Office....43
- Australian Centre of Excellence for Local Government....43
- Institute for Sustainable Futures....43
- UTS Graduate Research School....43

Division of the Deputy Vice-Chancellor and Vice-President (Education and Students)....44
- Connected Intelligence Centre....44
- Institute for Interactive Media and Learning....44
- Student Ombud....44
- Student Services Unit....44
- University Library....44

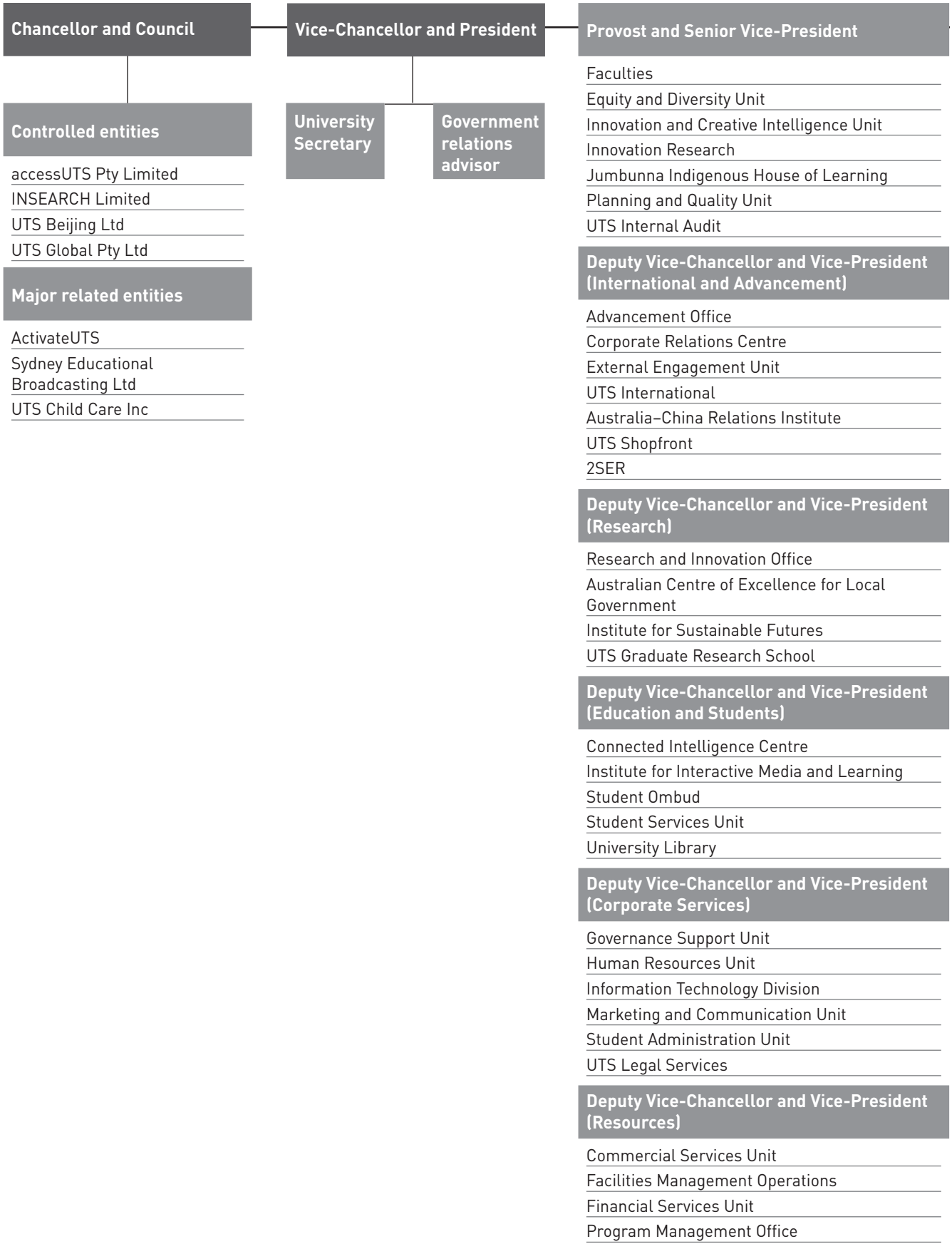
Division of the Deputy Vice-Chancellor and Vice-President (Corporate Services)....44
- Governance Support Unit....44
- Human Resources Unit....44
- Information Technology Division....44
- Marketing and Communication Unit....44
- Student Administration Unit....44
- UTS Legal Services....44

Division of the Deputy Vice-Chancellor and Vice-President (Resources)....44
- Commercial Services Unit....44
- Facilities Management Operations....44
- Financial Services Unit....44
- Program Management Office....44

Faculty senior staff....45
- Faculty of Arts and Social Sciences....45
- UTS Business School....45
- Faculty of Design, Architecture and Building....46
- Faculty of Engineering and Information Technology....46
- Faculty of Health....47
- Faculty of Law....47
- Faculty of Science....48
- Graduate School of Health....48

Adjunct professors....49

UTS ORGANISATIONAL STRUCTURE



UTS COMMITTEE STRUCTURE

Council

Council committees and groups

- Audit and Risk
- Commercial Activities
- Finance
- Governance
- Honorary Awards
- Nominations
- Physical Infrastructure
- Remuneration
- Social Justice
- Student/Council Liaison Group

Boards associated with UTS

- accessUTS Board of Directors
- ActivateUTS Board of Directors
- INSEARCH Limited
- Sydney Educational Broadcasting Ltd Board of Directors
- UTS Beijing Ltd
- UTS Child Care Inc
- UTS Global Pty Ltd

Academic Board

Committees of Academic Board

- Executive
- Academic Administration
- Appeals:
  (Non-disclosure)
  Graduate Research Students' Professional Experience
- Courses Accreditation
- Graduate Research School Board
- Research and Research Training
- Teaching and Learning

Boards of Studies

- Connected Intelligence Centre
- Graduate School of Health
- Institute for Sustainable Futures

Faculty Boards

- Arts and Social Sciences
- Business
- Design, Architecture and Building
- Engineering and Information Technology
- Health
- Law
- Science

Senior management committees

Vice-Chancellor and President

- Vice-Chancellor's Committee
- Senior Leaders Group

Provost and Senior Vice-President

- Academic Management
- Equity and Diversity
- Fee Policy and Management
- Indigenous Advisory
- Indigenous Strategies
- Planning and Quality
- Wingara Management

Deputy Vice-Chancellor and Vice-President (International and Advancement)

- International
- International Student Liaison

Deputy Vice-Chancellor and Vice-President (Research)

- Animal Care and Ethics
- Human Research Ethics
- Indigenous Research
- UTS Biosafety

Deputy Vice-Chancellor and Vice-President (Education and Students)

- Connected Intelligence Centre
- Courses Planning
- Indigenous Studies
- Student Residences — Housing
- UTS Learning and Teaching Awards

Deputy Vice-Chancellor and Vice-President (Corporate Services)

- Safety and Wellbeing Advisory
- UTS Art Advisory

Deputy Vice-Chancellor and Vice-President (Resources)

- Campus Master Plan
- Sustainability

GOVERNANCE AT UTS

The object and functions of the University are outlined in section 6 of the *University of Technology Sydney Act 1989* (NSW) (UTS Act), which replaced the *University of Technology, Sydney Act 1987* and the *University of Technology, Sydney (Miscellaneous Provisions) Act 1987*.

Council, the governing body

The University is governed by a 20-member Council, including elected and appointed members who have the expertise and background relevant to the governance needs of the University. The Council's powers are set out in the UTS Act and relevant By-law and Rules.

The Council meets at least six times a year and is chaired by the Chancellor, who (whether or not a member) is elected by the Council. Elected members of Council serve for two years and appointed members usually for four years.

The Vice-Chancellor and President (UTS Chief Executive Officer) is an ex officio member of Council and the Council governs the University with and through the Vice-Chancellor. In addition to the Vice-Chancellor's key role in advising Council, the Council is also advised by its standing committees. Council makes external appointments with relevant expertise to key committees, for example, the Audit and Risk, Commercial Activities, Finance, Physical Infrastructure, and Social Justice committees.

Academic Board

Council has delegated to Academic Board a range of powers for academic matters. Academic Board, a major committee of Council and the primary forum in the University for the discussion and resolution of academic matters, has the power to determine academic policies within the University, and decide on the introduction, review, accreditation and discontinuation of award programs and eligibility for admission requirements.

Governance principles

To improve governance across UTS, the University's Council has adopted a set of governance principles. Offering a framework to be applied at all levels of the University's governance, the principles are to:

- focus on the University's purpose and goals
- perform effectively in clearly defined roles and responsibilities
- promote and act in accordance with UTS guiding principles
- make informed, transparent decisions within UTS accountability systems
- develop the effectiveness of the UTS Council and others responsible for governance
- recognise and engage the relevant interests of the University's stakeholders.

This framework is being used in the ongoing improvement of governance structures and processes.

Student participation in University governance

There are a number of ways students can participate in the governance of the University.

Council

There are two elected student members of Council, one undergraduate and one postgraduate student, each with a two-year term of office. These elected students, as well as a number of students representing a breadth of interests, are also members of Council's Student/ Council Liaison Group.

Academic Board

The Academic Board is the principal advisory body to Council on all academic matters. Its membership includes the President of the Students' Association, an elected student member from each of the faculties and one postgraduate research student of the University. Students in the last two categories are also automatically members of the Student/ Council Liaison Group. Student membership on the Academic Board is for a one-year term.

Faculty boards

Each faculty has a faculty board charged with advising the Academic Board and the dean and other senior staff of the faculty on matters pertaining to the educational work of the faculty. The membership of faculty boards varies, but all include at least four students for a one-year term of office.

THE COUNCIL OF THE UNIVERSITY

UTS Council is the University's governing body. Council's powers and functions include the control and management of the University's affairs and concerns. Council may act in all matters in a manner that best promotes UTS's objectives and interests.

As constituted in accordance with the provisions of the *University of Technology Sydney Act 1989* (NSW), and other University governance instruments, the UTS Council consists of the following members.

Chancellor

Professor Vicki Sara, AO, BA(Hons), PhD (Sydney), DOC (Karolinska Institute), HonDSc (USQ), HonDSc (VU), HonDSc (UTS), HonDUniv (QUT), FAA, FTSE

(15 December 2004 to 14 December 2008
15 December 2008 to 14 December 2012
15 December 2012 to 17 February 2016)

Brian Wilson, MCom(Hons) (Auck)

(interim Chancellor, from 17 February 2016 to 30 November 2016)

Catherine Livingstone, AO, BA(Hons) (Macq), HonDBus (UTS), HonDSc (Murdoch), HonDBus (Macq), FCA, FTSE, FAICD, FAA

(1 December 2016 to 30 November 2020)

Deputy Chancellor

Brian Wilson, MCom(Hons) (Auck)

(29 August 2011 to 30 November 2012
1 December 2012 to 30 November 2014
1 December 2014 to 30 November 2016)

Pro-Chancellors

Robert Kelly, BComm (UNSW), LLB, LLM (Sydney), MBA (UNSW), FCIS, FAICD; Barrister

(1 December 2010 to 30 November 2012
1 December 2012 to 30 November 2014
1 December 2014 to 30 November 2016)

Dr Ron Sandland, AM, BSc(Hons) (Sydney), PhD (UNSW), FTSE

(24 October 2011 to 30 November 2012
1 December 2012 to 30 November 2014
1 December 2014 to 30 November 2016)

Official members

Chancellor

see above

Vice-Chancellor and President

Professor Attila Brungs, BSc(Hons) (UNSW), DPhil (Oxon)

Chair of Academic Board

Associate Professor Joanne Gray, RN, RM, BHSc (RMIHE), GradCertHEdTeaching&Learning (UTS), GradDipWomensStudies (Deakin), MNurs (Flin), PhD (UTS)

(1 January 2015 to 31 December 2016)

Members appointed by the Minister

Tony Tobin, BA LLB (UQ)

(12 December 2011 to 31 October 2014
1 November 2014 to 31 October 2018)

Brian Wilson, MCom(Hons) (Auck)

(1 November 2006 to 31 October 2010
1 November 2010 to 31 October 2014
1 November 2014 to 31 October 2018)

Members appointed by Council

Peter Bennett, BEc, DipEd (Monash), MBA (Melb), FCPA, MAICD, SA Fin

(1 November 2010 to 31 October 2012
1 November 2012 to 31 October 2016)

Michelene Collopy, JP, BEc (ANU), CA, FPS, GAICD

(4 October 2011 to 31 October 2012
1 November 2012 to 31 October 2016)

Robert Kelly, BComm (UNSW), LLB, LLM (Sydney), MBA (UNSW), FCIS, FAICD; Barrister

(1 November 2006 to 31 October 2010
1 November 2010 to 31 October 2014
1 November 2014 to 31 October 2018)

Dr John Laker, AO, BEc(Hons) (Sydney), PhD (LSE), HonDSc (Sydney)

(1 July 2015 to 31 October 2018)

Dr Ron Sandland, AM, BSc(Hons) (Sydney), PhD (UNSW), FTSE

(1 November 2008 to 31 October 2012
1 November 2012 to 31 October 2016)

Michael Sexton, SC, LLB(Hons) (Melb), LLM (Virginia); Solicitor General for New South Wales

(12 December 2005 to 31 October 2008
1 November 2008 to 31 October 2012
1 November 2012 to 31 October 2016)

Dr Merilyn Sleigh, BSc(Hons) (Sydney), PhD (Macq), FAICD, FTSE

(1 November 2014 to 31 October 2018)

Russell Taylor, AM, MBA, GradDipPSM (UTS), GradDipArts (ANU); Principal (CEO), Australian Institute of Aboriginal and Torres Strait Islander Studies

(1 November 2006 to 31 October 2008
1 November 2008 to 31 October 2012
1 November 2012 to 31 October 2016)

Elected members of academic staff

Professor Andrew Jakubowicz, BA (Sydney), PhD (UNSW)

(1 November 2014 to 31 October 2016)

Professor Sally Varnham, LLB, LLM(Hons) (Well), AdvCerTTg (WP), PhD (UNSW)

(1 November 2014 to 31 October 2016)

Elected member of non-academic staff

Daniel Willis, BCA (UOW), ATEM; School Manager, School of Life Sciences, Faculty of Science, University of Technology Sydney

(1 November 2014 to 31 October 2016)

Elected undergraduate student

Aaron Ngan; enrolled Bachelor of Business Bachelor of Arts in International Studies, University of Technology Sydney

(1 November 2014 to 31 October 2016)

Elected postgraduate student

Abhishek Loumish, BTech(Hons), ECE (LPU); enrolled Master of Information Technology (Extended), University of Technology Sydney

(1 November 2014 to 31 October 2016)

University Secretary

William Paterson, BA(Hons) (Sydney), MEdAdmin (UNSW)

COUNCIL COMMITTEES AND GROUPS

Audit and Risk Committee

Chair — an external member of Council, but not of the Finance Committee, appointed for expertise in audit and risk

R Kelly

At least three, but not more than five, other members, of whom all should have strategic management expertise and experience in accounting, auditing or risk; up to two should be members of Council with qualifications and experience related to the operations of the University; and at least one should be a member of the Finance Committee (whether or not they are also a member of Council), subject to the majority of the committee members being independent

M Collopy

T Rooney

C Westworth

Commercial Activities Committee

Chair — one of the external members of Council who have been appointed to Council for expertise in commercial activities

Dr R Sandland, AM

Four other external members, of whom all should have strategic commercial skills and experience; and up to two may also be members of Council with qualifications and experience related to the operations of the University

P Bennett

G Phillips

Dr M Sleigh

B Trestrail

Vice-Chancellor and President or nominee

Professor W Purcell

Finance Committee

Chair — an external member of Council appointed for expertise in financial matters

B Wilson

Four other members, of whom all should have strategic financial expertise and experience; and at least two should be members of Council with qualifications and experience related to the operations of the University

M Collopy

Dr J Laker

J Leotta

M McLellan

Vice-Chancellor and President

Professor A Brungs

Governance Committee

An external member of Council (Chair)

Professor V Sara, AO

Vice-Chancellor and President

Professor A Brungs

Two or three members (who may also be members of Council), with particular skills and experience in governance matters

R Kelly

MG Sexton, SC

University Secretary

W Paterson

Honorary Awards Committee

Chancellor (Chair)

Professor V Sara, AO

Deputy Chancellor

B Wilson

Vice-Chancellor and President

Professor A Brungs

A Deputy Vice-Chancellor

Professor P Booth

Three members of Council

Dr R Sandland, AM

R Taylor

T Tobin

One academic staff member of Council

Professor S Varnham

Chair, Academic Board

Associate Professor J Gray

University Secretary

W Paterson

Nominations Committee

Chancellor

Professor V Sara, AO

Vice-Chancellor and President

Professor A Brungs

Three persons appointed by Council, including one ministerial nominee and one Council appointee whose terms of appointment are not about to expire

Dr C Hirst

R Kelly

B Wilson

Physical Infrastructure Committee

Chair — an external member of Council appointed for expertise in strategic capital development and management

T Tobin

Chair of Finance Committee

B Wilson

Four other members, of whom up to two may also be members of Council with qualifications and experience related to the operations of the University; and all should have strategic skills and experience involving capital development and management

J Hill

G Morrish

D Willis

vacant

Vice-Chancellor and President or nominee

P Woods

Remuneration Committee

Chancellor

Professor V Sara, AO

Deputy Chancellor

B Wilson

One person appointed by Council, whose term of appointment is not about to expire

T Tobin

Social Justice Committee

An external member of Council (Chair)

MG Sexton, SC

Four other members, including up to two who may also be members of Council, with qualifications or experience related to social justice

L Ball

Dr S Longstaff, AO

K Nomchong, SC

R Taylor

Vice-Chancellor and President or nominee

Professor P Booth

Student/Council Liaison Group

An external member of Council (Chair)

MG Sexton, SC

A member of Council (Deputy Chair)

Professor S Varnham

Student members of Council

A Loumish

A Ngan

Deputy Vice-Chancellor and Vice-President (Education and Students) or nominee

Professor S Alexander

Director, Student Services, or nominee

Dr B Smout

An Associate Dean (either Teaching and Learning or Research, or equivalent) nominated by the associate deans

to be advised

President, Students' Association, or nominee

S Howse

Overseas Students Officer of the Students' Association

M S Khetarpal

President, ActivateUTS, or nominee

D Konnova

Student representative of ActivateUTS clubs

A Young

A UTS student elected by and from the UTS Housing Student Resident Advisory Committee

to be advised

Indigenous student representative

to be advised

One student elected from each faculty to the Academic Board, and an alternate nominated by the faculty board (7)

R Phan (Arts and Social Sciences)

H Stanton (Business)

to be advised (Design, Architecture and Building)

S Hemchuli (Engineering and Information Technology)

to be advised (Health)

B Chapple (Law)

G Croker (Science)

One postgraduate research student elected by and from the postgraduate research students of the University

S Jha

FORMER MEMBERS OF THE COUNCIL

1988–1989	GJG Barry, DipTech (Eng), BE (NSWIT), MIEAust
1988–1989	Dr KR Brown, BSc, PhD (UNSW), MAIB
1988–1989	Associate Professor MD Burchett, BSc, PhD (Sydney), DipEd (UNE), MAIBiol, MAIH
1988–1989	Dr SJ Egger, BPsych, PhD (UWA)
1988–1989	M Fry, MA (Camb), MSc (Lond)
1988–1989	RA Gillett, BA, MLitt, DipEd (UNE)
1988–1989	Professor V Ireland, BE (UNSW), BA, MEngSc, PhD (Sydney), ASTC, FAIB, MIEAust
1988–1989	S Kathirvayloo
1988–1989	GE Kennan, DipTech (Mgmt) (NSWIT), ASTC, MIProdE, MIEE
1988–1989	Professor G Kress, BA, DLitt (Newc), DipGenLing (Lond)
1988–1989	JG Mackinolty, LLM (Melb)
1988–1989	JS Richardson, BEc, MBA (Sydney), AASA, CPA, ACIS, FCES
1988–1989	S Sinclair (NSWIT)
1988–1989	GI Smith, BE (NSWIT)
1988–1989	W Kent Smith, BComm (Mktg) (UNSW)
1988–1989	A Towle, BBus (NSWIT)
1988–1992	WS Machin, MP, BA (NSWIT)
1988–1994	WA Grimshaw, BBus, DipPubAdmin (NSWIT), ASTC
1988–1994	AJ McRitchie, BA (Melb), FIDIA
1988–1995	The Hon. RTM Bull, MP
1988–1996	Professor RD Guthrie, DSc, PhD (Lond), DUniv (Griff), HonLLD (Humb), CChem, FTSE, FRSC, FRACI, FAIM
1988–1998	Emeritus Professor RN Johnson, AO, BArch, HonDArch (Sydney), LFRAIA, RIBA, HonFRAIC, HonFAIA
1988–1998	DH Lance, BEc (Sydney)
1988–1990	Professor BC Low, BSc, DipEd, BEd (UQ), PhD (UNSW)
1988–1998	DJ McNeill, BE(Hons) (UNSW)
1988–1990	PM Neville, BA (Sydney), DipTerEd (UNE)
1989–1990	SF Burgess, BA (Cant), MLib (UNSW), ALAA
1990	F Akindoyeni
1990	PC Cozens
1990	GR Ireland, LLB (Sydney)
1990	T Seabrook, MA (Sydney), MEd (Admin) (UNSW)
1990–1991	Professor AJD Blake, AM, BEd, MSc (Melb), PhD (Purdue)
1990–1992	S Ashmore-Smith, BA, BEd (UQ), MAPsS
1990–1994	JF Clark, JP, BA, DipEd (Tas), MA (Ed) (Lond), MACE
1990–1994	Dr CJ Clarke, BSc(Hons), PhD (Sydney)
1990–1998	Dr DV Clark, AM, BSc(Hons) (Sydney), PhD (UNSW), FRACI, FTSE, MRSC, AIFST
1990–2005	The Hon. IF Sheppard, AO, QC, LLB (Sydney), HonMA (KCAE)

1991–1992	SE Mason-Cox, RN, BA (UTS)
1991–1994	Dr V Levy, BA (Col), MA (Penn), PhD (Claremont)
1991–1994	Emeritus Professor RJ Parsons, AM, RN, RM, BA(Hons) (Sydney), PhD (Macq), FCN (NSW)
1991–1995	Professor ND Quarry, BArch (Melb), MArch (Rice), LFRAIA
1992	A Nicolaou
1992–1993	BL Jeffery, MP
1992–1994	PL Graham, BA, DipEd (Macq), GradDipAdmin (UTS), MIPMA
1992–1994	PJ O'Brien
1993–1995	AJ Cruickshank, MP
1994–1996	AC Air
1994–1996	A Pannunzio, MAHRI
1994–1998	Dr KI Coleman, BA(Hons) (UNSW), PhD (Macq)
1994–1998	WA Grimshaw, BBus, DipPubAdmin (NSWIT), ASTC
1994–1998	Emeritus Professor NC Stephenson, BSc(Hons), MSc (Sydney), PhD, DSc (UNSW), FRACI
1994–2002	M Trask, AM, BA (UNE), MLib (UNSW), FLAA
1994–2002	VA Wood, BSc (Witw), BArch (NSWIT), MBA (UTS)
1994–2006	PL Healy, BE (NUI), DIC, MSc (Lond), MBA (UNSW), MIEAust, MAIPM, MAIB, MAIPA
1995–1996	PR Nagle, BA, BLegS (Macq), DipLabourRelLaw (Sydney), DipLaw (BAB), MP
1995–1997	The Hon. PJ Staunton, AM, LLB (Lond), MLC
1995–1998	M Swift, BA (Sydney), GradDipComm (UTS)
1995–1999	J Beetson, AssocDipAdultEd, BEd (UTS)
1995–1999	Associate Professor J Kirk, BA, DipEd (Sydney), MLitt (UNE), MA (Lib) (CCAE), MInfSc, FALIA, ARMA
1995–2002	P Totaro, AM, DottGiurisp (Naples), DipMusic (Naples Con)
1996–1998	D Rosen, BMusEd (Sydney), LLB, GradDipLegPrac (UTS)
1996–2002	Professor AJD Blake, AM, BEd, MSc (Melb), PhD (Purdue)
1996–2002	S Halliday, MAHRI
1996–2004	AP Stewart, MP, BA (UNSW), DipEd (SydTeachColl)
1997–1999	The Hon. PT Primrose, BSocStd (Sydney), MLC
1998-1999	G Derwent
1998–2000	A Low, BE (UNSW)
1998–2001	B Kendall, DipTeach (UTS), GradDipEmpRels (UWS)
1998–2002	Dr K Boston,AO, MA, PhD (Melb), FACE, FRGS, FAIM
1998–2002	M Hourihan, BA(Hons) (Sydney), MLitt (UNE), HonMUniv (UTS)
1998–2003	Emeritus Professor H Garnett, BSc(Hons) (Sydney), PhD (Wales), FTSE, FAICD
1998–2004	The Hon. Sir G Brennan, AC, KBE, BA LLB (UQ), HonLLD (Dub), HonLLD (UQ), HonLLD (ANU), HonLLD (Melb), HonLLD (UTS), HonDLitt (CQU), HonDUniv (Griff)
1998–2006	KJ Rennie, AM, FCA
1998–2010	Dr V Levy, BA (Col), MA (Penn), PhD (Claremont)
1999–2000	NJ Roach, BA(Hons) (Bom), FACS
1999–2000	N Silove
1999–2003	Professor AM Johnson, BAppSc (SAIT), MEdMgmt, PhD (Flin), MA(Hons),DSc (UOW), FASP, FASM, FAIBiol
1999–2003	The Hon. H Sham-Ho, MP, BA, DipSocWk (Sydney), BLegS (Macq)
1999–2004	Associate Professor D Brown, RN, BAppSc (UC), GradDipHEd (UNSW), PhD (UWS), MCN (NSW), MRCNA, MNSWCN, AFACHSE
2000–2001	P Kumar, BBus (UTS)
2000–2002	S Creagh
2001–2002	S Munivelu
2002–2004	ND Parekh
2002–2004	A Robinson, DipOT (COT), AccOT, GradDipAdmin (KCAE), MBus (EmpRels) (UTS)
2002–2004	G Williams
2002–2006	Emeritus Professor S Bakoss, BE (Sydney), MS (Calif), MEngSc, PhD (UNSW), FIEAust
2002–2006	Professor L Behrendt, LLB, BJuris (UNSW), LLM, SJD (Harv)
2002–2006	CE Grady, JP, GradDipFin (KCAE), MBA (NSWIT), FCPA, CA (NZ), FAIM, AFAIM, MICM
2002–2006	M Humphreys, MDR (UTS), MAICD
2002-2011	D Leckie, BBus(KCAE), MEcon (Macq), FCPA, MAICD
2002-2011	W Watkins, AM, AMP:ISMP (Harv), MNatRes, DipScAg (UNE), HDA (Hawks), FAPI, Hon FISA
2003–2004	The Hon. A Burke, BA, LLB (Sydney)
2003–2009	Professor A Baker, BSc(Hons), PhD (UNSW), HonPhD (Phranakhon Rajabhat), FRACI, FAICD
2003–2010	Dr K Woodthorpe, BSc(Hons) (UMIST), PhD (Leic), FAICD
2003–2014	M Cornelius, AM, BA (Sydney), FAICD, FAIM, FACS, Fellow of UTS
2004	The Hon.E Roozendaal, BA (Macq), LLB (UNSW)
2004	A Somani, BE (NSWIT)
2004–2006	E Cox, AO, BA(Hons) (UNSW)
2004–2006	R Doran
2004–2008	P Brady, BE (Civil) (UTS), DipEngPrac (UTS), MIEAust, APESMA
2004–2014	Emeritus Professor R Milbourne, AO, BCom, MCom(Hons) (UNSW), PhD (Calif), FASSA, FAICD

2005–2008	AP Stewart, MP, BA (UNSW), DipEd (SydTeachColl)
2006–2007	R Fowler, BE, MBA (NSWIT), FIEAust, FTSE
2006–2007	D Zaater, BBA (AAST), MBA (UTS)
2006–2008	M Nguyen
2006–2010	P Kelly, BA (Comm) (NSWIT)
2006–2012	C Cahill, GradDipInfoSys (CSU)
2006–2014	Professor J Onyx, MA (Well), PhD (Macq)
2006–2014	Professor NG Skilbeck, BSc(Hons), PhD (Sydney), MAIG
2008	R Laidlaw, BEc (Monash), GradDipAppFinInvest (SIA)
2008–2010	M Sharma
2008–2010	M Swainson
2008–2010	T Dugan, BAppSc (MedRad) (RMIT), MBA (MBS), GradDipCompSecPrac (CSA), DipAppSc (Nurs) (FIT)
2008–2011	The Hon. P Sharpe, MLC
2009–2010	Professor T Clarke, BSocSc (Birm), MA, PhD (Warw)
2010	S Zanwar
2010-2012	P Azarias, BA(Hons) (Sydney), MA (Oxf), MPA (Prin)
2010–2012	R Durrant
2010–2014	SM Wong, ME (Cant), MBA (AGSM)
2011	S Mehta
2011–2012	T Robertson, BCom(Hons) (UWA), GDipAppFin, GDipFinPlanning (Finsia), FFin
2012–2013	D McDonald
2012–2013	Z Raza, BSc(Hons) (LUMS), (MProfAcc) (UTS)
2013–2014	E Hanley, BSocSc (UNSW)

Note: The qualifications shown are those advised at the time of membership, unless advised later.

UNIVERSITY HONOURS

The conferral of honorary awards and titles provides an opportunity for UTS to recognise persons of outstanding accomplishment. Such recognition is given to persons who have made a contribution to the achievement of the University's mission, to scholarship or professional practice in one or more disciplines or professions of interest to the University, to the advancement of society in Australia or overseas, or to the life and objectives of the University.

The University Honours Policy is available at:

www.gsu.uts.edu.au/policies/universityhonours.html

Emeritus Professors of the University

RL Werner, AM, MSc, PhD (UNSW), DUniv (UTS), ASTC, FRACI (1988)

CD Field, BSc (R'dg), MSc (Lond), PhD (WI), FInstPMIBiol (1988)

R Parsons, AM, BA (Sydney), PhD (Macq), FCN (NSW) (1989)

NC Stephenson, MSc (Sydney), PhD, DSc (UNSW), FRACI (1989)

B Davis, BArch (Sydney), FRAIA (1990)

TM Sabine, DSc (Melb), FAIP (1991)

GR Sutton, BE, MEngSc (UNSW), PhD (CUA), MAAS (1991)

RJ Breakspere, PhD (Exe), FRSC, CChem, FRACI (1993)

GW Bartholomew, BSc, LLB (Lond), LLM (UTas), DSU (Paris), of Grays Inn and the Supreme Court of NSW (1993)

KA Faulkes, ME, PhD (UNSW), MS (Ill), FIEAust (1994)

BS Thornton, AM, PhD, DSc, FTSE, FInstP, FBCS, FACS, FNYAcSc, FAIEng, FRAeS (1994)

GR Kress, BA (UoN), DipGenLing (Lond), DLitt (UoN), DUniv (UTS) (1995)

A Pattison, MSc, PhD (Stan), DUniv (UTS), ASTC, FIEAust (1995)

DJ Fraser, BEc (Sydney), MCom (UNSW), FCA, ACIS, FAIM (1995)

RD Guthrie, AM, DSc, PhD (Lond), DUniv (Griff), DUniv (UTS), HonLLD (Humber), FTSE, FRSC, FRACI, FAIM (1996)

J Unsworth, BSc (Wales), MSc (UMIST), PhD (Macq), CChem, CPhys, FAIP, FPRI, SMIEEE (1996)

ND Quarry, AM, BArch (Melb), MArch (Rice), LFRAIA (1996)

AG Shannon, AM, BSc, DipEd (Sydney), MA, PhD, MLitt (UNE), CMath, FCP, FIMA, FACE, FAustMS (1997)

J Lumby, DipNEd (Armidale), BA (UNE), MHPEd (UNSW), PhD (Deakin), RN, ICN, FRCNA, FCN (NSW), MINA (1998)

CE Deer, BA, MTCP, DipEd (Sydney), PhD (Macq), FACE (1999)

DE Flint, AM, LLM (Sydney), BSc (Ecs) (Lond), DSU (Paris), Solicitor of the Supreme Courts of NSW and England (1999)

PJ Parr, MSc, PhD (Belf), FIEAust, CPEng (1999)

RW Robertson, MA(UVic), FRAIPR, FATRI (2000)

VS Ramsden, BE, MEngSc (Melb), PhD (Aston) (2000)

EC Leitch, MSc (Auck), PhD (UNE), FGS (2000)

M Browne, BA, DipPsych (NUI), MLib (UNSW), PhD (Macq), FALIA, MIInfSc (2001)

BC Low, BSc, BEd (UQ), PhD (UNSW) (2001)

SL Bakoss, BE (Sydney), MEngSc (UNSW), MS (Calif), PhD (UNSW), FIEAust, CPEng, MASCE (2001)

RJ McDonald, BSc(Hons), PhD (ANU) (2001)

AJD Blake, AM, BEd, MSc (Melb), PhD (Purdue, Indiana) (2002)

KW Yates, BSc, BE, PhD (Sydney), FIEAust, CPEng, SMIREE, SMIEE (2002)

WR Belcher, BE, MEngSc (UQ), PhD (Lond), DIC, FIEAust, CPEng, MIEE (2003)

MJ Knight, DSc, PhD (Melb), FGS, MIE (Aust), MAIMM (2003)

L Johnson, BA (Sydney), MEd (UQ), PhD (Monash), FAICD, FAAH (2004)

C Chiarella, BSc(Hons), MSc (Sydney), MCom(Hons), PhD (UNSW) (2004)

G Caban, BA, MEd (Sydney), DipEd (SydTeachColl), GradDipComm (NSWIT), MDIA (ED), AADM (2005)

AR Moon, BSc, PhD (Melb), FAIP (2005)

L Barclay, RN, CM, BA (ANU), MEd (Canberra), PhD (Flin), FACMI, FRCNA (2005)

AM Johnson, BAppSc (SAIT), MEdMgmt, PhD (Flin), MA(Hons), DSc (UOW), FASM, FAIBiol (2005)

JK Debenham, MA, MSc (Dub), PhD (Sydney) (2006)

DLA Barker, AM, LLB (Lond), MPhil (Kent), LLM(Hons) (Camb), DipLG (Kent), GradDipLegPrac (UTS), FCIM (1984), FCIS (1984), FAIM (1988), MCIArb (1999), FACE (2002), FAICD (2004), Solicitor of the Supreme Court of NSW and High Court of Australia (2007)

EM Jacka, BSc, BA (Auck), PhD (Sydney) (2007)

GB Smith, BSc(Hons) (UNE), PhD (Monash), PhD (honoris causa) (Uppsala), FAIP (2007)

JM Donoghue, RN, CM, BA(Hons) (Macq), DipNEd (UNSW), PhD (Sydney), INDEN (Australian Committee Member) (2008)

R Lynch, DipPhysEd (W'gong TC), BEd(Hons), MEd (UWA), PhD (Ill) (2008)

JF White, RN, RM, AssocDipNEd (Cumb), BEd (SCAE), MEd (Sydney), PhD (Adel) (2008)

D Boud, BSc(Hons), PhD (Sur), CPhys, FSRHE, FRSA, MIstP (2009)

D Dunphy, BA(Hons), MEd(Hons) (Sydney), PhD (Harv), FAIM, FASSA (2009)

RA Johnstone, BA (N'cle), PhD (Camb) (2009)

RL Raison, BSc (Sydney), PhD (Monash), FAIBiol (2009)

S Rowley, BA, DipEd (Monash), BCA, PhD (UOW), FAICD (2009)

A Johnston, BSc(Hons), PhD (H-W), FIEAust, CPEng, MICE (2010)

K Miller, BCom (UNSW), MBA, PhD (Ohio State), MMRSA, FAMI (2010)

P Hager, BSc(Hons), BA(Hons) (Sydney), GradDipEd (SydTeachColl), PhD (Sydney) (2010)

LC Botten, BSc(Hons), PhD (UTas), FAIP, FAustMS, FOSA (2012)

T van Leeuwen, BA (Nederlandse Film Academie), MA(Hons) (Macq), PhD (Sydney) (2013)

R Milbourne, AO, BCom, MCom(Hons) (UNSW), PhD (Calif), FASSA, FAICD (2014)

Fellows of the University

B Finn, AO (1989)

P Fritz, AM, DipTech (Sc), BAppSc, DipTech (Com) (1989)

KJ Kirby, AO (1989)

KW Knight, AM, MEc (Sydney), PhD (UQ), ALAA, FRAIPA, FSAG (1989)

Sir L Street, AC, KCMG, LLB (1990)

M Trask, AM, BA (UNE), MLib (UNSW), FLAA (1991)

G Ireland, LLB (Sydney) (1992)

S Kerkyasharian, AM (1995)

AJ McRitchie, BA (Melb), FIDA (1995)

H Tsang, OAM (1995)

JJ Allen, BA, LLB, LLM (1997)

The Hon. P J Baldwin, BA, BEE, MP (1998)

M Cornelius, AM, BA (Sydney), FAICD, FACS, FAIM (1998)

D McNeill, BE(Hons) (UNSW) (1998)

D Murray, BBus (NSWIT), MBA (Macq), FCPA, FAIB (1998)

J Green, BSc(Hons) (UWA), PhD (La Trobe) (1998)

MB Fay, BA, MEd (Sydney) (2000)

PR Porter, BA, MA (UNSW) (2000)

DA Taylor (2000)

KS Peng, FCA, RA(M), CPA (2000)

KE Baker, BHealthAdmin, MEdAdmin (UNSW) (2004)

E Shing, BA(Hons) (HK), MBA (LondBus), DEd (Bulacan), HonDBA (IMC and UoN), FCMI (2008)

CK Ooi (2009)

J Curtis, BA, LLB(Hons) (ANU) (2012)

B McFadyen, BA, LLB (Sydney), FAPI, MAICD (2012)

A Byrne, BE(Elec) (Sydney), GradDipLib (CCAE), GradAdvDipLib, MA (Canb), PhD (Sydney), FALIA (2014)

Honorary Doctors of Business (HonDBus)

D Murray, AO, BBus (NSWIT), MBA (Macq), HonDLitt (Macq), FCPA, FAIB (2010)

SP Kothari, PhD (UI), AAA, AFA (2013)

GJ Poche, AO, DipTech, BBus (NSWIT), DUniv (Flin) (2013)

C Livingstone, AO, BA(Hons) (Macq), HonDSc (Murdoch), HonDBus (Macq), FCA, FTSE, FAICD, FAA (2014)

Honorary Doctors of Creative Arts (HonDCA)

M Fox, AM, DipT (Rose Bruford), BA(Fin), GradDipLang&Lit (SACAE), HonDLitt (Wolv) (2011)

P Cox (2011)

SG Page, DipDance (NAISDA Dance College) (2015)

Honorary Doctors of Design (HonDDes)

W Mitchell, BArch (Melb), MEnvDes (Yale), MA (Camb), FRAIA, FAAAS (2010)

F Gehry (2015)

Honorary Doctors of Engineering (HonDEng)

GF Craig, AM, OBE, ASTC, CPEng, FIEAust, FRAPI, LGE, LGTCP (1995)

JG Nutt, AM, BE (UQ), PhD (Manc), HonDSc (Macq), HonFIE (Aust), FIStructE (UK), MICE (UK), FTSE,

FRSA (2001)

BDO Anderson, AO, Order of the Rising Sun, Japan, BSc, BE (Sydney), PhD (Stan), DHC (Louvain), HonDScTech (ETH Zurich), HonDEng (Sydney, Melb, UoN), HonDSc (UNSW), FAA, FTSE, FIEEE, HonFIEAust, FRS (2013)

Honorary Doctors of Health Sciences (HonDHlthSc)

GM Clark, AC, MBBS(Hons), MS, PhD (Sydney), FRCS (Edin & Eng), HonFRCS, FRACS, FAA, FRS (2013)

J Sandall, RM, RN, HV, PhD (Sur) (2014)

RB Bryant, AO, RN, BA (Adel), GradDipHlthAdmin (SAIT), DUniv (Flin and QUT), FACN (2015)

Honorary Doctors of Laws (HonLLD)

Rt Hon. Lord G Slynn of Hadley, LLB, MA (Camb) (1991)

JH Wootten, QC, BA, LLB (Sydney) (1993)

PJ O'Shane, AM, LLB (UNSW), LLM (Sydney) (1993)

Sir L Street, AC, KCMG, KS&J, LLB(Hons) (Sydney), HonLLD (Macq and Syd), FCIArb (UK), HonFIA (Aust), HonDEc (UNE) (1998)

The Hon. Sir G Brennan, AC, KBE, BA LLB (UQ), HonLLD (Dub), HonLLD (UQ), HonLLD (ANU), HonLLD (Melb), HonDLitt (CQld), HonDUniv (Griff) (1998)

N Mandela (2000)

The Hon. Sir W Deane, AC, KBE, BA, LLB (Sydney), DipIntLaw (The Hague), HonLLD (Sydney), HonLLD (Griff), HonLLD (Notre Dame), HonLLD (Dub), HonDUniv (SCU), HonDUniv (ACU), HonDUniv (QUT), HonDUniv (UWS), HonDrSacTheol (MelbCollDivinity) (2002)

The Rt Hon. JM Fraser, AC, CH, MA (Oxf), HonLLD (Sth Carolina), HonDUniv (Deakin) (2002)

The Hon. A Kwok-nang Li, MA, LLM (Camb), HonDLitt (HKUST), HonLLD (Baptist), HonLLD (Open HK), HonLLD (HK), HonDUniv (Griff), HonLLD (UNSW) (2005)

The Hon. M Kirby, AC CMG, BA, BEc, LLM (Sydney) (2009)

E Broderick, BA LLB (UNSW) (2010)

J Spigelman, AC QC, BA(Hons), LLB(Hons) (Sydney) (2013)

The Hon. Dame QAL Bryce, AD, CVO, BA, LLB (UQ), HonLLD (Macq), HonDLitt (CSU), HonDUniv (Griff), HonDUniv (QUT), HonDUniv (JCU), HonLLD (UQ), HonLLD (Sydney, Melb), HonDLitt (UWS) (2015)

Honorary Doctors of Letters (HonLittD)

H Seidler, AC, OBE, MArch (1991)

The Hon. BO Jones, MP, MA, LLB (Melb), DSc (Macq), FRSA (1993)

I Moses, DiplSozWirt (Erlangen-Nurnberg), MA, PhD (UQ), GradDipTertEd (DDIAE) (1993)

The Hon. J N Button, BA, LLB, HonDBus (RMIT) (1995)

The Hon. EG Whitlam, AC, QC, BA, LLB, HonDLitt (Sydney) HonDLitt (UOW) HonDLitt (La Trobe), HonLLD (Philippines) (1995)

AS Suu Kyi, AC, BA, MA (Oxf) (1997)

P Chareonthaitawee, BSc, MD, DA, FFARCS, DRCS (1997)

M Dodson, LLB, BJuris (Monash) (1998)

Sir R Wilson, AC, KBE, CMG, QC, LLB (UWA), LLM (Penn) (1998)

His Excellency Dr Á Göncz, DLaws (Pázmány Péter University of Arts and Sciences) (1999)

WM Horton, AM, BA (Sydney), HonDLitt (LaTrobe), FALIA (2000)

GM Murcutt, AO, LFRAIA, HonFAIA, HonFRIBA, HonFRAIC, HonFSAFA, HonDSc (UNSW) (2003)

I Serageldin, BSc (Cairo), MRP, PhD (Harv) (2004)

C Dixon, HonDLitt (UNSW), HonDLitt (Macq) (2006)

JM Coetzee, BA, MA (Cape Town), PhD (Texas) (2008)

DSG Goodman, BA(Hons) (Manc), DipEcon (Peking), PhD (Lond), FASSA (2009)

N Blewett, AC, BA, DipEd (Tas), MA, PhD, HonFellow (Oxf), HonLLD (Tas), HonDLitt (Hull), HonLLD (ANU), FRHS (2010)

A Ridgeway (2010)

B Sherman, AM (2010)

The Hon. B Baird, AM, BA (Sydney), MBA (Melb), HonPhD (UoN) (2012)

TE Costello, AO, LLB, DipEd (Monash), BDivinity (BTS Ruschlikon), MTheol (Whitley), Doctorate of Sacred Theology (2013)

SM Holland, BA (UTS), MSc (Wis) (2013)

TM Keneally, AO, DLitt (honoris causa) (UQ, UWS, NUI, FDU, Rollins) (2013)

Honorary Doctors of Science (HonDSc)

PC Doherty, AC, BVSc, MVSc (UQ), PhD (Edin), HonDVSc (UQ), HonDSc (ANU), HonDSc (Edin), HonDSc (Tufts), HonDSc (Warsaw), HonDSc (La Trobe), HonDSc (Lond), HonDSc (UAB), HonDSc (NCSU), HonDSc (Guelph), HonDSc (Penn), HonDSc (Mich St), HonDSc (Ill), HonDMSc (Rhodes), HonDPh (Kyorin), FAA, FRS, FRACP (2003)

RJ Howard, BSc, BSc(Hons), PhD (Melb) (2004)

RJ Batterham, AO, BE, PhD, HonLLD (Melb), AMusA, FAA, FTSE, FREng, FNAE, CPE, CE, CSci, FAusIMM, FISS, FIChemE, FIEAust, FAIM, FAICD (2006)

R Warren, MB BS, MD (Adel), HonMD (UWA), HonDUniv (Adel), FRCPA, HonFRACP, FAA (2009)

V Sara, AO, BA(Hons), PhD (Sydney), DOC (Karolinska Institute), HonDSc (USQ), HonDSc (VU), HonDSc (UTS), HonDUniv (QUT), FAA, FTSE (2009)

K Dracup, DNSc (Calif), FAAN (2010)

M Hill, BSN (JohnsH), MSN (Penn), PhD (JohnsH) (2012)

WJ Peacock, AC, BSc, PhD (Sydney), HonDSc (CSU), HonDScAg (Sydney), HonDSc (UGent), HonDSc (UNSW), FAA, FRS, FTSE, FAIAS (2014)

Honorary Doctors of the University (HonDUniv)

RL Werner, AM, MSc, PhD (UNSW), ASTC, FRACI (1988)

GR Kress, BA (UoN), DipGenLing (Lond), DLitt (UoN) (1992)

J Hirschhorn, DiplIng, DrTechSc (Vienna), FIEAust (1993)

ES Swinbourne, AM, ASTC, BSc(Hons), PhD, FRACI (1994)

JH Kaye, AO, BComm (UQ), MBE, MA, MSc (Soc) (UNSW), FSTC (1995)

A Curthoys, BA, DipEd (Sydney), PhD (Macq) (1995)

MD Burchett, BSc, PhD (Sydney), DipEd (UNE), FAIH, MAIBiol (1996)

A Pattison, MSc, PhD (Stan), ASTC, FIEAust (1996)

RD Guthrie, AM, DSc, PhD (Lond), DUniv (Griff), HonLLD (Humber), FTSE, FRSC, FRACI, FAIM (1996)

BS Thornton, AM, PhD, DSc, FTSE, FInstP, FBCS, FACS, FNYAcSc, FAIEng, FRAeS (1997)

DV Clark, AM, BSc(Hons) (Sydney), PhD (UNSW), FRACI, FTS, FSCAE (1999)

RN Johnson, AO, BArch, HonDArch (Sydney), LFRAIA, RIBA, HonFRAIC, HonFAIA (1999)

DH Lance, BEc (Sydney) (1999)

PJ Parr, MSc, PhD (Belf), FIEAust, CPEng (1999)

BC Low, BSc, BEd (UQ), PhD (UNSW) (2001)

R Kemmis, BA(Hons) (UNE), MA (Essex) (2002)

M Trask, AM, BA (UNE), MLib (UNSW), FLAA (2002)

AJD Blake, AM, BEd, MSc (Melb), PhD (Purdue, Indiana) (2003)

L Johnson, BA (Sydney), MEd (UQ), PhD (Monash) FAICD, FAAH (2004)

RW Robertson, MA (UVic), FRAIPR, FATRI (2005)

The Hon. Sir G Brennan, AC, KBE, BA LLB (UQ), HonLLD (Dub), HonLLD (UQ), HonLLD (ANU), HonLLD (Melb), HonLLD (UTS), HonDLitt (CQld), HonDUniv (Griff) (2005)

RA Johnstone, BA (UoN), PhD (Camb) (2006)

IF Sheppard, AO, QC, LLB (Sydney), HonMA (KCAE) (2006)

JM Hughes, BSc (Sydney), FACS, MBCS, MIEEE (2006)

JM FitzGerald, LLB(Hons) (Melb), LLM, PhD (Northwestern) (2007)

KJ Rennie, AM, FCA (2007)

R Cavalier, BA(Hons) (Sydney) (2008)

Dr P Woolley, BA, DPhil (York) (2011)

Dr V Levy, BA (Col), MA (Penn), PhD (Claremont) (2011)

Dr K Woodthorpe, BSc(Hons) (UMIST), PhD (Leic), FAICD (2011)

D Leckie, BBus (KCAE), MEc (Macq), FCPA, MAICD (2011)

Z Zhou, PhD (Shanghai), ME (Huazhong), BE (Chongqing) (2012)

Dr CW Chau (2014)

The Hon. Dame MR Bashir, AD, CVO, MBBS (Sydney), FRANZCP (2015)

Emeritus Professor RD Milbourne, AO, BCom, MCom(Hons) (UNSW), PhD (Calif), FASSA, FAICD (2015)

Honorary Master of Arts (HonMA)

The Hon. IF Sheppard, AO, QC, HonMA (KCAE) (1989)

Honorary Masters of the University (HonMUniv)

A Berglund, BA (Sydney), LTCL MACE (1993)

E Eder, BEc (Sydney) (1993)

S Young, MA (Sydney) (1993)

DG Peake, BA (Sydney), MLib (UNSW) FLAA (1994)

M Waterhouse, BA(Hons) (Melb), MSc (Psych) (UNSW), MAPsS (1996)

M Hourihan, BA(Hons), MLitt (UNE), DipEd (Sydney) (1996)

S Krisnachinda, BA (Ohio), MA (Oregon) (1997)

P Sinseubpol, BEd (Prasarnmit), MEd (Kasetsart) (1997)

UTS Distinguished Service Award

EA Brady, BSurv, MSurvSc, GradDipHigherEd (UNSW), MISAust (2008)

PL Healy, BE (NUI), DIC, MSc (Lond), MBA (UNSW), MIEAust, MAIPM (2008)

S Wallace (2008)

M McMahon (2009)

T O'Sullivan, BA (Sydney), LLB (ANU), SnrExecDevProg (UNSW) (2011)

J Tranter, DipTeachAdultEd, GradDipAdultEd (ITATE) (2012)

Emeritus Professor A Moon, PhD (Melb), FAIP (2013)

Emeritus Professor J Edwards, BSc(Hons), PhD (Sydney) (2015)

Note: The qualifications shown are those advised at the time of conferral, unless advised later.

ACADEMIC BOARD

Academic Board is the principal advisory body to the UTS Council on academic matters. The board is concerned with policy development as it relates to the University's academic programs in education, scholarship and research, and community service.

It refers policy recommendations to Council and discusses matters referred to it by Council.

Academic Board also plays a key role in the UTS community in providing a forum for the discussion and debate of the academic directions of the University as well as the quality of its academic programs.

Chair

Associate Professor J Gray

Deputy Chair

Associate Professor L McWhinnie

Vice-Chancellor and President

Professor A Brungs

Ex officio members

Provost and Senior Vice-President

Professor P Booth

Deputy Vice-Chancellor and Vice-President (International and Advancement)

Professor W Purcell

Deputy Vice-Chancellor and Vice-President (Research)

Professor G Wightwick

Deputy Vice-Chancellor and Vice-President (Education and Students)

Professor S Alexander

Dean, Faculty of Arts and Social Sciences

Professor M Spongberg

Dean, UTS Business School

Professor R Green

Dean, Faculty of Design, Architecture and Building

Professor D Luscombe

Dean, Faculty of Engineering and Information Technology

Professor I Burnett

Dean, Faculty of Health

Professor J Daly

Dean, Faculty of Law

Professor L Hitchens

Dean, Faculty of Science

Professor B Milthorpe

Head, Graduate School of Health

Professor C Benrimoj

Dean, Graduate Research School

Professor N Solomon

Director, Institute for Sustainable Futures

Professor S White

Director, Connected Intelligence Centre

Professor S Buckingham Shum

University Librarian

M Booth

President, UTS Students' Association

S Howse

Indigenous representative (nominated by the Chair)

Professor M McDaniel

Associate deans (G3, Part 1, Div 1, 1(2))

Associate dean of faculty (two per faculty nominated by the respective deans)

Arts and Social Sciences

Professor M Dever (Teaching and Learning)

Professor A McKee (Research)

Business

Associate Professor C Burton (Teaching and Learning)

Professor T Taylor (Deputy Dean)

Design, Architecture and Building

Professor P McNeil (Research)

Associate Professor L McWhinnie (Teaching and Learning)

Engineering and Information Technology

Associate Professor R Jarman (Teaching and Learning)

Professor J Lu (Research)

Health

Associate Professor J Gray (Teaching and Learning)

Professor E Sullivan (Research)

Law

M Evers (Education)

Professor A Vrdoljak (Research)

Science

Associate Professor M Ford (Research and Development)

Associate Professor P Meier (Teaching and Learning)

Elected members

Members elected by and from the academic staff of each faculty

Arts and Social Sciences

Associate Professor N Burridge

Professor M Evans

Business

Professor S Darcy

Professor T He

Associate Professor A Hermens

Associate Professor P Jonson

Associate Professor Y Shan

A White

Design, Architecture and Building

Professor DA Barnstone

Professor H MacDonald

Professor L Wallen

Engineering and Information Technology

Associate Professor A Al-Jumaily

Associate Professor D Eager

Dr B Fatahi

Dr A Johnston

Associate Professor H Khabbaz

Dr S Nettleton

Health

Associate Professor E Denney-Wilson

Dr M DiGiacomo

Law

Professor I Karpin

Dr H van Rijswijk

Science

Associate Professor A Beavis

S Chadwick

Professor S Forbes

Dr T Rai

Associate Professor K Rodgers

Dr B Saunders

Professor A Simpson

Elected student members

One student elected from each faculty, and an alternate nominated by the faculty board

Arts and Social Sciences

R Phan

Business

H Stanton

Design, Architecture and Building

T Busuttil

J Roseberg (alternate)

Engineering and Information Technology

SS Hemchuli

Health

to be advised

Law

B Chapple

Science

G Croker

D Seckiner (alternate)

Elected postgraduate research student member

One postgraduate research student elected by and from the postgraduate research students of the University

S Jha

ACADEMIC BOARD COMMITTEES

Executive Committee

Chair, Academic Board (as Chair)

Associate Professor J Gray

Deputy Chair, Academic Board

Associate Professor L McWhinnie

University Secretary

W Paterson

Chair, Academic Administration Committee

Associate Professor P Meier

Chair, Courses Accreditation Committee

Professor P Jonson

Chair, Graduate Research School Board

Professor N Solomon

Chair, Research and Research Training Committee, or nominee

Professor I Karpin

Chair, Teaching and Learning Committee

Associate Professor R Jarman

Academic Administration Committee

Chair (elected by and from Academic Board)

Associate Professor P Meier

Deputy Chair (nominated from committee membership)

to be advised

Dean, Graduate Research School, or nominee

L Jones

Two academic staff members elected by Academic Board (not necessarily members of Academic Board) to be nominated by the members of the Academic Board

M Evers

M Teismann

Director, Student Administration Unit, or nominee

J Wise

One associate dean with responsibility for teaching and learning (to be nominated by the Deputy Vice-Chancellor and Vice-President (Education and Students))

to be advised

One faculty manager/administrator (to be nominated by the University Secretary)

P Hume, Faculty of Arts and Social Sciences

One undergraduate student elected by and from the undergraduate students of the University

S Paranji

One postgraduate coursework student elected by and from the postgraduate coursework students of the University

R Millanta

Co-opted members

LM Liu, Director, UTS International

J Trethewey, Student Administration Unit

Appeals Committees

Appeals Committee (Non-disclosure)

The Chair of Academic Board appoints a chair and two academic staff members when the committee is required to meet (in accord with Rule 17.4 of the UTS Student Rules).

Graduate Research Students' Appeals

Chair

Professor S Schuck

Deputy Chair

to be advised

Academic staff members with experience in supervision of graduate research students appointed from a panel appointed by the Academic Board from panel members nominated by the deans

Dr N Hopwood, Faculty of Arts and Social Sciences

to be advised, UTS Business School

Professor P Forsythe, Faculty of Design, Architecture and Building

to be advised, Faculty of Engineering and Information Technology

Professor A Coutts, Faculty of Health

Associate Professor T Libesman, Faculty of Law

Associate Professor B Stuart, Faculty of Science

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

K Sands, Faculty of Arts and Social Sciences

N Ma, UTS Business School

I Staudinger, Faculty of Design, Architecture and Building

J Wu, Faculty of Engineering and Information Technology

to be advised, Faculty of Health

T Francis, Faculty of Law

to be advised, Faculty of Science

Professional Experience Appeals

The Chair of Academic Board appoints a chair, two academic staff members and a student member when the committee is required to meet (in accord with Rule 17.3 of the UTS Student Rules).

Courses Accreditation Committee

Chair, elected by and from Academic Board

Professor P Jonson

Deputy Chair (nominated from committee membership)

to be advised

Director, Institute for Interactive Media and Learning, or nominee

Associate Professor J McKenzie

Manager, Academic Programs Office, or nominee

A-L Daniel

Two associate deans (teaching and learning), nominated by the Deputy Vice-Chancellor and Vice-President (Education and Students)

vacant (2)

Three academic staff members elected by Academic Board, not necessarily members of Academic Board

Dr W Brookes

Dr B Fatahi

Associate Professor C Zaslawski

Two coursework students elected by and from students of the University

C A Yong

P Zacharatos

One member of the University Course Accreditation Network, nominated by members of the network

D Lowe

Co-opted members on the basis of their skills and experience as appropriate

S Chopra

Dr R Flowers

A Mak

Associate Professor L McWhinnie

Graduate Research School Board

Dean, Graduate Research School (Chair)

Professor N Solomon

Deputy Chair (nominated from committee membership)

to be advised

Director, Researcher Development and Training, Graduate Research School, or nominee

Associate Professor J Connell

Director, Graduate Research School, or nominee

L Jones

Director, Connected Intelligence Centre, or nominee

Professor S Buckingham Shum

Head of School, Graduate School of Health, or nominee

Associate Professor M Bebawy

Director, Institute for Sustainable Futures, or nominee

Associate Professor C Riedy

Director, Institute for Interactive Media and Learning, or nominee

Dr P Kandlbinder

University Librarian or nominee

Dr P Tooth

At least one and no more than three nominees from each faculty for every 100 HDR EFTSL (rounded to the next higher whole number). Nominations to be made by the faculty dean.

Associate Professor A Macris, Arts and Social Sciences

Professor S Schuck, Arts and Social Sciences

Professor S Taylor, Business

Professor P McNeil, Design, Architecture and Building

Associate Professor M Abolhasan, Engineering and Information Technology

Professor J Lu, Engineering and Information Technology

Professor HH Ngo, Engineering and Information Technology

Professor E Sullivan, Health

Professor J Millbank, Law

Associate Professor M Ford, Science

Professor L Harry, Science

Dr C Lobo, Science

Two research degree students elected by and from research degree students of the University

to be advised

Co-opted members on the basis of their skills and experience as appropriate

Research literacies academic, Graduate Research School (Dr T Royce)

Research and Research Training Committee

Chair (elected by and from Academic Board)

Professor I Karpin

Deputy Chair (nominated from committee membership)

to be advised

Deputy Vice-Chancellor and Vice-President (Research) or nominee

Professor G Wightwick

Dean, Graduate Research School, or nominee

Professor N Solomon

Director, Institute of Sustainable Futures, or nominee

Professor C Mitchell

Director, Research and Innovation Office, or nominee

Professor D Robson

University Librarian or nominee

S Scholfield

One nominee from each faculty (normally Associate Dean (Research) nominated by the dean of the faculty)

Professor A McKee, Arts and Social Sciences

Professor S Taylor, Business

Professor P McNeil, Design, Architecture and Building

Professor J Lu, Engineering and Information Technology

Professor E Sullivan, Health

Professor A Vrdoljak, Law

Associate Professor M Ford, Science

Three directors of UTS research strengths (as set out in the Research Strengths Statement), not necessarily members of Academic Board, nominated by the deans of the University faculties

Professor D Liu

vacant (2)

Two early career researchers (whose PhD or equivalent doctorate has been awarded within the past five years), not necessarily members of Academic Board, elected by the members of Academic Board

Associate Professor T Booth

Dr A Taylor

Two research degree students, elected by and from research degree students of the University

A Ghabrial

A Zijlema

Co-opted member on the basis of their skills and experience as appropriate

Professor G Skilbeck

Teaching and Learning Committee

Chair (elected by and from Academic Board)

Associate Professor R Jarman

Deputy Chair (nominated from committee membership)

to be advised

Deputy Vice-Chancellor and Vice-President (Education and Students) or nominee

Professor S Alexander

Two associate deans (teaching and learning) or nominees, nominated by the Associate Dean Teaching and Learning Group

Dr R Disler

M Evers

Director, Jumbunna Indigenous House of Learning, or nominee

Professor M McDaniel

Director, Institute for Interactive Media and Learning, or nominee

Associate Professor J McKenzie

Director, Planning and Quality Unit, or nominee

M Hanlon

University Librarian or nominee

S Scholfield

One academic staff member of the Courses Accreditation Committee, nominated by the Chair, Courses Accreditation Committee

Associate Professor L McWhinnie

Three members of academic staff (not necessarily members of Academic Board) elected by Academic Board

Associate Professor T Booth

Associate Professor A Leigh

J Price

One undergraduate student elected by and from the undergraduate students of the University

KS Lee

One graduate coursework student elected by and from the graduate coursework students of the University

R Millanta

Co-opted members on the basis of their skills and experience as appropriate

Professor S Buckingham Shum, Director, Connected Intelligence Centre

LM Liu, Director, UTS International

Professor P Scott, Assistant Deputy Vice-Chancellor (Education)

Board of Studies of the Connected Intelligence Centre

Director, Connected Intelligence Centre

Professor S Buckingham Shum

Deputy Vice-Chancellor and Vice-President (Education and Students)

Professor S Alexander

Director, Advanced Analytics Institute

Professor L Cao

Responsible Academic Officer

Professor S Buckingham Shum

Senior Manager, Connected Intelligence Centre

G Gardiner

Director, Institute for Interactive Media and Learning, or nominee

Associate Professor J McKenzie

One academic staff member from each faculty, to be nominated by the respective deans

Associate Professor M Kearney, Arts and Social Sciences

Associate Professor B Wieder, Business

Dr K Sweetapple, Design, Architecture and Building

Associate Professor P Kennedy, Engineering and Information Technology

Dr J Bichel-Findlay, Health

Professor R Fisher, Law Associate

Professor L Ryan, Science

One student member, elected by and from the students of the Connected Intelligence Centre

to be advised

Board of Studies of the Graduate School of Health

Head, Graduate School of Health (Chair)

Professor C Benrimoj

Deputy Chair, as appointed from within board membership; rotated between Faculty of Science/Faculty of Health nominees

Associate Professor J Gray

Manager, Graduate School of Health (Secretary)

K Masters

Heads of Disciplines, Graduate School of Health

Professor I Kneebone (Clinical Psychology)

Associate Professor K Williams (Pharmacy) (Acting)

Professor K Rose (Orthoptics)

Professor L Bradnam (Physiotherapy)

All academic staff >50% fractional time of the school, with the total number of persons to be such that it is equal to or larger than the sum of the total number of nominated members

Associate Professor B Bajorek (Pharmacy)

Associate Professor M Bebawy (Pharmacy)

Dr V Garcia Cardenas (Pharmacy)

Dr M Haghi (Pharmacy)

Dr R Jaiswal (Pharmacy)

Dr T Rawling (Pharmacy)

Dr D Sabater Hernandez (Pharmacy)

Dr M Sukkar (Pharmacy)

R Ali (Clinical Psychology)

R Brockman (Clinical Psychology)

Dr J McAloon (Clinical Psychology)

Dr T Newton-John (Clinical Psychology)

Dr L Roberts (Clinical Psychology)

A Shires (Clinical Psychology)

M Courtney-Harris (Orthoptics)

Dr A French (Orthoptics)

Nominated members

Two representatives from the Faculty of Science and Faculty of Health, as nominated by their respective deans

Associate Professor R Duffield, Faculty of Health

Associate Professor J Gray, Faculty of Health

Professor G Nicholson, Faculty of Science

Professor M Wallach, Faculty of Science

One representative from the Faculty of Arts and Social Sciences and one representative from the UTS Business School, as nominated by the respective deans

Dr J Robert, Faculty of Arts and Social Science

Associate Professor S Goodall, UTS Business School

One representative from the Graduate Research School, as nominated by the dean

L Jones

One representative nominated by the Deputy Vice-Chancellor and Vice-President (Education and Students)

J Pizzica

One representative from the library, as nominated by the University Librarian

H Chan (acting)

One representative from the profession of each discipline, as nominated by the respective heads of disciplines

vacant (Clinical Psychology)

W Plunkett (Pharmacy)

Associate Professor F Martin (Orthoptics)

One student from each discipline, elected by and from the students of the Graduate School of Health

P McGrath (Clinical Psychology)

R Soro (Pharmacy)

P Gunasekaran (Orthoptics)

One professional staff (FTE), elected by and from the professional staff of the Graduate School of Health

J Woulfe

Co-opted members

Postgraduate Director (Teaching and Learning), Graduate School of Health

to be advised

Postgraduate Director (Research), Graduate School of Health

to be advised

Board of Studies of the Institute for Sustainable Futures

Director, Institute for Sustainable Futures (Chair)

Professor S White

Responsible Academic Officer, Institute for Sustainable Futures (Deputy Chair)

Associate Professor C Riedy

Responsible Academic Officer, Institute for Sustainable Futures

vacant

Research Administrator, Institute for Sustainable Futures

to be advised

Associate directors of postgraduate program, Institute for Sustainable Futures

Associate Professor J Prior

Dr S Sharpe

One student, elected by and from the students of the Institute for Sustainable Futures

to be advised

VICE-CHANCELLOR'S COMMITTEE

Vice-Chancellor and President
Professor A Brungs
Provost and Senior Vice-President
Professor P Booth
Deputy Vice-Chancellor and Vice-President (International and Advancement)
Professor W Purcell
Deputy Vice-Chancellor and Vice-President (Research)
Professor G Wightwick
Deputy Vice-Chancellor and Vice-President (Education and Students)
Professor S Alexander
Deputy Vice-Chancellor and Vice-President (Corporate Services)
AM Dwyer
Deputy Vice-Chancellor and Vice-President (Resources)
P Woods
Chair of Academic Board
Associate Professor J Gray
Dean, Arts and Social Sciences
Professor M Spongberg
Dean, Business
Professor R Green
Dean, Design, Architecture and Building
Professor D Luscombe
Dean, Engineering and Information Technology
Professor I Burnett
Dean, Health
Professor J Daly
Dean, Law
Professor L Hitchens
Dean, Science
Professor B Milthorpe
Dean, Graduate Research School
Professor N Solomon
University Librarian
M Booth
Chief Information Officer
C Burns

BOARDS OF CONTROLLED AND OTHER ENTITIES ASSOCIATED WITH UTS

accessUTS Board of Directors

Members
J Francis (Chair)
Professor J Daly
D Hill
Associate Professor P Jonson
B McRae (Managing Director)
Professor D Robson
Secretary
R Christodoulides

INSEARCH Limited Board

Chair
to be confirmed
Managing Director
A Murphy
Directors
P Bennett
A Dwyer
D Hill
J Hutchison, AM
Professor W Purcell
Professor M Spongberg
Company Secretary
N Patrick

Sydney Educational Broadcasting Ltd Board of Directors

Joint Chair
Professor W Purcell
Professor J Simons (Macquarie University)
Managing Director
M Withnall
Company Secretary and Director
Dr J Tyler
Company directors
Associate Professor N Anderson (Macquarie University)
M Kelly
Professor M Mollering (Macquarie University)
Professor M Spongberg

UTS Child Care Inc Board

Nominees of the University
B Smout (Chair)
G Morstyn (Deputy Chair)
P Scott
Nominee of ActivateUTS
J Bailey
Nominee of the UTS Students' Association
K Alway (Secretary)

Nominees from each child care service

Blackfriars Children's Centre

C Leckey

M Withnall

Magic Pudding Child Care Centre

A Hyvonen

J McWilliams (Treasurer)

One nominee from the Australian Broadcasting Corporation

T Stubbings

UTS Global Pty Ltd Board

Deputy Vice-Chancellor and Vice-President (International and Advancement)

Professor W Purcell

Deputy Vice-Chancellor and Vice-President (Resources)

P Woods

Dean, UTS Business School

Professor R Green

UTS Beijing Ltd Board

Deputy Vice-Chancellor and Vice-President (International and Advancement)

Professor W Purcell

Provost and Senior Vice-President

Professor P Booth

Director, Research and Innovation Office

Professor D Robson

Australia–China Relations Institute Board

Chair

Xiangmo Huang

Vice Chancellor and President

Professor A Brungs

Deputy Vice-Chancellor and Vice-President (International and Advancement)

Professor W Purcell

Director, Australia–China Relations Institute

The Hon. Professor B Carr

Director, UTS International

L Mian-Liu

ActivateUTS Board

(all directors are appointed by UTS Council)

Chair

Emeritus Professor R Lynch

Treasurer

Associate Professor P Sivabalan

Third Council appointee

W Paterson

Staff directors

Associate Professor J Connell

J Wise

Student directors

R Calimlim

L Chapman

Y Jung

D Konnova (President)

P Vavich

A Young (Vice President)

P Zacharatos

Chief Executive Officer

E Brett

FACULTY BOARDS AND COMMITTEES

FACULTY BOARD IN ARTS AND SOCIAL SCIENCES

Chair

to be confirmed

Deputy Chair

to be confirmed

Ex officio members

Dean

Professor M Spongberg

Associate Dean (Teaching and Learning)

Professor M Dever

Associate Dean (Research and Development)

Professor A McKee

Associate Dean (Engagement and International)

Professor J Macnamara

Faculty General Manager

P Hume

Director of Research Training

Professor S Schuck

Heads of School

Professor P Aubusson (Education)

Professor M Evans (Communication)

Professor L Harbon (International Studies)

Professor of Indigenous Education's nominee

Associate Professor H Norman

Nominated members (5)

nominee of the University Librarian

nominee of the Deputy Vice-Chancellor and Vice-President (Education and Students)

member of the academic staff from Faculty Board of Law

member of the academic staff from Faculty Board of Design, Architecture and Building

member of the academic staff from Faculty Board in Business

Elected members (21)

one undergraduate student from each school (3)

one postgraduate student from across all schools (1)

professional staff (2)

academic staff (15, with a minimum of two per school)

FACULTY BOARD IN BUSINESS

Ex officio members

Dean (Chair)

Professor R Green

Deputy Dean (Alternate Chair)

Professor T Taylor

Associate Dean (Research)

Professor S Taylor

Associate Dean (Education)

Associate Professor C Burton

Associate Dean (Business Practice and External Engagement)

Associate Professor J Hutchin

General Manager

C Lord

Heads of discipline groups

Accounting

Professor M Bugeja

Economics

Professor J Goeree

Finance

Associate Professor G Van de Venter

Management

Associate Professor A Hermens

Marketing

Professor P Morrison

Nominated members

University Library

P Tooth

Institute for Interactive Media and Learning

K Hunter

Faculty of Design, Architecture and Building

Associate Professor S Sankaran

Faculty of Engineering and Information Technology

Dr B Fatahi

Faculty of Law

J Harris

Manager, Faculty Services

J Forder

Elected members

Accounting

Dr R Czernkowski

Dr B Govendir

Dr A Leyoung

Dr J Tyler

Economics

Associate Professor D Goldbaum

A Klimova

Dr S Maruyama

Dr J Zhang

Finance
D Cotton
Dr O Konstandatos
Professor D Michayluk
Dr M Navone
Management
Associate Professor D Adair
Dr C Foley
Associate Professor S Kaine
Associate Professor K Redfern
Marketing
Dr P Burke
L Freeman
Dr G Massey
Dr D Waller
Administration staff
D Ford
Undergraduate students
H Stanton
R Thettayil
Postgraduate students
S Gomes
D Romero
Clerk to Faculty Board in Business
G Nath

Dean's Advisory Committee

Dean
Professor R Green
Deputy Dean
Professor T Taylor
Associate Dean (Research)
Professor S Taylor
Associate Dean (Education)
Associate Professor C Burton
Associate Dean (Business Practice and External Engagement)
Associate Professor J Hutchin
General Manager
C Lord
Administration staff representative
S Carr
Academic staff representative
Dr A Wright

Heads of discipline groups

Accounting
Professor M Bugeja
Economics
Professor J Goeree
Finance
Associate Professor G Van de Venter
Management
Associate Professor A Hermens
Marketing
Professor P Morrison
Director, UTS Business Research Centre
Professor R Viney (CHERE)

FACULTY BOARD IN DESIGN, ARCHITECTURE AND BUILDING

Chair
Professor D Luscombe

Research Management Committee

This committee manages academic- and student-related issues.
Chair
Professor P McNeil

Teaching and Learning Quality Committee

Chair
Associate Professor L McWhinnie

FACULTY BOARD IN ENGINEERING AND INFORMATION TECHNOLOGY

Ex officio members

Dean (Chair)
Professor IS Burnett
Associate Dean (Teaching and Learning)
Dr R Jarman
Associate Dean (Research)
Professor J Lu
Associate Dean (International)
Professor D Sharma
Head, School of Civil and Environmental Engineering
Professor J Zhou
Head, School of Computing and Communications
T Aubrey
Head, School of Electrical, Mechanical and Mechatronic Systems
Professor J Zhu
Head (Acting), School of Software
Associate Professor P Kennedy
Head, School of Systems, Management and Leadership
Professor IT Hawryszkiewycz
Faculty Manager
A Giles
Manager, Academic Programs
T Moore

Nominated members (two-year term)

nominee of the University Librarian
nominee of the Deputy Vice-Chancellor and Vice-President (Education and Students)
nominee, Faculty of Arts and Social Sciences
nominee, UTS Business School
nominee, Faculty of Science

Elected members (two-year term)

twenty members of the academic staff elected by and from the academic staff, comprising four academic staff representatives from each of the five schools, of whom one must be a professor or associate professor from each school. This includes election of research fellows of the faculty.

one (1) member of the faculty's support staff, elected by and from the support staff of the faculty

Elected student members (one-year term)

one undergraduate student enrolled in an engineering undergraduate program

one undergraduate student enrolled in an IT undergraduate program

one postgraduate student enrolled in an engineering postgraduate program (coursework or research)

one postgraduate student enrolled in an IT postgraduate program (coursework or research)

Co-opted members

The board will, at its discretion, co-opt members of the academic and/or support staff with relevant skills and/or expertise relevant to the business of the board.

Committees of the faculty board

Courses Committee

Dean's Advisory Committee

Faculty Student Conduct Committee

Library Committee

Quality Committee

Research Degrees Committee

Research Management Committee

Results Ratification Committee

Student Assessment Review Committee

Industry Advisory Network

Convener

Deputy Convener

Members

FACULTY BOARD IN HEALTH

Dean (Chair)

Professor J Daly

Faculty Manager (Secretary)

T Heywood

Associate Dean (Teaching and Learning)

Associate Professor J Gray

Associate Dean (Research)

Professor E Sullivan

Centre directors

Professor C Duffield

Professor C Homer

Professor J Phillips

Academic Programs Manager

T Perera

Nominated members

Nominee of the Faculty Board in Engineering and Information Technology

Dr A Al-Ani

Nominee of the Faculty Board in Law

V Jidan

Nominee of the Faculty Board in Science

Dr G Herok

Nominee of the Institute for Interactive Media and Learning

J Pizzica

Nominee of the University Librarian

H Chan

Elected members

One support staff member from the faculty

K Peters

Eight academic staff members from the faculty

Dr J Bichel-Findlay

Associate Professor E Denney-Wilson

Dr R Disler

F Orr

Dr J Wardle

Professor V Wilson

A Wyllie

vacant

Two members of academic staff from each of the disciplines of Health Services; Midwifery; Nursing; and Sport and Exercise

Health Services

Professor J Adams

Dr C Saunders

Midwifery

A Cummins

vacant

Nursing

Dr L Hickman

Dr S Lapkin

Sport and Exercise

Professor A Coutts

Dr M Watsford

Four student members from the faculty

S Kensell

A Rehayem

vacant (2)

Faculty Courses Committee

Ex officio members

Associate Dean (Teaching and Learning) (Chair)

Associate Professor J Gray

Academic Programs Manager (Secretary)

T Perera

Director, Clinical Practice

K Eyre

Director, International Activities
Dr R Disler
Director of Midwifery Studies
R Hogan
Director of Health Services Management Programs
Dr J Bichel-Findlay
Director of Postgraduate Nursing Studies
Dr C Ferguson
Director of Undergraduate Nursing Studies
A Wyllie
Director, Sport and Exercise Studies
Dr R Bower
Director, Research Studies
Associate Professor A Wang
Director, Health Studies
Dr J Lewis
Faculty Librarian
J Van Balen
Academic Liaison Officer
F Rogan

Nominated members

Nominee of the UTS Student Centres
C Grimshaw
Nominee of the Deputy Vice-Chancellor and Vice-President (Education and Students) and Institute for Interactive Media and Learning
J Pizzica
Nominee of the Director, Jumbunna Indigenous House of Learning
Professor J Sherwood

Elected members

Four members of academic staff
Associate Professor E Denney-Wilson
C Virdun
Dr C Waters
vacant

Faculty Research Committee

Ex officio members

Dean
Professor J Daly
Associate Dean (Research) (Chair)
Professor E Sullivan
Directors, Faculty Research Centres (or nominees)
Professor J Adams (Australian Research Centre in Complementary and Integrative Medicine)
Professor C Duffield (Centre for Health Services Management)
Professor C Homer (Centre for Midwifery, Child and Family Health)
Professor J Phillips (Centre for Cardiovascular and Chronic Care)
Director, Research Students
Dr P Newton
Director, Research Studies
Associate Professor A Wang
Director, Health Services and Practice (or nominee)
Professor A Coutts

Elected members

Mid-career researcher
Associate Professor S Inglis
Early career researcher
Dr C Catling
Academic staff member from the faculty
Professor D Sibbritt
One higher degree by research student (elected)
M Forbes
Co-opted member
Associate Professor M Bebawy

Dean's Advisory Committee

Ex officio members

Dean (Chair)
Professor J Daly
Faculty Manager (Secretary)
T Heywood
Associate Dean (Teaching and Learning)
Associate Professor J Gray
Director, Centre for Midwifery, Child and Family Health
Professor C Homer
Director, Centre for Health Services Management
Professor C Duffield
Associate Dean (Research)
Professor E Sullivan
Director, Research Studies
Associate Professor A Wang
Director of Sport and Exercise Studies
Dr R Bower
Director of Health Services Management Programs
Dr J Bichel-Findlay
Director of Midwifery Studies
Associate Professor A Sheehan
Director of Postgraduate Nursing Programs
Dr C Ferguson
Director of Undergraduate Nursing Studies
A Wyllie
Director, Health Studies
Dr J Lewis
One member of the professoriate, Sport and Exercise
Associate Professor A Coutts
Research Manager
K Gomez

Elected representatives

Four members of academic staff

M Jenkins

Dr T Luckett

Professor D Sibbritt

C Virdun

One member of support staff from the faculty

K Peters

One professor elected from the professoriate

Professor J Adams

FACULTY BOARD IN LAW

Ex officio members

Dean (Chair)

Professor L Hitchens

Associate Dean (Research)

Professor A Vrdoljak

Associate Dean (Education)

M Evers

Faculty Manager

P Holt

Nominated members

nominee of Deputy Vice-Chancellor and Vice-President (Education and Students)

nominee of University Librarian

nominee of the dean from the Faculty Board in Arts and Social Sciences

nominee of the dean from the Faculty Board in Business

nominee of the dean from the Faculty Board in Health

Elected members

academic staff members elected by and from the academic staff of the faculty

one support staff member elected by and from the support staff of the faculty

four students elected by and from the students of the faculty, one of whom shall be a postgraduate student

Faculty of Law Advisory Board

Ex officio members

Dean

Professor L Hitchens

External members

FACULTY BOARD IN SCIENCE

Ex officio members

Dean (Chair)

Professor B Milthorpe

Associate Dean (Teaching and Learning)

Associate Professor P Meier

Associate Dean (Research)

Associate Professor M Ford

Associate Dean (International and External Engagement)

Professor G Nicholson

General Manager, Faculty Administration

H Hume

General Manager, Faculty Technical Services

B Peters

Head, School of Life Sciences

Professor W Gladstone

Head, School of Mathematical and Physical Sciences

Professor R Burford

Director, C3

Professor P Ralph

Director, ithree

Professor L Harry

Nominated members

Faculty of Engineering and Information Technology (1)

Faculty of Health (1)

Graduate School of Health (1)

UTS Business School (1)

nominee of the Deputy Vice-Chancellor and Vice-President (Education and Students) (1)

University Library (City campus) (1)

Elected academic members

Elected professional staff

Elected student representatives

Faculty Teaching and Learning Advisory Committee

Associate Dean (Teaching and Learning) (Chair)

Associate Professor P Meier

(Appointed as per terms of reference, 2015.)

Faculty Research Advisory Committee

Associate Dean (Research) (Chair)

Associate Professor M Ford

(Appointed as per terms of reference, 2015.)

GRADUATE SCHOOL OF HEALTH BOARD OF STUDIES

Ex officio members

Head, Graduate School of Health (Chair)

Professor S Benrimoj

Deputy Chair

Associate Professor J Gray

Manager, Graduate School of Health (Secretary)

K Masters

Head of Discipline (Clinical Psychology)

Professor I Kneebone

Head of Discipline (Pharmacy) (Acting)

Associate Professor K Williams

Head of Discipline (Orthoptics)

Professor K Rose

Head of Discipline (Physiotherapy)

Professor L Bradnam

Academic staff

Associate Professor B Bajorek (Pharmacy)
Associate Professor M Bebawy (Pharmacy)
Dr V Garcia Cardenas (Pharmacy)
Dr M Haghi (Pharmacy)
Dr R Jaiswal (Pharmacy)
Dr T Rawling (Pharmacy)
Dr D Sabater Hernandez (Pharmacy)
Dr M Sukkar (Pharmacy)
R Ali (Clinical Psychology)
Dr R Brockman (Clinical Psychology)
Dr T Newton-John (Clinical Psychology)
Dr J McAloon (Clinical Psychology)
Dr L Roberts (Clinical Psychology)
A Shires (Clinical Psychology)
M Courtney-Harris (Orthoptics)
Dr A French (Orthoptics)

Nominated members

Faculty of Arts and Social Sciences
Dr J Robert
Faculty of Health
Associate Professor R Duffield
Associate Professor J Gray
Faculty of Science
Professor G Nicholson
Professor M Wallach
UTS Business School
Associate Professor S Goodall
Graduate Research School
L Jones
Deputy Vice-Chancellor and Vice-President (Education and Students) nominee
J Pizzica
UTS Library
H Chan (acting)
Health profession representative
to be advised (Clinical Psychology)
Associate Professor F Martin (Orthoptics)
W Plunkett (Pharmacy)

Elected members

Professional staff member
J Woulfe
Students
P McGrath (Clinical Psychology)
P Gunasekaran (Orthoptics)
R Soro (Pharmacy)

Co-opted members

to be advised

STANDING ORDERS

STANDING ORDERS FOR UTS COUNCIL

Chair

1. The Chancellor shall preside at any meeting of the Council at which he/she is present unless he/she elects not to do so.
2. Where at a meeting of the Council the Chancellor:
   (a) is absent;
   (b) elects not to preside;
   (c) is unable to preside;
   or the office of the Chancellor is vacant, the Deputy Chancellor shall preside.
3. In the absence of both the Chancellor and the Deputy Chancellor from a meeting of the Council the members present shall elect one of their number to preside at that meeting.

Notice of meetings

4. The Council shall meet in ordinary session not less than six times in each year and at such other times as the Council shall decide.
5. Not less than seven days' notice of an ordinary meeting of the Council shall be given by the University Secretary in writing to members of the Council setting out the time and place of the meeting and the agenda.

5A. Order 5 may be suspended by the Chancellor, Vice-Chancellor and University Secretary, as the Executive of Council, under the terms of Rule G1-6 Notice of meeting of Council of the UTS General Rules, by directing the University Secretary to take action with respect to any of the following:
   (a) advise members of a Council meeting with shorter notice than prescribed by Order 5;
   (b) advise only Council members and other required attendees of the meeting place;
   (c) advise Council members that a meeting will be held in closed session.

6. A special meeting may be convened by the University Secretary on the request of the Chancellor, the Deputy Chancellor or the Vice-Chancellor or upon the written request of any five members of the Council within 30 days of receipt of the request.

6A. Order 6 may be suspended by the Chancellor, Vice-Chancellor and University Secretary, as the Executive of Council, under the terms of Rule G1-6 Notice of meeting of Council of the UTS General Rules, by directing the University Secretary to take action with respect to any of the following:
   (a) advise members of a Council meeting with shorter notice than prescribed by Order 6;
   (b) advise only Council members and other required attendees of the meeting place;
   (c) advise Council members that a meeting will be held in closed session.

7. Not less than seven days' notice of a special meeting of the Council shall be given in writing by the University Secretary to members of the Council specifying any matters requested under Order 6, for discussion at the special meeting.

8. Proceedings of the Council shall be valid notwithstanding non-receipt of a notice of meeting by a member.

Quorum

9. The quorum at any meeting of the Council shall consist of a majority of the total number of members for the time being of the Council.

10. If no quorum is present within 30 minutes of the time appointed for the meeting to commence, all business which should have been transacted at that meeting shall stand over until the next ordinary meeting of the Council, in which case, the business which was to have been dealt with at the meeting lacking a quorum shall take precedence over the business of the ordinary meeting, unless a special meeting is called in the meantime for the transaction of that business.

11. Once a meeting of the Council has commenced with a quorum, there shall be deemed to be a quorum thereafter, unless the lack of a quorum is drawn to the Chair's attention by a member of the Council. On the Chair's attention being drawn to the lack of a quorum he/she shall adjourn the meeting for five minutes. If at the expiration of five minutes there still is no quorum the Chair shall adjourn the meeting to another time or place.

Minutes

12. The University Secretary shall keep a record of each meeting which shall be stored in an official University file and at each meeting the minutes of the preceding meeting shall:
    (a) be read unless copies thereof have been previously circulated to members;
    (b) be confirmed or confirmed as amended; and
    (c) be signed by the Chair as confirmed with or without amendment.

Conduct of meetings

13. The order of business at any meeting of the Council shall follow that set out in the agenda unless the Council otherwise determines.

14. Meetings shall, subject to the presence of a quorum, start at the time set out in the notice of meeting, and shall, subject to the discretion of the Chair, continue until all business on the agenda has been concluded.

15. No member of the Council shall initiate any matter for debate or move any motion in respect of such matter, other than a matter on the agenda, unless the Council otherwise determines.

16. At meetings of the Council voting shall be by show of hands, and:
    (a) any question shall be decided by a majority of the members present; and
    (b) the Chair shall have a deliberative vote, and, in the event of any equality of votes, a casting vote.

17. A motion or amendment before the Chair shall not be withdrawn except by the mover thereof and by leave of the seconder and of the Council, provided that no motion shall be withdrawn while any amendment is under discussion or after any amendment has been adopted.

18. A motion or amendment before the Chair may be reworded by the mover subject to leave of the Council.

19. No member of the Council shall speak more than once to any question, save that the mover of the motion (but not of an amendment) shall have the right of reply, which reply shall close the debate. For the purposes of this Order an amendment shall constitute a separate question from the original motion and from any other amendment.

20. When an amendment is before the Chair, discussion shall be confined to that amendment, and no further amendment shall be proposed until the amendment before the Chair has been disposed of.

21. Any member of the Council may raise a point of order which shall take precedence over all other business, and which shall be open to discussion. The point must be raised at the time the alleged irregularity occurred.

22. Any member of the Council disagreeing with the Chair's ruling on a point of order may move dissent. Such motion shall be put forthwith without debate.

23. Any member of the Council who has not already participated in the debate on any matter may, at any time, whether another speaker has the floor or not, move 'That the question be now put', which motion, if accepted by the Chair, shall be put without amendment or debate. The Chair shall have an absolute discretion to accept or refuse the motion. If the motion is put during debate on an amendment, the motion shall close debate on the amendment only.

Closed session

24. The Council may, if it so wishes and provided that a quorum is present, go 'into closed session', whereupon all non-members who are present shall, with the exception of such non-members as the Council may determine, be required to leave the room and shall not be readmitted until the Chair declares that open session has been resumed.

Adjournment

25. The Chair may, with the consent of the Council, and shall, if so directed by the Council, adjourn the meeting from time to time and from place to place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place. When a meeting is adjourned for 10 days or more, notice of the adjourned meeting shall be given as for an ordinary meeting. Save as aforesaid it shall not be necessary to give any notice of an adjournment or of the business to be transacted at an adjourned meeting.

Attendance at Council meetings

26. Persons present at Council meetings are categorised as follows:
    (a) Council members;
    (b) Council officers (the University Secretary and the Executive Officer to Council);
    (c) official attendees (the Provost; Deputy Vice-Chancellors; and other persons invited by the Chancellor);
    (d) observers (members of the University community; other persons who attend by leave of the Chancellor or by Council resolution).
27. Official attendees are present at Council meetings to advise Council in its deliberations. They have no speaking rights but may be invited to speak by the Chancellor. By custom and practice, the Provost and the Deputy Vice-Chancellor (Resources) are invited to sit at the Council table.
28. Observers may attend meetings of Council, subject to the following conditions:
    (a) they shall notify the University Secretary by 4.00pm on the day before the meeting they wish to attend;
    (b) the number of observers able to attend a meeting shall be determined by considerations of space and comfort, it being noted that the Council Room can accommodate a limited number of people; official attendees will be given priority over observers;
    (c) if requested, the University Secretary shall provide observers with a copy of papers relating to agenda items other than those which have been or are likely to be declared confidential;
    (d) observers shall not normally participate in the discussions. They may only do so when invited by the Chair;
    (e) the University Secretary shall have power to waive (a), determine (b) and interpret (c) above.
29. Council may, by resolution, decline permission for an official attendee or an observer to be present for all or any part of a meeting.

Tabled papers

30. Tabled papers shall not be distributed to anyone, including members, official attendees or observers prior to a meeting.

General

31. Standing Orders 1–30 or any of them may be suspended by a majority of those present at a meeting of the Council. A motion to that effect shall be open to debate.
32. Notwithstanding anything hereinbefore contained, any decision made by a validly constituted meeting shall not be void by reason only of a departure from these Standing Orders which was not detected until after the decision was made.
33. Any matter not dealt with in these Standing Orders shall be governed by the customary procedure at meetings.

Committees of the Council

34. Subject to the Act and the By-law the Council may:
    (a) appoint such committees or boards consisting of such persons whether members of Council or not, as it thinks fit; and
    (b) confer or impose upon a committee or board appointed under subclause (a) such powers and duties as it may from time to time determine.
35. The University Secretary shall be secretary to the committees and boards of the Council.
36. Not less than seven days' notice personally or in writing of an ordinary meeting of a Council committee or board shall be given by the University Secretary to members of the committee or board, setting out the time and place of the meeting and the agenda.
37. Not less than three days' notice personally or in writing of a special meeting of a Council committee or board shall be given by the University Secretary to members of the committee or board, setting out the time and place of the meeting and the agenda.
38. A meeting of a Council committee or board may be held at any time if all members of the committee or board so agree.
39. The quorum at any meeting of a Council committee or board, shall, unless another number is fixed for a particular committee or board, be one-half of the members of the committee or board for the time being but, if one-half is not a whole number, shall be the next higher whole number.

40. Flying Minutes:
    (a) the Chair of a Council committee shall have discretion to issue a Flying Minute;
    (b) a Council committee may pass a resolution without a meeting being held if a majority of the total number of members (for the time being) of a Council committee provides an affirmative vote regarding the resolution in writing or electronically;
    (c) the resolution is deemed to be passed (and therefore effective from), when the last member of the majority provides an affirmative vote;
    (d) passage of a resolution under this section must be recorded in the minutes.
41. These Standing Orders shall be applicable as appropriate to the conduct of meetings of the committees and boards of the Council.

STANDING ORDERS FOR ACADEMIC BOARD

Chair and Deputy Chair

1. The Chair shall preside at any meeting of the Academic Board except in the circumstances described in Standing Orders 2, 3 and 4.
2. At the first meeting of Academic Board following the beginning of a new two-year term, the Vice-Chancellor will open the meeting and invite the recently elected Chair to chair the meeting from that point.
3. Where at a meeting of the Academic Board the Chair:
    (a) is absent
    (b) elects not to preside
    (c) is unable to preside,

    or the office of the Chair is vacant, the Deputy Chair shall preside unless unwilling to do so.
4. In the absence of the Chair and Deputy Chair from a meeting of the Academic Board, or, in circumstances described in Standing Order 3 above, if the Deputy Chair has elected not to preside at the meeting:
    (a) the Vice-Chancellor, if the Vice-Chancellor is present and wishes to preside, is to preside at the meeting; or
    (b) if the Vice-Chancellor is not present, or being present, does not wish to preside, the Board is to elect one of its members to preside at the meeting.

Notice of meetings

5. The Academic Board shall normally meet in ordinary session at least six times in each year and at such other times as the Academic Board determines.
6. The University Secretary shall be Secretary to the Academic Board. At least seven days' written notice of an ordinary meeting of the Academic Board shall be given by the University Secretary (or nominee) to members of the Academic Board setting out the time and place of the meeting and the agenda.
7. A special meeting may be convened by the University Secretary (or nominee) on the request of the Chair, the Deputy Chair or the Vice-Chancellor or upon the written request of any five members of the Academic Board. A special meeting shall be scheduled within 14 days of receipt of the request.
8. At least seven days' written notice of a special meeting of the Academic Board shall be given by the University Secretary (or nominee) to members specifying any matters requested under Standing Order 7 for discussion at the special meeting.
9. Proceedings of the Academic Board shall be valid notwithstanding non-receipt of a notice of meeting by a member.

Quorum

10. The quorum at any meeting of the Academic Board shall be one-half of the current members of Academic Board. If one-half is not a whole number, the next higher whole number shall be used.

    Vacant positions on Academic Board do not count toward the calculation of the number required for a quorum.
11. If no quorum is present, the session can proceed at the Chair's request and with endorsement of members of Academic Board who are present.

    Items of business can be discussed (but no formal decisions can be made) and the inquorate session is recorded as notes.

    Items of business discussed at an inquorate session may be sent to Academic Board members out of session for approval.

    In the instance where sufficient members arrive (part way through an inquorate session) such that a quorum is achieved, the now quorate members may choose to resolve to approve and accept all the items discussed during the inquorate session. Such items would then be considered resolutions of the now formal meeting.

    Where an inquorate session does not proceed as outlined above, the Chair will determine how business will be dealt with, which may include:
    (a) through out of session business
    (b) at the next meeting of the Board, or
    (c) for no further consideration.
12. Once a meeting of the Academic Board has commenced with a quorum, a quorum shall be deemed to exist thereafter, unless the lack of a quorum is drawn to the Chair's attention by a member of the Academic Board. On the Chair's attention being drawn to the lack of a quorum she or he shall adjourn the meeting for five minutes. If at the expiration of five minutes there still is no quorum, the Chair may adjourn the meeting and/or deal with remaining business as noted in Standing Order 11 above.

Declaration of conflict of interest and starring of items

13. Before the commencement of the general business of the Board's agenda, the Chair shall invite Board members to:
    (a) declare any conflict of interest in relation to any listed matters
    (b) recommend items to be starred.

    Any member may declare a conflict of interest or star an agenda item.

    Starring of items is a meeting procedure adopted by the University to ensure that the whole agenda is covered, where possible, at the one meeting.

    Items considered to require further discussion are accorded an appropriate amount of time within the constraints of a reasonable meeting duration, which is usually up to three hours.

    Items which are not starred shall be adopted immediately after resolving, which, if any, items should be starred for further discussion.

Minutes

14. The University Secretary (or nominee) shall keep a record of each meeting, which shall be stored in an appropriate manner consistent with the University's Records Management Directive, and at each meeting the minutes of the preceding meeting shall:
    (a) be read unless copies thereof have been previously circulated to members
    (b) be confirmed or confirmed as amended, and
    (c) subsequently be signed by the Chair as confirmed with or without amendment.

Conduct of meetings

15. Meetings shall, subject to the presence of a quorum, start at the time set out in the notice of meeting, and shall, subject to the discretion of the Chair, continue until all business on the agenda has been concluded, except that the agreement of the Academic Board shall be necessary for the duration of the meeting to exceed three hours.

16. The order of business at any meeting of the Academic Board shall follow that set out in the agenda unless the Academic Board otherwise determines.

17. No member of the Academic Board shall initiate any matter for debate or move any motion in respect of a matter, other than a matter on the agenda, unless the Academic Board otherwise determines.
    (a) To ensure that Board members have adequate time to consider matters for resolution, papers should not be tabled at a meeting. However if, after consulting with the University Secretary, the Chair believes the Board may wish to determine whether it will receive a tabled paper, an opportunity to do so will be provided at an agenda item, Receipt of Tabled Papers. Tabled papers received by the Board will be considered for starring in the sequence they are received. Tabled papers not received by the Board will normally be distributed with papers for the next meeting of the Board and considered at that meeting.
    (b) At the discretion of the Chair:
        (i) any member who desires to speak at a Board meeting shall only address the meeting when called upon by the Chair
        (ii) if two or more members indicate their desire to speak simultaneously, the Chair shall call upon the member who first caught the Chair's eye, subject to precedence being given to the Vice-Chancellor or any person acting in that position
        (iii) if the Chair rises during a debate, any member speaking shall cease to do so and the Chair shall be heard without interruption.

18. A motion or amendment before the Chair can only be withdrawn by the mover, with leave of the seconder and the Academic Board, provided that no motion shall be withdrawn while an amendment is being discussed or after any amendment has been adopted.

19. Subject to Standing Order 20, when an amendment is before the Chair, discussion shall be confined to that amendment, and no further amendment shall be proposed until the amendment before the Chair has been disposed of.

20. A motion or amendment before the Chair may be reworded by the mover with leave of the Academic Board.

21. Members of the Academic Board shall only speak once to any question, except that the mover of a motion or amendment shall have the right of reply, which reply shall close the debate. For the purposes of this Order, an amendment shall constitute a separate question from the original motion and from any other amendment.
    (a) A member moving a motion or amendment without speaking to it may reserve his right to speak to it subsequently.

22. At any time during the meeting, a member of the Academic Board who has not already participated in the debate on a matter may, whether another speaker has the floor or not, move 'That the question be now put', which motion, if accepted by the Chair, shall be put without amendment or debate. The Chair shall have absolute discretion to accept or refuse the motion. If the motion is put during debate on an amendment, the motion shall close debate on the amendment only.
    (a) A matter is 'disposed of' when it has been voted on, has lapsed due to absence of a mover or has been withdrawn.

(b) Once a matter is disposed of, a member shall not speak to or reflect on the matter or the vote of a meeting pertaining to the matter, except in the case of a motion for the rescission of a resolution previously adopted by the Board (of which, due notice must be given in the form of inclusion on a meeting's agenda).

23. Any member of the Academic Board may raise a point of order which shall take precedence over all other business and be open to discussion. The point must be raised at the time the alleged irregularity occurred.

(a) The Chair will make a ruling on a point of order.

24. Any member of the Academic Board disagreeing with the Chair's ruling on a point of order may move dissent. Such motion shall be put to vote forthwith without debate. Upon such a motion, the Deputy Chair shall take the Chair until the motion is disposed of.

25. At meetings of the Academic Board, voting shall be by show of hands, and

(a) any question shall be decided by a majority of the members present, and

(b) the Chair shall have a deliberative vote and, in the event of equality of votes, a casting vote.

Academic Board elections

26. Elections for Academic Board shall be held in accordance with Rule G3, Part 3 of the General Rules of the University.

Open meetings

27. (1) Meetings of the Academic Board shall be open to members of the University, that is, staff, students and graduates. Members of the University may attend meetings of the Board as observers and shall be admitted subject to the availability of space.

Members of the University who intend to attend Academic Board should inform the Executive Officer to Academic Board of their intention to attend the meeting.

Ordinarily, observers shall not be accorded speaking or voting rights. The Chair may however grant observers leave to speak at a meeting on a matter or item of discussion.

Attendance at Academic Board meetings

28. Directors and other UTS officers identified from time to time by the Executive Committee of Academic Board, in consultation with the senior management of the University as appropriate, will be alerted to the online availability of Academic Board papers, and have a standing invitation to attend meetings and participate in discussion, subject to permission by the Chair, as appropriate to their expertise and area of responsibility.

Closed session

29. The Academic Board may, if it so wishes and provided that a quorum is present, go 'into closed session', whereupon all non-members who are present shall, with the exception of those non-members as the Academic Board may determine, be required to leave the room and shall not be readmitted until the Chair declares that open session has resumed.

(a) The minutes of the meeting shall record the motions for the commencement and cessation of discussions in a closed session. Minutes of discussions in a closed session will be considered confidential and kept separately.

Adjournment

30. The Chair may, with the consent of the Academic Board or if so directed by the Academic Board, adjourn a meeting to another time and/or place.

When a meeting is adjourned:

(a) no further business will be dealt with. Business left unfinished will be carried over to the next regular meeting or special meeting where applicable.

(b) for 10 days or more, notice of the adjourned meeting shall be given as for an ordinary meeting. It shall not be necessary to give any notice of the business to be transacted at an adjourned meeting.

Cancellation of meetings

31. The Chair may cancel an ordinary, adjourned or special meeting of the Academic Board at any time in between meetings.

(a) If the Chair is of the opinion that there is not sufficient business to warrant the holding of a meeting of the Board, the Chair may direct that members be informed that the meeting has been cancelled. The Chair will also determine how business that would have been transacted at the cancelled meeting will be dealt with, in the manner set out in Standing Order 11.

Alternate members

32. (1) An alternate student member may attend meetings of Academic Board in place of an elected student member (see Rule G3, Part 1, Division 1, clause (3)(b) in the Rules relating to Academic Board). An alternate student member must be eligible to be elected or nominated to the position held by the member they are replacing.

(2) If an elected student member is unable to attend a meeting of the Board, the relevant Faculty Manager or equivalent manager of a University graduate school, centre or institute (where appropriate) is responsible for requesting the alternate member to attend that meeting in place of the student member. The Faculty Manager or equivalent manager of a University graduate school, centre or institute (where appropriate) is also responsible for notifying the Executive Officer to Academic Board that the alternate will be in attendance.

(3) (a) An alternate student member is entitled to receive the agenda papers for Academic Board meetings and to attend and vote at meetings of Academic Board if and when the elected student member is not or will not be present for a meeting.

(b) When both the elected member and the alternate member are present at a meeting of Academic Board, only the elected member has speaking and voting rights.

(c) Immediately prior to the commencement of a meeting of Academic Board, or as soon as possible thereafter but during the meeting, an alternate member who is attending in place of a member shall confirm that attendance with the Executive Officer to Academic Board.

(d) When both the member and the alternate are unable to attend a meeting of Academic Board, the member is responsible for notifying the Executive Officer to Academic Board that the absence will not be covered by the alternate member and the member's formal apology will be registered.

(e) If, for three consecutive meetings of Academic Board, neither the student member nor the alternate member has attended and the student member has not registered a formal apology with the Executive Officer to Academic Board for any of those meetings, the membership of the student member lapses, and that of the alternate member with it (see Rule G3, Part 1, Division 1, clause 1(4) in the Rules relating to Academic Board).

Communication of Academic Board decisions

33. Academic Board decisions are communicated in the following ways, via:

(a) the UTS Official Noticeboard

(b) minutes published on the UTS website, and

(c) the UTS Academic Board Briefing which is a regular electronic newsletter sent by the Chair to all staff after each meeting of Academic Board. This electronic regular newsletter is to keep the community of UTS informed about the matters that transpire at meetings. The Academic Board Briefing is also published on the UTS website.

Individual notifications of the outcomes of the Board's deliberations shall be prepared by the Executive Officer to Academic Board and forwarded to those persons (eg Report Sponsor, Dean, Head of School, Chair of Academic Board Committee) whose attention needs to be drawn to any resolution of the Board, either in order to note or action that resolution or for further referral to appropriate members of staff, as necessary.

General

34. Standing Orders 1–33 may be suspended in whole or in part by a majority of those present at a meeting of the Academic Board. A motion to that effect shall be open to debate.

35. Any decision made by a validly constituted meeting shall not be void by reason only of a departure from these Standing Orders which was not detected until after the decision was made.

36. Any matter not dealt with in these Standing Orders shall be governed by customary procedures at meetings.

37. The Chair shall take executive action by way of out of session business or a flying minute on behalf of the Board only in accordance with the Council Resolution COU/04/178.2(c), which is available from the Executive Officer on request.

38. At the earliest opportunity, the Chair shall report to the Board on the exercise of this authority.

Committees of the Academic Board

39. These Standing Orders shall be applicable as appropriate to the conduct of meetings of the committees of the Academic Board.

40. Subject to the UTS Act and the By-law, the Academic Board may:

(a) establish such committees as it deems appropriate to assist the work of the Board and may appoint such persons (not necessarily members of Academic Board) to those committees, as it thinks fit, and

(b) confer or impose upon a committee established under subclause 40(a) such powers and duties as it may from time to time determine.

41. The University Secretary shall be secretary to the committees of the Academic Board.

42. Not less than seven days' notice, personally or in writing, of an ordinary meeting of an Academic Board committee shall be given by the University Secretary (or nominee) to members of the committee, setting out the time and place of the meeting and the agenda.

43. Not less than three days' notice, personally or in writing, of a special meeting of an Academic Board committee shall be given by the University Secretary (or nominee) to members of the committee, setting out the time and place of the meeting and the agenda.

44. A meeting of an Academic Board committee may be held at any time if all members of the committee so agree.

45. The quorum at any meeting of an Academic Board committee, shall, unless another number is fixed for a particular committee, be one-half of the members of the committee or board, or if one-half is not a whole number, the next higher whole number shall be used.

    Vacant positions on Academic Board do not count toward the calculation of the number required for a quorum.

46. Standing Order 32 applies in relation to alternates for student members on Academic Board Committees. To give meaning to this Standing Order 46, all references to the Academic Board in Standing Order 32 shall be read as Academic Board Committees.

Appointment of a Deputy Chair

47. At the first meeting of each year, the Committee shall appoint a Deputy Chair from among the Committee membership, in accordance with the Procedures approved by the Chair of the Academic Board and as amended from time to time.
    (a) If the Chair is absent or unable to act, or if the office of the Chair is temporarily vacant, the Deputy Chair is to have all the functions of the Chair for the duration of the meeting.
    (b) The Deputy Chair may attend meetings of the Executive Committee of Academic Board in place of the Chair and is to have all the functions of the Chair for the duration of the meeting.
    (c) The Deputy Chair may attend meetings of Academic Board in place of the Chair, however will not be considered a member of Academic Board, nor be counted towards quorum. The Deputy Chair may speak to the committee report when required.

Co-option of members

48. On the recommendation of the Chair, a Committee has the power to approve the co-option of members on the basis of their skills and experience as appropriate.

Extended leave or absence of a committee member

49. In cases where a committee member, including the Chair, is to take extended leave, or where a member's absence has been granted for more than three consecutive meetings, a vacancy will be declared by the Committee Chair:
    (a) where the vacancy is for an elected member, Rules G3, Division 1, clauses 4(1)–(4) and 5 shall apply
    (b) where the vacancy is for an nominated or ex-officio member, an appropriate alternate should be nominated respectively by the original nominating authority or ex-officio position and appointed by the Academic Board Chair to fill the vacancy.

STANDING ORDERS FOR FACULTY BOARDS

1. General

Each Faculty of the University has a Faculty Board. The Faculty Board constitutes the primary forum in the Faculty for the discussion and resolution of academic issues and matters.

Academic Board determines the structures and functions of Faculty Boards except Faculty Boards' authority to act on specific matters which require Council's delegated authority.

2. Duties and powers

2.1 Subject to the Rules and the resolutions of the Council and Academic Board, including the strategic direction and priorities set for the University, a Faculty Board has a responsibility to assess the quality of, and provide direction to, the academic work of the Faculty including teaching, learning, scholarship, research and research training.

2.2 In particular a Faculty Board:
    (i) is charged with advising the Academic Board and the Dean and other senior officers of that Faculty on matters such as the strategic academic direction of the Faculty, academic standards, academic quality assurance and management of academic risk;
    (ii) shall exercise such responsibilities and powers as are assigned to it by Academic Board and Council from time to time, and consider and report on all matters which are referred to it by the Academic Board, the Vice-Chancellor or the Dean of the Faculty, and make recommendations where appropriate;
    (iii) shall consider proposals for the introduction of new courses and major changes to existing courses, reaccreditation or discontinuation of existing courses, changes to course nomenclature or course classification and make recommendations on these to the Vice-Chancellor and the Academic Board as appropriate;

(iv) shall maintain and develop courses to ensure a vital and contemporary relationship between the Faculty and the professional fields which it seeks to serve;

(v) may refer any matter to a relevant sub-committee of the board or an academic unit of the Faculty, for report;

(vi) (a) may establish such committees as it deems appropriate to assist the Faculty Board's work;

(b) it is not required that any or all of the members of a committee are members of the Faculty Board;

(c) a sitting Chair of a Faculty Board committee, unless an ex-officio position, is ineligible to be renominated if completion of the designated term would result in a member serving more than five consecutive years as Chair of that Committee;

(vii) shall recommend to the Academic Board the minimum requirements that will provide eligibility for entry to particular courses of study of the Faculty;

(viii) shall submit to the Academic Board the names of students who have completed courses of study together with recommendations as to the award (including the grading) which should be made in each case;

(ix) shall carry out the duties prescribed for Faculty Boards in the Rules, delegations and policies of the University.

2.3 The Dean of the Faculty is authorised to take executive action on behalf of the Faculty Board where exceptional circumstances require Faculty Board business to be conducted between meetings. Where possible, notice of the action the Dean proposes to take should be given to members of the Board at least seven calendar days before the proposed action. The notice should include a clear and accurate statement of the action the Dean proposes to take, with the advice that the Dean will take the action after the expiration of the seven days unless one third of the number of members or more indicate in writing before the expiration of the seven days that the decision should be made by the Board at a meeting. The action taken must be reported to the next regular meeting of the Faculty Board.

3. Composition and membership

3.1 The structure of a Faculty Board is approved by Academic Board on the recommendation of the Faculty and the Vice-Chancellor and, depending on individual Faculty structure, may vary between faculties. Each Faculty Board shall consist, as a minimum, of ex officio members, nominated members and elected members (unless the composition includes all academic staff of the Faculty), as follows:

3.2 The ex officio members are:

(i) the Dean; and

(ii) other senior full-time or fractional-time staff members including, where applicable, the Deputy Dean, the Associate Deans, Heads of School and the Faculty Manager.

3.3 The nominated members serve a two-year term of office, and they include:

(i) a nominee of the University Librarian;

(ii) a nominee of the Deputy Vice-Chancellor (Education and Students);

(iii) one member of academic staff from the Faculty Board of at least three faculties that contribute to the teaching or research programs or other collaborative programs of the Faculty concerned, to be nominated by the Deans of those faculties in consultation with the Dean of the Faculty concerned.

3.4 The elected members include:

(i) academic staff (full-time or fractional-time) elected by and from the academic staff of the Faculty, the total number of persons to be such that it is equal to or larger than the sum of the total number of ex officio and nominated members, for a two-year term of office;

(ii) support staff elected by and from the support staff of the Faculty, for a two-year term of office;

(iii) students elected by and from the students of the Faculty with a minimum number of four students, at least one of whom shall be a postgraduate student, for a one-year term of office.

3.5 Elected members shall be eligible to stand for re-election and nominated members shall be eligible for renomination.

3.6 In the case where the term of elected academic/support staff members of a Faculty Board are not staggered, the process outlined in 3.7 will be applied to achieve staggering of terms and promote continuity on the Faculty Board.

3.7 In respect of 3.6, one-half of the elected academic/support staff members from the Faculty, (or in the instance one-half is not a whole number, the number immediately greater than one-half will be used) shall be determined by lot (drawn by the University Secretary or nominee) and declared to hold office for three years. The remaining undrawn elected academic/support staff members will hold office for the standard two years.

4. Meetings of Faculty Boards

4.1 The Dean of the Faculty shall be Chair of the Faculty Board, or the Dean may appoint a member of the Faculty Board as Chair, if he or she wishes.

4.2 At the first meeting of a Faculty Board after the first of November in each calendar year a board shall elect a Deputy Chair from among its members, who shall hold office until 31 October in the year immediately following and shall be eligible for re-election.

4.3 The Faculty Manager shall be Secretary to the board.

4.4 The quorum for a Faculty Board shall be one-half of its members (excluding any members on recognised leave), or the nearest whole number above.

4.5 A Faculty Board shall meet in ordinary session at least twice in each semester and at such other times as it shall decide.

4.6 Not less than seven days' notice of an ordinary meeting shall be given by the Faculty Manager in writing to members of a board setting out the time and place of the meeting and the agenda.

4.7 A special meeting of a Faculty Board may be convened by the Dean of the Faculty and shall be convened by the Faculty Manager on the written request of five members of a board.

4.8 Not less than three days' notice of a special meeting shall be given by the Faculty Manager in writing to members of a board setting out the time and place of the meeting and the purpose for which the meeting is to be convened.

4.9 The agenda for any meeting of a Faculty Board and any papers pursuant to matters on the agenda including minutes of the previous meeting(s) shall be available for perusal by any member of the academic staff of the Faculty on application to the Faculty Manager.

5. Elections and filling of remaining vacancies

5.1 The University Secretary or nominee shall be the Returning Officer for all elections of elected members of a Faculty Board.

5.2 In the case of a board as first constituted, wherever the term of office of elected members of a Faculty Board is two years, one-half of the elected members or where one-half is not a whole number the number immediately greater than one-half shall be determined by lot by the Returning Officer and shall hold office for one year.

5.3 Where a remaining vacancy occurs in the office of an elected member of a Faculty Board the vacancy may be filled by resolution of the Faculty Board and in accordance with procedures for the filling of casual vacancies as set out in 6.1 below.

5.4 A person selected to fill a remaining vacancy shall be appointed for the period stated in the notice of election for that office, and is, if otherwise qualified, eligible for election to that office at the expiry of the term of office for which he or she was appointed.

6. Casual vacancies

6.1 Where a casual vacancy occurs in the office of an elected member of a Faculty Board, the vacancy may be filled by resolution of the Faculty Board:

(i) in the case of academic staff and undergraduate students of the Faculty, on the recommendation of the relevant Responsible Academic Officer; or

(ii) in the case of support staff and postgraduate students of the Faculty, on the recommendation of the Dean;

(iii) a person selected to fill a casual vacancy shall be appointed for the remainder of the term of office, and is, if otherwise qualified, eligible for election to that office at the expiry of the term of office for which he or she was appointed.

7. General

7.1 The Dean of the Faculty shall be an ex officio member of all committees of the Faculty Board.

7.2 The Dean of the Faculty may, if he or she so desires, convene and/or preside at a meeting of a Faculty Board committee.

7.3 As secretary to the Faculty Board, the Faculty Manager shall keep proper records of meetings of the Faculty Board and shall lodge copies of all papers of the Faculty Board with the University Secretary as part of the official record of the University.

7.4 The Faculty Manager shall be responsible for bringing forward to the Academic Board matters arising from meetings of the Faculty Board.

7.5 The Faculty Manager shall notify the University Secretary on or before the first of November each year, of the names of the members of the board for the 12-month period immediately following.

CHANCELLOR

Professor Vicki Sara, AO, BA(Hons), PhD (Sydney), DOC (Karolinska Institute), HonDSc (USQ), HonDSc (VU), HonDSc (UTS), HonDUniv (QUT), FAA, FTSE (to 17 February 2016)

Brian Wilson, MCom(Hons) (Auck) (interim Chancellor, from 17 February 2016 to 30 November 2016)

Catherine Livingstone, AO, BA(Hons) (Macq), HonDBus (UTS), HonDSc (Murdoch), HonDBus (Macq), FCA, FTSE, FAICD, FAA (from 1 December 2016)

VICE-CHANCELLOR AND PRESIDENT

Professor Attila Brungs, BSc(Hons) (UNSW), DPhil (Oxon)

DIVISION OF THE PROVOST AND SENIOR VICE-PRESIDENT

Provost and Senior Vice-President

Professor PJ Booth, BEc (Sydney), GradDipEd (SydTeachColl), MEc (UNE), PhD (Griff), FCPA, FCA

Equity and Diversity Unit

Director

T Conroy, BAdEd (UniSA)

Executive Director, Social Justice

The Hon. V Firth, BA LLB (Sydney)

Innovation and Creative Intelligence Unit

Director

to be advised

Innovation Research

Assistant Deputy Vice-Chancellor and Vice-President (Innovation)

Professor H Nguyen, AM, PhD (UoN), FIEAust, FACS, FBCS

Jumbunna Indigenous House of Learning

Director and Professor

M McDaniel, BA (UWS)

Planning and Quality Unit

Director

M Hanlon, BNatRes(Hons) (UNE), GradDipMgmt (TechMgmt) (APESMA, Deakin)

UTS Internal Audit

Director

F Theron, BCom (Acc) (Pret), BCompt(Hons) (UniSA), CIA, CMIIA

DIVISION OF THE DEPUTY VICE-CHANCELLOR AND VICE-PRESIDENT (INTERNATIONAL AND ADVANCEMENT)

Deputy Vice-Chancellor and Vice-President (International and Advancement)

Professor W Purcell, BCom(Hons), PhD (UNSW), DipJapaneseStud (Kyoto U Foreign St)

Executive Assistant

S Idziak, BA (UWS)

Executive Officer

C Bellach, BA(Hons) (Sydney), MA (UTS)

Advancement Office

Director

J Westbrook, BA(Hons), MA (UNSW)

UTS International

Director

L Mian-Liu, BA (BFSU), MA (UNSW)

Australia–China Relations Institute

Director

The Hon. Professor B Carr, BA(Hons) (UNSW)

Deputy Director

Professor J Laurenceson, BEcon(Hons), PhD (UQ), GCEd

UTS Shopfront

Program Manager

P O'Loughlin, BA (UTS)

2SER

Managing Director

M Withnall, BA, MA (UTS), GradDip (AFTRS), ATCL

DIVISION OF THE DEPUTY VICE-CHANCELLOR AND VICE-PRESIDENT (RESEARCH)

Deputy Vice-Chancellor and Vice-President (Research)

Professor G Wightwick, BSc (Monash), FTSE

Research and Innovation Office

Director and Professor

D Robson, BSc(Hons), PhD (Aberd), MICFor

Australian Centre of Excellence for Local Government

Director and Associate Professor

R Ryan, BSocStud(Hons), BA(Hons) (Sydney)

Institute for Sustainable Futures

Director and Professor

S White, BSc(Hons) (UWA), PhD (Sydney)

UTS Graduate Research School

Dean and Professor

N Solomon, MA (Sydney), DipEd (SydTeachColl), PhD (UTS)

DIVISION OF THE DEPUTY VICE-CHANCELLOR AND VICE-PRESIDENT (EDUCATION AND STUDENTS)

Deputy Vice-Chancellor and Vice-President (Education and Students)

Professor S Alexander, BSc, MAppStats (Macq), GradDipEd (SCAE)

Assistant Deputy Vice-Chancellor (Education)

P Scott, BA(Hons), PhD (Sheff) (Warw)

Connected Intelligence Centre

Director

S Buckingham Shum, BSc(Hons) (York), MSc (UCL), PhD (York)

Institute for Interactive Media and Learning

Director and Associate Professor

J McKenzie, BSc(Hons) (Sydney), GradDipEd (KCAE), BA(Hons) (Macq), PhD (UTS)

Student Ombud

Student Ombud

A Dwyer, LLB (Melb), BA (Melb), GradDipEnvMgt (La Trobe), SJD (ANU)

Student Services Unit

Director

B Smout, BA(Psych)(Hons), PhD, MAPsS

University Library

University Librarian

M Booth, BA (UNSW), GradDipEconHist (ANU)

DIVISION OF THE DEPUTY VICE-CHANCELLOR AND VICE-PRESIDENT (CORPORATE SERVICES)

Deputy Vice-Chancellor and Vice-President (Corporate Services)

A Dwyer, BBus (CSturt)

Governance Support Unit

Director

W Paterson, BA(Hons) (Sydney), MEdAdmin (UNSW)

Human Resources Unit

Director

J Lacoon, BA (Adel), AssDipBus (UniSA)

Information Technology Division

Chief Information Officer

C Burns, BA, LLB (Sydney), GradCertMgmt (UNE), PhD (UNSW)

Marketing and Communication Unit

Director

J Wise, MMgmt (Mktg) (MGSM), MA (UTS)

Student Administration Unit

Director

vacant

UTS Legal Services

Director

G Morstyn, BA, LLB (Melb), JD (Boston)

DIVISION OF THE DEPUTY VICE-CHANCELLOR AND VICE-PRESIDENT (RESOURCES)

Deputy Vice-Chancellor and Vice-President (Resources)

P Woods, BSc (Guelph), MBA (McM), ACPA, FAICD

Commercial Services Unit

Director and Managing Director, accessUTS

B McRae, CA, FCPA, GAICD

Facilities Management Operations

Director

G Rabbitt, BArch (UTS), MUrbanDesDev (UNSW)

Financial Services Unit

Chief Financial Officer

M Leigh, CPA, GAICD, BEc (MQ)

Program Management Office

Director

N Oliver, BSc, FRICS

FACULTY SENIOR STAFF

FACULTY OF ARTS AND SOCIAL SCIENCES

Dean and Professor

M Spongberg, BA(Hons), PhD (Sydney)

Associate Dean (Teaching and Learning) and Professor

M Dever, BA(Hons) (UQ), MA(Hons), PhD (Sydney)

Associate Dean (Research and Development) and Professor

A McKee, PhD (Glas)

Associate Dean (Engagement and International) and Professor

J Macnamara, BA, MA (Deakin), GradCertWriting (UTS), PhD (UWS), FPRIA, FAMI, CPM, FAMEC

Director of Research Training and Professor

S Schuck, BA(Hons), TTHD (JCE), GradDipEdCompEd (CSU), PhD (UTS)

Faculty General Manager

P Hume, BA, MIR (Sydney), EMPA (ANZSOG)

Professors

P Aubusson, BA, DipEd, MA (Macq), PhD (UTS)

C Cartier, BA, MA, PhD (UC Berkeley)

A Cranny-Francis, BA(Hons) (UQ), PhD (EAnglia)

J Dale, BA (Macq), MA, DCA (UTS)

R Deakin Crick, MA, MEd, PhD (Brist)

M Dever, BA(Hons) (UQ), MA(Hons), PhD (Sydney)

M Evans, BA(Hons), PhD (Macq)

P Fray, BA (Curtin)

L Harbon, BA DipEd (Sydney), MEd (UNE), PhD (UTas)

A Jakubowicz, BA(Hons) (Sydney), PhD (UNSW)

R Johnston, BA, DipEd (Sydney), MA, PhD (Macq)

J Macnamara, BA, MA (Deakin), GradCertWriting (UTS), PhD (UWS), FPRIA, FAMI, CPM, FAMEC

A McKee, PhD (Glas)

S Page, BA, MHPEd (UNSW)

A Pennycook, BA (Leeds), MEd (TESL) (McG), PhD (Tor)

S Schuck, BA(Hons) (UniSA), BA (Rand), TTHD (JCE), GradDipEd (CSU), PhD (UTS)

D Slade, BA (Adel), GradDipEd (UniSA), MA (Lond), PhD (Sydney)

M Spongberg, BA(Hons), PhD (Sydney)

W Sun, BA, MA (SISU), MA (UC), PhD (UWS)

M Trudgett, BA, MPS, PhD (UNE)

School of Communication

Head of School and Professor

M Evans, BA (Hons), PhD (Macq)

School of Education

Head of School and Professor

P Aubusson, BA, DipEd, MA (Macq), PhD (UTS)

School of International Studies

Head of School and Professor

L Harbon, BADipEd (Sydney), MEd (UNE), PhD (UTas)

UTS BUSINESS SCHOOL

Dean and Professor

R Green, BA LLB (Adel), PhD (Camb)

Deputy Dean and Professor

T Taylor, BA (Rec) (Alta), MUrbPlan (Macq), PhD (UNSW)

Associate Dean (Research) and Professor

S Taylor, BCom(Hons) (UNSW), MEc(Hons) (Macq), PhD (UNSW), FCPA

Associate Dean (Education) and Associate Professor

C Burton, BA (Sydney), MArtAdmin (UNSW), PhD (UTS)

Associate Dean (Business Practice and External Engagement) and Associate Professor

J Hutchin, MMgt (AGSIM), CPCU (Insurance Institute)

General Manager

C Lord, BPsych(Hons), MOrgPsych (Macq)

Professors

S Benn, BSc (Sydney), DipEd (GradSchEd), MScSoc, PhD (UNSW)

R Bird, MEc (Monash), Emeritus Professor (ANU), FCPA

D Brown, BBus, GradCertHEd, MBus (UTS), PhD

S Bucolo, AAppSc, GD, MAppSci, PhD (QUT)

M Bugeja, BEc(Hons), MComm, PhD (Sydney), ASA

C Chiarella, BSc(Hons), MSc (Sydney), PhD, MCom(Hons), PhD (UNSW), LittD (UTS), Emeritus Professor (UTS)

T Clarke, BSocSc (Birm), MA, PhD (Warw)

S Clegg, BSc(Hons) (Aston), PhD (Brad), LittD (UTS), FASSA, DFANZAM, ASF, FBASS, Fellow, Sidney Sussex College, Camb

J Collins, BEc(Hons), MEc (Sydney), PhD (UOW)

S Darcy, BA (KCAE), MEnvPl (Macq), PhD (UTS)

G Dowling, BCom, DipBusStud (UoN), MCom, PhD (UNSW)

J Edwards, BSc(Hons), PhD (Sydney), Emeritus Professor (UTS)

A Ferguson, BComm (UNSW), BBus(Hons), PhD (UTS), CA

J Geweke, BS (SocSc) (Mich State), PhD (Minn)

J Goeree, BS (Theoretical Physics, Cum Laude), PhD (Utrecht), BA (Economics, Cum Laude), PhD (Economics, Cum Laude) (Amsterdam)

M Haas, BPhysio (UQ), GradDipApplEpidemiology (NSW DET), MPubHealth, PhD (Sydney)

A Hall, BEc(Hons) (Adel), MEc (ANU), PhD (Lond)

J Hall, BA (Macq), PhD (Sydney), FASSA

T He, BSc (Ningxia), MSc (HBU), PhD (UTS), PhD (Flin)

Z Matolcsy, BA (Macq), PhD (UNSW), FCPA, CA, ASIA

D Michayluk, BCom(Hons) (Qu), PhD (Louisiana)

P Morrison, BEc (UQ), PhD (UNSW, AGSM), MCom (UNSW)

R O'Donnell, BE (Civil), MEngSc (UQ), BEc, BA (Sydney), PhD (Camb)

E Platen (PT), MMath, PhD (Dresden), Habilitation (AcadSc Berlin)

E Schlögl, DipVw, PhD (Bonn)

R Viney, BEc(Hons), MEc (UTas), PhD (Sydney)

P Wells, MCom (Auck), PhD (Sydney), ASA, ACA (NZ)

J Wooders, BSc (Tor), PhD (C'nell)

Accounting Discipline Group

Head and Professor

M Bugeja, BEc(Hons), MComm, PhD (Sydney), ASA

Economics Discipline Group

Head and Distinguished Research Professor

J Goeree, BS (Theoretical Physics, Cum Laude), PhD (Utrecht), BA (Economics, Cum Laude), PhD (Economics, Cum Laude) (Amsterdam)

Finance Discipline Group

Head and Professor

G Van de Venter, BCom(Hons) (Pret), MBus (SAf), PhD (UTS), CFA

Management Discipline Group

Head and Associate Professor

A Hermens, MBA (Macq), PhD (UTS)

Marketing Discipline Group

Head and Professor

P Morrison, BEc (UQ), PhD (UNSW, AGSM), MCom (UNSW)

FACULTY OF DESIGN, ARCHITECTURE AND BUILDING

Dean and Professor

D Luscombe, BScArch, BArch(Hons), MArch, PhD (UNSW), FRAIA

Associate Dean (Research) and Professor

P McNeil, BA(Hons) (UQ), MA (ANU), PhD (Sydney)

Associate Dean (Teaching and Learning) and Associate Professor

L McWhinnie, BA(Hons) (Middx), PhD (UNSW)

Professors

B Anderson, PhD

DA Barnstone, BA, MArch (Col), PhD (Delft)

A Benjamin, BA, MA (ANU), DEA (Paris 7), PhD (Warw)

S Boydell, BSc, UEM (CNAA), PhD (LivJMoores), FRICS, FAPI, FIVEM

S Bucolo, BAppSc, MAppSc, PhD (QUT)

T Brejzek, MPhil, PhD

A Burke, BArch(Hons), MS AAD (Col)

K Dorst, PhD (TU Delft)

P Forsythe, BBuild (UNSW)

D Luscombe, BScArch, BArch(Hons), MArch, PhD (UNSW), FRAIA

H MacDonald, BA (SAf), MTRP (Natal), PhD (Rutgers), MPIA

P McNeil, BA(Hons) (UQ), MA (ANU), PhD (Sydney)

G Reinmuth, BA, BArch, MArch

S Sankaran, DMIT, BSc, GradDipCounselling, MEng, PhD (UniSA)

L Wallen, BArch(Hons), MArch, (RMIT)

School of Architecture

Head and Professor

A Burke, BArch(Hons), MS AAD (Col)

School of Design

Head and Professor

L Wallen, BArch(Hons), MArch (RMIT)

School of the Built Environment

Head and Professor

H MacDonald, BA (SAf), MTRP (Natal), PhD (Rutgers), MPIA

Department of Creative Intelligence and Innovation

Head and Associate Professor

L McWhinnie, BA(Hons) (Middx), PhD (UNSW)

FACULTY OF ENGINEERING AND INFORMATION TECHNOLOGY

Dean and Professor

IS Burnett, BSc(Hons), MEng, PhD (Bath), FIEAust, MIET, SMIEEE

Associate Dean (Teaching and Learning)

R Jarman, BE (Elec), GCHE, PhD (UTS)

Associate Dean (Research) and Professor

J Lu, BSc, MEdu (Hebei), MAppSc (BeijingIT), PhD (Curtin)

Associate Dean (International) and Professor

D Sharma, BScEng (Punjab), MEng, DEng (AIT)

Faculty Manager

A Giles, BA (ANU), GradCertHRM

Professors

R Braun, BSc(Hons) (Brighton), MSc (Eng), PhD (Cape Town), SMIEEE

L Cao, BIndElecAuto, MSc, PhD (CUMT), PhD (UTS), MACM, SMIEEE

EK Chew, BE (Melb), MEngSc, PhD (Sydney), MACM

K Crews, BE(Hons) (UNSW), ME, PhD (UTS), AIWSc, MIABSE, FIAgrE, MIEAust, CPEng

G Dissanayake, BSc(Eng) (Peradeniya), MSc, PhD (Birm)

E Edmonds, BSc (Leic), PhD (Nott), FBCS, FIEE

YJ Guo, BE(Hons), ME, PhD, FTSE, FIEEE, FIET

IT Hawryszkiewycz, BE(Hons), ME (Adel), PhD (MIT), MACM

X He, BSc (XMU), GradCertHEd (UTS), MSc (FZU),

MSc (Flin), PhD (UTS)

B Henderson-Sellers, BSc(Hons), DSc (Lond), MSc (R'dg), PhD (Leic), ARCS, FACS, FIEAust, FIMA

DB Hoang, BE(Hons) (UWA), ME, PhD (UoN)

TD Hoang, Dip(Hon), PhD (Odessa State)

X Huang, BE, ME, PhD (SJTU), SMIEEE

D Liu, BE, ME, PhD (WHUT), MIEEE, MIEAust

J Lu, BSc, MEdu (Hebei), MAppSc (BeijingIT), PhD (Curtin)

M Piccardi, MEng, PhD (Bologna)

A Ray, BSc(Hons), MSc (Calcutta), PhD (UNSW)

T Robertson, BA(Hons) (Sydney), GradDipDataProc (UTS), MCogSc (UNSW), PhD (UTS)

D Sharma, BScEng (Punjab), MEng, DEng (AIT)

V Sirivivatnanon, BE (UTas), PhD (UNSW)

D Tao, BEng (USTC), MPhil (CUHK), PhD (Lond)

S Vigneswaran, BSc(Hons) (SLanka), MSc, DrEng (Montpellier), DSc (Toulouse), MIEAust, CPEng, FIICE

K Waldron, BE, MEngSc (Sydney), PhD (Stan), DEng (Sydney)

M-A Williams, BSc, GradDipCompSc, MSc (UNE), PhD (Sydney), LLM (Edin)

M Ying, DipMath, DSc (UTS)

C Zhang, BSc (Fudan), MSc (Jilin), PhD (UQ), DSc (Deakin), MAAAI, SMIEEE

N Zhang, BE (Northeastern), ME (SJTU), PhD (Tokyo)

JL Zhou, BE(Hons), MSc, PhD (UMIST), FRSC, CChem, FHEA

JG Zhu, BE (JIT), MSc (Shanghai UT), PhD (UTS), SMIEEE

X Zhu, BSCommEng, MS (Xidian), PhD (Fudan)

D Zowghi, BSc(Hons) (Essex), MSc, PhD (Macq)

School of Civil and Environmental Engineering

Head and Professor

JL Zhou, BE(Hons), MSc, PhD (UMIST), FRSC, CChem, FHEA

School of Computing and Communications

Head

T Aubrey, PhD (UTS), MIEEE, FIEAust

School of Electrical, Mechanical and Mechatronic Systems

Head and Professor

JG Zhu, BE (JIT), MSc (Shanghai UT), PhD (UTS), SMIEEE

School of Software

Head (Acting) and Associate Professor

P Kennedy, BAppSc, PhD (UTS)

School of Systems, Management and Leadership

Head and Professor

IT Hawryszkiewycz, BE(Hons), ME (Adel), PhD (MIT), MACM

FACULTY OF HEALTH

Dean and Professor

J Daly, RN, BA (UOW), BHSc (RMIHE), GradCertEdMgmt (UNE), MEd(Hons) (UOW), PhD (SCU), FACN, FAAN

Associate Dean (Teaching and Learning) and Associate Professor

J Gray, RM, RN, BHSc (RMIHE), GradCertHEd (UTS), GradDipWomensStud (Deakin), MNurs (Flin), PhD (UTS)

Associate Dean (Research) and Professor

E Sullivan, MD, MPH, MMed (Sexual Health), MBBS, PhD

Associate Dean (International and Development) and Professor

C Homer, RM, MN (UTS), MMedSc (ClinEpi) (Sydney), PhD (UTS)

Professors

J Adams, BA(Hons), GradDipAppStats (Wales), MA (Leeds), PhD (Edin)

L Chenoweth, RN, GradCertTeachLearn, DipRec, BA (UTS), MA(Hons) (Sydney), MA (Adult Ed) (UTS), PhD (Sydney), FACN

A Coutts, BScApp (HMS-ExMan) (UQ), MHMS (CQU), PhD (CQU), ASP

J Daly, RN, BA (UOW), BHSc (RMIHE), GradCertEdMgmt, (UNE), MEd(Hons) (UOW), PhD (SCU), FACN, FAAN

P Davidson, RN, BA, MEd (UOW), PhD (UoN), FAHA, FACN, FAAN

C Duffield, RN, BScN (WOnt), DipNEd (Armidale), MHP, PhD (UNSW), FAICD, FACHSM, FACN, FAAN

D Elliott, RN, BAppSc (Curtin), MAppSc, PhD (Sydney)

M Foureur, RM, BA (Flin), GradDipClinEpidem, PhD (UoN), FACM

C Fowler, RM, CM'craft, DipTeachNurs (SCAE), BEd, MEd, PhD (UTS)

C Homer, RM, MN (UTS), MMedSc(ClinEpi) (Sydney), PhD (UTS)

D Jackson, RN, BHSc (UNE), MN (Sydney), PhD (Flin)

L Perry, RN, DipProfNurs, CertEd, MSc (HlthMgmt) (Exe), PhD (Lond)

J Phillips, RN, BN, PhD, MRCNA

D Sibbritt, BMath, MMedStat, PhD (UoN)

J Stein-Parbury, RN, BSN (Pitt), MEd (Pitt), PhD (Adel), FACN

E Sullivan, MD, MPH, MMed (Sexual Health), MBBS, PhD

V Wilson, RN, RSCN, BEdSt, MN, PhD (Monash)

FACULTY OF LAW

Dean and Professor

L Hitchens, GAICD, DipTeach (AMC), BA (Macq), LLB (UNSW), LLM (Lond)

Associate Dean (Research) and Professor

A Vrdoljak, LLB(Hons), BA(Hons), PhD (Sydney)

Associate Dean (Education)

M Evers, BA (Macq), LLB, GradCertHEd), MDR(Hons) (UTS), Member, Law Society of NSW

Professors

S Blay, LLB(Hons) (Ghana), LLM (ANU), PhD (UTas)

S Dorsett, BA LLB(Hons) (Tas), LLM (Calg), PhD (UNSW)

M Fraser, AM, BA(Hons) (Sydney), LLB(Hons) (UTS), FAICD, Solicitor of the Supreme Court of New South Wales

L Hitchens, DipTeach (AMC), BA (Macq), LLB (UNSW), LLM (Lond)

I Karpin, BA, LLB (Sydney), LLM (Harv), JSD (Col)

J McKeough, LLB, BA (UNSW), LLM (Sydney)

J Millbank, BA, LLB(Hons) (Sydney), LLM (UBC), Barrister of the Supreme Court of New South Wales

A Mowbray, BSc, LLB (UNSW), MSc (UTS), MACS, SMIEEE, Solicitor of the Supreme Court of New South Wales

P Redmond, BA, LLB, LLM (Sydney), Solicitor of the Supreme Court of New South Wales

N Stoianoff, BSc, LLB, MAppSc (UNSW), FTIA, Solicitor and Barrister of the Supreme Court of New South Wales and the High Court of Australia

A Stuhmcke, BA, LLB(Hons) (Macq), GradDipLegPrac (UTS), MJuris(Hons) (Sydney), PhD (ANU)

S Varnham, LLB, LLM(Hons) (Well), PhD (UNSW)

A Vrdoljak, LLB(Hons), BA(Hons), PhD (Sydney)

FACULTY OF SCIENCE

Dean and Professor

B Milthorpe, BA(Hons) (Macq), GradDipHEd (UNSW), PhD (ANU), FBSE, GAICD

Associate Dean (Research) and Associate Professor

M Ford, BSc(Hons), PhD (S'ton), MAIP

Associate Dean (Teaching and Learning) and Associate Professor

P Meier, AdvCertAcu, DipBotMed (Nature Care), DipAcup (Guangzhou), BA (ANU), BAppSc (Guangzhou), PhD (UTS)

Associate Dean (International and External Engagement) and Professor

GM Nicholson, BSc(Hons), PhD (Sydney), GradCertHigherEd (UTS)

Faculty General Manager

H Hume, BA(Hons), LLB (UQ)

General Manager, Faculty Technical Services

B Peters, BAppSc (NSWIT), CertUrbanPestControl (SydTAFE), MAIBiol

Professors

D Booth, BSc(Hons) (Sydney), MSc (QU), PhD (Oregon State)

JJ Brown, BSc, MSc, PhD (S'ton)

MB Cortie, BSc (Eng), MEng (Pret), PhD (Wits)

JP Dalton, BSc(Hons), PhD (UCD)

L Dennis, BSc(Hons), PhD (Sydney), FAA, FAAAS, FTSE

P Doble, BAppSc(Hons) (UTS), PhD (UTas)

S Djordjevic, BSc(Hons) (UQ), PhD (ANU)

D Eamus, BSc(Hons) (Sus), PhD (Wales)

JT Ellis, BSc(Hons) (R'dg), GradCertHEd (UTS), PhD, DSc (Liv)

S Forbes, BSc(Hons), PhD

W Gladstone, BSc(Hons) (UNSW), PhD (Macq)

P Green, BA(Hons) (Oxf), MSc, PhD (Sheff), FRS

EJ Harry, BSc(Hons), PhD (Sydney)

A Huete, BSc(Hons) (Arizona), MSc (UC Berkeley), PhD (Arizona)

D Jin, BSc, PhD (Macq)

L Kirkup, BSc (Sheff), MSc (Lond), PhD (Paisley)

B Milthorpe, BA(Hons) (Macq), GradDipHEd (UNSW), PhD (ANU), FBSE, GAICD

G Nicholson, BSc(Hons), PhD (Sydney), GradCertHigherEd (UTS)

A Novikov, DSc (Steklov)

J Peacock, AC, PhD, HonDSc (CSU, Gent, UNSW), HonDScAgr (Sydney), FAA, FAIAST, FRS, FTSE

M Phillips, BSc (UNSW), PhD (UTS)

E Platen, MSc, PhD (Dresden)

GH Pyke, BSc (Hons) (Sydney), PhD (Chic)

P Ralph, BAppSc (NSWIT), MAIBiol, PhD (UTS)

J Reimers, BSc(Hons), PhD (ANU), FRACI, FAA

CP Roux, BSc(Hons), PhD (Lausanne), MANZFSS, MAAFS

L Ryan, BA(Hons), MA, PhD, FAA

AM Simpson, BSc(Hons), PhD (Sydney)

G Skilbeck, BSc(Hons), PhD (Sydney), MAIG

DJ Street, BSc(Hons) (UQ), PhD (Sydney), FTICA

B Thornton, AM, PhD, DSc, FTSE, FInstP, FBCS, FACS, FNYAcSc, FAIEng, FRAeS

M Toth, PhD (UTS)

M Wallach, BSc (Mich), PhD (HUJI)

MP Wand, BMaths(Hons) (UOW), PhD (ANU), FAA

G Wang, BE (Zhejiang UT), ME (Jiangsu), PhD (UOW)

Q Yu, BSc (Nanjing), MSc (Beijing), PhD (Nanjing)

School of Life Sciences

Head and Professor

W Gladstone, BSc(Hons) (UNSW), PhD (Macq)

School of Mathematical and Physical Sciences

Head and Professor

R Burford

GRADUATE SCHOOL OF HEALTH

Head and Professor

S Benrimoj, BPharm(Hons), PhD (Brad), FPS, FFIP, FRPSGB

Manager

K Masters

Pharmacy

Responsible Academic Officer (Clinical and International) and Associate Professor

B Bajorek, BPharm, DipHospPharm, PhD, GradCertEdStud (Higher Ed) (Sydney)

Responsible Academic Officer (Research and Innovation) and Associate Professor

M Bebawy, BSc(Hons) (UNSW), PhD (Sydney)

Responsible Academic Officer (Teaching and Learning) and Associate Professor

K Williams, BPharm, DipHospPharm, PhD (Sydney)

Orthoptics

Responsible Academic Officer (Teaching and Learning) and Lecturer

A French, BAppSci (Orthoptics)(Hons), PhD (Sydney), University Medal

Responsible Academic Officer (Research and Innovation) and Professor

K Rose, DOBA, DipAppSci (Orthoptics), GradDip (Neuroscience), PhD (ANU)

Responsible Academic Officer (Clinical) and Associate Lecturer

M Courtney-Harris, BAppSc (Orthoptics)

Clinical Psychology

Responsible Academic Officer (Teaching and Learning) and Senior Lecturer

J McAloon, BA(Hons), MPsych (Clinical), PhD (UNSW)

Responsible Academic Officer (Clinical) and Senior Lecturer

A Shires, BSc(Hons), MSc (ClinPsych), FACPA

Responsible Academic Officer (Research and Innovation) and Professor

I Kneebone, BA, BA(Hons) (Adel), MPsych (Clinical) (UWA), PsychD (Clinical) (Surrey)

ADJUNCT PROFESSORS

Honorary appointments promote the University's leadership in its partnerships with industry, business, government and the professions. Appointment as an adjunct professor is on the basis of the appointee's recognition among peers in the business, professional or cultural communities or in the public sector.

The Honorary Appointments Vice-Chancellor's Directive is available at:

www.gsu.uts.edu.au/policies/appoint-honorary.html

Faculty of Arts and Social Sciences

P Ashton	2015–2018
H Goodall	2014–2017
B Green	2013–2016
P Hamilton	2014–2017
P Hayward	2015–2018
L Marlow	2013–2016
T Taylor	2013–2016
J Thistlethwaite	2013–2016

UTS Business School

A Archer	2014–2017
M Barber	2015–2018
B Bensoussan	2015–2018
M Booth	2014–2016
A Brace	2011–2017
M Christopher	2015–2017
P Davies	2015–2018
R Evans	2014–2017
B Fine	2015–2017
O Freeman	2014–2016
J Howard	2013–2016
J Hutchison	2014–2017
J Jarratt	2014–2016
N Kennedy	2015–2018
G Koukis	2015–2018
I Marsh	2014–2017
K McKenzie	2013–2016
R McLauchlan	2015–2018
I Pollard	2014–2017
G Roos	2015–2018
R Stewart	2013–2016
S Vamos	2015–2018
D Walters	2014–2018
R Welford	2014–2017
B Whitford	2013–2016
T Williams	2014–2016
P Woolley	2014–2017

Faculty of Design, Architecture and Building

C Allchin	2014–2017
RM Ball	2014–2016
C Block	2014–2017
S Coles	2014–2017
B Eggen	2013–2016
B Hewett	2014–2017
S Hill	2015–2018
D Holm	2015–2017
G Jahn	2013–2016
G Joost	2014–2016
P Markopoulos	2013–2016
K Oosterhuis	2014–2016
K Runeson	2014–2016
J Sheehan	2014–2017
T Stoppani	2014–2017
C-T Wu	2013–2016

Faculty of Engineering and Information Technology

L Alem	2014–2016
W Ariyaratne	2014–2017
P Beinat	2015–2018
M Brodie	2014–2017
L Candy	2014–2017
D Catchpoole	2014–2017
U Fayyad	2013–2016
G Fogarty	2014–2017
X Ge	2015–2018
M Hedley	2015–2018
R King	2013–2016
F Laube	2014–2016
J Leaney	2013–2016
C-T Lin	2014–2016
X Lin	2015–2018
RP Liu	2014–2017
R Lopez de Mantaras	2014–2017
DT Nguyen	2014–2017
T Osborn	2013–2016
M Quigley	2014–2016
J Reizes	2014–2017
S Simoff	2013–2016
D Wang	2015–2016
D Yuen	2013–2016

Faculty of Health

M Agar	2015–2018
A Brassil	2015–2018
P Brodie	2013–2016
D Brown	2015–2018
R Bryant	2014–2017
J Buchan	2014–2017
A Burrell	2014–2017
V Carrieri-Kohlman	2014–2017
M Cleary	2013–2016
S Cowley	2013–2016
J Crisp	2014–2017
D Currow	2013–2017
D Davis	2014–2017
C Dennison Himmelfarb	2013–2016
S De Geest	2014–2017
H DeVon	2014–2017
K Dracup	2014–2017
J Farley	2013–2016
M Fry	2013–2016
R Gallagher	2014–2017
J Golledge	2014–2017
C Hausswirth	2014–2017
B Hunter	2015–2018
J Johnson	2014–2017
J Kelly	2013–2016
E Koff	2015–2018
E Kotze	2015–2018
HR Manasse	2015–2018
L Mancuso	2014–2017
T McCance	2014–2017
H McKenna	2013–2016
K Meleady	2015–2018
A Meleis	2014–2017
P Moran	2013–2016
A Moreira	2014–2017
D Moser	2014–2017
E Nohr	2013–2016
SN Noureddine	2013–2016
A Nyamathi	2014–2017
K Olesen	2015–2018
A Omari	2015–2018
J Sandall	2013–2016
A Solman	2013–2016
A Symon	2013–2016
S Szanton	2013–2016
A Teitelman	2013–2016
D Thoms	2014–2017
D Twigg	2014–2017
C Westlake	2013–2016
A Whelan	2013–2016
L White	2013–2016

Faculty of Law

W Cross	2014–2017
J Fitzgerald	2014–2017
I Harrison	2014–2017
D Irving	2014–2017
D Kirkby	2015–2018
K Lindgren	2010–2016
R McDougall	2015–2018
C Moore	2013–2016
MG Sexton	2014–2017
E Solomon, AM	2014–2017

Faculty of Science

T Borody	2013–2016
R Jeffree	2013–2016
L Kohan	2014–2016
A Larkum	2014–2017
M Reichel	2014–2017
N Saintilan	2014–2017
P Shevchenko	2015–2018
J Slapeta	2015–2017
H Stokes	2014–2017
D Traini	2014–2016
T Ward	2015–2018
D Williams	2015–2018
J Wolfgang	2014–2017
P Young	2014–2016

Graduate School of Health

J Metzer	2015–2017
J Montgomery	2015–2018

Australian Centre of Excellence for Local Government

M Reynolds	2014–2017
G Sansom	2012–2016

Institute for Sustainable Futures

G Glazebrook	2014–2017
T Kelly	2014–2017
M Paddon	2013–2016

Jumbunna Indigenous House of Learning

E Cox	2015–2017
A Heiss	2015–2017
P McLaren	2015–2017

Deputy Vice-Chancellor and Vice-President (International and Advancement) Office

E Capon	2015–2018
Y Huang	2015–2018
N Lu	2015–2018
W Zhou	2014–2017

Vice-Chancellor's Office

X Huang	2015–2018

TEACHING AND RESEARCH

Faculties and schools 53
- Faculty of Arts and Social Sciences 53
- UTS Business School 54
- Faculty of Design, Architecture and Building 54
- Faculty of Engineering and Information Technology 55
- Faculty of Health 55
- Faculty of Law 55
- Faculty of Science 56
- Graduate School of Health 57

Other academic units 57
- Graduate Research School 57
- Institute for Interactive Media and Learning 57
- Jumbunna Indigenous House of Learning 57

UTS: Research 58

UTS centres 59
- Asia–Pacific Centre for Complex Real Property Rights 59
- Australian Centre for Event Management 59
- Australian Centre for Independent Journalism 59
- Australian Centre for Olympic Studies 59
- Australian Centre for Public History 59
- Centre for Cardiovascular and Chronic Care 59
- Centre for Compassionate Conservation 60
- Centre for Energy Policy 60
- Centre for Health Services Management 60
- Centre for Midwifery, Child and Family Health 60
- Centre for New Writing 60
- Communications Law Centre 61
- Global Big Data Technologies Centre 61
- Institute for Nanoscale Technology 61
- International Research Centre for Communication in Healthcare 61
- International Research Centre for Youth Futures 61
- Paul Woolley Centre for the Study of Capital Market Dysfunctionality 61

Other organisations 62
- Anti-Slavery Australia 62
- Australasian Legal Information Institute 62

FACULTIES AND SCHOOLS

UTS conducts its teaching and research programs principally through the following eight faculties:

- Faculty of Arts and Social Sciences
- UTS Business School
- Faculty of Design, Architecture and Building
- Faculty of Engineering and Information Technology
- Faculty of Health
- Faculty of Law
- Faculty of Science
- Graduate School of Health.

Course areas

UTS offers undergraduate and postgraduate courses in the following course areas:

- UTS: Analytics and Data Science
- UTS: Business
- UTS: Communication
- UTS: Creative Intelligence and Innovation
- UTS: Design, Architecture and Building
- UTS: Education
- UTS: Engineering
- UTS: Health
- UTS: Health (graduate-entry masters)
- UTS: Information Technology
- UTS: International Studies
- UTS: Law
- UTS: Science.

Faculty of Arts and Social Sciences

The Faculty of Arts and Social Sciences provides a stimulating learning environment in which critical inquiry, creativity and innovation inform the work of staff and students.

The faculty offers undergraduate and postgraduate courses in its three schools: Communication, Education and International Studies.

The School of Communication offers undergraduate study in journalism, creative writing, digital and social media, media arts and production, sound and music design, public communication and social and political sciences. It also offers postgraduate courses in journalism, creative writing (including editing and publishing), digital information management, communication management (including public relations and integrated communication) and media arts and production.

The School of Education offers courses in primary and secondary teaching, TESOL/applied linguistics, and learning and leadership.

The School of International Studies allows students to combine most UTS undergraduate degrees with a Bachelor of Arts in International Studies, which includes a year of study abroad in one of UTS's partner universities in 14 countries: Argentina, Canada (Québec), Chile, Colombia, Costa Rica, China, France, Germany, Italy, Japan, Latino USA, Mexico, Spain and Switzerland.

The faculty regularly extends the range of universities to which students can apply and from which it draws applications.

The school also offers a Diploma of Languages, which is designed to be taken concurrently with an undergraduate or postgraduate coursework degree program at UTS, as well as a Bachelor of Global Studies.

All courses have a strong practice orientation and many faculty staff have national and international reputations in relevant creative and professional fields. The faculty has a strong international focus in all its activities and its student population is drawn from all parts of the world. Faculty staff are involved in a range of international exchanges, research programs and other activities.

The Faculty of Arts and Social Sciences at UTS produces world-class research in education, politics and sociology, creative arts and writing, language, communication and culture, and history.

Faculty research is interdisciplinary and externally engaged, with a focus on solving real-world problems. UTS research in Languages, Communication and Culture was rated 'above world standard' in the Australian Research Council's Excellence in Research for Australia (ERA) initiative

www.fass.uts.edu.au

UTS Business School

The UTS Business School's mission is to provide integrative and practice-oriented business education in a leading university of technology. The school conducts innovative and internationally recognised research, engages actively with business and the community, and prepares students, academic staff, professional staff and alumni to meet future challenges.

Four pillars underpin the UTS Business School's activities.

- Learning excellence: delivering high quality, integrative and practice-oriented business education in a broad range of degree programs at undergraduate and postgraduate levels, and in executive development programs.
- Research that matters: undertaking relevant and internationally recognised research with demonstrated impact, with an emphasis on collaborative, interdisciplinary centres of research excellence as well as individual and discipline-based scholarship.
- Our partners: engaging with business and the wider community, including the University's alumni, to advance knowledge, debate and professional practice, and to foster relationships based on mutual respect and high ethical standards.
- Our people: as an employer of choice and committed to developing highly competent academic and professional staff that are respected in their fields, globally connected and empowered by knowledge and a commitment to lifelong learning.

www.business.uts.edu.au

Faculty of Design, Architecture and Building

Through its research, education and engagement with professions, the Faculty of Design, Architecture and Building aims to transform urban life and environments. The faculty enables new social values and processes for the design, management and engagement across urban developments, architecture, products, garments, spaces and visual media.

UTS: Design, Architecture and Building consists of three schools: Design; Architecture; and the Built Environment; and one department: Creative Intelligence and Innovation.

The faculty values:

- excellence in socially significant research that focuses on the nexus between creativity and technology
- academic excellence in delivery of the UTS model of global practice-oriented learning
- a university experience for its students that is intellectually vibrant and socially engaging
- international recognition for intellectual leadership in the faculty's disciplines.

The faculty's graduates are passionate professionals who design, produce, manage and value the products, places and spaces of contemporary cities. Direct entry to several of the faculty's postgraduate diplomas is available to graduates from associate degree and higher diploma programs. Applicants to the faculty's undergraduate courses may apply for recognition of prior learning. This is assessed on a case-by-case basis.

Research at the faculty leads the way in developing the design, architecture and built environment professions, with a particular focus on the integration of the digital technologies and various strands of research into professional practice. UTS: Design, Architecture and Building's research spans a whole spectrum from applied, practice-based methods, through to classic academic research methods drawn from the humanities and sciences, and speculative research-and-design explorations of possible futures.

Specific research strengths include critical and experimental design practices, theory and criticism, design expertise and new design practices, transfer of techniques and technologies in architectural design and production, interactivation, electronic ecology, design and social innovation, fashion and identity, interior life, architectural criticism and new histories, the digital built environment, property rights and housing affordability.

www.dab.uts.edu.au

Faculty of Engineering and Information Technology

The Faculty of Engineering and Information Technology is a leader in practice-based learning and industry engagement and is recognised internationally for its areas of research strength and expertise. Its engineering and IT undergraduate programs offer the opportunity for students to undertake industrial experience linked with academic preparatory and review subjects, and to graduate with an added Diploma in Engineering Practice or Diploma in Information Technology Professional Practice. This experience prepares students to be lifelong learners able to respond to new challenges. Undergraduate courses are regularly reviewed to ensure that teaching is cutting edge and keeps abreast of industry and student needs.

The faculty structure comprises four portfolio areas: teaching and learning, research and development, international, and external engagement; each led by an associate dean. Five schools house the academic sub-disciplines of the faculty:

- Civil and Environmental Engineering
- Computing and Communications
- Electrical, Mechanical and Mechatronic Systems Software
- Systems, Management and Leadership.

Various scholarships are offered for both engineering and IT students, both local and international at the undergraduate and postgraduate levels.

At the postgraduate level, world-class coursework and collaborative research programs closely aligned to industry-driven needs are offered. Engineering and IT courses are designed to satisfy students' various career development needs. Courses regularly undergo industry and peer reviews in order to produce graduates that are career ready in their chosen area of study.

The faculty is internationally focused and committed to globalising its programs, staff and students. Engineering programs are offered in Asia and international exchange agreements are in place with universities in Europe, South America, North America and Asia. The faculty enrols a large cohort of international students that adds diversity and a global perspective to its learning and research activities.

The faculty also has a robust research profile, with a focus on collaborative research undertaken in conjunction with industry and the professions for the benefit of society, industry and academia. Many academics are involved in joint research programs with their counterparts in overseas universities and research institutes. The faculty is also a leader in research training with students enrolled in PhD and master's by research programs.

www.feit.uts.edu.au

Faculty of Law

The Faculty of Law's vision is 'to be and to be acknowledged as one of the five leading law schools in Australia'. The faculty's academic aims are to:

- offer law courses with a strong intellectual core and practical relevance
- emphasise the development of graduate attributes in connection with sound legal knowledge
- develop in students an awareness of ethical and professional responsibilities in relation to their law studies and future careers.

The faculty's research aims are to develop a vibrant and sustainable research culture where each academic staff member is engaged in research that is of national or international significance and of benefit to the community.

UTS: Law's research is disseminated through academic publications as well as through contributions to current policy debates by submissions to government inquiries, law reform commissions and other public bodies. The faculty also holds occasional public events that highlight particular areas of the faculty's current research.

Contributions to the research program are also made by the Australasian Legal Information Institute (AustLII), the Communications Law Centre and Anti-Slavery Australia.

www.law.uts.edu.au

Faculty of Health

UTS: Health enjoys a national and international reputation for its innovative and practice-oriented programs in nursing, midwifery, health services management, primary health care, sport and exercise science, and sport and exercise management. Emerging as a leader in the use of simulation technologies in nursing and midwifery education, the faculty places a high value on evidence-based practice and not only keeps pace with but often leads the way in the health care industry in simulating research-informed practice. A number of postgraduate programs offer practice-based knowledge and skills including the multidisciplinary Graduate Certificate in Diabetes Education and Management and the renewed Master of Advanced Nursing program.

Renowned for degrees that mix practice and theory, UTS: Health has an outstanding track record in working successfully with health organisations around the world. The faculty collaborates with national and international health care educators, providers and professionals, governments and NGOs, and the wider community to deliver highly regarded degrees.

UTS: Health stands out for its unique courses, including a Bachelor of Primary Health Care for Aboriginal and Torres Strait Islander students, a Master of Primary Health Care, and a combined degree of the Bachelor of Creative Intelligence and Innovation with either a Bachelor of Midwifery or a Bachelor of Sport and Exercise Science. The faculty is also well regarded for its state-of-the-art clinical laboratories and facilities, as well as its highly sought after Bachelor of Nursing. Undergraduate students experience practical placements in a range of hospitals and other health care facilities. Its longstanding sport and exercise programs are equally highly regarded for their applied focus and vocational internships in a variety of industry settings.

UTS: Health also offers specialist graduate certificates, graduate diplomas and masters programs, such as a well established nurse practitioner program, along with higher research degrees including PhDs and a number of postgraduate doctorate courses. Postgraduate courses are evidence-based and research students work to produce knowledge that enhances professional practice and contributes to advancing quality health care.

The faculty's academics include experienced nurses, midwives, health service managers, sport and exercise scientists, and global health, social science, primary health care, public health and epidemiology specialists, many of whom are internationally recognised experts in their field. The faculty has a protocol of cultural inclusivity and a highly supportive learning environment.

UTS offers a lively and vigorous multidisciplinary research culture with a strong emphasis on collaboration. UTS: Health is renowned for its extensive links within the health care industry.

It offers a wide range of local, national and international research, consultancy and continuing professional education activities through its research centres:

- Australian Research Centre in Complementary and Integrative Medicine
- Centre for Cardiovascular and Chronic Care
- Centre for Health Services Management
- Centre for Midwifery, Child and Family Health
- WHO Collaborating Centre for Nursing, Midwifery and Health Development.

UTS: Health is an active partner in The Health–Science Alliance (www.thehealthsciencealliance.org) with the University of New South Wales's Faculty of Medicine and a number of other alliance partners in research, education and clinical service provision, and development.

www.health.uts.edu.au

Faculty of Science

UTS: Science's mission is research-driven, practical and innovative. The faculty comprises the following five schools:

- Chemistry and Forensic Science
- the Environment
- Mathematical Sciences
- Medical and Molecular Biosciences
- Physics and Advanced Materials.

UTS: Science combines first-class people with world-class facilities. The faculty shows students how the fundamental sciences — such as chemistry, physics, biology and mathematics — connect with the quest for new vaccines, new gene therapy treatments, cleaner and more efficient energy solutions, more sensitive detection systems for environmental toxins and pathogens, and a host of other applications.

Students are exposed to laboratory and clinical work from day one of their first year of study, with large amounts of their work undertaken in the innovative Superlab. The latest laboratory and clinical equipment is offered, using instruments used in advanced practising commercial laboratories. Excursions and field trips are common features in environmental science courses and mathematics students receive extensive experience with mathematical software.

UTS: Science is interested in science and technology that changes the world. It has won the respect of employers and the scientific community by designing interdisciplinary courses that teach relevant innovative and comprehensive science with practical skills. Graduates are leaders in their fields, whether they choose careers in academia, business or government.

UTS: Science pursues research that advances innovation, technology and provides solutions to the most significant issues facing the world. It has a strong and longstanding research and development record that is essential to facilitate quality postgraduate research programs. It wins a substantial proportion of competitive research grants and is the largest contributor to UTS overall research revenue.

UTS: Science has diversity in research through the following research strengths:

- Centre for Environmental Sustainability
- Centre for Forensic Science
- Plant Functional Biology and Climate Change Cluster
- The ithree Institute.

UTS: Science academics also collaborate with other UTS centres including:

- Centre for Health Technologies
- Quantitative Finance Research Centre.

UTS: Science also collaborates extensively with industry partners.

www.science.uts.edu.au

Graduate School of Health

The Graduate School of Health's mission is to deliver high-quality graduate-entry degrees for the allied health professions and to undertake innovative research that can be applied in professional and clinical areas.

UTS: Graduate School of Health was established in 2011 to address emerging needs of health professions.

It provides innovative, practice-based education and high-impact research in the following disciplines:

- Clinical Psychology
- Health Policy
- Orthoptics
- Pharmacy.

Career-ready

The school is committed to producing career-ready graduates. Integrated problem-based learning, simulated environments and interdisciplinary workshops are used to help students apply the theory they learn and build their considerable skill set. A wide range of interdisciplinary electives give students the choice to specialise or diversify their skills to best suit their career needs.

Research students are treated as early-career researchers; encouraged to publish and present their work and engage with a range of peers and mentors as they undertake their projects.

Innovative

UTS: Graduate School of Health is in a unique position to ensure best practice and innovation at each stage of development. The school offers a contemporary, student-focused, teaching and learning approach for highly motivated, career-minded students. Working with an educational designer, academics have created a curriculum that utilises cutting edge tools to integrate science with clinical practice, technology and interdisciplinary skills.

High impact research

As well as being experienced practitioners, many academics are internationally renowned researchers who shape current and future clinical practice.

The school undertakes research with the same emphasis on practice development and collaboration. All Graduate School of Health research aims to have a real impact on improving the quality use of medicine for both individuals and communities.

Partner of the profession

UTS: Graduate School of Health works closely with its professional partners to ensure the relevance of degrees and research to areas of current and future importance.

State-of-the-art facilities

The Graduate School of Health moved to a new home in Autumn semester 2015. The newly built Thomas St Building features a mix of specialist and collaborative teaching facilities, the building will transform the way students learn, including health consulting rooms and Australia's first Super Lab with capacity for 200 students. World-class research tools and facilities will increase the amount and quality of research produced across disciplines.

www.gsh.uts.edu.au

OTHER ACADEMIC UNITS

Graduate Research School

The Graduate Research School is a centrally run academic unit, which is responsible for providing strategic leadership, innovation and excellence in research education across the University.

The school provides a range of services to support and develop our research students, supervisors and early career researchers including research education programs, policy development, advice and guidance, and scholarships.

www.uts.edu.au/research-and-teaching/future-researchers

Institute for Interactive Media and Learning

The Institute for Interactive Media and Learning (IML) works in three major areas: strengthening the UTS model of learning and enhancing future learning through working with the Deputy Vice-Chancellor and Vice-President (Education and Students), committees, faculties and individual academic staff; managing course and curriculum data and accreditation processes; and collaborating with other areas of the University on broader strategic initiatives, academic development issues and policy development.

IML's work in learning and teaching focuses on improving students' learning experiences through working with faculties and groups on systematic curriculum renewal and graduate attribute development; the design of student learning and assessment experiences; effective use of learning technologies and new learning spaces; embedding the development of academic and professional language and literacies in the curriculum; the first-year experience and student transition; and supporting faculty teaching and learning priorities, including learning and teaching renewal and curriculum design.

IML's activities also include academic development for newly appointed academics and casual academics, academic leadership development for course and subject coordinators, and a Graduate Certificate in Higher Education Teaching and Learning.

www.iml.uts.edu.au

Jumbunna Indigenous House of Learning

Jumbunna Indigenous House of Learning provides support in the form of learning development and individual assistance to Aboriginal and Torres Strait Islander students studying at UTS, as well as conducting independent research on Indigenous issues.

Jumbunna has a dedicated research area with the key objective to advance knowledge and scholarship on Aboriginal and Torres Strait Islander matters, as well as advance the governance and social policy areas that affect Indigenous communities.

www.jumbunna.uts.edu.au

UTS: RESEARCH

UTS Research Strategy 2015–2020

The UTS Research Strategy 2015–2020 is an ambitious five-year plan that builds and extends on the University's previous 2010–2015 research strategy.

Its overall strategic goal is to increase the intensity, excellence, impact and reputation of the University's research to position UTS clearly within the top 10 Australian universities and the top 10 in chosen fields globally by 2020.

The University's research is focused in the following key areas of strength:

- Health
- Data science
- Sustainability
- Social futures[1]
- Future work and industry[1]

These five cross-faculty focus areas comprise a number of interrelated research disciplines, and have been carefully considered to build on UTS's previous research strategy.

As UTS builds the scale, quality and impact of its research, the University will:

1. focus its research in the following areas: health; data science; sustainability; social futures[1]; future work and industry[1]
2. enhance its research performance and culture by focusing on research excellence and impact, mentoring, leadership and professional development
3. execute a step change in its engagement with Australian industry and international partners (industry and academia)
4. increase its research income from non-traditional sources, while simultaneously increasing its share of competitive grants
5. build the next generation of researchers for academia and for industry
6. develop its research infrastructure, research management framework and governance to maximise our research capability.

www.uts.edu.au/research

UTS: Research focus areas

UTS's focus areas for 2015–2020 promote and encourage cross-disciplinary research that is closely aligned with the Australian Government's national research priorities and with key issues facing the international research community.

Health

The UTS model of connected health research, teaching and engagement will be recognised as leading the world in putting people at the centre of health; as we discover and apply creative and sustainable solutions in health systems, health technologies and health practice.

Data science

UTS will be a leader in the field of data science and in the application of data science to all areas of its research. UTS will integrate data science into its teaching, and data science will be a core element of its engagement with industry.

Sustainability

UTS sustainability research and teaching will be globally recognised for its distinctive transformative focus, where fundamental research in sustainable energy, water, food and natural resource management are integrated with leadership in implementing adaptation, change and action at the local and regional scale.

Social futures[1]

UTS will be known for world-class research in communication futures, creative industries, innovative pedagogies, legal and social justice, and public histories. The University will lead the development of societies in learning to adapt to the changing world we live in.

Future work and industry[1]

UTS will be a leader in setting the direction for future work and industry and developing the jobs that haven't yet been invented. The University will do this by harnessing world-class research in innovation and entrepreneurship, market design, sustainable enterprise, strategy and operations, finance and accounting, and corporate and commercial regulation.

Research and Innovation Office

The Research and Innovation Office (RIO) is responsible for University contract and collaborative research, and for research commercialisation.

The research operations and management team assists with grant submissions, research contracts and agreements, project management/reporting, ethics, research finance and administration. This team also covers project establishment, issue identification and resolution support throughout a project lifecycle, proposal advice and support, including compliance and risk checks and submission.

The research engagement team is responsible for supporting researchers seeking to engage in contract research, researchers in business, industry engagement and commercialisation activities.

The research intelligence and quality team provides strategic and administrative support, including developing research policy, supporting research strengths and Research Quality Framework needs, data collection reporting, and support and management of human and animal ethics and biosafety committees.

A number of other teams within RIO and across the University provide support to the UTS research community.

- The research communication team works to promote UTS research activities within the University and to industry, government, the media and the broader community.
- The web and application services team provides strategic advice and technical and administrative support for web-based issues relating to RIO and the Graduate Research School websites.

1. current as of October 2015

UTS CENTRES

Asia–Pacific Centre for Complex Real Property Rights

The Asia–Pacific Centre for Complex Real Property Rights acknowledges both the legal and economic schools of thought on property rights, but realises that the multiple interests, factors, stakeholders and relationships in many property rights situations are often too complex to be resolved by one discipline in isolation. The centre offers a truly transdisciplinary approach to addressing complex real property rights. It achieves this by developing productive relationships and investigating property rights at the interface of law, land and the political economy, urban planning, human geography and sociology.

Director: Professor Spike Boydell

email Spike.Boydell@uts.edu.au

www.uts.edu.au/about/faculty-design-architecture-and-building/apccrpr/overview

Australian Centre for Event Management

The Australian Centre for Event Management (ACEM) seeks to develop and support industry best practice in event management and to maximise the economic, social, environmental and cultural benefits that flow to the Australian community through the conduct of events.

The centre's core activities include the development and delivery of applied programs in various aspects of event management; a biennial international research conference; consultancy services associated with the planning, operation and evaluation of events; and research projects linked to enhancing practice within the event industry. ACEM delivers its programs in most capital cities in Australia and internationally.

Director: Dr Rob Harris

email R.Harris@uts.edu.au

www.uts.edu.au/research-and-teaching/our-research/australian-centre-event-management

Australian Centre for Independent Journalism

The Australian Centre for Independent Journalism was established in 1990. Its goals are to produce high-quality journalism; to conduct and support research into journalism and the media; to contribute to scholarly debate and research about journalism; and to promote community discussion about the relationship of journalism to political, social and cultural democracy.

Activities of the centre include the publication of investigative journalism; linking industry with students and academia; academic research in journalism studies and related fields; provision of resources and reference services for journalistic and academic research; continuing education for journalists, students and others; and contributions to debate in areas of concern to journalists. Major activities include online magazine *Reportage Online*, the annual George Munster Award for Independent Journalism, a variety of industry short courses and other occasional seminars and publications.

Director: Associate Professor Tom Morton

email Tom.Morton@uts.edu.au

www.uts.edu.au/research-and-teaching/our-research/australian-centre-independent-journalism

Australian Centre for Olympic Studies

Established in 2005, the Australian Centre for Olympic Studies (ACOS) provides a national focus for Olympic studies in Australia. Its primary role is to promote research, discussion and debate about the Olympic Movement. ACOS hosts visiting Olympic scholars and provides opportunities for collaboration between Olympic studies centres and researchers from around the world.

ACOS's research agenda includes the management of the Olympics and other global sport mega-events, such as the Paralympic Games and the Football World Cup. ACOS's remit covers policies and programs dedicated to sport excellence; as these are critical in terms of the development of Olympic and Paralympic athletes. A related research focus is sport integrity: anti-doping and the function of the World Anti-Doping Agency. ACOS also contributes to public education and debates about corruption and competition fixing. ACOS is hosted by the UTS Business School and the Management Discipline Group.

Director: Dr Stephen Frawley

email Stephen.Frawley@uts.edu.au

Associate Director: Associate Professor Daryl Adair

email Daryl.Adair@uts.edu.au

www.olympic.uts.edu.au

Australian Centre for Public History

The Australian Centre for Public History, established in 1998, promotes the practice and understanding of public history in both the academy and the community. The objectives of the centre are to engage a variety of bodies in the educational, community and professional sectors with public history expertise and resources at UTS, to facilitate national and international collaborations, to publicly demonstrate the integral link between public history skills and knowledge at UTS and in the broader community, and to foster and undertake research in the area of public history and to carry out appropriate consultancies to support these objectives.

Activities of the centre include maintaining and developing national and international public history networks, public history conferences and seminars, supporting postgraduate history research at UTS and working with community groups. The centre also houses the refereed journal, *Public History Review*.

Co-directors: Dr Anna Clark

email Anna.Clark@uts.edu.au

Associate Professor Robert Crawford

email Robert.Crawford@uts.edu.au

www.uts.edu.au/research-and-teaching/our-research/australian-centre-public-history

Centre for Cardiovascular and Chronic Care

The Centre for Cardiovascular and Chronic Care undertakes research and health services planning to help individuals and their families cope and adjust to living with a chronic illness.

The centre comprises a group of interdisciplinary health professionals and researchers, with national and international collaborations, committed to improving health outcomes for people with chronic conditions.

An important focus of the centre's work is research training as well as undertaking investigator-driven and strategic research.

Director: Professor Jane Phillips

email Jane.Phillips@uts.edu.au

www.uts.edu.au/research-and-teaching/our-research/cardiovascular-chronic-care

Centre for Compassionate Conservation

The strategic intent of the Centre for Compassionate Conservation is to support the advancement and unification of wild animal protection and conservation in Australia and internationally. The growing international movement of compassionate conservation represents a paradigm shift by combining a consideration of animal welfare of individuals into conservation practice. It brings a wide range of societal values and new insight to human–wildlife conflicts that are currently viewed as intractable within existing frameworks.

The centre's vision is to see that higher levels of welfare are being experienced by wild animals while conservation outcomes improve globally. The centre employs an interdisciplinary approach to link researchers and practitioners from diverse fields to find new solutions to complex environmental problems while training tomorrow's researchers and managers in compassionate conservation principles and practices.

Director: Dr Daniel Ramp

email Daniel.Ramp@uts.edu.au

www.compassionateconservation.uts.edu.au

Centre for Energy Policy

The Centre for Energy Policy addresses contemporary energy and environmental policy issues in national and international contexts. Energy market reforms, environmental policy options, energy–economy interactions and energy–water–food security are key areas of research focus.

Research undertaken in the centre is policy-oriented, applied and cross-disciplinary, emphasising the weaving together of technical, business, economic, legal, social, political and philosophical dimensions of energy, environmental and economic policies.

Director: Professor Deepak Sharma

email Deepak.Sharma@uts.edu.au

www.uts.edu.au/research-and-teaching/our-research/centre-energy-policy

Centre for Health Services Management

The intent of the Centre for Health Services Management is to improve the quality of practice, enhance the sustainability and performance of services and increase the effectiveness of clinicians, managers, policy makers and planners of health services. Through strong connections with the health care industry nationally and internationally the centre informs professional associations and providers on education, practice and policy development, governance, risk management and service delivery.

The centre coordinates UTS's educational offerings in the areas of health services management, planning and clinical leadership.

The centre's particular focus is on innovation in the areas of access, efficiency and effectiveness of systems responsible for the delivery of health and aged care services in the acute, community and primary care settings. Contemporary issues faced by health service managers are also addressed, such as decision making through reliable data and health analytics, the need to extend the focus on quality and safety healthcare delivery to a resilient healthcare model and the use of clinical information systems and digital health technology.

Director: Professor Christine Duffield

email Christine.Duffield@uts.edu.au

www.uts.edu.au/research-and-teaching/our-research/centre-health-services-management

Centre for Midwifery, Child and Family Health

The research program at the Centre for Midwifery, Child and Family Health (CMCFH) seeks to improve the health of families through leadership in midwifery, child and family health research, education, practice development and consultancy, nationally and internationally. The centre's focus is on childbearing women, families with children and young people. CMCFH conducts research that improves the quality of practice and services provided by practitioners, particularly midwives and nurses. The centre also undertakes research to improve the systems responsible for the delivery of that care and its activities inform education, practice and policy development, service delivery and consultancy.

Underpinning the work of the centre is a focus on a broad definition of health incorporating physical, mental, social, emotional and spiritual wellbeing. The CMCFH believes that the sharing of professional knowledge, research evidence and experience through partnerships of clinicians, university faculties, other health professionals and community members enhances and improves services.

The centre is committed to improving health care through education and research, and works with others to integrate this into practice and policy.

Director: Professor Caroline Homer

email cmcfh@uts.edu.au

www.uts.edu.au/research-and-teaching/our-research/midwifery-child-family-health

Centre for New Writing

The Centre for New Writing supports external engagement with the literary professions and the creative and publishing industries. It is the public face of the UTS creative writing program and hosts the *UTS Writers' Anthology*.

The centre runs seminars, and promotes the study, recognition and appreciation of Australian writing. The centre participates in contemporary debates and discourse about writing practices and links with writers and researchers in the areas of fiction, non-fiction and publishing.

Director: Professor John Dale

email John.Dale@uts.edu.au

www.uts.edu.au/research-and-teaching/our-research/centre-new-writing

Communications Law Centre

The Communications Law Centre (CLC) is an independent, non-profit organisation. The vision of the centre is to uphold freedom of expression within the proper limits of the law.

The CLC acts in the public interest to influence the reform of media, communications and online law and policy. This is achieved through a focus on research, educational services and reform.

Director: Professor Michael Fraser, AM, FAICD

email Michael.Fraser@uts.edu.au

www.uts.edu.au/research-and-teaching/our-research/communications-law-centre

Global Big Data Technologies Centre

The Global Big Data Technologies Centre (BDT) is an international centre of excellence for the development of enabling technologies for big data science and analytics. Its research is focused on four technology areas, namely, mobile sensing and wireless communications, big video and image data analytics, big data storage and sharing, and big data as a service.

The BDT centre consists of 25 academic researchers, including some prominent world-leaders, in a number of disciplines ranging from antennas, wireless communications and sensing, to networking computational intelligence and data mining; and more than 80 PhD students. It has also attracted a number of distinguished associates from other leading Australian and international universities.

The centre works closely with industry and communities to deliver real-world impact. Its current industrial partners cover sectors such as telecom infrastructure, electronics, internet services, security, finance and governments.

Director: Distinguished Professor Y Jay Guo, FTSE, FIEEE, FIET
email Jay.Guo@uts.edu.au

Co-director: Professor Jie Lu
email Jie.Lu@uts.edu.au

Centre contact: Eugenia Tan
email Eugenia.Tan@uts.edu.au

bdt.uts.edu.au

Institute for Nanoscale Technology

The Institute for Nanoscale Technology is involved in the application of nanotechnologies to the fields of materials, biology, light and energy. Major research themes include the simulation and experimental characterisation of the interaction of light with nanostructures, the synthesis and study of hybrid inorganic–organic nanoparticles, the design of spectrally selective coatings for windows and devices, and the exploration of advanced functional materials based on the precious metals.

Director: Professor Michael Cortie

email Michael.Cortie@uts.edu.au

http://www.uts.edu.au/research-and-teaching/our-research/nanoscale-technology

International Research Centre for Communication in Healthcare

The International Research Centre for Communication in Healthcare is a world-class, collaborative health communication research and training centre where internationally recognised and multidisciplinary health care professionals and communication experts work together to translate research into education and practice.

Director: Professor Diana Slade

email Diana.Slade@uts.edu.au

http://ircch.org

International Research Centre for Youth Futures

The International Research Centre for Youth Futures targets literacy among children and youth. Using funding grants and community sponsorship, the centre integrates technology, research, teaching and practice in all fields pertaining to the culture and wellbeing of children and youth. The centre's researchers pursue projects embracing education, health, sport, family and the community.

Director: Professor Rosemary Johnston

email Rosemary.Ross.Johnston@uts.edu.au

www.uts.edu.au/research-and-teaching/our-research/international-research-centre-youth-futures

Paul Woolley Centre for the Study of Capital Market Dysfunctionality

The Paul Woolley Centre for the Study of Capital Market Dysfunctionality was established to research dysfunctionality in financial markets, and the financial institutions that operate within these markets. A capital market is dysfunctional when it suffers from chronic and systemic malfunctioning; a condition which can have far-reaching economic and social consequences.

The centre focuses on the contribution to wealth creation of capital markets and financial institutions, and also on the effectiveness of the services provided by these institutions.

The centre has three defined research groups:

- financial services
- heterogeneous agent models
- macroeconomic modelling: expectations in financial markets.

Director: Professor Ron Bird

email Ron.Bird@uts.edu.au

www.uts.edu.au/research-and-teaching/our-research/paul-woolley-centre

OTHER ORGANISATIONS

Anti-Slavery Australia

Anti-Slavery Australia is the only specialist legal research and policy centre in Australia focused on the abolition of slavery, trafficking and extreme labour exploitation. The centre is dedicated to eliminating all forms of trafficking and slavery through research, policy development, law reform, professional practice, education and advocacy to support the human rights of trafficked, enslaved and exploited people.

Director: Associate Professor Jennifer Burn

email Jennifer.Burn@uts.edu.au

www.antislavery.org.au

Australasian Legal Information Institute

The Australasian Legal Information Institute (AustLII), a joint facility of UTS and UNSW faculties of law, provides free access to Australasian legal materials online. Its broad public policy agenda is to improve access to justice through better access to information. It is one of the largest sources of legal materials on the internet, with over four million searchable documents.

AustLII publishes public legal information: primary legal materials (legislation, treaties and decisions of courts and tribunals); and secondary legal materials created by public bodies for purposes of public access (law reform commission reports) and a substantial collection of law journals and legal scholarship.

www.austlii.edu.au

SERVICES AND FACILITIES

Studying at UTS 64
- UTS Student Centres 64
- Student Administration Unit 64
- UTS International 64
- University Library 65
- IT facilities and services 65
- Rules and policies 65
- Scholarships 66
- Prizes and awards 65
- University medal 66
- UTS: INSEARCH 66

Student support 66
- Higher Education Language and Presentation Support 66
- Indigenous student services 66
- Mathematics Study Centre 66
- Student services 66
- Student Ombud 67

Campus life and community 67
- accessUTS Pty Limited 67
- ActivateUTS 67
- Child care 67
- Co-op Bookshop 68
- Equity and diversity 68
- Health, safety and wellbeing 68
- Radio 2SER 68
- Students' Association 68
- Sustainability 69
- Transport 69
- University Records 69
- UTS Advancement 69
- UTS Corporate Relations Centre 69
- UTS Shopfront 70
- UTS: SOUL Award 70
- UTS ART 70

STUDYING AT UTS

UTS Student Centres

UTS Student Centres are the principal areas of contact between students, the public and the University's central administration.

The centres provide information on and assistance with all student administrative matters.

telephone 1300 ask UTS (1300 275 887)

+61 2 9514 1222 (international)

www.ask.uts.edu.au

www.uts.edu.au/current-students/contacts/general-contacts

Student Administration Unit

The Student Administration Unit is responsible for the administrative processes associated with:

- UTS Student Centres
- admission
- enrolment
- assessment and progression of all undergraduate and postgraduate coursework students
- graduation
- non-award and cross-institutional students
- timetabling
- student records
- fees and charges
- scholarships.

The unit is also responsible for collecting and distributing a wide range of information for prospective and enrolled students and promoting the University to students generally.

Further information on all aspects of student administration is available from the UTS: Handbook:

www.handbook.uts.edu.au/general

Further information on the Student Administration Unit is available at:

www.uts.edu.au/current-students/managing-your-course

www.ask.uts.edu.au

UTS International

UTS International is the central point for international students seeking to study at UTS. It provides a number of essential services and activities, including international student recruitment, specialist advice about course options, application procedures and assessment, scholarships, academic and social support, study abroad and exchange, and the management of UTS's Key Technology Partnerships, pathway programs as well as articulations.

UTS International delivers a range of services aimed at recruiting international students. These include undertaking promotional activities around the world, managing the network of UTS agents in Australia and overseas, assessing applications from international students for admission to UTS and managing the compliance aspects related to the recruitment of international students. A key role of the unit is also to manage the University's opt in agreement with the Department of Immigration and Border Protection and ensuring that UTS remains compliant in relation to the Department of Foreign Affairs and Trade sanctions.

UTS International also provides services and programs to enrich students' study experience. Together with the Student Services Unit, UTS International offers comprehensive orientation and preparation programs for all new international students. These programs help students adjust to their new environment and enhance their academic, personal and social life at UTS. International advisers assist students with personal, practical and academic issues throughout their time at the University. A key program offered by UTS International is Community Connections, which provides opportunities for international students to connect, through various volunteer and social activities, to the wider community.

Additionally, UTS International offers students the ability to participate in the dynamic international leadership program BUiLD. BUiLD provides a range of opportunities for students to develop skills, broaden their horizons and build leadership potential. The program includes access to international leaders in the community, creative and professional networks, and opportunities to participate in international conferences, internships, community volunteer programs and short-term study programs. These programs take students beyond their degrees to explore issues of social enterprise, sustainability, social justice and to develop meaningful careers.

International opportunities are also available to current UTS students through the UTS global exchange program. UTS International coordinates the global exchange program, including holding regular sessions each semester promoting study opportunities at partner universities, managing global exchange applications and providing advice on procedures, funding options and handling studies overseas. Ongoing support is available to UTS students enrolled in exchange partner institutions including assisting students departing and returning to UTS after exchange.

The operations of UTS's Key Technology Partnership (KTP) program are also managed by UTS International. The KTP program is UTS's flagship international research engagement platform. UTS currently has strategic research KTP partners around the world in China, India, Europe, the United Kingdom and North America. Key components of the partnerships include team-based research projects covering multiple disciplinary areas, joint research centres, dual/joint PhDs and a visiting scholar program.

UTS International also manages the University's international pathway programs with offshore institutions. The pathway's team develops quality pathway programs for the recruitment of international students to UTS focusing on external articulation arrangements, dual degree agreements, credit recognition arrangements and other collaborative programs with overseas institutions.

The International English Language Testing System (IELTS) Centre at UTS is another area managed by UTS International. The centre, one of the largest in Sydney, offers one of the preferred English language tests recognised for entry into Australian universities.

www.uts.edu.au/international

University Library

As a leading technological university library, UTS Library supports students and academics through their learning, research and teaching. UTS Library is widely recognised as a leader in the innovative implementation of services and technologies. Its priorities are facilitating discovery and access to scholarly information, developing capabilities, promoting learning and enabling scholarship.

During 2014, UTS Library launched its state-of-the-art library retrieval system (LRS). The underground storage system currently houses more than 440,000 low use collection items. Items stored in the LRS are easily requested via the library catalogue and delivered at regular intervals daily to the UTS Library.

As a member of both the Council of Australian University Librarians and the Libraries of the Australian Technology Network of Universities, the library participates in annual statistical collection and benchmarking. UTS Library compares favourably with other Australian university libraries and consistently ranks highly in student satisfaction surveys.

The library collection consists of more than 490,000 electronic books, around one million books and audiovisual items, and almost 100,000 journals. Through its participation in resource sharing initiatives, such as BONUS+, millions more books are available to clients.

Through its website, UTS Library provides access to an extensive range of resources including:

- an online catalogue
- general and subject-specific databases
- UTS exam papers, lecture notes and required readings
- tutorials, tours and workshops
- referencing and writing assistance
- support for research and teaching
- access to online resources such as lynda.com, a library of online video tutorials
- BONUS+, a service that enables the lending of selected library materials between various universities
- Ask a Librarian and other online help.

The library is active on Facebook, Twitter, YouTube and Instagram.

UTS Library runs programs to empower users to become information literate, independent and self-sufficient learners and researchers. The library's information skills program is designed to develop the UTS community's information and research skills and includes training in finding, evaluating, managing and using data and information. Librarians work in collaboration with academic staff to deliver course-related training, integrated into the curriculum and delivered in appropriate online and face-to-face formats.

UTS Library embeds cultural and creative learning opportunities within the library space, offering an extensive calendar of events and exhibitions. Initiatives include an artist-in-residence program, exhibitions of creative research by UTS students and staff, book launches, an annual calendar of film screenings and University-wide events.

www.lib.uts.edu.au

UTS eScholarship

The UTS eScholarship team is responsible for services supporting UTS's mission to increase the impact of its research.

UTS ePRESS is one of Australasia's largest academic open access presses. It publishes scholarly journals, books and conference proceedings, which are peer reviewed and growing in reputation and impact.

The institutional repository, OPUS, provides a secure, stable, digital home for the scholarly output of the University's staff and, where appropriate, students. Both platforms are discoverable through search engines such as Google Scholar, ensuring UTS scholarship is accessible to a global audience.

UTS eScholarship supports the management of research data at UTS and is home to the Australian Data Archive NSW node and the national host of the Aboriginal and Torres Strait Islander Data Archive.

IT facilities and services

The Information Technology Division (ITD) provides a comprehensive range of facilities and services to all parts of the University.

Student services include email, access to the UTS wireless network, and the use of computer laboratories and open spaced computers at the City campus. Staff services include the purchase and support of computer equipment, specialised IT advice for researchers, and the delivery of IT solutions for faculties and business units.

The audio visual services team supports teaching spaces and sets up events involving staff and students.

The IT Support Centres are the first point of contact for staff and students wanting assistance with the use of technology at UTS.

serviceconnect.uts.edu.au

www.itd.uts.edu.au

Rules and policies

The UTS Rules, made by Council and in accordance with section 29(2) of the *University of Technology Sydney Act 1989* (NSW), have the same force and standing as a by-law. The UTS Rules detail the mandatory functions, actions, responsibilities and obligations for the UTS community. UTS Rules apply to all students, staff, contractors and visitors to the University.

The UTS Rules are published in the UTS: Calendar and are also available at:

www.uts.edu.au/about/uts-governance/rules

A UTS policy or directive is a high-level statement that sets out non-discretionary governing principles and intentions to guide University practice and decision-making. Policies and directives apply to the University as a whole and comply with all relevant legislation and rules.

The University's policies and directives are available at:

www.uts.edu.au/about/uts-governance/policies-and-directives

Scholarships

UTS offers a variety of scholarships, awarding hundreds of scholarships to UTS students each year. Scholarships vary considerably in terms of their purpose, eligibility criteria and amount.

www.uts.edu.au/future-students/scholarships

Prizes and awards

Prizes are awarded each year to students for meritorious work. These are made available through the generosity of private individuals and public organisations. They are offered each session, annually or biennially. In rare instances, a prize is offered only when funds permit. Most prizes are offered subject to the provision that they are awarded only when a student has attained a mark or level of achievement considered by the faculty board concerned to be sufficiently high.

In addition to official University prizes and awards, a number of prizes are available from external sources.

http://cfsites1.uts.edu.au/find/study/scholarships/prizes.cfm

The University's policy and procedures for the administration of prizes are available at:

www.gsu.uts.edu.au/policies/scholarships-prizes

University medal

A University medal may be awarded to a graduating student who has demonstrated exceptional merit.

The guidelines for the award of UTS medals are available at:

www.gsu.uts.edu.au/policies/utsmedalguide.html

UTS:INSEARCH

UTS:INSEARCH is the pathway to UTS and is also an important part of the UTS community. The strong relationship between UTS:INSEARCH and UTS means that all UTS:INSEARCH students benefit from UTS's academic standards, world-class facilities and reputation for excellence.

More than 3000 students from all over the world come to study at UTS:INSEARCH each year to prepare for their UTS studies. UTS:INSEARCH students also benefit from ongoing academic support such as dedicated academic advisers, study skill workshops and weekly learning assistance sessions.

UTS:INSEARCH offers pathways in the following areas of study: English, business, communication, design and architecture, engineering, information technology, and science. UTS:INSEARCH offers a range of academic and general English programs, higher education diplomas and, on behalf of UTS, UTS Foundation Studies for international students.

www.insearch.edu.au

STUDENT SUPPORT

Higher Education Language and Presentation Support

HELPS provides English language and academic literacy support to students to help them become independent and confident learners.

We offer:

- learning programs, including academic skills workshops, one-to-one assignment advice, writing support sessions and holiday academic English courses
- volunteer programs such as the HELPSMates buddy program and Conversations@UTS, which encourage students to connect with other people in the University
- U:PASS and U:PASSWrite to facilitate subject specific understanding in a range of early stage subjects.

www.helps.uts.edu.au

Indigenous student services

Jumbunna Indigenous House of Learning provides a range of learning development and individual assistance to Indigenous students studying at UTS.

Services include the Indigenous Tutorial Assistance Scheme; Indigenous student services officers; learning development provided by academic staff; assistance with accessing scholarships and graduate employment; Indigenous pathways program; and early intervention, monitoring and tracking of student progress programs aimed at increasing the retention and completion rates of Aboriginal and Torres Strait Islander students studying at UTS.

www.jumbunna.uts.edu.au

Mathematics Study Centre

The Mathematics Study Centre offers free assistance with mathematics, statistics and basic computing to students from all faculties through its drop-in room and through other activities. The centre can also assist students with common computing packages such as wordprocessing, spreadsheets, presentation managers, Mathematica, Minitab and SPSS.

The centre runs subjects to assist with particular courses, for example mathematics for nursing, and workshops such as examination preparation workshops for specific mathematics subjects. Support tutorials are run by staff from the centre in selected undergraduate subjects. The centre also runs short bridging courses in mathematics, statistics and computing. Centre staff are active in education research and the development of resources.

www.uts.edu.au/current-students/science/study-resources/maths-study-centre

Student services

Staff in the Student Services Unit attend to students' career, counselling, financial, health, housing and personal development needs. Staff also assist in the development of learning skills, academic literacy and make provision for students with special needs. Visiting chaplains and worship rooms are available to students.

www.uts.edu.au/current-students

Student Ombud

Enrolled or registered students with a complaint against decisions of University staff may seek assistance from the Student Ombud's Office.

Students who believe that they have been dealt with improperly by staff at the University, and who wish to make a formal complaint, may consult the Student Ombud who will deal with the matter in accordance with the terms of reference. The Student Ombud Terms of Reference are available at:

www.gsu.uts.edu.au/policies/studentombud.html

All matters are treated in the strictest confidence and in accordance with proper processes.

www.ombuds.uts.edu.au

CAMPUS LIFE AND COMMUNITY

accessUTS Pty Limited

accessUTS Pty Limited is a wholly owned UTS company that manages University consulting and provides professional services to business, industry, the community and government. It offers expert opinion to the legal and insurance industries, technical and testing services. It draws on the extensive and diverse expertise of both UTS staff and external commercial entities. accessUTS also provides administration and management services for programs of all sizes. These include significant tenders and international aid agency programs.

accessUTS arranges, manages and administers University inbound study tours, working with selected UTS academics, client universities and organisations from around the world to develop course content, lectures and site visits; to give participants an international context for their learning and professional development.

www.accessuts.com.au

ActivateUTS

ActivateUTS is a key strategic partner of the University and primarily a student-centred organisation that also caters for the whole UTS community, with a particular focus on the provision of programs that complement the learning and development outcomes of the University.

Programs include a range of non-academic services and facilities including more than 130 clubs and societies, a diverse live entertainment and events calendar, food outlets, bars, retail outlets, function and catering services, publications, sport and fitness amenities, including a fully equipped gymnasium, and a comprehensive sport and recreation program.

ActivateUTS also offers sports scholarships and a wide range of grants for sporting, social and cultural purposes and University events, including orientation, information and open days. Off campus, ActivateUTS provides access to a licensed restaurant and bar at the UTS Haberfield Club.

ActivateUTS is governed by a board comprising three Council appointees, two staff directors, seven student directors and the CEO. Annual elections for the seven student directors (three in odd years and four in even years) are held in September. The term of office of each board runs from 7 October until 6 October the following year. ActivateUTS employs approximately 300 casual and permanent staff, headed by the CEO.

www.activateuts.com.au

Child care

UTS Child Care Inc (UTSCC) is an incorporated association that coordinates the operation of all child care services at UTS. The UTSCC board comprises representatives of the University, ActivateUTS, the UTS Students' Association, the Australian Broadcasting Corporation and parent users of the centres.

The University's City campus has two child care centres: the Magic Pudding Child Care Centre in Ultimo and the Blackfriars Children's Centre in Chippendale.

Access to child care facilities is open to all staff and students under priority of access guidelines — priority is given to working and studying parents.

Each child care centre is managed by a child care director. Parents are invited to become involved in the centre through attending parent meetings or to stand for election to the board.

www.childcare.uts.edu.au

Co-op Bookshop

The Co-op is a member-owned, not-for-profit organisation, dedicated to offering the widest range of learning resources to its members at the best possible prices. For a one-off joining fee, members receive a lifetime of benefits, including:

- discounted textbooks and reference materials
- up to 50 per cent off everything else in store and online
- coupons for partners such as Microsoft.

Customers can shop online and pick up in store with the Co-op's 'click and collect' service, or opt for free Australia-wide delivery.

www.coop.com.au

Equity and diversity

UTS is committed to ensuring that all students and staff have equitable access to education and employment opportunities, are treated fairly, and can work and study in an environment free of harassment.

The Equity and Diversity Unit supports the goal of employment and educational equity by developing, implementing and monitoring policies and programs to provide a supportive and open culture in which all students and staff are able to develop to their full potential.

University policy aims to prevent discrimination on the grounds of race, colour, descent, national or ethnic origin, ethno-religious background, sex, marital status, pregnancy, potential pregnancy, breastfeeding, carer responsibilities, relationship status, disability, age, homosexuality, transgender status, political conviction and religious belief.

The unit also provides confidential equity-related grievance advice to both students and staff who feel they may have been discriminated against or harassed.

www.equity.uts.edu.au

Health, safety and wellbeing

The University is committed to providing a safe and healthy place to study and work. Students, staff, visitors, contractors and other workers must take reasonable care of themselves and others; cooperate with steps taken to protect their health, safety and wellbeing; and not wilfully place at risk the health, safety or wellbeing of others.

Emergency procedures

UTS has in place procedures for emergencies, including for the evacuation of buildings. All emergencies should be reported to Security (by dialling 6 from any internal telephone or 1800 249 559 from mobile phones).

First aid and health service

UTS provides a system of first aid, including the support of a network of trained and equipped first aid officers, to minimise the impact of any injuries or illnesses should an accident occur.

First aid posters with the name, location and phone number of first aid officers are in work and study areas. All UTS security officers are trained in first aid.

The health service at City campus provides a confidential general medical practice for students and staff.

Hazards, accidents and near misses

Students and staff are able to report all hazards, accidents and near misses using the Hazard and Incident Reporting Online (HIRO) system.

Safe work practices

Staff must always follow safe work practices as provided by their supervisor. Students must always follow safe work practices as provided by their lecturer, demonstrator or other supervising staff. This includes wearing any protective equipment required.

Smoke-free environment

Smoking is not permitted inside any building on any campus of the University or in any University vehicle. This includes areas adjacent to entrances and exits of buildings, windows and intakes for air conditioners. Smoking is only permitted in designated smoking areas.

Wellbeing

UTS promotes a work/life activity balance. Events and information sessions are held throughout the year.

www.safetyandwellbeing.uts.edu.au

Radio 2SER

2SER is a community radio station offering a diverse range of programs, which are mostly provided by volunteers. The station broadcasts 24 hours a day and is heard throughout Sydney on 107.3 FM, digital radio and mobile apps. The station is jointly owned by UTS and Macquarie University, and encourages student participation.

www.2ser.com

Students' Association

The Students' Association (SA) is the representative body for students at UTS. It represents all students of the University on welfare and education issues.

The Students' Representative Council (SRC) is the group of elected students that enacts, directs and coordinates the work of the SA. UTS students (excepting exchange and INSEARCH students) have the right to stand for election to the SRC and vote in the annual elections.

The University supports the existence of professional advocacy staff for academic and non-academic appeals and to run the peer tutor scheme.

The Students' Association is home to a number of collectives that run campaigns, and hold regular events and meetings.

www.sa.uts.edu.au

Sustainability

UTS is committed to sustainability and to embedding it into the University's campus operations, teaching and learning, research and community engagement.

UTS has made a commitment to achieve a 30 per cent reduction in greenhouse gas emissions based on 2007 levels by 2020–21. As part of its greenhouse gas reduction strategy UTS is targeting minimum 5 Star Green Star certified ratings on all major new buildings, has completed a $9 million project to improve the energy efficiency of existing buildings, is investigating additional on-site solar and off-site renewable energy purchase and is implementing programs within the UTS community to improve sustainable practices and behaviour.

The focus of the Sustainability team in 2016 is to develop the UTS Sustainability Strategy 2016–2018, to ensure that sustainability initiatives are integrated into the Campus Master Plan, to augment community engagement and Green Staff Network activities, and to enhance the integration of sustainability principles into teaching, learning and research.

www.green.uts.edu.au

Transport

UTS promotes sustainable transport with extensive links to trains, buses and light rail; a shuttle bus between campuses; a carpooling program; and bike parking with lockers and showers.

www.uts.edu.au/partners-and-community/initiatives/uts-green/campus-operations/transport

University Records

University Records staff provide advice on the creation, capture, management, storage, preservation, retention and disposal of the University's records in both paper and digital formats. The team also provides reference and retrieval services for both temporary and permanent records held in storage or in the UTS Archives.

The UTS Archives is a repository of historical records of the University. The holdings include records of UTS, as well as the New South Wales Institute of Technology, the Kuring-gai College of Advanced Education, and their respective predecessors. Types of records held include photographs, audio-visual recordings, official publications, files, committee records and ephemera such as posters.

UTS staff can liaise with University Records to access records held in the archives that originated from their faculty or unit, or to access records that are relevant to their business activities. Members of the public who wish to access the archives need to apply to University Records for access. Access to the archives by members of the public is by appointment only and will only be provided in accordance with access directions issued under the *State Records Act 1998* (NSW).

www.uts.edu.au/about/uts-governance/records-and-archives

UTS Advancement

UTS Advancement is responsible for providing leadership and management of philanthropy and corporate partnerships as well as developing and delivering a range of engagement opportunities including alumni and community engagement on behalf of UTS.

The role of UTS Advancement is to build philanthropic and other support for the University's strategic priorities through sustained and mutually beneficial relationships with individuals and organisations. Like all universities in Australia, UTS receives government support. While important, this support from government is not enough to allow UTS to fund all of its priorities. Philanthropic support from alumni, staff, friends of UTS, foundations and companies plays a vital additional role.

The Advancement team works closely with faculties and business units to secure financial support for UTS priorities, including research, scholarships, capital development and key strategic initiatives. The team also coordinates relationships with industry and business partners across the University to build research investment, develop internships and recruitment pipelines for students and graduates, and ensure that UTS research and programs are industry relevant.

More than 180,000 UTS graduates can be found working across the professions, in government, private business, the arts and the third sector — many in senior leadership roles — around the globe. UTS Advancement provides a range of services and programs including access to a range of alumni services and networking activities, discounts to short courses, events to enhance career development and professional networking, publications including TOWER magazine via the alumni website or apps for smart phones and tablets, e:Connect newsletter and the ability to join local and international alumni networks.

UTS Advancement is also responsible for community engagement in the form of UTS Shopfront. The award-winning Shopfront links community organisations with the University's knowledge, skills, resources and professional expertise to undertake projects and community-engaged research for real social benefit.

UTS Corporate Relations Centre

The UTS Corporate Relations Centre (CRC) is designed to make it easy for companies to engage with UTS and to allow the University to have a focal triage point to manage corporate relationships and maximise the value of partnerships.

The centre works closely with faculties and divisions to make sure that all stakeholders are engaged and involved as appropriate in the University's partnerships. A key objective for the centre is the development of strategic partnerships based on mutual benefit that cover research collaboration, internships and employment, and executive education and training opportunities.

Another major function of the centre is to articulate the value proposition the University offers to business and to work with all parties to achieve collaborations that support the mission of UTS, its faculties and corporate partners.

As the single coordinating office, the CRC is uniquely placed to:

- create common understanding of the real opportunities to maximise the value of outcomes across the University
- build consensus within the University
- ensure collaboration goals are met in a timely fashion
- provide support and advice to lead managers
- help faculty and divisions communicate effectively with corporate partners
- develop a clear set of engagement protocols
- monitor the performance of corporate partnerships
- maintain an open client and relationship management system.

UTS Shopfront

UTS Shopfront is an award-winning university-wide program that links community organisations with the university's knowledge, skills, resources and professional expertise to undertake student projects and community-engaged research for real social benefit. Shopfront facilitates community engagement activities through three different program areas: community-initiated coursework community projects; volunteer and leadership program through the UTS: SOUL Award; and community engaged research, including through the international *Gateways* e-journal.

Shopfront projects pair coursework students with community-based organisations to work on community-initiated projects or internships. Projects run through the Shopfront can range from large, multidisciplinary undertakings that involve several courseworks subjects over a number of semesters, to small projects involving one or two students.

The UTS: SOUL Award develops leadership and volunteering skills for students across all faculties. Through SOUL, students develop the skills that are integral to successful community engagement.

Gateways is an international, peer-reviewed journal on community research and engagement. Gateways is published annually through UTS ePRESS and encourages a scholarly approach to community engagement.

www.shopfront.uts.edu.au

UTS: SOUL Award

The UTS: SOUL Award is a student leadership and volunteering initiative provided by the Shopfront.

SOUL is open to UTS students at all levels of study and across all faculties. The program supports students to venture beyond their degree and into the community, applying the skills and knowledge gained at UTS, and connecting students to volunteering opportunities through Shopfront's extensive network of community partners.

Through SOUL, students develop the skills that are integral to successful community engagement, including leadership, training in complex social issues, active communication and project management.

To complete the award, students undertake 100 hours of volunteering and training across the course of their degree in local community organisations. Students who graduate with the SOUL Award receive official recognition on their Australian Higher Education Graduation Statement.

www.soul.uts.edu.au

UTS ART

UTS ART, incorporating UTS Gallery, UTS Art Collection and UTS ART Education and Outreach, aims to integrate creative practice into daily life on campus through exhibitions and displays, and associated public and publishing activities. Showcasing new art practices and the diverse cultural perspectives of our community, UTS ART is committed to presenting work that highlights innovative uses of technology and supports a creative learning environment.

The UTS Gallery is a dedicated public gallery with a focus on diverse, innovative and interdisciplinary practices across contemporary art, design and social enquiry. The gallery presents a distinctive and dynamic exhibition program, complemented by public performances, events, publications, workshops and an annual artist-in-residence.

The UTS Art Collection creates the opportunity for the University community and wider public to appreciate and interact with significant works of art. The UTS Art Collection comprises more than 1000 artworks in its permanent and loan collections, in a variety of styles and media, most notably post-1960s painting, prints and photography. Collection staff provide curatorial services and displays of quality Australian art.

UTS ART Education and Outreach offers a rich and flexible program of activities tailored to specific student groups from a variety of backgrounds and ages — from pre-school to university level. Events and workshops based on the gallery and art collection exhibition programs are held on campus to connect students and their teachers with contemporary art and ideas in a welcoming and inspiring environment.

www.art.uts.edu.au

LEGISLATION

University of Technology Sydney Act 1989 (NSW).....72
University of Technology Sydney By-law 2005 (NSW).....94

UNIVERSITY OF TECHNOLOGY SYDNEY ACT 1989 (NSW)

Part 1 — Preliminary 73
1 Name of Act 73
2 Commencement 73
3 Definitions 73

Part 2 — Constitution and functions of the University 73
4 Establishment of University 73
5 Incorporation of University 73
6 Object and functions of University 73
7 Facilities for students, staff and others 74

Part 3 — The Council, authorities and officers of the University 74
Division 1 — The Council 74
8 Definitions 74
8A Council 74
8B Size of Council 74
8C Qualifications and experience of members 75
8D Elected staff and student members 75
8E Graduate members 75
8F Council appointed members 75
8G Ministerially appointed members 75
8H Official members 75
9 Term of office 75
Division 2 — Other officers and bodies 76
10 Chancellor 76
11 Deputy Chancellor 76
11A Removal from office of Chancellor or Deputy Chancellor 76
12 Vice-Chancellor 76
13 Visitor 76
14 Convocation 76
15 Academic Board 76

Part 4 — Functions of Council 77
Division 1 — General 77
16 Functions of Council 77
16A Controlled entities 77
17 Delegation by Council 78
17A Operation of certain Acts 78
17B Recommendations of Ombudsman or Auditor-General 78
Division 2 — Property 78
18 Powers of Council relating to property 78
19 Powers of Council over certain property vested in Crown 78
20 Acquisition of land 79
21 Grant or transfer of certain land to University 79
Division 3 — Commercial activities 79
21A Definitions 79
21B Guidelines for commercial activities 79
21C Register of commercial activities 80
21D Reports to Minister on commercial activities 80
21E Referral of matters to Ombudsman or Auditor-General 80

Part 4A — Duties of Council members 80
21F Duties of Council members 80
21G Removal from office for breach of duty 80

Part 5 — General 81
22 Advance by Treasurer 81
22A Stamp duty exemption 81
23 Financial year 81
24 No religious test or political discrimination 81
25 Exemption from membership of body corporate or Convocation 81
26 Re-appointment or re-election 81
27 Seal of University 81
28 By-laws 81
29 Rules 82
30 Recovery of charges, fees and other money 82
31 Repeal etc 82
32 Savings and transitional provisions 82

Schedule 1 — Provisions relating to members and procedure of the Council 83

Schedule 2 — Investment 84

Schedule 2A — Duties of Council members 85

Schedule 3 — Savings and transitional provisions 86

Historical notes 91
Table of amending instruments 91
Table of amendments 92

An Act with respect to the constitution and functions of the University of Technology Sydney; to repeal the *University of Technology, Sydney Act 1987* and the *University of Technology, Sydney (Miscellaneous Provisions) Act 1987*; and for other purposes.

This Act is reproduced in compliance with the New South Wales Government notice 'Copyright in legislation and other material'.

PART 1 — PRELIMINARY

1 Name of Act

This Act may be cited as the *University of Technology Sydney Act 1989*.

2 Commencement

This Act commences on a day or days to be appointed by proclamation.

3 Definitions

(1) In this Act:

commercial functions of the University means the commercial functions described in section 6(3)(a).

Council means the Council of the University.

University means the University of Technology Sydney, established by this Act.

(2) In this Act, a reference to a graduate of the University is a reference to a person who is the recipient of a degree or diploma, or of such other award or certificate as may be prescribed by the by-laws, conferred or awarded:

(a) by the University,

(b) by or on behalf of any former institution that has, pursuant to this Act or to the *Higher Education (Amalgamation) Act 1989* or otherwise, become a part of the University, or

(c) by any predecessor of any such institution.

(3) In this Act:

(a) a reference to a function includes a reference to a power, authority and duty, and

(b) a reference to the exercise of a function includes, where the function is a duty, a reference to the performance of the duty.

(4) Notes included in this Act do not form part of this Act.

PART 2 — CONSTITUTION AND FUNCTIONS OF THE UNIVERSITY

4 Establishment of University

A University, consisting of:

(a) a Council,

(b) Convocation,

(c) the professors and full-time members of the academic staff of the University and such other members or classes of members of the staff of the University as the by-laws may prescribe, and

(d) the graduates and students of the University,

is established by this Act.

5 Incorporation of University

The University is a body corporate under the name of the University of Technology Sydney.

6 Object and functions of University

(1) The object of the University is the promotion, within the limits of the University's resources, of scholarship, research, free inquiry, the interaction of research and teaching, and academic excellence.

(2) The University has the following principal functions for the promotion of its object:

(a) the provision of facilities for education and research of university standard,

(b) the encouragement of the dissemination, advancement, development and application of knowledge informed by free inquiry,

(c) the provision of courses of study or instruction across a range of fields, and the carrying out of research, to meet the needs of the community,

(d) the participation in public discourse,

(e) the conferring of degrees, including those of Bachelor, Master and Doctor, and the awarding of diplomas, certificates and other awards,

(f) the provision of teaching and learning that engage with advanced knowledge and inquiry,

(g) the development of governance, procedural rules, admission policies, financial arrangements and quality assurance processes that are underpinned by the values and goals referred to in the functions set out in this subsection, and that are sufficient to ensure the integrity of the University's academic programs.

(3) The University has other functions as follows:

(a) the University may exercise commercial functions comprising the commercial exploitation or development, for the University's benefit, of any facility, resource or property of the University or in which the University has a right or interest (including, for example, study, research, knowledge and intellectual property and the practical application of study, research, knowledge and intellectual property), whether alone or with others,

(a1) without limiting paragraph (a), the University may generate revenue for the purpose of funding the promotion of its object and the carrying out of its principal functions,

(b) the University may develop and provide cultural, sporting, professional, technical and vocational services to the community,

(c) the University has such general and ancillary functions as may be necessary or convenient for enabling or assisting the University to promote the object and interests of the University, or as may complement or be incidental to the promotion of the object and interests of the University,

(d) the University has such other functions as are conferred or imposed on it by or under this or any other Act.

(4) The functions of the University may be exercised within or outside the State, including outside Australia.

7 Facilities for students, staff and others

The University may, for the purposes of or in connection with the exercise of its functions, provide such facilities for its students and staff and other members of the university community as the University considers desirable.

PART 3 — THE COUNCIL, AUTHORITIES AND OFFICERS OF THE UNIVERSITY

Division 1 — The Council

8 Definitions

In this Division:

appointed member means a Council appointed member or a Ministerially appointed member.

categories of members — see section 8B(3).

constitution rules — see section 8B(4).

elected member — see section 8D.

external person means a person other than a member of the academic or non-academic staff of the University or an undergraduate or graduate student of the University.

Council appointed member — see section 8F.

graduate member — see section 8E.

Ministerially appointed member — see section 8G.

official member — see section 8H.

8A Council

(1) There is to be a Council of the University.

(2) The Council is the governing authority of the University and has the functions conferred or imposed on it by or under this Act.

(3) Schedule 1 has effect in relation to the members and procedure of the Council.

8B Size of Council

(1) The Council is to consist of a minimum of 11, and a maximum of 22, members.

(2) The total number of members is to be determined from time to time by a resolution passed by at least two-thirds of the members of the Council (the **total number of members**).

(3) The Council is to include the following categories of members:

(a) official members,

(b) elected members,

(c) Council appointed members,

(d) Ministerially appointed members.

(4) Subject to subsection (6), the number of members (other than official members) in each category is to be prescribed by rules made by the Council (in this Division called the **constitution rules**).

(5) A rule for the purposes of subsection (4) may be made only by a resolution passed by at least two-thirds of the members of the Council.

(6) The majority of the total number of members must be external persons.

Note. Depending on the circumstances, the Chancellor may be counted as an external person for the purposes of subsection (6).

(7) The number of members in any one category of members must not at any time constitute a majority of the total number of members.

(8) The Council must give the Minister written notice of the terms of any resolution passed under this section within 7 days after it is passed.

8C Qualifications and experience of members

(1) Of the members of the Council:

(a) at least 2 must have financial expertise (as demonstrated by relevant qualifications and by experience in financial management at a senior level in the public or private sector), and

(b) at least one must have commercial expertise (as demonstrated by relevant experience at a senior level in the public or private sector).

(2) All appointed members must have expertise and experience relevant to the functions exercisable by the Council and an appreciation of the object, values, functions and activities of the University.

8D Elected staff and student members

(1) The constitution rules are to prescribe the number of persons to comprise the following categories of members:

(a) elected (academic staff) members,

(b) elected (non-academic staff) members,

(c) elected (student) members.

Note. There may also be elected (graduate) members if the constitution rules so provide — see section 8E.

(2) Of the members elected under this section:

(a) at least one must be a member of the academic staff of the University elected by members of the academic staff, and

(b) at least one must be a member of the non-academic staff of the University elected by members of the non-academic staff, and

(c) at least one must be a student of the University who:

(i) is not employed on a full-time basis (or on such other basis as the by-laws may prescribe) as a member of the academic or non-academic staff of the University, and

(ii) is elected by the students of the University.

(3) The members referred to in subsection (2)(a)–(c) are:

(a) to have such qualifications as may be prescribed by the by-laws, and

(b) to be elected in the manner prescribed by the by-laws.

8E Graduate members

(1) At least one member of the Council, or such greater number of members as may be prescribed by the constitution rules, must be external persons who are graduates of the University.

(2) The constitution rules may provide for the persons referred to in subsection (1) to become members of the Council in any one or more (or combination) of the following ways:

(a) by election as elected (graduate) members in the manner prescribed by the by-laws,

(b) by appointment by the Council under section 8F,

(c) by appointment by the Minister under section 8G.

(3) A rule providing for the appointment of a member by the Minister under section 8G may be made only with the approval of the Minister.

(4) The members referred to in subsection (1) are to have such qualifications (if any) as may be prescribed by the by-laws.

8F Council appointed members

(1) The Council may appoint as members of the Council such number of external persons as is prescribed by the constitution rules for the category of Council appointed members.

(2) The by-laws are to prescribe the procedures for the nomination of persons for appointment under this section.

8G Ministerially appointed members

(1) The Minister may appoint as members of the Council 2 external persons, or such greater number of external persons (not exceeding 6) as is prescribed by the constitution rules for the category of Ministerially appointed members.

(2) The Minister may not appoint a member of the Parliament of New South Wales, the Parliament of the Commonwealth or another State or the Legislative Assembly of a Territory as a Ministerially appointed member.

(3) Without limiting the discretion of the Minister under subsection (1), the Council may suggest to the Minister persons who the Council considers would be appropriate for appointment by the Minister.

8H Official members

The **official members** of the Council are the following:

(a) the Chancellor,

(b) the Vice-Chancellor,

(c) the person for the time being holding the office of presiding member of the Academic Board (if the person is not the Vice-Chancellor) or of deputy presiding member of the Academic Board (if the presiding member is the Vice-Chancellor).

9 Term of office

(1) Subject to this Act, a member of the Council holds office as follows:

(a) in the case of an official member, while the member holds the office by virtue of which he or she is a member,

(b) in the case of a Ministerially appointed member or Council appointed member, for such term (not exceeding 4 years) as may be specified in the member's instrument of appointment,

(c) in the case of an elected member other than an elected (graduate) member, for such term (not exceeding 2 years) as may be prescribed by the by-laws,

(d) in the case of an elected (graduate) member, for such term (not exceeding 4 years) as may be prescribed by the by-laws.

(2) The need to maintain an appropriate balance of experienced and new members on the Council must be taken into account:

(a) by the Council, when making the by-laws required under this section, and

(b) by the Minister and the Council, when appointing members to the Council.

(3) A person must not be appointed or elected to serve more than 12 consecutive years of office (unless the Council otherwise resolves in relation to the person).

Division 2 — Other officers and bodies

10 Chancellor

(1) The Council shall:

(a) at its first meeting or as soon as practicable thereafter, and

(b) whenever a vacancy in the office of Chancellor occurs,

elect a person (whether or not a member of the Council) to be Chancellor of the University.

(2) The Chancellor, unless he or she sooner resigns or is removed from office as Chancellor or ceases to be a member of the Council, holds office for such period (not exceeding 4 years), and on such conditions, as may be prescribed by the by-laws.

(3) The Chancellor has the functions conferred or imposed on the Chancellor by or under this or any other Act.

11 Deputy Chancellor

(1) The Council shall:

(a) at its first meeting or as soon as practicable thereafter, and

(b) whenever a vacancy in the office of Deputy Chancellor occurs,

elect one of its members to be Deputy Chancellor of the University.

(2) The Deputy Chancellor, unless he or she sooner resigns or is removed from office as Deputy Chancellor or ceases to be a member of the Council, holds office for 2 years from the date of his or her election and on such conditions as may be prescribed by the by-laws.

(3) In the absence of the Chancellor, or during a vacancy in the office of Chancellor or during the inability of the Chancellor to act, the Deputy Chancellor has all the functions of the Chancellor.

11A Removal from office of Chancellor or Deputy Chancellor

(1) The Council may remove the Chancellor or Deputy Chancellor from office by a no confidence motion passed in accordance with this section if it considers it in the best interests of the University to do so.

(2) The removal from office may be effected only if the no confidence motion is supported by at least a two-thirds majority of the total number of members for the time being of the Council at two consecutive ordinary meetings of the Council.

(3) The Chancellor or Deputy Chancellor may be removed from office under this section despite section 21G(6) and without the need to establish any breach of duty.

(4) This section applies to the Chancellor and Deputy Chancellor holding office on the commencement of this section and all subsequent holders of those offices.

12 Vice-Chancellor

(1) The Council shall, whenever a vacancy in the office of Vice-Chancellor occurs, appoint a person, whether a member of the Council or not, to be Vice-Chancellor of the University.

(2) The Vice-Chancellor holds office for such period, and on such conditions, as the Council determines.

(3) The Vice-Chancellor is the chief executive officer of the University and has such functions as are conferred or imposed on the Vice-Chancellor by or under this or any other Act.

13 Visitor

(1) The Governor is the Visitor of the University but has ceremonial functions only.

(2) Accordingly, the Visitor has no functions or jurisdiction with respect to the resolution of disputes or any other matter concerning the affairs of the University (other than a matter involving the exercise of ceremonial functions only).

14 Convocation

(1) Convocation shall consist of:

(a) the members and past members of the Council,

(b) the graduates of the University,

(c) the professors and full-time members of the academic staff of the University and such other members or classes of members of the staff of the University as the by-laws may prescribe, and

(d) such graduates of other universities, or other persons, as are, in accordance with the by-laws, admitted as members of Convocation.

(2) The first meeting of Convocation shall be convened by the Vice-Chancellor.

(3) Subject to the by-laws, meetings of Convocation shall be convened and the business at the meetings shall be as determined by Convocation.

(4) A quorum at any meeting of Convocation shall be such number of members as may be prescribed by the by-laws.

(5) Convocation has such functions as may be prescribed by the by-laws.

(6) The Council may establish a Standing Committee and such other committees of Convocation as it considers necessary.

15 Academic Board

(1) There shall be an Academic Board of the University consisting of:

(a) the Vice-Chancellor, and

(b) such other persons as the Council may, in accordance with the by-laws, determine.

(2) Subject to subsection (1), the constitution and functions of the Academic Board shall be as prescribed by the by-laws.

PART 4 — FUNCTIONS OF COUNCIL

Division 1 — General

16 Functions of Council

(1A) The Council:

(a) acts for and on behalf of the University in the exercise of the University's functions, and

(b) has the control and management of the affairs and concerns of the University, and

(c) may act in all matters concerning the University in such manner as appears to the Council to be best calculated to promote the object and interests of the University.

(1B) Without limiting the functions of the Council under subsection (1A), the Council is, in controlling and managing the affairs and concerns of the University:

(a) to monitor the performance of the Vice-Chancellor, and

(b) to oversee the University's performance, and

(c) to oversee the academic activities of the University, and

(d) to approve the University's mission, strategic direction, annual budget and business plan, and

(e) to oversee risk management and risk assessment across the University (including, if necessary, taking reasonable steps to obtain independent audit reports of entities in which the University has an interest but which it does not control or with which it has entered into a joint venture), and

(f) to approve and monitor systems of control and accountability for the University (including in relation to controlled entities within the meaning of section 16A), and

(g) to approve significant University commercial activities (within the meaning of section 21A), and

(h) to establish policies and procedural principles for the University consistent with legal requirements and community expectations, and

(i) to ensure that the University's grievance procedures, and information concerning any rights of appeal or review conferred by or under any Act, are published in a form that is readily accessible to the public, and

(j) to regularly review its own performance (in light of its functions and obligations imposed by or under this or any other Act), and

(k) to adopt a statement of its primary responsibilities, and

(l) to make available for members of the Council a program of induction and of development relevant to their role as such a member.

(1) Without limiting the functions of the Council under subsection (1A), the Council may, for and on behalf of the University in the exercise of the University's functions:

(a) provide such courses, and confer such degrees and award such diplomas and other certificates, as it thinks fit,

(b) appoint and terminate the appointment of academic and other staff of the University,

(c) (repealed)

(d) borrow money,

(e) invest any funds belonging to or vested in the University,

(f) promote, establish or participate in (whether by means of debt, equity, contribution of assets or by other means) partnerships, trusts, companies and other incorporated bodies, or joint ventures (whether or not incorporated),

(g) (repealed)

(h) establish and maintain branches and colleges of the University, within the University and elsewhere,

(i) make loans and grants to students, and

(j) impose fees, charges and fines.

(2) The functions of the Council under this section shall be exercised subject to the by-laws.

(3) Schedule 2 has effect in relation to the investment of funds by the Council.

Note. The *Annual Reports (Statutory Bodies) Act 1984* regulates the making of annual reports to Parliament by the Council and requires the Council to report on the University's operations (including in relation to risk management and insurance arrangements) and a range of financial and other matters.

16A Controlled entities

(1) The Council must ensure that a controlled entity does not exercise any function or engage in any activity that the University is not authorised by or under this Act to exercise or engage in, except to the extent that the Council is permitted to do so by the Minister under this section.

(2) The Minister may, by order in writing, permit the Council to authorise a controlled entity to exercise a function or engage in an activity of the kind referred to in subsection (1). Permission may be given in respect of a specified function or activity or functions or activities of a specified class.

(3) The Governor may make regulations providing that subsection (1) does not apply to functions or activities of a specified class.

(4) Nothing in the preceding subsections confers power on a controlled entity to engage in any activity.

(5) Nothing in the preceding subsections affects any obligations imposed on a controlled entity by or under any Act or law, other than an obligation imposed on the controlled entity by the Council at its discretion.

(5A) The Council is, as far as is reasonably practicable, to ensure:

(a) that the governing bodies of controlled entities:

(i) possess the expertise and experience necessary to provide proper stewardship and control, and

(ii) comprise, where possible, at least some members who are not members of the Council or members of staff, or students, of the University, and

(iii) adopt and evaluate their own governance principles, and

(iv) document, and keep updated, a corporate or business strategy containing achievable and measurable performance targets, and

(b) that a protocol is established regarding reporting by governing bodies of controlled entities to the Council.

(6) In this section:

controlled entity means a person, group of persons or body of which the University or Council has control within the meaning of a standard referred to in section 39(1A) or 45A(1A) of the *Public Finance and Audit Act 1983*.

17 Delegation by Council

The Council may, in relation to any matter or class of matters, or in relation to any activity or function of the University, by resolution, delegate all or any of its functions (except this power of delegation) to any member or committee of the Council or to any authority or officer of the University or to any other person or body prescribed by the by-laws.

17A Operation of certain Acts

Nothing in this Act limits or otherwise affects the operation of the *Ombudsman Act 1974*, the *Public Finance and Audit Act 1983* or the *Annual Reports (Statutory Bodies) Act 1984* to or in respect of the University or the Council.

17B Recommendations of Ombudsman or Auditor-General

The Council must include in each annual report of the Council as part of the report of its operations a report as to any action taken by the Council during the period to which the report relates to implement any recommendation made in a report of the Ombudsman or the Auditor-General concerning the Council or the University:

(a) whether or not the recommendation relates to a referral by the Minister under section 21E, and

(b) whether or not the recommendation relates to a University commercial activity (as defined in section 21A).

Division 2 — Property

18 Powers of Council relating to property

(1) The Council:

(a) may acquire (whether by purchase, gift, grant, bequest, devise or otherwise) any property for the purposes of this Act and may agree to carry out the conditions of any such acquisition, and

(b) has the control and management of all property at any time vested in or acquired by the University and may, subject to this section, dispose of property in the name and on behalf of the University.

(2) The Council may, subject to this section, alienate, mortgage, charge or demise any lands of the University.

(2A) The Council must not alienate, mortgage, charge or demise any lands acquired by the University from the State at nominal or less than market value except with the approval of the Minister.

(3) Despite subsection (2A), the Council may, without the approval of the Minister, lease any such lands if:

(a) the term of the lease does not exceed 21 years, and

(b) the Council is satisfied that it is to the benefit of the University, whether from a financial or educational standpoint or otherwise, that the lease be entered into.

(4) In the case of a lease of any lands of the University, or any renewal of the lease, to a residential college affiliated with the University, the lease:

(a) shall be for a term not exceeding 99 years, and

(b) shall be at a nominal rent, and

(c) shall contain a condition that the lease shall not be assigned and such other conditions as the Council thinks fit.

(5) The rule of law against remoteness of vesting does not apply to or in respect of any condition of a gift, grant, bequest or devise to which the University has agreed.

19 Powers of Council over certain property vested in Crown

(1) Where any property used for the conduct of the University is vested in the Crown or a Minister of the Crown (whether as Constructing Authority or otherwise), the Council has the control and management of that property and is responsible for its maintenance.

(2) Nothing in subsection (1) enables the Council to alienate, mortgage, charge or demise any land vested in the Crown or a Minister of the Crown (whether as Constructing Authority or otherwise).

(3) Notwithstanding subsection (2), the Council may (on behalf of the Crown or a Minister of the Crown) lease land of which it has, pursuant to this section, the control and management.

(4) Such a lease:

(a) must not be granted for a term (including any option for the grant of a further term) exceeding 21 years except with the approval of the Minister, and

(b) must contain a condition that the lease must not be assigned and such other conditions as the Council thinks fit.

(5) The Council is, in the exercise of its functions under this section, subject to the control and direction of the Minister.

20 Acquisition of land

(1) The Minister may, for the purposes of this Act, acquire land (including an interest in land) by agreement or by compulsory process in accordance with the *Land Acquisition (Just Terms Compensation) Act 1991*.

(2) The Minister may do so only if the University:

(a) applies to the Minister for acquisition of the land, and

(b) makes provision to the satisfaction of the Minister for the payment of the purchase price or of compensation for compulsory acquisition (together with all necessary charges and expenses incidental to the acquisition).

(3) For the purposes of the *Public Works Act 1912*, any acquisition of land under this section is taken to be for an authorised work and the Minister is, in relation to that authorised work, taken to be the Constructing Authority.

(4) Sections 34, 35, 36 and 37 of the *Public Works Act 1912* do not apply in respect of works constructed under this section.

21 Grant or transfer of certain land to University

(1) If land on which the University is conducted is vested in the Crown or a Minister of the Crown (whether as Constructing Authority or otherwise), the land may:

(a) if it is vested in the Crown — be transferred to the University subject to such trusts, conditions, covenants, provisions, exceptions and reservations as the Minister for Natural Resources thinks fit, or

(b) if it is vested in a Minister of the Crown — be conveyed or transferred to the University for such estate, and subject to such trusts and rights of way or other easements, as the Minister in whom the land is vested thinks fit.

(2) A conveyance, transfer or other instrument executed for the purposes of this section:

(a) is not liable to stamp duty under the *Stamp Duties Act 1920*, and

(b) may be registered under any Act without fee.

Division 3 — Commercial activities

21A Definitions

In this Division:

the Guidelines means the guidelines determined for the time being under section 21B.

University commercial activity means:

(a) any activity engaged in by or on behalf of the University in the exercise of commercial functions of the University, and

(b) any other activity comprising the promotion of, establishment of or participation in any partnership, trust, company or other incorporated body, or joint venture, by or on behalf of the University, that is for the time being declared by the Guidelines to be a University commercial activity.

21B Guidelines for commercial activities

(1) The Council must by resolution determine, and must maintain, Guidelines requiring specified processes and procedures to be followed in connection with University commercial activities.

(2) The Council may by resolution amend or replace the Guidelines from time to time.

(3) Without limitation, the Guidelines may contain provision for or with respect to the following in connection with University commercial activities:

(a) requiring feasibility and due diligence assessment,

(b) requiring the identification of appropriate governance and administrative arrangements (including as to legal structures and audit requirements),

(c) requiring the undertaking of risk assessment and risk management measures,

(d) regulating and imposing requirements concerning the delegation by the Council of any of its functions under this Act in connection with University commercial activities,

(e) declaring a specified activity to be a University commercial activity for the purposes of paragraph (b) of the definition of that expression in section 21A,

(f) establishing a protocol regarding the rights and responsibilities of members of the Council in relation to commercialisation, with a view to avoiding real or apparent conflicts of interest.

(4) The Council must ensure that the Guidelines are complied with.

(5) (repealed)

(6) (repealed)

21C Register of commercial activities

(1) The Council is to maintain a Register of University commercial activities and is to enter and keep in the Register the following details of each of those activities:

(a) a description of the activity,

(b) details of all parties who participate in the activity,

(c) details of any appointment by or on behalf of the University to relevant boards or other governing bodies,

(d) details of any meetings at which relevant matters were considered and approved for the purposes of compliance with the Guidelines,

(e) such other details as the Guidelines may require.

(2) The Guidelines may make provision for the following:

(a) exempting specified activities or activities of a specified class from all or specified requirements of this section,

(b) altering the details to be included in the Register in respect of specified activities or activities of a specified class,

(c) enabling related activities to be treated as a single activity for the purposes of the Register.

(3) The Council must comply with any request by the Minister to provide the Minister with a copy of the Register or any extract from the Register.

21D Reports to Minister on commercial activities

(1) The Minister may request a report from the Council as to University commercial activities or as to any particular University commercial activity or aspect of a University commercial activity.

(2) The Council must provide a report to the Minister in accordance with the Minister's request.

21E Referral of matters to Ombudsman or Auditor-General

The Minister may refer a University commercial activity or any aspect of a University commercial activity (whether or not the subject of a report by the Council to the Minister):

(a) to the Auditor-General for investigation and report to the Minister, or

(b) as a complaint to the Ombudsman that may be investigated by the Ombudsman as a complaint under the *Ombudsman Act 1974*.

PART 4A — DUTIES OF COUNCIL MEMBERS

21F Duties of Council members

The members of the Council have the duties set out in Schedule 2A.

21G Removal from office for breach of duty

(1) The Council may remove a member of the Council from office for breach of a duty set out in Schedule 2A.

(2) The removal from office may be effected only at a meeting of the Council of which notice (including notice of the motion that the member concerned be removed from office for breach of duty) was duly given.

(3) The removal from office may be effected only if the motion for removal is supported by at least a two-thirds majority of the total number of members for the time being of the Council.

(4) The motion for removal must not be put to the vote of the meeting unless the member concerned has been given a reasonable opportunity to reply to the motion at the meeting, either orally or in writing.

(5) If the member to whom the motion for removal refers does not attend the meeting, a reasonable opportunity to reply to the motion is taken to have been given if notice of the meeting has been duly given.

(6) A member of the Council may not be removed from office by the Council for breach of duty except pursuant to this section.

PART 5 — GENERAL

22 Advance by Treasurer

The Treasurer may, with the approval of the Governor, advance to the Council money for the temporary accommodation of the University on such terms and conditions in relation to repayment and interest as may be agreed upon.

22A Stamp duty exemption

(1) Unless the Treasurer otherwise directs in a particular case, neither the University nor the Council is liable to duty under the *Duties Act 1997*, in respect of anything done by the University or Council for the purposes of the borrowing of money or the investment of funds of the University under this Act.

(2) The Treasurer may direct in writing that any other specified person is not liable to duty under the *Duties Act 1997* in respect of anything done for the purposes of the borrowing of money or the investment of funds of the University under this Act, and the direction has effect accordingly.

23 Financial year

The financial year of the University is:

(a) if no period is prescribed as referred to in paragraph (b) — the year commencing on 1 January, or

(b) the period prescribed by the by-laws for the purposes of this section.

24 No religious test or political discrimination

A person shall not, because of his or her religious or political affiliations, views or beliefs, be denied admission as a student of the University or be ineligible to hold office in, to graduate from or to enjoy any benefit, advantage or privilege of the University.

25 Exemption from membership of body corporate or Convocation

A student or graduate of the University or a member of staff of the University is entitled to be exempted by the Council, on grounds of conscience, from membership of the body corporate of the University or of Convocation, or both.

26 Re-appointment or re-election

Nothing in this Act prevents any person from being re-appointed or re-elected to any office under this Act if the person is eligible and otherwise qualified to hold that office.

27 Seal of University

The seal of the University shall be kept in such custody as the Council may direct and shall only be affixed to a document pursuant to a resolution of the Council.

Note. Documents requiring authentication may be sufficiently authenticated without a seal in accordance with section 50(3) of the *Interpretation Act 1987*.

28 By-laws

(1) The Council may make by-laws, not inconsistent with this Act, for or with respect to any matter that is required or permitted to be prescribed or that is necessary or convenient to be prescribed for carrying out or giving effect to this Act and, in particular, for or with respect to:

(a) the management, good government and discipline of the University,

(b) the method of election of members of the Council who are to be elected,

(c) the manner and time of convening, holding and adjourning the meetings of the Council or Academic Board,

(d) the manner of voting (including postal voting or voting by proxy) at meetings of the Council or Academic Board,

(e) the functions of the presiding member of the Council or Academic Board,

(f) the conduct and record of business of the Council or Academic Board,

(g) the appointment of committees of the Council or Academic Board,

(h) the quorum and functions of committees of the Council or Academic Board,

(i) the resignation of members of the Council, the Chancellor, the Deputy Chancellor or the Vice-Chancellor,

(j) the tenure of office, stipend and functions of the Vice-Chancellor,

(k) the designation of members of staff of the University as academic staff, non-academic staff, full-time staff, part-time staff or otherwise,

(l) the number, stipend, manner of appointment and dismissal of officers and employees of the University,

(m) admission to, enrolment in and exclusion from courses of studies,

(n) the payment of such fees and charges, including fines, as the Council considers necessary, including fees and charges to be paid in respect of:

(i) entrance to the University,

(ii) tuition,

(iii) lectures and classes,

(iv) examinations,

(v) residence,

(vi) the conferring of degrees and the awarding of diplomas and other certificates,

(vii) the provision of amenities and services, whether or not of an academic nature, and

(viii) an organisation of students or of students and other persons,

(o) the exemption from, or deferment of, payment of fees and charges, including fines,

(p) without limiting the operation of paragraphs (n) and (o), the imposition and payment of penalties for parking and traffic infringements,

(q) the courses of lectures or studies for, the assessments for and the granting of degrees, diplomas, certificates and honours and the attendance of candidates for degrees, diplomas, certificates and honours,

(r) the assessments for, and the granting of, fellowships, scholarships, exhibitions, bursaries and prizes,

(s) the admission of students and former students of other universities and institutions of higher education to any status within the University or the granting to graduates of such universities or institutions, or to other persons, of degrees or diplomas without examination,

(t) the establishment and conduct of places of accommodation for students (including residential colleges and halls of residence within the University) and the affiliation of residential colleges,

(u) the affiliation with the Universityof any educational or research establishment,

(v) the creation of faculties, schools, departments, centres or other entities within the University,

(w) the provision of schemes of superannuation for the officers and employees of the University,

(x) the form and use of academic costume,

(y) the form and use of an emblem of the University or of any body within or associated with the University,

(z) the use of the seal of the University, and

(aa) the making, publication and inspection of rules.

(2) A by-law has no effect unless it has been approved by the Governor.

29 Rules

(1) The by-laws may empower any authority (including the Council) or officer of the University to make rules (not inconsistent with this Act or the by-laws) for or with respect to any or all of the matters for or with respect to which by-laws may be made, except the matters referred to in sections 3(2), 8B, 8D(2)(c)(i) and (3)(a), 8E(4) and 8F, 10(2), 14(1), 16(1)(d) and (e), 23 and 28(1)(k) and clause 3 of Schedule 1 (to the extent it relates to appointments).

(1A) Despite subsection (1), only the Council may be empowered to make rules for or with respect to which by-laws may be made concerning matters referred to in sections 8D(3)(b), 8E(2)(a) and 28(1)(b) and clause 3 of Schedule 1 (to the extent it relates to elections) (**election rules**).

(1B) Election rules must be consistent with sound and democratic electoral practices, procedures and methods of voting.

(1C) The Council must ensure that any election rule it makes is made readily available to the public by whatever means the Council considers appropriate as soon as practicable after it is made.

(2) A rule:

(a) has the same force and effect as a by-law, and

(b) may, from time to time, be amended or repealed by the Council (whether or not the Council is empowered to make such a rule), or by the authority or officer of the University for the time being empowered to make such a rule, and

(c) takes effect on the day on which it is published or on such later day as may be specified in the rule, and

(d) must indicate the authority or officer who made the rule and that it is made under this section.

(3) In the event of an inconsistency between a by-law and a rule, the by-law prevails to the extent of the inconsistency.

(4) The fact that a provision of this Act specifically provides for a matter to be the subject of by-laws (without mention of rules) does not prevent the matter from being the subject of rules made in accordance with this section.

30 Recovery of charges, fees and other money

Any charge, fee or money due to the University under this Act may be recovered as a debt in any court of competent jurisdiction.

31 Repeal etc

(1) The *University of Technology, Sydney Act 1987* and the *University of Technology, Sydney (Miscellaneous Provisions) Act 1987* are repealed.

(2) The Council of the University of Technology, Sydney, as constituted immediately before the repeal of the *University of Technology, Sydney Act 1987*, is dissolved.

(3) The persons holding office as members of the Council, Chancellor and Deputy Chancellor immediately before the repeal of the *University of Technology, Sydney Act 1987* cease to hold office as such on that repeal.

32 Savings and transitional provisions

Schedule 3 has effect.

SCHEDULE 1 — PROVISIONS RELATING TO MEMBERS AND PROCEDURE OF THE COUNCIL

(Section 8A(3))

1 (Repealed)

2 Vacation of office

The office of a member of the Council becomes vacant if the member:

(a) dies, or

(b) declines to act, or

(c) resigns the office by writing under his or her hand addressed:

  (i) in the case of a member appointed by the Minister, to the Minister, or

  (ii) in the case of a member appointed by the Council, to the Chancellor, or

  (iii) in the case of an elected member, to the Vice-Chancellor, or

(d) becomes bankrupt, applies to take the benefit of any law for the relief of bankrupt or insolvent debtors, compounds with his or her creditors or makes any assignment of his or her estate for their benefit, or

(e) becomes a mentally incapacitated person, or

(f) is convicted in New South Wales of an offence that is punishable by imprisonment for 12 months or more or is convicted elsewhere than in New South Wales of an offence that, if committed in New South Wales, would be an offence so punishable, or

(g) is, or becomes, disqualified from managing a corporation under Part 2D.6 of the *Corporations Act 2001* of the Commonwealth, or

(h) is removed from office by the Council pursuant to section 21G, or

(i) is absent from 3 consecutive meetings of the Council of which reasonable notice has been given to the member personally or in the ordinary course of post and is not, within 6 weeks after the last of those meetings, excused by the Council for his or her absence, or

(j) in the case of an elected member, or a member appointed under section 8E, ceases to be qualified for election or appointment, or

(k) in the case of a member appointed by the Minister, is removed from office by the Minister, or

(l) in the case of a member appointed by the Council, is removed from office by the Council.

3 Filling of vacancy in office of member

(1) If the office of an appointed or elected member of the Council becomes vacant, a person shall, subject to this Act and the by-laws, be appointed or elected to fill the vacancy.

(2) The by-laws may provide that, in such circumstances (other than expiration of term of office) as may be prescribed, a person shall be appointed or elected in such manner as may be prescribed instead of in the manner provided for by this Act.

4 Committees of the Council

(1) The Council may establish committees to assist it in connection with the exercise of any of its functions.

(2) It does not matter that any or all of the members of a committee are not members of the Council.

(3) The procedure for the calling of meetings of a committee and for the conduct of business at those meetings shall be as determined by the Council or (subject to any determination of the Council) by the committee.

5 Liability of Council members and others

No matter or thing done or omitted to be done by:

(a) the University, the Council or a member of the Council, or

(b) any person acting under the direction of the University or the Council,

shall, if the matter or thing was done or omitted to be done in good faith for the purpose of executing this or any other Act, subject a member of the Council or a person so acting personally to any action, liability, claim or demand.

6 General procedure

The procedure for the calling of meetings of the Council and for the conduct of business at those meetings shall, subject to this Act and the by-laws, be as determined by the Council.

6A Use of technology

(1) Without limiting clause 6, a meeting of the Council may be called or held using any technology consented to by all the members of the Council.

(2) The consent may be a standing one.

(3) A member may only withdraw his or her consent a reasonable period before the meeting.

(4) If the members are not all in attendance at one place and are holding a meeting using technology that permits each member to communicate with other members:

  (a) the members are, for the purpose of every provision of this Act and by-laws concerning meetings of the Council, taken to be assembled together at a meeting and to be present at that meeting, and

  (b) all proceedings of those members conducted in that manner are as valid and effective as if conducted at a meeting at which all of them were present.

7 Presiding member

(1) The Chancellor shall preside at all meetings of the Council at which the Chancellor is present.

(2) At any meeting of the Council at which the Chancellor is not present, the Deputy Chancellor shall preside and, in the absence of both the Chancellor and the Deputy Chancellor, a member elected by and from the members present shall preside.

(3) Except as provided by subclause (4), at the meetings of a committee constituted by the Council a member appointed by the Council (or, if no member is so appointed, elected by and from the members present) shall preside.

(4) At any meeting of a committee constituted by the Council at which the Chancellor is present, the Chancellor is entitled, if he or she so desires, to preside at that meeting.

8 Quorum

At any meeting of the Council, a majority of the total number of members for the time being of the Council constitutes a quorum.

9 Voting

A decision supported by a majority of the votes cast at a meeting of the Council at which a quorum is present is the decision of the Council.

10 Remuneration

The Council may, but need not, provide from time to time for a member of the Council to be paid such remuneration (if any) as is determined by a resolution passed by at least two-thirds of the members of the Council.

SCHEDULE 2 — INVESTMENT

(Section 16)

1 Definition of 'funds'

For the purposes of this Schedule, the funds of the University include funds under the control of the University and real property, securities or other property comprising an investment.

2 (Repealed)

2A Funds managers

(1) The Council may engage a funds manager to act in relation to the management of the funds belonging to or vested in the University.

(2) Such a funds manager may on behalf of the Council invest funds of the University in any investment in which the funds manager is authorised to invest its own funds or other funds.

3 Investment common funds

(1) The Council may establish one or more investment common funds.

(2) The Council may from time to time, without liability for breach of trust, bring into or withdraw from any such investment common fund the whole or any part of trust funds or other funds of the University.

(3) Subject to subclause (4), the Council must periodically distribute the income of each investment common fund among the funds participating in the common fund, having regard to the extent of the participation of each fund in the common fund during the relevant accounting period.

(4) The Council may, if it considers it expedient to do so, from time to time add some portion of the income of an investment common fund to the capital of the common fund or use some portion of the income to establish or augment a fund or funds as a provision against capital depreciation or reduction of income.

(5) If an investment is brought into an investment common fund:

(a) the University is to be taken to hold that investment on behalf of and for the benefit of the common fund instead of the participating trust fund or other fund, and

(b) that participating fund is to be taken to have contributed to the common fund an amount of money equivalent to the value attributed to the investment by the Council at the time it is brought into the common fund, and

(c) on the withdrawal of that participating fund from the common fund, the amount of money to be withdrawn is to be the amount equivalent to the value attributed by the Council to the equity in the common fund of that participating fund at the time of withdrawal.

(6) The inclusion of an investment common fund of trust funds does not affect any trust to which those trust funds (or money attributed to them) are subject.

(7) On the withdrawal of trust funds from an investment common fund, the funds (or money attributed to them) continue to be subject to the trust.

4 Terms of trust to prevail

In respect of the trust funds of the University:

(a) the investment powers of the Council, and

(b) the power of the Council to bring the trust funds into an investment common fund,

are subject to any express direction in or express condition of the trust.

SCHEDULE 2A — DUTIES OF COUNCIL MEMBERS

(Section 21F)

1 Duty to act in best interests of University

A member of the Council must carry out his or her functions:

(a) in good faith in the best interests of the University as a whole, and

(b) for a proper purpose.

2 Duty to exercise care and diligence

A member of the Council must act honestly and exercise a reasonable degree of care and diligence in carrying out his or her functions.

3 Duty not to improperly use position

A member of the Council must not make improper use of his or her position:

(a) to gain, directly or indirectly, an advantage for the member or another person, or

(b) to cause detriment to the University.

4 Duty not to improperly use information

A member of the Council must not make improper use of information acquired because of his or her position:

(a) to gain, directly or indirectly, an advantage for the member or another person, or

(b) to cause detriment to the University.

5 Disclosure of material interests by Council members

(1) If:

(a) a member of the Council has a material interest in a matter being considered or about to be considered at a meeting of the Council, and

(b) the interest appears to raise a conflict with the proper performance of the member's duties in relation to the consideration of the matter,

the member must, as soon as possible after the relevant facts have come to the member's knowledge, disclose the nature of the interest at a meeting of the Council.

(2) A disclosure by a member of the Council at a meeting of the Council that the member:

(a) is a member, or is in the employment, of a specified company or other body, or

(b) is a partner, or is in the employment, of a specified person, or

(c) has some other specified interest relating to a specified company or other body or to a specified person,

is a sufficient disclosure of the nature of the interest in any matter relating to that company or other body or to that person which may arise after the date of the disclosure and which is required to be disclosed under subclause (1).

(3) Particulars of any disclosure made under this clause must be recorded by the Council in a book kept for the purpose and that book must be open at all reasonable hours for inspection by any person on payment of a reasonable fee determined by the Council.

(4) After a member of the Council has disclosed the nature of an interest in any matter, the member must not, unless the Council otherwise determines:

(a) be present during any deliberation of the Council with respect to the matter, or

(b) take part in any decision of the Council with respect to the matter.

(5) For the purpose of the making of a determination by the Council under subclause (4), a member of the Council who has a material interest in a matter to which the disclosure relates must not:

(a) be present during any deliberation of the Council for the purpose of making the determination, or

(b) take part in the making by the Council of the determination.

(6) A contravention of this clause does not invalidate any decision of the Council.

(7) This clause does not prevent a person from taking part in the consideration or discussion of, or from voting on any question relating to, the person's removal from office by the Council pursuant to section 21G or the person's remuneration pursuant to clause 10 of Schedule 1.

(8) This clause applies to a member of a committee of the Council and the committee in the same way as it applies to a member of the Council and the Council.

(9) For the purposes of this clause, a member has a material interest in a matter if a determination of the Council in the matter may result in a detriment being suffered by or a benefit accruing to the member or an associate of the member.

(10) In this clause:

associate of a member means any of the following:

(a) the spouse, de facto partner, parent, child, brother or sister, business partner or friend of the member,

(b) the spouse, de facto partner, parent, child, brother or sister, business partner or friend of a person referred to in paragraph (a) if that relationship is known to the member,

(c) any other person who is known to the member for reasons other than that person's connection with the University or that person's public reputation.

Note. 'De facto partner' is defined in section 21C of the *Interpretation Act 1987*.

SCHEDULE 3 — SAVINGS AND TRANSITIONAL PROVISIONS

(Section 32)

Part 1A — General

1A Savings or transitional regulations

(1) The regulations may contain provisions of a savings or transitional nature consequent on the enactment of this Act or any Act that amends this Act.

(2) Any such provision may, if the regulations so provide, take effect from the date of assent to the Act concerned or a later date.

(3) To the extent to which any such provision takes effect from a date that is earlier than the date of its publication in the Gazette, the provision does not operate so as:

(a) to affect, in a manner prejudicial to any person (other than the State or an authority of the State), the rights of that person existing before the date of its publication, or

(b) to impose liabilities on any person (other than the State or an authority of the State) in respect of anything done or omitted to be done before the date of its publication.

Part 1 — Interim Council

1 Interim Council of the University

(1) Pending the commencement of section 9, the Council shall consist of:

(a) the Chancellor (if the Chancellor is not otherwise a member of the Council),

(b) the Vice-Chancellor,

(c) the person for the time being holding the office of:

(i) presiding member of the Academic Board (if that person is not the Vice-Chancellor), or

(ii) deputy presiding member of the Academic Board (if the presiding member is the Vice-Chancellor),

(d) the person who held office immediately before the commencement of this clause as the Principal of the Kuring-gai College of Advanced Education, and

(e) not more than 16 persons appointed by the Minister.

(2) The members of the Council shall, subject to this Act, hold office until the Council is duly constituted under section 9.

(3) If a Council is duly constituted under section 9 before the expiration of 2 years from the commencement of this clause, the person referred to in subclause (1)(d) shall, until the expiration of that period, be taken to be an official member of the Council so constituted.

(4) The first meeting of the Council shall be convened by the first Vice-Chancellor who shall preside at all meetings of the Council until a Chancellor is elected.

(5) The Council shall make all necessary by-laws and take all necessary steps to ensure, as far as possible, that a Council is duly constituted under section 9 so as to take office within 12 months after the commencement of this clause or within such extended time as is specified in a proclamation at any time during that period of 12 months.

(6) The provisions of this Act (except clause 1 of Schedule 1) applicable to the Council or the members of the Council apply to the Council as constituted in accordance with this clause or the members holding office under this clause.

(7) Nothing in this Act prevents the Council from being constituted in accordance with this clause before the commencement of section 4 and, if the Council is so constituted, it may exercise its functions (as far as is practicable) even though the University has not yet been established under this Act.

Editorial note. The period within which the Council, as constituted under this clause, may exercise its functions was extended until 30.11.1990. See Gazette No 109 of 31.8.1990, p 7846.

2 Chancellor

(1) The Council constituted under this Part shall:

(a) at its first meeting or as soon as practicable thereafter, and

(b) whenever a vacancy in the office of Chancellor occurs,

elect a person (whether or not a member of the Council) to be Chancellor of the University.

(1A) The Chancellor elected under this clause does not assume office before the commencement of section 4 otherwise than for the purpose of exercising his or her functions as a member of the Council.

(2) The Chancellor elected under this clause shall, subject to this Act, hold office until a Chancellor is duly elected under section 10.

(3) Section 10(1) and (2) do not apply to or in respect of the Chancellor elected under this clause.

3 Deputy Chancellor

(1) The Council constituted under this Act shall:

(a) at its first meeting or as soon as practicable thereafter, and

(b) whenever a vacancy in the office of Deputy Chancellor occurs,

elect one of its members to be Deputy Chancellor of the University.

(1A) The Deputy Chancellor elected under this clause does not assume office before the commencement of section 4.

(2) The Deputy Chancellor elected under this clause shall, subject to this Act, hold office until a Deputy Chancellor is duly elected under section 11.

(3) Section 11(1) and (2) do not apply to or in respect of the Deputy Chancellor elected under this clause.

4 First Vice-Chancellor

(1) The first Vice-Chancellor shall be the person who, immediately before the commencement of this clause, held office as the Vice-Chancellor of the University of Technology, Sydney.

(2) The first Vice-Chancellor shall be taken to have been appointed for the residue of his or her term of office as Vice-Chancellor immediately before that commencement.

(3) Section 12(2) does not apply to or in respect of the first Vice-Chancellor.

Part 2 — Savings

5 University a continuation of the old University

The University is a continuation of, and the same legal entity as, the University of Technology, Sydney, established by the *University of Technology, Sydney Act 1987*.

6 Convocation

(1) Convocation includes:

(a) past members of the governing body of any of the former institutions that have, pursuant to this Act or to the *Higher Education (Amalgamation) Act 1989* or otherwise, become a part of the University, and

(b) graduates of any of those institutions.

(2) In this clause, a reference to a former institution includes a reference to any predecessor of the institution.

7 Saving of delegations

Any delegation made or taken to have been made by the Council of the University of Technology, Sydney under the *University of Technology, Sydney Act 1987* shall be taken to be a delegation under this Act by the Council.

8 Existing investments

Nothing in this Act affects the validity of any investment made on behalf of the University before the commencement of Schedule 2.

8A Conduct of elections etc

(1) For the purpose only of enabling the Council to be duly constituted on or after the commencement of section 9, elections may be conducted and appointments made before that commencement as if:

(a) the whole of this Act, and

(b) sections 16 and 24 of the *Higher Education (Amalgamation) Act 1989*,

were in force.

(2) A member who is elected or appointed to the Council under this clause does not assume office before the commencement of section 9.

8B Control and direction

The governing bodies of:

(a) the University of Technology Sydney, established under the *University of Technology, Sydney Act 1987*,

(b) the Kuring-gai College of Advanced Education, and

(c) the Institute of Technical and Adult Teacher Education,

are subject to the control and direction of the Council pending the dissolution of those bodies.

9 By-laws

Any by-laws in force immediately before the commencement of this clause under the *University of Technology, Sydney Act 1987*:

(a) continue in force as if they had been made by the Council, and

(b) may be amended and revoked accordingly.

10 Validation relating to elections

Any act, matter or thing done in relation to the conduct of elections referred to in Chapter 3 of the University of Technology, Sydney, By-law 1990 before the commencement of that By-law that would have been validly done if that By-law were then in force, is validated.

11 Visitor

(1) Section 13(2) extends to disputes and other matters arising before the commencement of this clause.

(2) However, if an inquiry by or at the direction of the Visitor into a dispute or other matter has commenced or been completed before the commencement of this clause, the dispute or other matter is to be dealt with and determined as if the *University Legislation (Amendment) Act 1994* had not been enacted.

12 Effect of the University Legislation (Amendment) Act 1994 on existing by-laws and rules

(1) Any by-law made or taken to have been made under this Act and in force immediately before the commencement of this clause is taken to have been made under this Act as amended by the *University Legislation (Amendment) Act 1994*, but only to the extent to which it could have been made under this Act if this Act had been so amended at the time the by-law was made.

(2) Any rule in force immediately before the commencement of this clause is taken to have been made under this Act as amended by the *University Legislation (Amendment) Act 1994*, but only to the extent to which it could have been made under this Act if this Act had been so amended at the time the rule was made.

Part 3 — Provisions consequent on enactment of Universities Legislation Amendment (Financial and Other Powers) Act 2001

13 Investment powers

Until an order is made under clause 2 of Schedule 2 (as substituted by the *Universities Legislation Amendment (Financial and Other Powers) Act 2001*), approval is taken to have been given by order under that clause to the investment by the Council of any funds of the University in any manner that the Council was authorised to invest those funds immediately before the Council ceased to be an authority for the purposes of Part 3 (Investment) of the *Public Authorities (Financial Arrangements) Act 1987*.

14 Validation

Any act or omission occurring before the substitution of section 6 by the *Universities Legislation Amendment (Financial and Other Powers) Act 2001* that would have been valid had that section as so substituted been in force from the commencement of that section as originally enacted is (to the extent of any invalidity) taken to be, and always to have been, valid.

Part 4 — Provisions consequent on enactment of University Legislation Amendment Act 2004

15 Definitions

In this Part:

amending Act means the *University Legislation Amendment Act 2004*.

former section 9 means section 9 as in force immediately before its substitution by the amending Act.

new section 9 means section 9 as substituted by the amending Act.

relevant day means the date of assent to the amending Act.

16 General

The provisions of this Part are subject to any regulations made under clause 1A.

17 Constitution of Council

(1) Subject to this Act, on the relevant day:

(a) a person holding office under former section 9(2) ceases to hold that office, and

(b) a person holding office under former section 9(4) or (6) is taken to be appointed as a member under new section 9(1)(b) or (c), respectively, for the balance of the person's term of office, and

(c) a person holding office under former section 9(5)(a), (b), (c), (c1) or (d) is taken to be elected as a member under new section 9(1)(d), (e), (f), (g) or (h), respectively, for the balance of the person's term of office.

(2) The Council is to make all necessary by-laws and take all necessary steps to ensure, as far as possible, that the Council is duly constituted under new section 9 as soon as is reasonably practicable after the relevant day.

(3) For the purposes of making the by-laws referred to in subclause (2), the Council must be constituted so as to include all of the members required to be appointed under new section 9(1)(b).

(4) The Council is taken to be properly constituted until such time as it is constituted in accordance with new section 9.

(5) A casual vacancy occurring in the office of a member before the Council is duly constituted under new section 9 is to be filled as follows:

(a) if the vacancy occurs in the office of a member appointed under new section 9(1)(b), the Minister is to appoint a person whom the Minister considers appropriate,

(b) if the vacancy occurs in the office of a member appointed under new section 9(1)(c), the Council is to appoint a person whom the Council considers appropriate,

(c) if the vacancy occurs in the office of a member elected under new section 9(1)(d) or (e), the Council is to appoint a person qualified to hold that office,

(d) if the vacancy occurs in the office of a member elected under new section 9(1)(f) or (g), the Council is to appoint a person qualified to hold that office following consultation with the relevant student body or bodies recognised by the Council,

(e) if the vacancy occurs in the office of a member elected under new section 9(1)(h), the Council is to appoint a person qualified to hold that office following consultation with members of Convocation whose names are entered in the Roll of Convocation.

(6) Subject to this Act, a member appointed under subclause (5) holds office from the time that person is appointed under that subclause until the expiry of the term of that member's predecessor.

(7) Subject to this Act, if, on the expiry:

(a) of a member's term of office that is continued under subclause (1)(b) or (c), or

(b) in the case of a member appointed under subclause (5), of the term of office of the member's predecessor,

the by-laws necessary to enable a person to be duly appointed or elected (as the case may be) to that office under new section 9 are not yet in force, the member may continue to hold that office until such time as a person is so duly appointed or elected.

(8) For the purposes of subclause (1), a member filling a casual vacancy and holding office immediately before the relevant day is taken to hold that office immediately before the relevant day under the provision under which the member's predecessor was elected or appointed.

(9) A person who ceases to hold office under subclause (1)(a):

(a) is not entitled to any remuneration or compensation because of loss of that office, and

(b) is eligible (subject to this Act and if otherwise qualified) to be appointed as a member.

18 Maximum incumbency for Council members

(1) Consecutive years of office served by a member of the Council immediately before the relevant day are to be taken into account in applying clause 1(3) of Schedule 1 in respect of the member.

(2) However, clause 1(3) of Schedule 1 does not affect the operation of clause 17(1)(b) or (c) or (7) of this Schedule.

19 Application of section 21G

Section 21G, as inserted by the amending Act, applies only in relation to breaches of duty constituted by acts or omissions occurring after the relevant day.

20 Continuation of Council

No amendment made by the amending Act affects the continuity of the Council.

Part 5 — Provisions consequent on adoption of standard governing body provisions

21 Adoption of standard governing body provisions under the Universities Governing Bodies Act 2011

(1) Terms used in this clause and also in the *Universities Governing Bodies Act 2011* have the same meaning in this clause as they have in that Act.

(2) In this clause:

amended provision means a provision of this Act and the by-laws as amended by the Universities Governing Bodies (University of Technology, Sydney) Order 2012.

existing appointed member of the Council means a member of the Council as constituted immediately before the governing body resolution took effect.

governing body resolution means the governing body resolution passed by the Council on 18 April 2012.

(3) An existing appointed member of the Council continues in office until the expiration of the term for which the member was to hold office immediately before the governing body resolution took effect (subject to the member's office becoming vacant earlier for a reason other than the expiration of the member's term of office).

(4) The proportion of Council and Ministerially appointed members of the Council specified under the constitution rules is, until all existing appointed members of that category cease to hold office as referred to in subclause (3), taken to be the number of existing appointed members in those categories at any particular time.

(5) A requirement of the by-laws relating to the time within which persons who may be suitable for appointment as a Council or Ministerially appointed member of the Council are required to be identified or recommended, does not apply in respect of the nomination of a person for appointment to fill a vacancy in the office of an existing appointed member.

(6) A person who, immediately before the governing body resolution took effect, held office as an elected member of the Council is taken to have been elected under the corresponding category of membership set out in amended provisions.

Part 6 — Provisions consequent on enactment of Universities Legislation Amendment (Regulatory Reforms) Act 2014

22 Definition

In this Part:

amending Act means the *Universities Legislation Amendment (Regulatory Reforms) Act 2014*.

23 Guidelines for commercial activities

The Guidelines approved for the time being under section 21B, as in force immediately before the amendments made to that section by the amending Act, continue to have effect as if they were Guidelines determined by the Council under that section as amended.

24 Existing investments

An amendment made to this Act by the amending Act does not affect the appointment of a funds manager or the validity of any investment made by or on behalf of the University before the commencement of the amendment.

25 Previously acquired land

Section 18(2)–(3), as inserted by the amending Act, extend to land acquired from the State before the insertion of those subsections.

HISTORICAL NOTES

The following abbreviations are used in the historical notes:

Am	amended	LW	legislation website	Sch	Schedule
Cl	clause	No	number	Schs	Schedules
Cll	clauses	p	page	Sec	section
Div	Division	pp	pages	Secs	sections
Divs	Divisions	Reg	Regulation	Subdiv	Subdivision
GG	Government Gazette	Regs	Regulations	Subdivs	Subdivisions
Ins	inserted	Rep	repealed	Subst	substituted

Table of amending instruments

University of Technology Sydney Act 1989 No 69 (formerly *University of Technology, Sydney, Act 1989)*. Assented to 23.5.1989. Date of commencement, Part 2, secs 9–13, 23–25 and 31 and cll 5-7 and 9 of Sch 3 excepted, 1.9.1989, sec 2 and GG No 92 of 1.9.1989, p 6368; date of commencement of Part 2, secs 10–13, 23–25 and 31 and cll 5–7, 8A, 8B and 9 of Sch 3, 1.1.1990, sec 2 and GG No 124 of 22.12.1989, p 11036, date of commencement of sec 9, 1.11.1990, sec 2 and GG No 133 of 26.10.1990, p 9427. This Act has been amended as follows:

1989	No 130	*Miscellaneous Acts (Higher Education) Repeal and Amendment Act 1989*. Assented to 30.8.1989 Date of commencement of the provisions of Sch 2 relating to the *University of Technology, Sydney, Act 1989*, assent, sec 2 (1).
	No 179	*Universities Legislation (Investment) Amendment Act 1989*. Assented to 14.12.1989 Date of commencement, assent, sec 2.
	No 226	*Statute Law (Miscellaneous Provisions) Act (No 3) 1989*. Assented to 21.12.1989 Date of commencement of the provision of Sch 2 relating to the *University of Technology, Sydney, Act 1989*, assent, sec 2.
1990	No 108	*Statute Law (Miscellaneous Provisions) Act (No 2) 1990*. Assented to 13.12.1990 Date of commencement of the provision of Sch 1 relating to the *University of Technology, Sydney, Act 1989*, assent, sec 2.
1992	No 57	*Statute Law (Miscellaneous Provisions) Act (No 2) 1992*. Assented to 8.10.1992 Date of commencement of the provision of Sch 2 relating to the *University of Technology, Sydney, Act 1989*, assent, Sch 2.
1994	No 16	*University Legislation (Amendment) Act 1994*. Assented to 10.5.1994 Date of commencement of item (1) of the provisions of Sch 1 relating to the *University of Technology, Sydney, Act 1989* and so much of item (5) of those provisions as inserts cl 11 of Sch 3 to that Act, 10.6.1994, sec 2 and GG No 78 of 10.6.1994, p 2761; date of commencement of item (2) of those provisions, 9.9.1994, sec 2 and GG No 115 of 9.9.1994, p 5635; date of commencement of items (3) and (4) of those provisions and so much of item (5) as inserts cl 12 of Sch 3 to that Act, 1.11.1994, sec 2 and GG No 139 of 14.10.1994, p 6252.
	No 95	*Statute Law (Miscellaneous Provisions) Act (No 2) 1994*. Assented to 12.12.1994 Date of commencement of the provisions of Sch 1 relating to the *University of Technology, Sydney, Act 1989*, 10.2.1995, Sch 1 and GG No 14 of 10.2.1995, p 734.
1995	No 16	*Statute Law (Miscellaneous Provisions) Act 1995*. Assented to 15.6.1995 Date of commencement of the provisions of Sch 2 relating to the *University of Technology, Sydney, Act 1989*, 12.12.1994, Sch 2.
1996	No 24	*Financial Institutions (Miscellaneous Amendments) Act 1996*. Assented to 21.6.1996 Date of commencement, 12.7.1996, sec 2 and GG No 84 of 12.7.1996, p 3984.
1999	No 94	*Crimes Legislation Amendment (Sentencing) Act 1999*. Assented to 8.12.1999 Date of commencement of sec 7 and Sch 5, 1.1.2000, sec 2 (1) and GG No 144 of 24.12.1999, p 12184.
2001	No 101	*Universities Legislation Amendment (Financial and Other Powers) Act 2001*. Assented to 11.12.2001 Date of commencement, 1.3.2002, sec 2 and GG No 56 of 1.3.2002, p 1470.
2004	No 115	*University Legislation Amendment Act 2004*. Assented to 21.12.2004 Date of commencement, assent, sec 2.

2005	No 98	*Statute Law (Miscellaneous Provisions) Act (No 2) 2005*. Assented to 24.11.2005 Date of commencement of Sch 2.70, assent, sec 2 (2).
2008	No 23	*Miscellaneous Acts Amendment (Same Sex Relationships) Act 2008*. Assented to 11.6.2008 Date of commencement, 22.9.2008, sec 2 and GG No 118 of 19.9.2008, p 9283.
2010	No 19	*Relationships Register Act 2010*. Assented to 19.5.2010 Date of commencement of Sch 3, assent, sec 2 (2).
2011	No 51	*Universities Governing Bodies Act 2011*. Assented to 25.10.2011 Date of commencement, assent, sec 2.
2012	(463)	*Universities Governing Bodies (University of Technology, Sydney) Order 2012*. LW 14.9.2012 Date of commencement, on publication on LW, cl 2.
2013	No 47	*Statute Law (Miscellaneous Provisions) Act 2013*. Assented to 25.6.2013. Date of commencement of Sch 1.39, 5.7.2013, sec 2 (1).
2014	No 43	*Universities Legislation Amendment (Regulatory Reforms) Act 2014*. Assented to 26.8.2014. Date of commencement, assent, sec 2.
2015	No 15	*Statute Law (Miscellaneous Provisions) Act 2015*. Assented to 29.6.2015. Date of commencement of Sch 1.27, 1.8.2015, Sch 1.27.

Table of amendments

long title	Am 2015 No 15, Sch 1.27 [1].
sec 1	Am 2015 No 15, Sch 1.27 [2].
sec 3	Am 1989 No 130, Sch 2; 2001 No 101, Sch 8 [1]; 2004 No 115, Sch 8 [1].
sec 6	Subst 2001 No 101, Sch 8 [2]. Am 2014 No 43, Sch 1.8 [1].
sec 7	Subst 2001 No 101, Sch 8 [3].
Part 3, Div 1, heading	Ins 2012 (463), Sch 1 [1].
sec 8	Subst 2012 (463), Sch 1 [1].
secs 8A–8H	Ins 2012 (463), Sch 1 [1].
sec 9	Am 1989 No 130, Sch 2; 1994 No 95, Sch 1; 1995 No 16, Sch 2. Subst 2004 No 115, Sch 8 [2]. Am 2005 No 98, Sch 2.70. Subst 2012 (463), Sch 1 [1].
Part 3, Div 2, heading	Ins 2012 (463), Sch 1 [1].
sec 10	Am 2011 No 51, Sch 3.10 [1].
sec 11	Am 2011 No 51, Sch 3.10 [2].
sec 11A	Ins 2011 No 51, Sch 3.10 [3].
sec 13	Subst 1994 No 16, Sch 1.
sec 16	Am 1996 No 24, Sch 1; 2001 No 101, Sch 8 [4]–[11]; 2004 No 115, Sch 8 [3]; 2014 No 43, Sch 1.8 [2].
sec 16, note	Ins 2004 No 115, Sch 8 [4].
sec 16A	Ins 2001 No 101, Sch 8 [12]. Am 2004 No 115, Sch 8 [5]–[7].
sec 17	Am 1989 No 130, Sch 2.
secs 17A, 17B	Ins 2001 No 101, Sch 8 [13].
sec 18	Am 1994 No 16, Sch 1; 2014 No 43, Sch 1.8 [3]–[5].
sec 19	Am 2014 No 43, Sch 1.8 [6] [7].
sec 20	Subst 1992 No 57, Sch 2.
Part 4, Div 3	Ins 2001 No 101, Sch 8 [14].
sec 21A	Ins 2001 No 101, Sch 8 [14]. Am 2014 No 43, Sch 1.8 [8].

sec 21B	Ins 2001 No 101, Sch 8 [14]. Am 2014 No 43, Sch 1.8 [9] [10].
sec 21C–21E	Ins 2001 No 101, Sch 8 [14].
Part 4A (secs 21F, 21G)	Ins 2004 No 115, Sch 8 [8].
sec 22A	Ins 2001 No 101, Sch 8 [15].
sec 27	Am 2013 No 47, Sch 1.39 [1].
sec 28	Am 1994 No 16, Sch 1; 2004 No 115, Sch 8 [9].
sec 29	Subst 1994 No 16, Sch 1. Am 2004 No 115, Sch 8 [10]; 2012 (463), Sch 1 [2]; 2014 No 43, Sch 1.8 [11]–[14].
Sch 1	Am 1995 No 16, Sch 2; 1999 No 94, sec 7 (2) and Sch 5, Part 2; 2001 No 101, Sch 8 [16]; 2004 No 115, Sch 8 [11]; 2011 No 51, Sch 3.10 [4] [5]; 2012 (463), Sch 1 [3]–[5].
Sch 2	Subst 1989 No 179, Sch 1. Am 2001 No 101, Sch 8 [17]; 2014 No 43, Sch 1.8 [15] [16].
Sch 2A	Ins 2004 No 115, Sch 8 [12]. Am 2008 No 23, Sch 3.52; 2010 No 19, Sch 3.121 [1] [2]; 2013 No 47, Sch 1.39[2].
Sch 3	Am 1989 No 130, Sch 2; 1989 No 226, Sch 2; 1990 No 108, Sch 1; 1994 No 16, Sch 1; 2001 No 101, Sch 8 [18]; 2004 No 115, Sch 8 [13] [14]; 2012 (463), Sch 1 [6]; 2014 No 43, Sch 1.8 [17] [18].

UNIVERSITY OF TECHNOLOGY SYDNEY BY-LAW 2005 (NSW)

Part 1 — Preliminary 95
1 Name of By-law 95
2 Application 95
3 Definitions....95

Part 2 — The Council....96
Division 1 — The Chancellor....96
4 Term of office of Chancellor 96
Division 2 — Elected members of Council....96
Subdivision 1 — Preliminary 96
5 Returning Officer 96
6 Rolls 96
Subdivision 2 — Provisions relating to candidates and voters....96
7 Qualification for elected (academic staff) member....96
8 Qualification for election as elected (non-academic staff) member 96
9 Qualification for election as elected (undergraduate student) member....96
10 Qualification for election as elected (postgraduate student) member....96
Subdivision 3 — Calling of elections and nominations....96
11 Call for nominations and notice of election....96
12 Time intervals for stages of Council elections 97
13 Making of nominations....97
14 Dealing with nominations....97
Subdivision 4 — Manner of conducting ballot....98
15 Form of ballot 98
15A Types of ballot 98
Subdivision 5 — Non-electronic ballot 98
15B Application of Subdivision....98
16 Conduct of ballot 98
17 Notice to accompany ballot paper 98
18 Contents of ballot paper 98
19 Method of voting 98
20 Voting at staff elections 98
21 Voting at student elections 98
22 Envelopes and ballot papers not to be opened 99
23 Procedure on close of ballot 99
24 Informal ballot papers....99
25 Nomination of scrutineers....99
26 Determination of result of ballot 99
27 Secrecy of ballot to be maintained....100
Subdivision 6 — Electronic ballot....100
27A Application of Subdivision....100
27B Conduct of electronic ballot 100
27C Material to accompany electronic ballot....100
27D Contents of electronic ballot....100
27E Method of electronic voting 100
27F Procedure on close of electronic ballot 100
27G Informal electronic vote 100
27H Counting of votes....100
27I Secrecy of ballot to be maintained....101
Subdivision 7 — Miscellaneous 101
28 Term of office of elected members of Council 101
29 Casual vacancy in office of elected member of Council....101
30 Election in anticipation of resignation....101
Division 3 — Appointed members of Council....101
31 (Repealed) 101
32 (Repealed) 101
33 Nominations Committee 101
34 Nominations procedure relating to appointments under sections 8F and 8G....102
35 (Repealed) 102
36 Casual vacancy in the office of an appointed member of Council 102

Part 3 — Membership of Convocation....103
37 Graduates of University....103
38 Prescribed staff members of Convocation....103
39 Prescribed additional members of Convocation....103
40 Exemption from membership 103

Part 4 — Rules 103
Division 1 — Rules relating to Academic Board 103
41 Rules with respect to Academic Board 103
42 Academic Board may make rules....103
Division 2 — Rules relating to Convocation....103
43 Council may make rules 103
Division 3 — Rules generally 103
44 Rules made by Council 103
45 Rules made by Vice-Chancellor....103
46 Promulgation of rules....103
Part 5 — Miscellaneous....104
47 Construction of references....104
47A Delegation by Council....104
48 Repeal 104

Historical notes....105
Table of amending instruments 105
Table of amendments....105

This By-law is made under the *University of Technology Sydney Act 1989* (NSW), including section 28 (the general power to make by-laws).

This By-law is reproduced in compliance with the New South Wales Government notice 'Copyright in legislation and other material'.

PART 1 — PRELIMINARY

1 Name of By-law

This By-law is the University of Technology Sydney By-law 2005.

2 Application

This By-law applies to and in respect of the University of Technology Sydney, as established by the *University of Technology Sydney Act 1989*.

3 Definitions

(1) In this By-law and in a rule:

Academic Board means the Academic Board established under section 15 of the Act.

Chancellor means the Chancellor of the University.

close of nominations, in relation to an election, means the date and time by which nominations must be received by the Returning Officer for the election (as specified in a notice under clause 11(2)(d)).

close of the ballot, in relation to an election, means the date and time for the close of ballot specified by the Returning Officer for the election in a notice under clause 11(2)(f).

Deputy Chancellor means the Deputy Chancellor of the University.

Deputy Vice-Chancellor means a Deputy Vice-Chancellor of the University.

elected (academic staff) member means a member of the Council referred to in section 8D(1)(a) of the Act.

elected (non-academic staff) member means a member of the Council referred to in section 8D(1)(b) of the Act.

elected (postgraduate student) member means a member of the Council referred to in section 8D(1)(c) of the Act who is a postgraduate student of the university.

elected (undergraduate student) member means a member of the Council referred to in section 8D(1)(c) of the Act who is an undergraduate student of the university.

electronic ballot means a ballot conducted in accordance with Subdivision 6 of Division 2 of Part 2.

electronic vote means a vote cast by means of an electronic voting system.

electronic voting system means a secure system approved or managed by the Returning Officer for the purpose of tallying votes cast in an election conducted by electronic means.

Nominations Committee means the Committee established under clause 33.

non-electronic ballot means a ballot conducted in accordance with Subdivision 5 of Division 5 of Part 2.

Pro-Vice-Chancellor means a Pro-Vice-Chancellor of the University.

Registrar means the Registrar of the University.

UTS note: For the purpose of this By-law, the position of University Secretary fulfils the role of the Registrar.

rule means a rule made under section 29(1) of the Act.

student means a person enrolled as a candidate proceeding to a degree, diploma or other award course of the University, and includes both an undergraduate student and a postgraduate student.

the Act means the *University of Technology Sydney Act 1989*.

Vice-Chancellor means the Vice-Chancellor of the University.

(2) For the purposes of this By-law, a person is a member of the fractional-time academic or non-academic staff if the person is employed, otherwise than on a casual or temporary basis, to perform a proportion of the duties that a full-time person employed in the same classification would normally be required to perform in a 12-month period.

(3) (Repealed)

(4) In the absence of a person who has been appointed to an office in the University by virtue of some other office held by him or her, whether in the University or elsewhere, any person acting in that other office holds that appointment ex officio, unless the Council resolves otherwise.

(5) Notes included in this By-law are not part of this By-law.

PART 2 — THE COUNCIL

Division 1 — The Chancellor

4 Term of office of Chancellor

For the purposes of section 10(2) of the Act, the term of office of the Chancellor is 4 years from the date of his or her election.

UTS notes

1. Section 11(2) of the *University of Technology Sydney Act 1989* provides that the term of office of the Deputy Chancellor is two years from the date of his or her election.
2. The Chancellor and Deputy Chancellor are to be elected according to procedures determined by the Council (sections 10 (Chancellor) and 11 (Deputy Chancellor), and clause 6 of Schedule 1 (General procedure) of the Act). The relevant procedures are set out in the rules.

Division 2 — Elected members of Council

Subdivision 1 — Preliminary

5 Returning Officer

(1) An election referred to in this Division is to be conducted by the Registrar who is to be the Returning Officer for the election.

(2) The Returning Officer may appoint a Deputy Returning Officer (with such powers as the Returning Officer may determine) and other persons to assist the Returning Officer in the conduct of all or any part of an election referred to in this Division.

(3) The Returning Officer's decision is, subject to the Act and this By-law, final on all matters affecting the eligibility of candidates, the conduct and results of an election and such other matters as may from time to time affect the conduct of elections.

6 Rolls

The Returning Officer is to keep the following:

(a) for the purposes of section 8D(1)(a) of the Act — a Roll of Academic Staff containing the names and last known email addresses (or, if no email address is known in a particular case, last known address) of those persons who are classified as full-time or fractional-time members of the academic staff of the University,

(b) for the purposes of section 8D(1)(b) of the Act — a Roll of Non-Academic Staff containing the names and last known email addresses (or, if no email address is known in a particular case, last known address) of those persons who are classified as full-time or fractional-time members of the non-academic staff of the University,

(c) for the purposes of section 8D(1)(c) of the Act — a Roll of Undergraduate Students containing the names and last known email addresses (or, if no email address is known in a particular case, last known address) of those persons enrolled in courses that are listed in the register of undergraduate courses of the University with a minimum duration of one year full-time or equivalent,

(d) for the purposes of section 8D(1)(c) of the Act — a Roll of Postgraduate Students containing the names and last known email addresses (or, if no email address is known in a particular case, last known address) of those persons enrolled in courses that are listed in the register of postgraduate courses of the University with a minimum duration of one year full-time or equivalent.

Subdivision 2 — Provisions relating to candidates and voters

7 Qualification for elected (academic staff) member

For the purposes of section 8D(3)(a) of the Act, in respect of an elected (academic staff) member, the prescribed qualification is that the person's name is entered on the Roll of Academic Staff at the close of nominations for the election.

8 Qualification for election as elected (non-academic staff) member

For the purposes of section 8D(3)(a) of the Act, in respect of an elected (non-academic staff) member, the prescribed qualification is that the person's name is entered on the Roll of Non-Academic Staff at the close of nominations for the election.

9 Qualification for election as elected (undergraduate student) member

For the purposes of section 8D(3)(a) of the Act, in respect of an elected (student) member who is an undergraduate student of the University, the prescribed qualification is that the person's name is entered on the Roll of Undergraduate Students at the close of nominations for the election.

10 Qualification for election as elected (postgraduate student) member

For the purposes of section 8D(3)(a) of the Act, in respect of an elected (student) member who is a postgraduate student of the University, the prescribed qualification is that the person's name is entered on the Roll of Postgraduate Students at the close of nominations for the election.

Subdivision 3 — Calling of elections and nominations

11 Call for nominations and notice of election

(1) If an election of members of the Council is necessary, the Returning Officer must give notice referred to in this clause on a website maintained by the University for display of official notices and:

(a) in the case of an election of an academic or a non-academic staff member of the Council, must send or deliver a copy of the notice to each person whose name is in the relevant roll of staff of the University, and

(b) in the case of an election of a postgraduate or an undergraduate student member of the Council, must publish or cause to be published such copies of the notice in such manner as the Returning Officer considers necessary to inform the persons whose names are in the relevant roll of students of the University of its contents.

(2) A notice referred to in this clause must:

(a) state that an election is necessary to fill the office or offices concerned, and

(b) invite nominations of persons for election, and

(c) specify the manner in which nominations must be made, and

(d) specify a date and time by which nominations must reach the Returning Officer, and

(e) specify whether the election is to be conducted by non-electronic ballot or an electronic ballot, and

(f) specify the closing date of the ballot, and

(g) contain such other information relating to the election as the Returning Officer thinks fit (which might include, for example, details of the number of vacancies to be filled and of the terms of office of the members of the Council to be elected).

(3) An election is not invalid only because a person whose name is in the relevant roll of staff or students of the University did not see a notice or a copy of a notice, or did not receive a copy of a notice, referred to in this clause.

12 Time intervals for stages of Council elections

In any election, there must be:

(a) no less than 14 days between the date on which publication of a notice of ballot occurs and the date on which nominations close, and

(b) no more than 28 days between the date on which nominations close and the date of issue of ballot material, being:

(i) in the case of a non-electronic ballot, the date of issue of ballot papers by the Returning Officer, and

(ii) in the case of an electronic ballot, the date on which instructions on how to access the electronic voting system and cast a vote are provided to voters by the Returning Officer, and

(c) no less than 14 days between the date of issue of ballot material and the closing date of the ballot.

13 Making of nominations

(1) Nominations of candidates for an election of members of the Council must be made by sending or delivering nomination papers to the Returning Officer.

(2) A nomination paper must be signed by 2 persons whose names are entered in the relevant Roll for the election for which the candidate is nominated and must be endorsed with or accompanied by the written consent of the person nominated.

(3) There must be a separate nomination paper for each candidate.

(4) A candidate may provide with the nomination paper a statement of not more than 150 words containing information relating to the candidate that he or she wishes to supply. That information may include, for example, the following:

(a) full name,

(b) faculty, school or department,

(c) academic qualifications and experience,

(d) positions or offices held at any time in public bodies, clubs and institutions (including University clubs and societies) with dates of tenure.

(5) Statements containing more than 150 words will not be accepted. The Returning Officer (or a person appointed by the Returning Officer) is to edit all statements supplied to ensure that they contain no defamatory or offensive material.

(5A) The edited statements are:

(a) if the ballot is to be conducted by a non-electronic ballot — to be printed and distributed with the ballot papers, and

(b) if the ballot is to be conducted by an electronic ballot — to be made available to the voters on the electronic voting system.

(6) The Returning Officer must reject a nomination paper if satisfied that:

(a) the nomination is not duly made, or

(b) the person nominated is not eligible to be elected.

(7) The Returning Officer must, within 4 days after receipt of a nomination paper, send or deliver a notice to each person who has signed or endorsed the nomination paper, notifying the person of the acceptance or rejection of the nomination.

14 Dealing with nominations

(1) If the number of nominations of persons for election to any of the following categories is less than or equal to the number of vacancies in the relevant category, the Returning Officer is to declare the person or persons nominated to be elected:

(a) the elected (academic staff) member,

(b) the elected (non-academic staff) member,

(c) the elected (undergraduate student) member,

(d) the elected (postgraduate student) member.

(2) If the number of nominations accepted in a category referred to in subclause (1) is greater than the number of vacancies in the category, there must be a ballot in the category concerned.

Subdivision 4 — Manner of conducting ballot

15 Form of ballot

A ballot for a Council election must be a secret ballot conducted in accordance with this Subdivision.

15A Types of ballot

A ballot may be conducted by:

(a) distributing ballot papers by post or by requiring eligible voters to attend a specified place or places managed or controlled by the University, at a specified date and time, in order to receive a ballot paper and vote in the election, or

(b) requiring eligible voters to access an electronic voting system, between specified dates and times, in order to vote in the election.

Subdivision 5 — Non-electronic ballot

15B Application of Subdivision

This Subdivision applies if a ballot is to be conducted as referred to in clause 15A(a).

16 Conduct of ballot

(1) The Returning Officer must, if there is to be an election for an elected (academic staff) member or elected (non-academic staff) member of the Council, send or deliver a ballot paper to each person whose name is in the relevant roll of staff of the University.

(2) The Returning Officer must, if there is to be an election for an elected (undergraduate student) member or elected (postgraduate student) member of the Council:

(a) publish in such manner as the Returning Officer considers necessary a notice specifying the dates and times of polling, the location of polling booths and any other relevant information, and

(b) establish on the University premises polling booths attended, during the dates and times for polling, by persons appointed by the Returning Officer for the purpose of issuing a ballot paper to each person who requests one and is recognised by one of the appointed attendants as being a person whose name is in the relevant roll of students of the University, and

(c) forward a ballot paper to each person whose name is in the relevant roll of students of the University if the person has applied for the issue of a ballot paper by post and the application has been received not later than 10 days before the date of the election.

(3) Following receipt of a written application, the Returning Officer may, on being satisfied that a ballot paper has been lost or destroyed, supply a duplicate ballot paper to the person to whom the lost or destroyed ballot paper was issued.

(4) An election is not invalid only because a person whose name is in the relevant roll of staff or students of the University did not receive a ballot paper.

(5) In this clause, a reference to a person's name being in a relevant roll of staff or students of the University is a reference to the person's name being in the roll concerned at the close of nominations for the relevant election.

17 Notice to accompany ballot paper

With each ballot paper issued in respect of a Council election, there must also be issued:

(a) a notice setting out how the ballot paper is to be completed and specifying the date and time by which ballot papers for that election must reach the Returning Officer, and

(b) 2 envelopes, one marked "Ballot Paper" and the other addressed to the Returning Officer on the inside of which must be printed a form of declaration of identity and of entitlement to vote to be signed by the voter.

18 Contents of ballot paper

Each ballot paper must contain the names of the candidates in the order drawn at random by the Returning Officer or by a person appointed by the Returning Officer for the purposes of the election and must be initialled by the Returning Officer or by a person appointed by the Returning Officer.

19 Method of voting

Each voter must mark a vote on the ballot paper by placing the figure "1" in the square opposite the name of the candidate to whom the voter desires to give his or her first preference vote, and may place consecutive figures (commencing with the figure "2") in the squares opposite the names of any of the remaining candidates, so as to indicate by numerical sequence the order of the voter's preference for them.

20 Voting at staff elections

(1) In the case of an election of an elected (academic staff) member or elected (non-academic staff) member of the Council, each voter must send or deliver to the Returning Officer the ballot paper enclosed and sealed in the envelope marked "Ballot Paper" which must be enclosed and sealed in another envelope addressed to the Returning Officer, with a signed form of declaration of identity and entitlement to vote on the inside.

(2) All envelopes received by the Returning Officer under this clause must be deposited in the relevant ballot box.

21 Voting at student elections

(1) Subject to subclause (3), in the case of an election of an elected (undergraduate student) member or elected (postgraduate student) member of the Council, any student who has been recognised, by a person appointed by the Returning Officer to attend a polling booth, as being a person whose name is in the relevant roll of students of the University and whose name is then marked on a copy of that roll to signify the issue of a ballot paper, must be provided with a ballot paper.

(2) A student provided with a ballot paper who desires to vote at a polling booth must, in the presence of a person appointed by the Returning Officer, deposit the vote in the relevant ballot box provided for the purpose at the polling booth.

(3) A student who has been forwarded a ballot paper under clause 16(2)(c) and who wishes to vote must send or deliver to the Returning Officer the ballot paper enclosed and sealed in an envelope marked "Ballot Paper" which must be enclosed and sealed in another envelope addressed to the Returning Officer, with a signed form of declaration of identity and entitlement to vote on the inside.

(4) Despite subclause (3), a student referred to in that subclause may vote by depositing the ballot paper forwarded to the student in the relevant ballot box at a polling booth.

22 Envelopes and ballot papers not to be opened

(1) All envelopes received by the Returning Officer under clause 20 or 21 must remain unopened until the close of the ballot.

(2) A ballot box referred to in clause 20 or 21 must remain unopened until the close of the ballot.

23 Procedure on close of ballot

As soon as practicable after the close of the ballot, the Returning Officer or a person appointed by the Returning Officer must:

(a) open the ballot boxes, and

(b) open any envelopes addressed to the Returning Officer and received before the close of the ballot, and

(c) if any declaration of identity is duly signed by a qualified voter, place the unopened envelope containing the ballot paper with other similar envelopes, and

(d) open the envelopes referred to in paragraph (c) and take out the ballot papers, and

(e) count the votes, and ascertain the result of the ballot, in the manner set out in clauses 24–27.

24 Informal ballot papers

(1) A ballot paper is informal if it has on it any mark or writing that, in the opinion of the Returning Officer, will enable any person to identify the voter.

(2) A ballot paper is informal if not initialled under clause 18.

(3) A ballot paper is informal if the voter has not indicated a clear preference for at least one candidate.

(4) Despite any other provision of this clause, a ballot paper is not informal only because any figures placed on the ballot paper are not placed in or entirely in the squares opposite the candidates' names, if the figures are placed on the ballot paper in such positions as, in the opinion of the Returning Officer, clearly indicate the order of the voter's preference for the candidates.

25 Nomination of scrutineers

(1) Each candidate is entitled to nominate one scrutineer to be present at the count.

(2) A person is not to be a scrutineer in an election in which he or she is a candidate.

26 Determination of result of ballot

(1) In this clause:

an absolute majority of votes means a greater number than one-half of the whole number of formal ballot papers counted.

continuing candidate means a candidate not already excluded from the count.

determine by lot means determine in accordance with the following directions:

(a) the names of the candidates concerned must be written on separate and similar slips of paper,

(b) the slips must be folded so as to prevent identification and mixed and drawn at random,

(c) the candidate whose name is first drawn must be excluded.

(2) If a ballot has been held for the purpose of an election the result of the ballot must be determined as provided in this clause.

(3) The Returning Officer must count the total number of ballot papers and exclude any informal papers.

(4) The Returning Officer must count the number of first preference votes given for each candidate.

(5) The candidate who has received the largest number of first preference votes must, if that number constitutes an absolute majority of votes, be declared by the Returning Officer to be elected.

(6) If no candidate has received an absolute majority of first preference votes, the candidate who has received the fewest first preference votes must be excluded and each of the ballot papers counted to that candidate must be counted to the continuing candidate next in order of the voter's preference.

(7) If on any count 2 or more candidates have an equal number of votes and one of them has to be excluded, the candidate to be excluded must be determined as follows:

(a) if the count is the first made in connection with the ballot, the Returning Officer must determine by lot which of those candidates is to be excluded,

(b) if the count is the second or subsequent count made in connection with the ballot:

(i) that candidate must be excluded who had the least number of votes at the last count at which one of those candidates received fewer votes than each of the others, or

(ii) the Returning Officer must determine by lot which of those candidates is to be excluded, if at all preceding counts no one of those candidates received fewer votes than each of the others.

(8) The process of excluding the candidate who has the fewest votes and counting each of the ballot papers counted to that candidate to the continuing candidate next in order of the voter's preference must (subject to subclause (9)) be continued:

(a) until one continuing candidate has an absolute majority of votes in which event that candidate must be declared by the Returning Officer to be elected, or

(b) until all candidates but one have been excluded in which event the remaining candidate must be declared elected.

(9) If at any point during any particular count after the first preference votes have been counted, the candidate next in order of a voter's preference is not indicated or cannot be ascertained, that ballot paper must, from that point onwards, be excluded from that particular count and the total of the ballot papers counted must be amended accordingly. The ballot paper must, however, be reinstated in any later counts carried out in accordance with subclause (10).

(10) If any further position remains to be filled, all excluded candidates must be reinstated with their first preference votes credited and each of the ballot papers counted to the elected candidate or candidates must be counted to the reinstated candidate next in order of the voter's preference as if it were a first preference vote.

(11) The procedures described in subclauses (5)–(10) apply until all vacancies are filled.

27 Secrecy of ballot to be maintained

(1) The result of the count must remain confidential until the declaration of poll by the Returning Officer.

(2) The Returning Officer, any person appointed by the Returning Officer or any scrutineer must not in any way disclose or aid in disclosing the manner in which any voter has voted.

Subdivision 6 — Electronic ballot

27A Application of Subdivision

This Subdivision applies if a ballot is to be conducted as referred to in clause 15A(b).

27B Conduct of electronic ballot

(1) The Returning Officer is to ensure that each eligible voter is provided with all necessary information required in order to vote in the election including:

(a) the way in which the electronic voting system may be accessed, and

(b) the passwords (if any) required to access the electronic voting system,

not less than 14 days before the close of the ballot.

(2) The Returning Officer is to ensure that computer or other facilities that can be used to access the electronic voting system are made available free of charge at the University's campus in order to provide each eligible voter with an opportunity to access the electronic voting system.

(3) The Returning Officer may make additional arrangements to ensure that each eligible voter has an opportunity to access the electronic voting system.

(4) In this clause, a reference to an eligible voter is a reference to a person whose name is on a relevant Roll of the University at the date of the close of nominations for the election.

27C Material to accompany electronic ballot

The electronic voting system must provide:

(a) instructions for voting, and

(b) a method of declaration of identity and entitlement to vote, and

(c) any other information which the Returning Officer considers appropriate to include.

27D Contents of electronic ballot

(1) The electronic voting system is to contain the names of the candidates in the order determined by the Returning Officer.

(2) The order of the candidates must be determined randomly.

27E Method of electronic voting

(1) A voter is to indicate the candidate to whom the voter wishes to give his or her first preference in the manner described on the electronic voting system.

(2) If the voter wishes to show his or her preferences for any or all of the remaining candidates, the voter may do so in the manner described on the electronic voting system.

27F Procedure on close of electronic ballot

When the electronic ballot is closed, and not before, the Returning Officer must, in the presence of those scrutineers who choose to be present:

(a) review all information and reports about the electronic ballot, and

(b) determine the result of the electronic ballot.

27G Informal electronic vote

(1) An electronic vote is informal if the voter has not indicated a clear preference for at least one candidate.

(2) The electronic voting system is to provide a warning message to any person casting an informal electronic vote that their proposed vote is informal prior the recording of that vote.

(3) Each informal electronic vote is to be recorded by the electronic voting system as an informal vote and the electronic voting system is to count the formal electronic votes.

27H Counting of votes

(1) Votes must be counted by the electronic voting system in accordance with this clause.

(2) The electronic voting system must count the number of first preference votes for each candidate.

(3) If the candidate who has the highest number of first preference votes has an absolute majority of votes, the Returning Officer is to declare that candidate elected.

(4) If no candidate has an absolute majority of votes, the Returning Officer must exclude the candidate who has received the fewest number of first preference votes and each of the electronic votes counted to that candidate is to be counted to the continuing candidate next in order of the voter's preference.

(5) If 2 or more candidates have an equal number of votes at the time that it is necessary to exclude one of them, the candidate to be excluded is to be determined by the Returning Officer by lot.

(6) The process referred to in subclauses (4) and (5) is to be continued until:

(a) one continuing candidate has an absolute majority of votes, in which case that candidate is to be declared elected, or

(b) there are only 2 continuing candidates who do not have an equal number of votes, in which case the candidate with the larger number of votes is to be declared elected (even if the number of votes is below an absolute majority of votes), or

(c) there are only 2 continuing candidates who have an equal number of votes, in which case the candidate to be excluded is to be determined by the Returning Officer by lot and the remaining candidate is to be declared elected.

(7) In this clause, a reference to a vote is a reference to a formal vote.

27I Secrecy of ballot to be maintained

(1) The result of the count must remain confidential until the declaration of the poll by the Returning Officer.

(2) The Returning Officer and any person appointed by the Returning Officer must not in any way disclose or aid in disclosing the manner in which any voter has voted.

Subdivision 7 — Miscellaneous

28 Term of office of elected members of Council

(1) For the purposes of section 9(1)(c) of the Act, a member of Council elected under section 8D(1)(a), (b) or (c) of the Act holds office for 2 years.

(2) For the purposes of section 9(1)(d) of the Act, a member of Council elected under section 8E of the Act holds office for 2 years.

29 Casual vacancy in office of elected member of Council

(1) In the event that a casual vacancy in the office of a member of the Council elected under section 8D(1)(a), (b) or (c) of the Act occurs:

(a) if less than half of that member's term of office remains, the Council, as soon as practicable after the vacancy occurs, with the consent of the runner up in the most recent election for that office, may appoint the runner up to hold that office under section 8D(1)(a), (b) or (c) of the Act for the remainder of the term of office, or

(b) if the remainder of that member's term of office is or exceeds half of the term of office, the Returning Officer is to conduct an election among those persons qualified to vote at such an election in accordance with the Act and this By-law to fill the vacancy for the balance of the term of office.

(1A) If the office is not filled in accordance with subclause (1)(a), the Council must by resolution appoint a person who is qualified to hold that office under section 8D(1)(a), (b) or (c) of the Act to hold office for the remainder of the term of office.

(2) An election referred to in subclause (1)(b) is to be conducted as soon as practicable after the vacancy occurs (or, in a case to which clause 30 applies, from some earlier time in accordance with that clause).

(3) In this clause:

runner up in an election means the person who, in the vote counting process at the election, was the last remaining candidate for election aside from the person who was declared elected.

30 Election in anticipation of resignation

(1) Any member of the Council who intends to resign in circumstances that would create a vacancy to which clause 29(1)(b) would apply if the resignation took effect as intended is under a duty to notify the Returning Officer as soon as practicable of:

(a) his or her intention to resign, and

(b) the date from which the resignation is intended to take effect.

(2) On receipt of any such notification the Returning Officer, even though the resignation has not taken effect, may in accordance with the rules for the conduct of elections proceed to conduct an election to fill the anticipated vacancy.

(3) The election of a new member of the Council in accordance with subclause (2) does not take effect until after the incumbent member's resignation takes effect.

Division 3 — Appointed members of Council

31 (Repealed)

32 (Repealed)

33 Nominations Committee

(1) The Council is to establish a Nominations Committee consisting of the following persons:

(a) the Chancellor,

(b) the Vice-Chancellor,

(c) 3 persons appointed to the Committee by the Council of whom:

(i) one must be a member appointed by the Minister, and

(ii) one must be a member appointed by the Council.

(2) A person referred to in subclause (1)(c) must not be the holder of an office in respect of which the Committee is convening (unless the person is not seeking reappointment).

34 Nominations procedure relating to appointments under sections 8F and 8G

(1) At least 3 months before the term of office of a member of the Council appointed under section 8F or 8G of the Act is due to expire, the Nominations Committee is to identify persons who may be suitable for appointment as such a member.

(2) The Committee is:

(a) to determine which of those persons are to be recommended to the Council:

(i) for suggestion for consideration for appointment by the Minister, or

(ii) for appointment by the Council,

as the case may be, and

(b) to recommend the length of appointment for each such person, and

(c) to forward those recommendations to the Council at least 2 months before the relevant term of office is due to expire.

(3) In determining the persons to be recommended under subclause (2)(a), the Committee is to have regard to:

(a) the skills and experience of the continuing members of the Council, and

(b) the skills and experience that will be needed for the Council as a whole (taking into account the matters referred to in section 8C of the Act), and

(c) such other matters as the Committee considers relevant.

(4) The Council is:

(a) to consider the recommendations forwarded by the Committee, and

(b) to determine which of the recommended persons are to be:

(i) suggested for consideration for appointment by the Minister, or

(ii) appointed by the Council,

as the case may be, and

(c) to determine:

(i) in the case of the persons referred to in paragraph (b)(i), the recommended length of appointment for each such person, or

(ii) in the case of the persons referred to in paragraph (b)(ii), the length of appointment for each such person.

(5) The Chancellor is to forward the determinations referred to in subclause (4)(b)(i) and (c)(i) to the Minister.

(6) The Council is to make the determinations referred to in subclause (4) at least 1 month before the relevant term of office is due to expire.

(7) The Council may make the determinations referred to in subclause (4) only at a meeting of the Council:

(a) convened by the Registrar, and

(b) of which the Registrar has given each member of the Council at least 7 days' notice.

(8) The notice referred to in subclause (7)(b) must:

(a) be posted or delivered to each member of the Council, and

(b) state the date, time and place of the meeting, and

(c) state the purpose of the meeting.

(9) A failure to comply with a time limit specified in this clause does not affect the validity of a suggestion or an appointment.

35 (Repealed)

36 Casual vacancy in the office of an appointed member of Council

(1) If a casual vacancy occurs in the office of a member of Council appointed under section 8F or 8G of the Act, the Chancellor is to forward to the Minister for consideration for appointment the name of a person nominated in accordance with the procedures set out in clause 34 in respect of such an office.

(2) (Repealed)

(3) The time limits specified in clause 34 may be disregarded for the purposes of this clause.

PART 3 — MEMBERSHIP OF CONVOCATION

37 Graduates of University

For the purposes of section 3(2) of the Act, the following are prescribed:

(a) an associate diploma or certificate received on completion of a course with a minimum duration of one year full-time or its equivalent,

(b) an honorary degree.

UTS note: Section 3(2) of the *University of Technology Sydney Act 1989* is to the effect that a graduate of the University is a person who is the recipient of a degree or diploma, or of such other award or certificate as may be prescribed by the by-laws, conferred or awarded by the University, by or on behalf of any former institution that has become part of the University or by any predecessor of any such institution.

This clause prescribes certain awards and certificates for the purposes of that section.

The 'former institutions' of the University are the following:

(a) the New South Wales Institute of Technology

(b) the Design School of the Sydney College of the Arts

(c) the Kuring-gai College of Advanced Education

(d) the Sydney College of Advanced Education Institute of Technical and Adult Teacher Education, and any predecessors of such institutions.

38 Prescribed staff members of Convocation

For the purposes of section 14(1)(c) of the Act, Convocation includes persons who are:

(a) members of the academic staff of the University appointed on a fractional-time basis, or

(b) members of the non-academic staff of the University appointed on a full-time or fractional-time basis.

39 Prescribed additional members of Convocation

In addition to the persons on whom membership is conferred by the Act or this Part, Convocation includes the following:

(a) past members of the Councils of any of the predecessors of the University and of the Councils of the Kuring-gai College of Advanced Education and the Sydney College of Advanced Education, including past members of the governing bodies of the predecessors of each of those institutions,

(b) those persons who have been admitted to membership of Convocation by virtue of section 14(1)(c) of the Act and who have ceased employment after serving for not less than 5 years as members of the staff of the University,

(c) Professors Emeriti and recipients of honorary awards of the University, if not otherwise members of Convocation,

(d) such other persons as are considered by the Council to have given conspicuous service to the University or to be specially qualified to advance the interests of the University and who are admitted, by resolution of Council, as members of Convocation.

40 Exemption from membership

The Council may exempt any person, on grounds of conscience, from membership of Convocation.

PART 4 — RULES

Division 1 — Rules relating to Academic Board

41 Rules with respect to Academic Board

The Council may make rules for or with respect to the constitution and functions of the Academic Board.

42 Academic Board may make rules

The Academic Board may make rules for or with respect to:

(a) the manner and time of convening, holding and adjourning its meetings, and

(b) the conduct of business and the manner of voting at its meetings, and

(c) the establishment of committees of the Board and the quorum, powers and duties of such committees.

Division 2 — Rules relating to Convocation

43 Council may make rules

The Council may make rules for or with respect to the functions of Convocation and of any committees of Convocation.

Division 3 — Rules generally

44 Rules made by Council

The Council may make rules for or with respect to any or all of the matters for or with respect to which rules may be made under the Act.

Note. Section 29(1) of the Act provides that the by-laws may empower any authority (including the Council) or officer of the University to make rules (not inconsistent with the Act or the by-laws) for or with respect to matters for which by-laws may be made, except the matters referred to in sections 3(2), 8B, 8D, 8E and 8F(2), 10(2), 14(1), 16(1)(d) and (e), 23 and 28(1)(b) and (k) of the Act and clauses 1(1)(c) and (d) and 3 of Schedule 1 to the Act.

45 Rules made by Vice-Chancellor

The Vice-Chancellor may make rules, not inconsistent with the rules made by the Council, for or with respect to the good conduct of the University.

46 Promulgation of rules

(1) A rule made by the Council or by the Vice-Chancellor must be promulgated by means of a notice displayed on a website maintained by the University for display of official notices in an electronic manner.

(2) The Registrar must ensure that the rules are published in an official publication of the University.

(3) Failure to comply with subclause (2) does not invalidate any rule.

(4) In the event of an inconsistency between the rules made by the Council and the rules made by the Vice-Chancellor, the rules made by the Council prevail.

PART 5 — MISCELLANEOUS

47 Construction of references

A reference in any document of any kind to the University Secretary of the University is taken to be a reference to the Registrar.

47A Delegation by Council

For the purposes of section 17 of the Act, the following persons are prescribed as persons to whom the Council may delegate its functions:

(a) any member of staff of the University.

(b) any person engaged as a contractor by the University.

48 Repeal

(1) The University of Technology, Sydney, By-law 1995 is repealed.

(2) Any act, matter or thing that, immediately before the repeal of the University of Technology, Sydney, By-law 1995, had effect under that By-law is taken to have effect under this By-law (but only to the extent that it relates to an act, matter or thing affected by this By-law and is not inconsistent with this By-law and the acts, matters or things done under this By-law).

(3) In particular, any rule made pursuant to a provision of the repealed By-laws is taken to have been made pursuant to the corresponding provision of this By-law.

(4) The Returning Officer is to continue to keep a Roll of Convocation in accordance with clause 8(1)(e) of the University of Technology, Sydney, By-law 1995 (as in force immediately before its repeal by this By-law) for so long as may be required for the purposes of clause 17(5)(e) of Schedule 3 to the Act.

HISTORICAL NOTES

The following abbreviations are used in the historical notes:

Am	amended	LW	legislation website	Sch	Schedule
Cl	clause	No	number	Schs	Schedules
Cll	clauses	p	page	Sec	section
Div	Division	pp	pages	Secs	sections
Divs	Divisions	Reg	Regulation	Subdiv	Subdivision
GG	Government Gazette	Regs	Regulations	Subdivs	Subdivisions
Ins	inserted	Rep	repealed	Subst	substituted

Table of amending instruments

University of Technology Sydney By-law 2005 (642) (formerly University of Technology, Sydney, By-law 2005). GG No 126 of 14.10.2005, p 8779. Date of commencement, on gazettal. This By-law has been amended as follows:

2012	(463)	Universities Governing Bodies (University of Technology, Sydney) Order 2012. LW 14.9.2012. Date of commencement, on publication on LW, cl 2.
2013	(532)	University of Technology, Sydney, Amendment By-law 2013. LW 13.9.2013. Date of commencement, on publication on LW, cl 2.
2015	No 15	*Statute Law (Miscellaneous Provisions) Act 2015*. Assented to 29.6.2015. Date of commencement of Sch 4, 1.8.2015, sec 2 (4).

Table of amendments

Cl 1	Am 2015 No 15, Sch 4.14 [1].
Cl 2	Am 2015 No 15, Sch 4.14 [2].
Cl 3	Am 2012 (463), Sch 2 [1]; 2013 (532), Sch 1 [1]–[3].
Part 2, Div 2, Subdiv 1, heading	Ins 2013 (532), Sch 1 [4].
Cl 6	Am 2012 (463), Sch 2 [2]–[5]; 2013 (532), Sch 1 [5].
Part 2, Div 2, Subdiv 2, heading	Ins 2013 (532), Sch 1 [6].
Cl 7	Subst 2012 (463), Sch 2 [6].
Cl 8	Subst 2012 (463), Sch 2 [7].
Cl 9	Subst 2012 (463), Sch 2 [8].
Cl 10	Subst 2012 (463), Sch 2 [9].
Part 2, Div 2, Subdiv 3, heading	Ins 2013 (532), Sch 1 [7].
Cl 11	Am 2013 (532), Sch 1 [8]–[11].
Cl 12	Subst 2013 (532), Sch 1 [12].
Cl 13	Am 2013 (532), Sch 1 [13] [14].
Cl 14	Subst 2012 (463), Sch 2 [10].
Part 2, Div 2, Subdiv 4, heading	Ins 2013 (532), Sch 1 [15].
Cl 15	Am 2013 (532), Sch 1 [16].
Cl 15A	Ins 2013 (532), Sch 1 [17].
Part 2, Div 2, Subdiv 5, heading	Ins 2013 (532), Sch 1 [17].
Cl 15B	Ins 2013 (532), Sch 1 [17].
Cl 16	Am 2012 (463), Sch 2 [11] [12].
Cl 20	Am 2012 (463), Sch 2 [13].
Cl 21	Am 2012 (463), Sch 2 [14].
Part 2, Div 2, Subdiv 6 (cll 27A–27I)	Ins 2013 (532), Sch 1 [18].
Part 2, Div 2, Subdiv 7, heading	Ins 2013 (532), Sch 1 [18].
Cl 28	Subst 2012 (463), Sch 2 [15].

Cl 29	Am 2012 (463), Sch 2 [16]; 2013 (532), Sch 1 [19]–[22].
Cl 31	Rep 2012 (463), Sch 2 [17].
Cl 32	Rep 2012 (463), Sch 2 [18].
Cl 33	Am 2012 (463), Sch 2 [19].
Cl 34	Am 2012 (463), Sch 2 [20]–[23].
Cl 35	Rep 2012 (463), Sch 2 [24].
Cl 36	Am 2012 (463), Sch 2 [25]–[27].
Cl 44	Am 2013 (532), Sch 1 [23].
Cl 46	Am 2013 (532), Sch 1 [24].
Cl 47A	Ins 2013 (532), Sch 1 [25].

UTS RULES

Table of changes to UTS Rules 108
UTS Student Rules 109
UTS General Rules 182
Responsibilities of Responsible Academic Officers 195

TABLE OF CHANGES TO UTS RULES

Pursuant to the University of Technology Sydney By-law 2005 (NSW) (Part 4, division 3, clause 44), the following rule changes have been made by UTS Council.

Further information on these changes is available at:

www.gsu.uts.edu.au/rules/changes

Rule	Changes	Authorisation	Approval date	Effective date
G2	G2 1 (1)(c) amended	Council	25.11.15	20.11.15
5.6	5.6.1 amended	Council	14.10.15	31.10.15
5.3	5.3.3 amended	Council	19.08.15	16.09.15
7.5	7.5.2(1)(a) amended	Council	19.08.15	16.09.15
18.7	18.7.3 amended	Director, Governance Support Unit	09.03.15	10.07.15

UTS STUDENT RULES

Section 1 — General....111
1.1 General....111
1.2 Application of these Rules....111
1.3 Designation....111

Section 2 — Student requirements....111
2.1 General conduct....111
2.2 Identification....112
2.3 Communication....113
2.4 Relevant documentary evidence....113
2.5 Study management....113

Section 3 — Course and subject requirements....114
3.1 Availability of courses and places....114
3.2 General course requirements....114
3.3 Legislative requirements....115
3.4 Professional experience requirements....115
3.5 Occupational requirements....116
3.6 Changes to courses....116
3.7 Subject requirements....116
3.8 Attendance and/or participation requirements....117
3.9 Retention of students' work....117

Section 4 — Fees, charges and other financial obligations....118
4.1 Liability for payment....118
4.2 Payment due date....118
4.3 Allocation of payment....118
4.4 Failure to pay....118
4.5 Refund of tuition fees and charges....119
4.6 Refund of student contribution debt....119

Section 5 — Admission....119
5.1 General....119
5.2 Application for admission....119
5.3 Offer of admission....119
5.4 Acceptance of offer....120
5.5 Deferral of commencement....120
5.6 Refusal of application, withdrawal of offer of admission and cancellation of admission or enrolment....120
5.7 Requirements for admission....121
5.8 Specific course requirements for admission....121
5.9 Readmission....121

Section 6 — Credit recognition....122
6.1 General....122
6.2 Review of decision....122
6.3 Course requirements....122

Section 7 — Enrolment....123
7.1 Enrolment procedures....123
7.2 Concurrent enrolment at another tertiary institution....123
7.3 Cross-institutional enrolment....123
7.4 Non-award subject enrolment....123
7.5 Variation of enrolment....123
7.6 Leave of absence....124
7.7 Course transfer....124
7.8 Withdrawal from a course....125

Section 8 — Assessment of coursework subjects....125
8.1 Assessment requirements....125
8.2 Learning and assessment arrangements....125
8.3 Special consideration of disruption to assessment....126
8.4 Subject assessment results....127
8.5 Supplementary assessment in final teaching period....127
8.6 Review of final subject assessment results....127
8.7 Student Assessment Review Committee....127
8.8 Student misconduct....128

Section 9 — Examination of coursework subjects....128
9.1 Examination timetables....128
9.2 Student responsibilities....129
9.3 Conduct of examinations....130
9.4 Special conditions for examinations....130
9.5 Special examinations....131
9.6 Student misconduct during examinations....131

Section 10 — Academic progression....132
10.1 Application of these Rules....132
10.2 Assessment of rate of progress....132
10.3 Minimum rate of progress — undergraduate courses....132
10.4 Failure to maintain minimum rate of progress....132
10.5 Maximum time to complete course requirements....133
10.6 Repeated failure in a subject....133
10.7 Academic caution....133
10.8 Appeals....134
10.9 Result of appeal....135

Section 11 — Graduate research....135
11.1 Application of these Rules....135
11.2 Course requirements....135
11.3 Enrolment....135
11.4 Research work....136
11.5 Course transfer....136
11.6 Recognition of prior research....136
11.7 Period of candidature....136
11.8 Extension of candidature....137
11.9 Leave of absence....137
11.10 Failure to complete....137
11.11 Supervision....137
11.12 Thesis topic....137
11.13 Review of progress....138
11.14 Review of unsatisfactory progress....138
11.15 Candidature assessment....138
11.16 Review of an unsatisfactory candidature assessment....138
11.17 Thesis requirements....139
11.18 Oral presentation of thesis....139
11.19 Submission of thesis....139
11.20 Examination of thesis....140
11.21 Student misconduct....141
11.22 Deposit of thesis....141
11.23 Discontinuation of candidature....141
11.24 Appeal against discontinuation of candidature....141
11.25 Result of appeal....142

Section 12 — Higher Doctoral degree requirements.....143
12.1 Higher Doctoral degrees.....143
12.2 Requirements for award.....143
12.3 Eligibility.....143
12.4 Application.....143
12.5 Submitted works.....143
12.6 Examination of works.....143
12.7 Deposit of works.....143

Section 13 — Awards and graduation.....144
13.1 Application of these Rules.....144
13.2 Completion of requirements.....144
13.3 Eligibility to graduate.....144
13.4 Conferral of award.....144
13.5 Rescission of award.....144
13.6 Award nomenclature.....145
13.7 Level of award — classification and grading.....145
13.8 University Medal.....146
13.9 Testamurs.....146
13.10 Academic dress.....146

Section 14 — Honorary awards of the University.....146
14.1 Honorary awards.....146
14.2 Determination of recipients.....146
14.3 Rescission of honorary award.....146

Section 15 —Equipment loans.....147
15.1 Equipment availability.....147
15.2 Responsibilities of faculties and units.....147
15.3 Responsibilities of borrowers.....147
15.4 Non-compliance.....147

Section 16 — Student misconduct and appeals.....148
Part A — General provisions.....148
16.1 Application.....148
16.2 Definition of misconduct.....148
16.3 Penalties.....149
16.4 Designation.....149
16.5 Procedural fairness.....151
16.6 Allegation of misconduct.....151
16.7 Admission of misconduct.....152
16.8 Annual report of matters related to student misconduct and appeals.....152
Part B — Temporary exclusion.....152
16.9 Exclusion from facilities and/or participation in activities.....152
Part C — Allegations of misconduct handled at the faculty level.....152
16.10 Allegations referred to the Responsible Academic Officer.....153
16.11 Responsible Academic Officer's decision on misconduct involving plagiarism.....153
Part D — Allegations of misconduct handled centrally.....153
16.12 Allegations referred to the Director, Governance Support Unit.....154
16.13 University Student Conduct Committee.....155
16.14 Vice-Chancellor's or Vice-Chancellor's nominee's decision.....156
Part E — Student misconduct appeals.....156
16.15 Basis for appeals.....156
16.16 Student Misconduct Appeals Committee.....156

Section 17 — Appeals Committees of Academic Board.....158
17.1 Constitution.....158
17.2 Graduate Research Students' Appeals Committee.....158
17.3 Professional Experience Appeals Committee.....159
17.4 Appeals Committee (Non-disclosure).....159
17.5 Procedures for Appeals Committees.....159
17.6 Dissolution of an Appeals Committee.....160
17.7 Decision of an Appeals Committee.....160
17.8 Notification of decision.....160

Section 18 — Use of the University Library.....161
18.1 Definitions.....161
18.2 General.....161
18.3 Communication.....161
18.4 Responsibilities of clients.....161
18.5 Restrictions.....161
18.6 Borrowing.....162
18.7 Offences and breaches of the Rules.....162
18.8 Penalties, fines and fees.....163
18.9 Payment of fines, service fees and replacement fees.....163
18.10 Reviews of decisions.....163
18.11 Waiving of penalties or fees.....163

Schedule 1 — Definitions.....164

Schedule 2 — Results and grades.....169

Schedule 3 — Guidelines Relating to Student Misconduct and Appeals.....170

Schedule 4 — Guidelines on Determining an Appropriate Penalty for Instances of Student Misconduct.....173

Schedule 5 — Guidelines for Handling Student Misconduct Involving Plagiarism.....178

SECTION 1 — GENERAL

1.1 General

1.1.1 These Rules shall be known collectively as the 'Student Rules' and are made pursuant to section 29 of the *University of Technology Sydney Act 1989* (NSW) and clause 44 of the University of Technology Sydney By-law 2005 (NSW).

1.1.2 Rules take effect in accordance with section 29(2)(c) of the Act and are promulgated in accordance with clause 46 of the By-law.

1.1.3 For the purposes of these Rules, unless the contrary intention is apparent, the definitions in Schedule 1 apply. Specific definitions may also be contained within a section of the Rules.

1.2 Application of these Rules

1.2.1 General

Subject to the provisions of Rules 1.2.2 and 1.2.3, these Rules apply to all students of the University who are admitted to award course(s) or non-award study including those course(s) and study conducted by, or in partnership with, another institution.

1.2.2 Conduct of students and other persons

These Rules apply to the conduct of a person that occurs while he or she is a student of the University. There are circumstances in which some of these Rules also apply to the conduct of a person who is an applicant and/or former student.

1.2.3 Course conducted in conjunction with another institution

(1) The Provost may exclude the application of some or all of these Rules in the case of students who are enrolled in a UTS course which is conducted in conjunction with another institution of an appropriate standing whether in Australia or offshore.

(2) Students must comply with all requirements including, without limitation, the rules, guidelines and code of conduct of the other institution for the duration of their studies at the other institution. Students who transfer to UTS to continue their study will then be subject to these Rules from the time of transfer.

1.3 Designation

1.3.1 The Vice-Chancellor may make a written designation that an organisational unit, position or body is equivalent to a 'faculty', 'Dean' or 'Faculty Board', respectively, for the purposes of these Rules. The designation may be for the purpose of specific Rules, groups of Rules, or these Rules generally. Any such designation will be recorded in a register maintained by the University Secretary.

SECTION 2 — STUDENT REQUIREMENTS

2.1 General conduct

2.1.1 Each student has individual responsibility to comply with the Act, the By-law, these Rules, and the codes of conduct, policies, procedures, directives, guidelines and any other form of regulation of the University and relevant external authorities. Each student is required to acknowledge, by means of a signed statement or electronic confirmation, his or her agreement to comply with them.

2.1.2 Each student is required to maintain a standard of conduct acceptable to the University at all times whilst on University premises or undertaking any work in relation to his or her University course, or engaged in any activity related to his or her study at or through the University, and in relation to both academic and non-academic matters.

2.1.3 For the purposes of Rule 2.1.2, a standard of conduct acceptable to the University includes, without limitation, a standard of conduct that does not prejudice the good name or academic standing of the University.

2.1.4 While on the premises of the University, or undertaking any work in relation to his or her University course, or engaged in any activity related to study at or through the University, a student shall comply with any reasonable directive from an officer of the University.

2.1.5 A student undertaking an offshore course, or participating in a period of offshore study as part of an international studies program or overseas exchange program, or participating in other offshore activities related to their studies, must comply with the conditions of participation as determined by the University and with all requirements including, without limitation, rules, regulations, policies, procedures, directives, guidelines and codes of conduct of the host institution or place of business.

2.1.6 A student participating in clinical practice, fieldwork, or professional, industry or other practical experience must comply with all requirements including, without limitation, rules, regulations, policies, procedures, directives, guidelines and codes of conduct relating to such participation as determined by the University.

2.1.7 A student participating in learning experiences that are part of a course and that involve laboratories or similar University facilities or situations must comply with any code of conduct relating to such facilities or situations as determined by the University.

2.1.8 A student, potential student or person who is acting on behalf of or in relation to a student or potential student must not knowingly submit to the University a document or any item that:

(1) is falsely signed; or

(2) contains any forged signature; or

(3) contains any false, untrue or misleading statement or information.

2.1.9 If the Vice-Chancellor or the Vice-Chancellor's nominee considers on the basis of past conduct, or threatened conduct or on another reasonable basis that the conduct of a student may prejudice the good order and government of the University or may interfere with the freedom of other persons to pursue their studies, carry out their functions or participate in the life of the University, the Vice-Chancellor or the Vice-Chancellor's nominee may (irrespective of whether misconduct proceedings have been instituted) require the student to comply from a date specified by the Vice-Chancellor or the Vice-Chancellor's nominee with such conditions as are notified to the student in writing by the Vice-Chancellor or the Vice-Chancellor's nominee.

2.1.10 Failure to:

(1) comply with the Act, the By-law, these Rules, and the codes of conduct, policies, procedures, directives, guidelines and any other form of regulation of the University or relevant external authorities; or

(2) maintain a standard of conduct acceptable to the University; or

(3) comply with conditions set by the Vice-Chancellor or the Vice-Chancellor's nominee under Rule 2.1.9; or

(4) comply with any reasonable directives from an officer of the University; or

(5) comply with any other provision of Rules 2.1.1 to 2.1.8;

may be an act of misconduct and may be dealt with under the provisions of Section 16 (Student misconduct and appeals).

2.2 Identification

2.2.1 Student Identity Card

(1) Students shall each be issued with a Student Identity Card showing their University Student Identification Numbers and photographs.

(2) A student will retain the same UTS Student Identification Number during all periods of study at the University.

(3) Student Identity Cards remain the property of the University and are not transferable.

(4) Students are under an obligation to take reasonable steps to ensure that the Student Identity Card issued to them is held in a secure way and is not made available whether deliberately or inadvertently for any other person to use.

(5) A student who takes leave of absence, ceases to attend or withdraws from all study must return his or her Student Identity Card to the University.

(6) A student must carry his or her Student Identity Card at all times while on University premises and at such other locations as may be prescribed in the requirements of his or her course.

(7) A student must produce his or her Student Identity Card on demand of an officer of the University, including but not limited to when:

(a) gaining entry to an examination room;

(b) gaining entry to and borrowing books from the University Library;

(c) borrowing University equipment;

(d) proving his or her identity as a student of the University with current entitlement to, access to, and use of, the University's facilities, equipment and amenities.

(8) A student who has lost or otherwise misplaced his or her Student Identity Card must arrange for a replacement card at the earliest practicable opportunity. A fee will apply for replacement of a lost Student Identity Card.

(9) Misuse of a Student Identity Card may constitute misconduct under Section 16 (Student misconduct and appeals).

2.2.2 Student access to controlled areas and facilities

(1) A student may be issued with Student Security Identification (SSI) which means a Student Personal Identification Number (PIN), password, swipe card and/or any other form of access control device. A SSI is used to control access to specific areas of the University and facilities directly related to the student's current subject enrolment.

(2) Each SSI is for the personal use of that student only and is not transferable.

(3) Each student is responsible for maintaining the confidentiality of his or her own SSI, and must take reasonable steps to ensure that it is not made known to any other person whether deliberately or inadvertently.

(4) If a student becomes aware that his or her SSI has been compromised he or she must take steps immediately to have the compromised SSI deactivated and a replacement issued.

(5) The SSI is to be used in accordance with its current terms and conditions.

(6) Misuse of a SSI or the University access control system may constitute misconduct under Section 16 (Student misconduct and appeals).

2.2.3 Commonwealth Higher Education Student Support Number (CHESSN)

(1) Under the provisions of relevant legislation, specified students will be allocated a Commonwealth Higher Education Student Support Number (CHESSN) (or such other equivalent number of identifier allocated by the Commonwealth from time to time).

(2) This CHESSN will:

(a) only be activated if the student accesses Commonwealth higher education assistance;

(b) be limited in its use to uses provided for in the relevant legislation;

(c) have its use protected under the relevant legislation.

(3) A student who is required to provide a CHESSN and fails to do so, or who provides a number that is invalid or false, may have his or her admission to or enrolment in the course cancelled or changed to another status.

2.2.4 Tax File Number (TFN)

(1) Under the provisions of relevant legislation, students who are eligible to make payments for fees, loans or other contributions through the Australian taxation system, may be required to provide the University with a Tax File Number (TFN).

(2) This TFN will:

(a) be limited in its use to the reporting of financial liability to the relevant Commonwealth offices;

(b) have its use protected under the relevant legislation.

(3) A student who is required to provide a valid TFN and fails to do so, or who provides a number that is invalid or false, may have his or her admission to or enrolment in the course cancelled or changed to another status.

2.3 Communication

2.3.1 Official University notices shall be displayed at the direction of the University Secretary on the official noticeboard on the UTS website.

2.3.2 The University will make a student system account including a UTS email address available to each student. Email from the University to a student will be sent to the student's UTS email address. Email sent from a student to the University must be sent from the student's UTS email address.

2.3.3 The University may in its absolute discretion communicate with students using any of the following:

(1) the UTS email address;

(2) Short Message Service (SMS) by voice or text to a telephone number provided by a student; and/or

(3) mail.

2.3.4 Notices sent by mail to the mail address provided by a student, whether standard or registered mail, by email to a student's UTS email address or by SMS will be deemed to have been received by the student as follows:

(1) by mail, two working days after posting for domestic mail and 10 working days after posting for international mail;

(2) by email or SMS, at the time sent by the University.

2.3.5 Students have a responsibility to access University notices and correspondence communicated via the official noticeboard, the UTS email address, the student system account, SMS and/or mail. Failing to read notices or correspondence, or misreading or misunderstanding notices or correspondence will not be accepted as a reason for students being unaware of material contained in them.

2.3.6 Students have a responsibility to respond to communication from the University in a timely manner.

2.3.7 Students should quote their Student Identification Number in all communications.

2.3.8 Students have a responsibility to make and retain a copy of all documents, forms and correspondence lodged with the University, including copies of electronic transactions.

2.3.9 Students must notify the Director, Student Administration Unit (or nominee) of any change in their contact details as soon as possible, by online access to MyStudentAdmin on the student system account and/or by other designated mode of written or electronic notification to student administrative services or support as prescribed by the Director, Student Administration Unit (or nominee) from time to time. The University will not accept responsibility if communications fail to reach a student who has not so notified the Director, Student Administration Unit (or nominee) of a change of contact details.

2.4 Relevant documentary evidence

2.4.1 In particular circumstances students are required to provide relevant documentary evidence in support of requests, including but not limited to requests for special consideration.

2.4.2 Medical or other professional certificates alone do not constitute adequate supporting evidence for such requests. Medical or other professional evidence must be provided by the relevant authority on the professional authority form (or other form) as prescribed by the Director, Student Administration Unit (or nominee) from time to time.

2.4.3 The submission of falsified medical or other certificates or of false statements on relevant official University request forms will be treated as a matter of student misconduct and handled in accordance with Section 16 (Student misconduct and appeals).

2.5 Study management

2.5.1 Each student has responsibility for completion of all requirements associated with admission, enrolment, assessment and academic progression in compliance with the relevant specific Rules, including, but not limited to:

(1) provision of all relevant personal information to the University or its agents, including statistical information, contact information and a current mailing address;

(2) disclosure of all previous academic information;

(3) payment of fees and charges by the due date;

(4) re-enrolment at the University each year or at other times as required; and

(5) submission of an appropriate enrolment program and rectification of any known discrepancies with the enrolment program in the required timeframes.

2.5.2 All students must comply with any requirements for enrolment or study at the University including but not limited to obligations and/or restrictions that may apply under relevant legislation. International students must also comply with legislative requirements relating but not limited to:

(1) any requirements relating to attendance or study mode;

(2) any conditions for enrolment and progress through an award course;

(3) any conditions relating to student load; and

(4) any conditions relating to leave of absence.

SECTION 3 — COURSE AND SUBJECT REQUIREMENTS

3.1 Availability of courses and places

3.1.1 Courses of study are made available by the University under the authority of the Council and Academic Board, pursuant to the UTS Act and By-law.

3.1.2 The University will publish details of approved courses of study in the *UTS: Handbook* and other official publications of the University from time to time. Such publication does not constitute an offer or undertaking of the availability of any course at any particular time.

3.1.3 The University reserves the right not to make offers of admission to any course for either a specific or indeterminate period of time.

3.1.4 The University reserves the right to phase out, discontinue, review or vary courses, arrangements for courses or staff allocations at any time without notice.

3.1.5 Available places in courses are limited and also subject to the availability of resources, facilities, staff and supervisors. It may not be possible to make offers of admission to all applicants who satisfy the requirements for admission. Where this is the case, the University will take reasonable measures to ensure that admission is made on the basis of academic merit, comparative aptitude and such other criteria as are approved and published from time to time.

3.2 General course requirements

3.2.1 Academic Board will approve in principle the languages other than English in which coursework programs of the University may be offered. Where a course has been approved for delivery in a language other than English, course and subject information and other relevant information as prescribed by the Provost will be provided in the language approved for delivery of the course.

3.2.2 Course requirements, including 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 and arrangements for courses at any time.

3.2.3 Course and subject information provided to students and prospective students by faculties and other academic units of the University will be consistent with and, wherever possible, cross referenced to and linked online to the course and subject information published in the *UTS: Handbook*.

3.2.4 Each subject, and the associated details about it to be included in the official publications of the University, must be approved by the relevant Faculty Board before publication of those details takes place.

3.3 Legislative requirements

3.3.1 Special conditions may need to be specified in respect of certain courses offered by the University because of legislative requirements.

3.3.2 For students undertaking professional experience that involves direct contact with people under the age of 18, the following conditions will apply:

(1) all students admitted to these courses must complete required declarations and have required personal information checked by government authorities;

(2) eligibility for commencement and continuing participation in these courses is determined on the basis of information obtained through these checks;

(3) the provision of inaccurate or unsatisfactory information, the receipt of unsatisfactory information or the refusal to undergo these checks may result in withdrawal of an offer of admission to that course and/or cancellation of enrolment.

3.4 Professional experience requirements

3.4.1 A number of courses offered by the University require students to undertake professional experience.

3.4.2 The University and the provider of professional experience may appoint a suitably qualified supervisor who is external to the University to supervise a student's practical professional experience.

3.4.3 While undertaking professional experience, a student may be summarily excluded from facilities and/or from participation in activities in accordance with Rule 16.9.

3.4.4 If, while undertaking professional experience, a student is summarily excluded from facilities and/or from participation in activities then under Rule 16.9.7 the relevant circumstance or incident may be referred to the Director, Governance Support Unit as an allegation of student misconduct; or referred to the Vice-Chancellor or Vice-Chancellor's nominee to be handled under Rule 2.1.9; or dealt with under Rule 3.4.5.

3.4.5 If a student is assessed as not ready to proceed with, or unsuitable to continue, the required professional experience, the student may be unable to complete the course requirements. The following process will apply:

(1) Where the Responsible Academic Officer believes it necessary, the Responsible Academic Officer, in consultation with the external supervisor (if any), will assess whether a student is ready to proceed with or is suitable to continue, any part of the required professional experience on its scheduled commencement, and the Responsible Academic Officer may defer or reschedule the student's participation;

(2) The Responsible Academic Officer must advise the student and the Dean in writing of the decision within three working days of making it.

3.4.6 Where the deferral of a student's participation in any part of the required professional experience would have the effect of preventing the student from continuing his or her course the Responsible Academic Officer, with the agreement of the Dean, will refer the matter, with an appropriate recommendation, to the Deputy Vice-Chancellor (Education and Students), who will take action and make a decision as deemed appropriate. A decision may be made that a student is unsuited for further professional experience and his or her enrolment will be withdrawn.

3.4.7 The Deputy Vice-Chancellor (Education and Students) must notify the student in writing of any decision he or she makes within three working days of making it.

3.4.8 A student may appeal to the Professional Experience Appeals Committee against any decision made by the Deputy Vice-Chancellor (Education and Students) pursuant to Rule 3.4.6 (refer Rules 3.4.9 to 3.4.12).

3.4.9 An appeal must be in writing, specify and substantiate the grounds of the appeal and be lodged with the Director, Governance Support Unit within 20 working days of the date of notification after the decision.

3.4.10 The grounds for appeal are:

(1) procedural irregularities in the decision-making process of a type and to an extent that are likely to have had a significant negative impact on the decision;

(2) mitigating circumstances, supported by documentary evidence, which directly and significantly affected the student's performance which were not known at the time of making the decision, of a type and to an extent that make it likely that the student could complete the professional experience in the future;

(3) the decision was based on factual errors of such magnitude as to invalidate the decision;

(4) the conclusion as to the student's suitability for further professional experience was manifestly unreasonable, taking account of all the circumstances of the matter and the relevant professional standards and practices.

3.4.11 The Director, Governance Support Unit shall refer the appeal to the Deputy Vice-Chancellor (Education and Students) for any written comment that the Deputy Vice-Chancellor (Education and Students) wishes to make. The Deputy Vice-Chancellor (Education and Students) may seek advice from the relevant Dean and other relevant members of staff. The Deputy Vice-Chancellor (Education and Students) will then forward his or her comments, and the advice received, to the Director, Governance Support Unit.

3.4.12 The Director, Governance Support Unit shall then notify the student in writing of the Deputy Vice-Chancellor's (Education and Students) comments for the student to provide a written response. The student's response must reach the Director, Governance Support Unit within 10 working days of the date of notification. The Director, Governance Support Unit shall then refer the student's appeal, the Deputy Vice-Chancellor's (Education and Students) comments and the student's response to the Professional Experience Appeals Committee, constituted under Rule 17.3, for consideration and decision.

3.5 Occupational requirements

3.5.1 A number of courses offered by the University require students to obtain suitable concurrent occupational experience. In these courses progression beyond the first year is normally dependent on the student being in suitable employment. In special cases, consideration will be given to experience obtained prior to admission to a course.

3.5.2 Where students have not satisfied the required occupational requirements prescribed for the particular course within the time limits for completion of the particular course, or as otherwise specified for that course, the matter will be considered in the first instance by the relevant Responsible Academic Officer for an appropriate recommendation to the Dean who will take action and make a decision as deemed appropriate. The decision may include that the student's enrolment will be withdrawn.

3.5.3 The Dean must notify the student in writing of any decision made within three working days of making it.

3.5.4 The Dean's decision is final and there is no appeal.

3.6 Changes to courses

3.6.1 Academic Board has authority to approve the phasing out, discontinuation, revision or variation of an existing course.

3.6.2 When Academic Board exercises its authority under Rule 3.6.1, it must ensure that the approved course documentation:

(1) states the reasons necessitating such a change;

(2) in the case of a revision of a course structure:

(a) specifies the revised course structure;

(b) states whether students shall be given the option to complete the existing version of the course or shall be obliged to transfer to the revised version of the course;

(c) in the case where students are given the option to complete the existing version of the course specifies the time period in which students must complete the course in accordance with the existing course structure;

(3) in the case of the phasing out and discontinuation of a course specifies the period for which students enrolled in the course will be able to continue their studies in accordance with the existing course structure.

3.6.3 Faculty Boards have the authority to approve changes to a course once a course has been accredited by Academic Board, in accordance with the relevant Board's course change approval procedures, except for the following types of course changes which must be approved by Academic Board:

(1) courses that involve an external partner, an offshore course, or a new offshore location for an existing course;

(2) the introduction of a new language version of an approved onshore course offered in languages other than English (LOTE); or

(3) changes to the total credit point value of a course.

3.6.4 If a student is required to undertake a revised version of a course, the relevant Responsible Academic Officer, in consultation with the student, must provide transitional arrangements for the student which will satisfy the requirements of the revised version of the course. Details of these arrangements must be provided to the Director, Student Administration Unit (or nominee) who shall ensure that they are recorded and the University shall use these arrangements as the basis for determining the student's academic progress and completion of course requirements.

3.6.5 If a student who is enrolled in a course that has been approved for discontinuation does not complete the course within the approved phasing out period, the relevant Responsible Academic Officer will provide advice to the student on alternative arrangements that the student may wish to pursue at the University or elsewhere.

3.7 Subject requirements

3.7.1 Faculty Boards have authority to approve subjects and changes to subjects in faculty offered courses.

3.7.2 Deans have authority to approve processes for approval of subject outlines.

3.7.3 Deans, Responsible Academic Officers or Subject Coordinators (as appropriate) shall ensure that, before the first teaching week in a subject, enrolled students have access to a subject outline consistent with the *UTS: Handbook* for that subject.

3.7.4 If it becomes necessary after teaching has commenced for the University to change major subject and/or assessment requirements, the change shall:

(1) be reasonable in all the circumstances;

(2) be submitted to the Responsible Academic Officer, who shall determine requests from Subject Coordinators to change assessment requirements for a subject after the first week of the teaching period;

(3) be confirmed in writing by the Subject Coordinator to all students enrolled in that subject.

3.8 Attendance and/or participation requirements

3.8.1 If there are any attendance and/or participation requirements for a subject, they must be prescribed in the relevant subject outline.

3.8.2 If a student does not satisfy the prescribed attendance and/or participation requirements for a subject, the Responsible Academic Officer may:

(1) refuse permission for the student to be considered for assessment;

(2) refuse permission for the student to attempt an assessment task;

(3) refuse permission for the student to undertake an examination in that subject;

(4) record a final result of 'Fail' for the student's enrolment in that subject.

3.8.3 If a student is prevented from meeting prescribed attendance or participation requirements as a result of illness or other circumstances beyond the student's reasonable control, the student may lodge an application for special consideration under Rule 8.3 for consideration of alternative arrangements.

3.8.4 Where appropriate, the Responsible Academic Officer in consultation with the Subject Coordinator may approve suitable alternative arrangements.

3.8.5 Approval of alternative arrangements for attendance and/or participation does not imply exemption from payment of any fees or charges, nor does it imply exemption from, or concessions relating to, assessment or examinations. Alternative arrangements will be subject to normal assessment grading.

3.9 Retention of students' work

3.9.1 The University reserves the right to retain the original or one copy of any work executed and/or submitted by a student as part of the course including, but not limited to, drawings, models, designs, plans and specifications, essays, programs, reports and theses, for any of the purposes designated in Rule 3.9.2. Such retention is not to affect any copyright or other intellectual property right that may exist in the student's work.

3.9.2 An item of a student's work may be retained by the University for any internal or external purpose including, but not limited to, the following:

(1) evaluation, assessment and/or marking;

(2) teaching case study material;

(3) review of final assessment results (pursuant to Rules 8.6 and 8.7);

(4) checking for plagiarism or other forms of academic misconduct, either by the student submitting the work or by any other student;

(5) student misconduct proceedings (pursuant to Section 16 Student misconduct and appeals);

(6) where otherwise necessary to satisfy the University's quality assurance requirements;

(7) accreditation, quality assurance and external examination;

(8) exhibition, publication, promotions (subject to the University's Intellectual Property Policy);

(9) where otherwise necessary to protect the legal interests and obligations of the University.

3.9.3 In cases where the University exercises, or wishes to exercise, its right under Rules 3.9.2(2) or 3.9.2(8), the student shall be given sufficient notice and the opportunity to consent or object to such use of the student's work. Notice to the student is deemed sufficient whether contained in the subject outline or by way of an individual written notice if it provides notice of the intended period of retention of the student's work; notice of the specific Rule 3.9.2 purpose, or purposes, for which the work may be retained; notice and details of any particular exhibition, publication or promotion; and the opportunity and mechanism to consent or object to the use of the student's work.

3.9.4 In cases where a student objects to the retention of an item of work for any purpose, and the University still wishes to exercise its right to retain the work, the student's objection shall be referred to the Responsible Academic Officer or Dean of the relevant faculty for resolution.

3.9.5 Except in the case of examination scripts or other work identified by the relevant faculty from time to time, the University will make available the student's work for return to the student when it is no longer required for the purposes of Rule 3.9.3, and will provide a reasonable opportunity to the student to collect the work.

SECTION 4 — FEES, CHARGES AND OTHER FINANCIAL OBLIGATIONS

4.1 Liability for payment

4.1.1 A student is liable for and required to pay all due fees, charges, debts and any other specified amounts properly incurred, including but not limited to:

(1) for Commonwealth supported students and within the provisions of relevant legislation, any part of the student contribution amount that the student has elected to pay directly to the University;
(2) course tuition fees;
(3) non-award study single subject tuition fees;
(4) student service fees and charges, including any components for membership of student organisations;
(5) any charge for administrative services;
(6) any loan made by the University;
(7) any amounts payable under Section 18 (Use of the University Library);
(8) any amounts payable under Section 16 (Student misconduct and appeals);
(9) any amounts payable under Section 15 (Equipment loans);
(10) penalty or other fines under Rule 4.4.1;
(11) University Housing or other accommodation fees and charges.

Under section 30 of the Act, these amounts are debts due to the University and may be recovered by legal process.

4.1.2 An applicant for admission, user of the Library, former student or other person is liable for and required to pay all due fees, charges, debts and any other specified amounts properly incurred, including but not limited to:

(1) any charge for administrative services;
(2) any specified amount determined under Section 18 (Use of the University Library);
(3) any specified amount determined under Section 16 (Student misconduct and appeals).

Under section 30 of the Act, these amounts are debts due to the University and may be recovered by legal process.

4.1.3 In exceptional circumstances and subject to regulatory requirements the Director, Student Administration Unit may waive liability for payment of a particular fee or charge.

4.1.4 Course tuition fees are published on the University's Fee Schedule website for the current (calendar) year and are revised annually. Fees published for future year(s) are estimates only and the University reserves the right to vary fees for future year(s) at any time.

4.2 Payment due date

4.2.1 A Commonwealth supported student is required to discharge his or her responsibility for payment of the student contribution amount in accordance with relevant legislation.

4.2.2 All other fees, charges, debts and any other specified amounts must be paid on or before the due date specified by the University.

4.2.3 Delay in notification or payment to the student of any scholarship or other form of financial support does not alter the student's responsibility for payment of all due fees, charges, debts and any other specified amount by the due date.

4.2.4 In exceptional circumstances and subject to legislative requirements the Director, Student Administration Unit may grant an extension of the payment due date. Applications for such an extension must be directed to the Director, Student Administration Unit, must be received prior to the payment due date, state the reasons why payment cannot be made by the due date and be accompanied by such relevant documentary evidence of the exceptional circumstances as is required by the Director, Student Administration Unit. Only in exceptional circumstances will the Director, Student Administration Unit accept such an application after the payment date.

4.3 Allocation of payment

4.3.1 The University will allocate payments received in accordance with the payment allocation schedule determined by the Provost. The payment allocation schedule will be published in the appropriate official publications of the University.

4.4 Failure to pay

4.4.1 If a student (and for purposes of this Rule, a student may include an applicant for admission, former student or user of the UTS Library as defined in Rule 18.2 or other UTS facilities) has not paid all due fees, charges, debts and any other specified amount by the due date for payment or has not been granted an extension of time to pay in accordance with Rule 4.2.4, the Provost (or nominee) may, or when required by legislative requirements must:

(1) require the student to pay a fine for late payment as determined by the Provost (or nominee) from time to time; or
(2) take steps to initiate debt recovery action; or
(3) exclude the student from any examination; or
(4) exclude the student from any class; or
(5) exclude the student from the University Library or any other facility of the University; or

(6) withhold from the student the results of any examination or other assessment; or
(7) withhold from the student the student's official academic records; or
(8) withhold eligibility for the conferral of an academic award including deferral or withdrawal of permission to attend a graduation ceremony; or
(9) cancel the student's enrolment in a course; or
(10) refuse to admit an applicant to any course; or
(11) refuse access to any UTS facility; or
(12) do any combination of those things until the debt has been discharged or the repayments or payments made or alternative arrangements have been made to the satisfaction of the Provost (or nominee).

4.4.2 A student may request reconsideration of a decision taken pursuant to Rule 4.4.1. Such requests must be in writing, state the grounds for the request and be lodged with the Provost (or nominee). The Provost (or nominee) may take such action as he or she thinks fit.

4.4.3 Where an administrative charge is payable for a service requested and the person requesting the service fails to make payment by the due date, officers of the University are under no obligation to provide the requested service.

4.5 Refund of tuition fees and charges

4.5.1 Where a student withdraws from enrolment in a course or part of a course the University may retain all or a proportion of fees paid by the student as a charge for cancellation of enrolment, and may impose different cancellation charges for different categories of students.

4.5.2 The Director, Student Administration Unit has authority to approve a refund of fees and charges.

4.5.3 A student who wishes to request a refund of fees must apply in writing by the date specified by the Director, Student Administration Unit.

4.5.4 Decisions relating to eligibility for a refund, the amount of any refund and other related matters will be made in accordance with relevant legislation and regulations and with the University's Statement of Protocol on Refund of Fees as approved from time to time.

4.6 Refund of student contribution debt

4.6.1 In circumstances prescribed by law, a Commonwealth supported student may apply for a refund of a student contribution amount paid to the University or for removal of a debt to the Commonwealth Government. An application must be made on the prescribed form and in the required timeframes and a decision will be made in accordance with the provisions of the relevant legislation.

SECTION 5 — ADMISSION

5.1 General

5.1 Subject to these Rules, admission to courses will be made in accordance with the Admissions Policy, the Admissions Procedures, the English Language Policy, and the Register of Admissions Standards approved by Academic Board from time to time.

5.2 Application for admission

5.2.1 An application for admission to a course shall be made on the prescribed application form and shall be lodged in accordance with directions on that form by the specified closing date, as published by the University from time to time.

5.2.2 Applicants for admission to a course are required to provide true, accurate and complete information, including without limitation disclosure of personal information and all their previous academic information and study as required on the application form. Applicants who fail to do so may have their application refused, the offer withdrawn or their admission and enrolment cancelled (refer Rule 5.6).

5.2.3 An applicant who has a record of failure or exclusion on academic grounds at this University (refer Rule 10.4.1) or at another tertiary institution must provide a statement and supporting documentation to demonstrate why he or she should be considered for admission to a course at the University and, in particular, provide documentation that is relevant to the assessment of the applicant's chances of successfully completing the course (refer Rules 5.7 and 5.9).

5.2.4 An applicant who has been previously excluded for misconduct at this University (refer Rule 16.3.1(4)), or at another tertiary institution, must provide adequate details of the reason for exclusion and a statement and supporting documentation to demonstrate why they should be considered for admission to a course at the University (refer Rules 5.7 and 5.9).

5.2.5 Acceptance by the University, or its agents, of an application for admission to a course, is not to be taken as an offer of admission or an undertaking of availability of that course in any particular year.

5.3 Offer of admission

5.3.1 A valid offer of admission to a course can only be made in writing by the University's authorised delegates.

5.3.2 The University may make an offer of admission to an applicant for a course that is different from the course for which the application was made.

5.3.3 Unless stated otherwise in the offer document, an offer of admission to a course will lapse by the end of the Monday of the second week of the teaching period for which the offer was made unless the University is notified in the prescribed way that the offer has been accepted (refer Rule 5.4).

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) 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. 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.

5.4.2 If an applicant who has accepted an offer of admission does not enrol in the specified enrolment period, he or she will be deemed to have forfeited the place in the course for which the offer has been made, unless he or she has applied for and been granted an extension of the time to enrol or a deferral of commencement (refer Rule 5.5).

5.5 Deferral of commencement

5.5.1 Unless Academic Board has resolved otherwise in respect of a particular course, an applicant who has been offered a place in an undergraduate course will be eligible to apply for deferral of commencement of studies for a period no greater than 12 months.

5.5.2 Unless Academic Board has resolved otherwise in respect of a particular course, deferral of commencement of study is not available for Bachelor Honours degrees, graduate courses or non-award study.

5.5.3 An application for a deferral must be made in writing to 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 at the end of the deferral period.

5.5.5 In exceptional circumstances, an application for extension of the deferral period may be approved by the relevant Responsible Academic Officer. Approval of extension to the period of deferral is not automatic.

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:

(1) an applicant does not provide information required by the University within the time specified by the University; or

(2) an applicant has not provided true, accurate and complete information, including but not limited to:

(a) full details of all previous academic information and study and personal information as required on the application form; or

(b) full details of proof of identity and citizenship status as required on the application form.

(3) an applicant, who has been granted a deferral of commencement in a course, enrols in any other undergraduate or graduate courses (including diplomas, advanced diplomas and associate degrees at post-secondary level) at any tertiary institution during the period of approved deferral;

(4) a student, who has been readmitted to a course with conditions relating to his or her future conduct at the University set by the Vice-Chancellor (or nominee), fails to satisfy those conditions; or

(5) the University is not satisfied that an applicant or student meets the Genuine Temporary Entrant and/or Genuine Student requirements set by the Department of Immigration and Border Protection; or

(6) the University considers in its absolute discretion that an applicant's or student's admission or a student's continued enrolment in a subject or course would be in breach of, or would risk being in breach of, any legislation.

5.6.2 Written notification of any such refusal, withdrawal or cancellation will be sent to relevant applicants or students by the Director, Student Administration Unit (or nominee).

5.6.3 An applicant or student whose application was refused, whose offer was withdrawn, 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.

5.6.4 An applicant or student may reapply for further study at the end of the period of exclusion in accordance with Rule 5.9.

5.6.5 Appeal

(1) An appeal may be lodged by an applicant for admission against decisions made under Rule 5.6.1(2) in relation to withdrawal of an offer of admission and cancellation of admission and/or enrolment.

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

(3) The grounds for appeal are:
   (a) procedural irregularities of a type and to an extent that are likely to have had a significant negative impact on the decision; and/or
   (b) mitigating circumstances, supported by documentary evidence, which directly and significantly affected the applicant's ability to provide complete and true information.

(4) The Director, Student Administration Unit shall refer the appeal to the Responsible Academic Officer. The Responsible Academic Officer may seek advice from relevant members of staff. The Responsible Academic Officer shall then forward his or her recommendation, and the advice received, to the Director, Student Administration Unit.

(5) If the recommendation of the Responsible Academic Officer is that the appeal be upheld, the refused offer of admission and/or cancelled admission and/or enrolment will be reinstated and the applicant will be advised of this by the Director, Student Administration Unit. If the recommendation is to dismiss the appeal, the Director, Student Administration Unit shall refer the appeal to an Appeals Committee (Non-disclosure), constituted under Rule 17.4, for consideration and decision.

5.7 Requirements for admission

5.7.1 To be eligible for admission to a course an applicant for admission:
   (1) must satisfy the general requirements for admission to that course as prescribed in the Admissions Policy;
   (2) must satisfy the language requirements if applicable for that course as prescribed in the Admissions 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; and
   (4) must comply with all legislative requirements;
   (5) may also be required to satisfy other specific requirements for the particular course (refer Rule 5.8);
   (6) must not have any debts owed to the University;
   (7) must satisfy the readmission requirements of Rule 5.9 where the student or applicant is a former student of the University; and
   (8) must, where applicable, satisfy any reasonable concerns that the University may have in relation to any previous exclusion from the University or other tertiary institution (refer Rules 5.2.3, 5.2.4 and 5.9.3).

5.7.2 Applications for admission may be refused where the University is not satisfied that the requirements for admission in this Rule 5.7 have been met.

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 admission for any applicant who, in the opinion of the Board, has reached an acceptable standard. 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).

5.8 Specific course requirements for admission

5.8.1 Applicants who satisfy both the general requirements for admission and language requirements for admission may also have their application assessed in accordance with specific course requirements as recommended by the relevant Faculty Board or Graduate Research School Board and approved by Academic Board.

5.8.2 Academic Board, on the advice of the relevant Faculty Board or Graduate Research School Board, may require the applicants for admission to a particular course to submit a personal statement or other document, undertake an examination or interview, or submit portfolios or other additional information. This material may be taken into account by the staff of the relevant faculty or Graduate Research School according to criteria approved by the relevant Faculty Board or Graduate Research School Board for the purposes of determining whether or not to make an offer of admission.

5.8.3 Applications may be refused after the assessment under Rules 5.8.1 or 5.8.2.

5.9 Readmission

5.9.1 A former student who has:
   (1) withdrawn from or discontinued enrolment in a course; or
   (2) had enrolment in a course cancelled, withdrawn or discontinued; or
   (3) been excluded from a course for a set period;

and who wishes subsequently to undertake further study at the University, whether in the same course or a different course, must meet the general requirements for admission as specified in Rule 5.7.1, and apply for admission in accordance with standard admissions procedures.

5.9.2 Readmission to a course, whether the same or a different course, is not automatic.

5.9.3 A former student who has been excluded from further study at the University for a set period and who subsequently wishes to undertake further study at the University whether in the same or a different course:

(1) must show cause by providing a statement and supporting documentation to demonstrate why he or she should be considered for readmission to the University; and

(2) may have conditions relating to his or her future conduct at the University set by the Vice-Chancellor and will be required to satisfy those conditions once readmitted to the University.

5.9.4 Where a former student is readmitted to a course in which he or she has been enrolled previously the Responsible Academic Officer shall determine the maximum period of time for completion of the course by the student.

5.9.5 In cases where an application for readmission to the University, whether in the same course or a different course, has been declined, the former student may request review of that decision by the Provost. The decision of the Provost is final and there is no appeal.

5.9.6 In cases where a decision has been made to decline an application for readmission to a course in which he or she had been enrolled previously and (where relevant) that decision has been upheld by the Provost, the former student is then excluded from reapplying for admission to the same course for a period of one academic year and only then with provision of new information in a statement and supporting documentation to demonstrate why he or she should be considered for admission to that course.

5.9.7 In cases where a decision has been made to decline an application for readmission to the University and (where relevant) that decision has been upheld by the Provost, the former student is then excluded from reapplying for admission to any course for a period of one academic year and only then with provision of new information in a statement and supporting documentation to demonstrate why he or she should be considered for admission to that course.

SECTION 6 — CREDIT RECOGNITION

6.1 General

6.1.1 Subject to these Rules, credit recognition in UTS undergraduate or graduate coursework programs of study will be undertaken in accordance with the Credit Recognition Policy approved by Academic Board from time to time.

6.1.2 In recognising credit, faculties shall have due regard to the academic standards of the University and the principles of equity.

6.1.3 Determination of eligibility for credit recognition in a particular course does not imply or guarantee that a place is available in that course for the particular applicant.

6.2 Review of decision

6.2.1 An applicant may request a review of a decision made in relation to an application for credit recognition. 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.

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

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

6.3 Course requirements

6.3.1 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.

6.3.2 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 rescinded.

SECTION 7 — ENROLMENT

7.1 Enrolment procedures

7.1.1 The Provost (or nominee) may prescribe particular enrolment procedures and closing dates for completion of the enrolment procedures for enrolment in different courses, for different classes of students and for different teaching periods.

7.1.2 Students are required to:

(1) complete the required enrolment procedures by the closing date as notified by the Director, Student Administration Unit;

(2) be enrolled in one or more subjects, or in time-based study, in each standard teaching period unless they have applied for and had leave of absence approved for a particular teaching period in accordance with Rule 7.6; and

(3) enrol at the start of the academic year in all subjects that they intend to study in that year. Subsequently, students may vary their enrolment in accordance with the provisions of Rule 7.5.

Students who are not enrolled in any subjects in a particular teaching period and who are not on approved leave of absence will be withdrawn from the course by the Director, Student Administration Unit in accordance with the provisions of Rule 7.8.

7.1.3 Students who wish to complete the required enrolment procedures after the specified enrolment period will, if permitted to do so, be liable for payment of the late enrolment fee prescribed by the Provost unless:

(1) approval for late enrolment has previously been obtained from the Director, Student Administration Unit; or

(2) they are able to show, to the satisfaction of the Director, Student Administration Unit, that their late enrolment is caused by circumstances beyond their reasonable control.

7.1.4 The University reserves the right to change, cancel or discontinue a student's enrolment in a course, program of study or individual subjects under any relevant provision contained in these Rules.

7.2 Concurrent enrolment at another tertiary institution

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

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

7.3 Cross-institutional enrolment

7.3.1 A student who is enrolled in a course leading to an award at another tertiary institution may be permitted to enrol in subjects at the University that will count towards an award at the other tertiary institution.

7.3.2 Admission and enrolment in cross-institutional study requires approval of the University and of the other tertiary institution and is subject to the availability of subjects and class places.

7.3.3 A student enrolled in cross-institutional study who wishes to vary his or her enrolment at the University by undertaking additional or different subjects must lodge his or her application with the Director, Student Administration Unit for decision in consultation with the relevant faculty. The application, which must be made in accordance with the schedule of dates for variation of enrolment (refer Rule 7.5.2), must include evidence of formal approval to undertake the additional subjects from the student's home institution.

7.3.4 A student who is enrolled in cross-institutional study and who fails a subject at the University for a third time will not be permitted further enrolment in that subject.

7.4 Non-award subject enrolment

7.4.1 Enrolment in subjects as a non-award student is subject to the approval by the Director, Student Administration Unit (or nominee) in consultation with the relevant faculty and to the availability of subjects and class places.

7.4.2 A student enrolled in subjects on a non-award basis who wishes to vary his or her enrolment by undertaking additional or different subjects must lodge his or her application with the Director, Student Administration Unit (or nominee) for decision in consultation with the relevant faculty. The application must be in accordance with the schedule of dates for variation of enrolment (refer Rule 7.5.2).

7.4.3 A student who is enrolled in a subject on a non-award basis and who fails the subject at the University for a third time will not be permitted further enrolment in that subject.

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 Director, Student Administration Unit.

7.5.2 The standard schedule of dates for variation of enrolment is as follows:

(1) For subjects conducted in standard teaching periods:

(a) the last day for addition of a subject is the end of the Monday of the second week of the semester;

(b) the last day for withdrawal from a subject is the census date for the semester. Subject to Rule 7.5.4, withdrawal from a subject after the 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 will be prescribed and published by the Provost.

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 after the census date or other prescribed date for that teaching period as a result of illness or other circumstances beyond his or her reasonable control, the student may lodge with the Director, Student Administration Unit a written report of the circumstances, supported by a medical certificate or other relevant evidence. The Director, Student Administration Unit (or nominee) shall determine in consultation with the relevant faculty whether the withdrawal will 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 Director, Student Administration Unit , the student is expected to complete the assessment requirements for that subject.

7.5.6 A student who has been placed on academic caution in accordance with Rule 10.7 and who has enrolled in more than his or her credit point limit (refer Rule 10.7.4(3)) may be withdrawn from one or more subjects by the Director, Student Administration Unit on the recommendation of the relevant Responsible Academic Officer.

7.5.7 Applications to withdraw after the current teaching period may be referred to the Director, Student Administration Unit for consideration under the criteria for special circumstances, as defined in legislation (where relevant).

7.6 Leave of absence

7.6.1 Leave of absence requirements for graduate research students are set out in Section 11 (Graduate research).

7.6.2 An undergraduate or graduate coursework student who has been continuously enrolled for at least one teaching period 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 Director, Student Administration Unit.

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 census date for that teaching period (refer Rule 7.5.2).

7.6.4 Leave of absence will not normally be granted unless the student has enrolled and completed satisfactorily the requirements of at least one subject of the course. This includes students admitted to a course through a course transfer or with credit recognition.

7.6.5 In exceptional circumstances, on the basis of documentary evidence provided by a student, the relevant Responsible Academic Officer may approve leave of absence for a student who is enrolled in their first teaching period in a course. In all other cases, students in their first teaching period of enrolment in a course must either continue their enrolment or withdraw from the course and reapply for admission. Readmission is not automatic and the student must apply for admission in accordance with standard admission procedures.

7.6.6 Leave of absence from enrolment in a specific course will not be granted, except in exceptional circumstances, for a period not exceeding two years.

7.6.7 A student resuming a course after a period of approved leave of absence will 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 Director, Student Administration Unit (or nominee).

7.7 Course transfer

7.7.1 Course transfer requirements for graduate research students are set out in Section 11 (Graduate research).

7.7.2 An undergraduate or graduate coursework student who wishes to transfer from one UTS course to another must complete the application processes prescribed in the Admissions Policy and the Admissions Procedures approved by Academic Board from time to time. These processes may be either:

(1) application for course transfer for nominated groups of students; or

(2) application for admission via standard admission processes.

7.8 Withdrawal from a course

7.8.1 The requirements for withdrawal from a course for graduate research students are set out in Section 11 (Graduate research).

7.8.2 A student who wishes to withdraw permanently from a course must lodge an application for withdrawal in accordance with procedures prescribed by the Director, Student Administration Unit.

7.8.3 An application for withdrawal from a course will be treated as an application for withdrawal from all subjects in accordance with Rules 7.5.2 to 7.5.5.

7.8.4 An undergraduate or graduate coursework student who has not enrolled in any subjects and who has not applied for and had a period of leave of absence approved in accordance with Rule 7.6 or who has not re-enrolled as required after a period of approved leave of absence is considered to have abandoned his or her study in the course and will be withdrawn from the course by the Director, Student Administration Unit (or nominee).

SECTION 8 — ASSESSMENT OF COURSEWORK SUBJECTS

8.1 Assessment requirements

8.1.1 Subject to these Rules, assessment of coursework subjects will be undertaken in accordance with policies and procedures set out in the Policy and Procedures for the Assessment of Coursework Subjects approved by Academic Board from time to time.

8.1.2 Details of assessment requirements and the final grading scheme will be provided for each subject in the subject outline as required under Rule 3.7.

8.1.3 Students have a responsibility to ensure they are fully informed of all aspects of the subject assessment requirements and of the assessment processes.

8.2 Learning and assessment arrangements

8.2.1 General

(1) A student with a disability or special needs may be permitted to undertake particular learning and assessment arrangements as specified in Rules 8.2.2 and 8.2.3 in order to ensure that the assessment is on the basis of academic merit and has parity with the assessment of other students.

(2) Conditions may be set to make the particular arrangements comparable to the standard arrangements and any such conditions must be strictly observed by the student and all other relevant parties.

8.2.2 Students with disability or ongoing illness

(1) A student with temporary or permanent disabilities, including ongoing illnesses that impact upon their ability to undertake assessment tasks including written examinations, may lodge a written application for adjustment to the learning and assessment arrangements with the officer responsible for disability services.

(2) Applications must include medical certificates or other relevant supporting documentation. Applications should be lodged no later than the teaching period census date.

(3) Variations to assessment arrangements are determined by the relevant Academic Liaison Officer, following review of the recommendation by the officer responsible for disability services and consultation with the Subject Coordinator.

8.2.3 Students with carer responsibilities

(1) A student whose responsibilities as a primary carer impact upon his or her ability to undertake assessment tasks including written examinations may lodge a written application for adjustment to the learning and assessment arrangements with the Academic Liaison Officer of the relevant faculty.

(2) Applications must include relevant supporting documentation. Applications should be lodged no later than the teaching period census date.

(3) Variations to assessment arrangements are determined by the Academic Liaison Officer in the faculty offering the subject, following consultation with the Subject Coordinator.

8.2.4 Students from non-English speaking backgrounds

(1) A student from a non-English speaking background who is in his or her first year of study at UTS, who has been studying in English for a limited time and who believes that this disadvantages his or her ability to undertake written examinations may lodge a written application for adjustment to assessment arrangements with HELPS.

(2) Applications should be lodged before the census date for centrally conducted examinations and faculty-based examinations.

8.3 Special consideration of disruption to assessment

8.3.1 During the teaching period

(1) Students may experience a disruption to their assessment in a subject as a result of circumstances beyond their control, including but not limited to serious illness, psychological conditions, significant loss, bereavement, hardship or trauma.

(2) Students who consider that their work during a teaching period or likely performance in an assessment task, which may include a written examination, has been affected as per Rule 8.3.1(1) may request that these circumstances be given special consideration.

(3) Requests for special consideration must include relevant documentary evidence from an appropriate professional authority (refer Rule 2.4).

(4) Requests for special consideration must be lodged with the Director, Student Administration Unit:

- (a) in the case of a written examination no later than two working days after the examination; or
- (b) in the case of an assessment task other than a written examination prior to the due date.

(5) In special circumstances the relevant Subject Coordinator may extend the due date for submission of requests within guidelines determined by the relevant Responsible Academic Officer.

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

8.3.2 During an examination

(1) Students who have commenced an examination and who consider that their performance in the examination has been significantly disrupted by illness or other circumstances beyond their control that occurred during the examination or on the day of the examination:

- (a) may request that these circumstances be taken into account; and if so
- (b) must consult with a doctor or student counsellor at the University immediately after leaving the examination; or
- (c) may consult their own doctor or counsellor if the examination is at a time when doctors or student counsellors are not available at the University.

(2) Requests must include relevant documentary evidence from an appropriate professional authority (refer Rule 2.4).

(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, the Subject Coordinator or by the relevant faculty Result Ratification Committee.

(4) In exceptional circumstances the Director, Student Administration Unit may extend the due date for submission of requests.

(5) The faculty will notify the student of the outcome and of any special arrangements that are to be made to provide for further examination or assessment.

8.3.3 Absence from entire examination

(1) Students who, through illness or other circumstances beyond their control on the day of the examination, are absent from an entire examination, may request that these circumstances be taken into account.

(2) Failure by a student to inform him or herself of the time or place of an examination is not an acceptable ground for special consideration.

(3) Requests must include relevant documentary evidence from an appropriate professional authority (refer Rule 2.4).

(4) In relation to a centrally conducted examination:

- (a) requests must be lodged with the Director, Student Administration Unit by no later than two working days after the scheduled examination date;
- (b) in exceptional circumstances the Director, Student Administration Unit may extend the due date for submission of requests;
- (c) the Director, Student Administration Unit will consider the request and notify the student of the outcome and of any special arrangements to provide for further examination.

(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, 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 Subject assessment results

8.4.1 Faculties are required to keep appropriate records in relation to all assessment tasks for an appropriate period of time in accordance with University policy and relevant legislation.

8.4.2 Final subject assessment results will be provided to students in the form specified in the subject outline and in accordance with the table of results and grades as approved by Academic Board (refer Schedule 2).

8.4.3 Final subject assessment results must not be released to students prior to the official release of results.

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 Supplementary assessment in final teaching period

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.

8.5.2 If the student fails to complete the additional assessment task in the specified time period and to the appropriate standard, the original 'Fail' result is final.

8.6 Review of final subject assessment results

8.6.1 Grounds for review

A student may apply for a review of a final assessment result by the relevant faculty Student Assessment Review Committee. The only grounds on which a student may request a review are that there were procedural irregularities which had a significant negative impact on the determination of the final assessment result for a subject.

8.6.2 Review application

(1) An application for review of a final assessment result must be in writing, specify and substantiate the grounds for a review and be lodged with the Director, Student Administration Unit by the published deadline.

(2) Requests for review of assessment results lodged with the Director, Student Administration Unit will be referred for consideration by the Student Assessment Review Committee of the relevant Faculty Board.

8.7 Student Assessment Review Committee

8.7.1 Composition

(1) Each Faculty Board shall each year elect members of the academic staff of the faculty to the positions of Chair and Alternate Chair of the faculty's Student Assessment Review Committee.

(2) Each Student Assessment Review Committee shall consist of:

(a) the Chair or Alternate Chair elected by the Faculty Board;

(b) one of the academic staff members of the faculty, not being a person involved in the teaching of the subject concerned, appointed by the Chair of the committee for a particular meeting(s) from the panel appointed under 8.7.1(3); and

(c) one student member, appointed by the Chair of the committee for a particular meeting(s) from the panel appointed under 8.7.1(3).

(3) The Faculty Board shall appoint panels of persons, nominated by the Dean, in category 8.7.1(2)(b) and (c) every year.

8.7.2 Conduct of meetings

(1) The Student Assessment Review Committee shall be convened by the Chair of the committee as required.

(2) The quorum at any meeting of a Student Assessment Review Committee shall consist of all three members appointed under Rule 8.7.1(2) (a), (b) and (c).

(3) A Student Assessment Review Committee shall determine how to handle the matters before it, consistent with any guidelines that have been approved by Academic Board.

8.7.3 Committee determination

(1) If the committee finds procedural irregularities in the determination of the final assessment result for a subject as provided for in Rule 8.6.1, the findings and the student's application are to be referred to the relevant Subject Coordinator and Responsible Academic Officer to be handled in accordance with the Rules and Policy and Procedures for the Assessment of Coursework Subjects as approved by Academic Board from time to time.

(2) In all other cases where an application is dismissed, the Chair (or nominee) will advise the student of the reasons.

8.7.4 Notification

(1) The Responsible Academic Officer will notify the student in writing as soon as possible of all decisions and actions taken under Rule 8.7.3(1).

(2) The Chair of the Student Assessment Review Committee and the Responsible Academic Officer will provide the Faculty Board with an annual report on all matters referred to the Student Assessment Review Committee, including decisions made in relation to the findings of the committee, recommendations on any faculty procedural matters and the outcomes of those recommendations.

8.8 Student misconduct

8.8.1 Student misconduct is set out in Section 16 (Student misconduct and appeals).

8.8.2 Student misconduct that occurs in relation to assessment of a student's performance in a coursework subject will be dealt with in accordance with the provisions of Section 16 (Student misconduct and appeals).

SECTION 9 — EXAMINATION OF COURSEWORK SUBJECTS

9.1 Examination timetables

9.1.1 The examination timetable showing the location of all centrally conducted examinations should be available on the University website, or as otherwise 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.

9.1.2 Information concerning examination timetables for centrally conducted examinations will not be provided by University staff to students. Students must access the student system account to obtain their centrally conducted examination timetable, room allocation and seat number.

9.1.3 For faculty-based examinations, the faculty is required to take all reasonable steps to minimise clashes with both other faculty-based examinations and centrally conducted examinations. Where clashes occur, faculties are responsible for making reasonable alternative arrangements for students in the faculty-based examinations.

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.

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.

(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) work commitments.

(4) The Director, Student Administration Unit or Subject Coordinator must consider such requests and make alternative arrangements where this is appropriate and practicable. The Director, Student Administration Unit or Subject Coordinator must notify the student as soon as possible of any decision and any special arrangements made in relation to the individual scheduling difficulty.

9.2 Student responsibilities

9.2.1 Official examination periods are part of the officially designated teaching periods of the University. All students undertaking coursework subjects have a responsibility to make themselves available for assessment and examination during the official examination periods.

9.2.2 Students have responsibility for informing themselves of the examination timetable.

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.

9.2.4 Students are required to be present at examinations at the correct location and at the correct time. Students should be at the correct location at least 10 minutes prior to the published commencement time for each examination.

9.2.5 Not reading, misreading or misunderstanding the examination timetable will not be accepted as a valid reason for failing to attend an examination.

9.2.6 Each student is required to produce his or her valid current Student Identity Card before being permitted to enter the examination room. Students who have lost or misplaced their Student Identity Card must obtain a replacement card prior to the examination commencement.

9.2.7 Material or equipment (including without limitation mobile phones and/or any other form of communication, digital or recording device) other than that specified in the subject outline and on the examination paper must not be brought into the examination room, or be in the student's possession at any time during the examination, in the examination room or in any other room or place visited by the student for any reason during the examination.

9.2.8 A student must not access or attempt to access during the examination any material or equipment (including without limitation mobile phones and/or any other form of communication, digital or recording device) other than that specified in the subject outline and on the examination paper.

9.2.9 Material or equipment shall be deemed to not be in contravention of Rule 9.2.7 if, in the case of it being a mobile phone or any other form of electronic communication, digital or recording device, it is switched off, and in all cases it is left, whether in a bag or other container or otherwise, at a location specified by the examination supervisor for the duration of the examination and the student does not gain, or attempt to gain, access to it during the examination. Students are advised not to bring unauthorised or unnecessary items to examinations. The University does not accept any responsibility for student possessions left in any location during an examination.

9.2.10 A student must not communicate or attempt to communicate in any way with any person or receive or attempt to receive any communication from any person during the examination, whether or not in the examination room or in any other room or place visited by the student for any reason during the examination other than officers of the University with responsibility for the examination or other officers as approved by the examination supervisor. Such forms of communication include but are not limited to:
   (1) oral communication;
   (2) written or visual communication;
   (3) any form of electronic or telephonic communication.

9.2.11 A student must not send, receive or access any source of stored electronic information or attempt to send, receive or access any source of stored electronic information during the examination, in the examination room including at any place visited by the student for any reason during the examination unless specified on the examination paper and in the subject outline.

9.2.12 Material or equipment that is permitted in the examination room according to the subject outline and/or examination paper must not be used for any purposes other than that specified in the subject outline and/or examination paper.

9.2.13 Students must take notice of and comply with all directives of the examination supervisor.

9.2.14 A student must not do anything to distract or disadvantage other students during an examination.

9.2.15 A student must not do anything to disrupt an examination in any way and is required to behave in an orderly manner during an examination.

9.2.16 Students are not permitted to smoke any substance during an examination.

9.2.17 Students are not permitted to eat or drink during an examination unless permission has been given by the examination supervisor or approved for individual students as a special condition of examination in accordance with Rule 9.4.

9.2.18 If a student fails to observe any of the requirements specified in Rules 9.2 and 9.3, behaves in an unacceptable or disorderly manner, disrupts an examination or is suspected of any other misconduct, action may be taken by the University as provided for in Rule 9.6 and in Section 16 (Student misconduct and appeals).

9.3 Conduct of examinations

9.3.1 Centrally conducted examinations are organised and conducted in accordance with Rules 9.1 to 9.6 inclusive and with policies and procedures set out in the Policy and Procedures for the Assessment of Coursework Subjects as approved by Academic Board from time to time.

9.3.2 Unless otherwise specifically provided for in guidelines approved by the relevant Faculty Board, faculty-based examinations will be organised and conducted in accordance with Rules 9.1 to 9.6 inclusive and with policies and procedures as set out in the Policy and Procedures for the Assessment of Coursework Subjects as approved by Academic Board from time to time.

9.3.3 Material or equipment that is permitted to be brought into an examination room must be specified in the subject outline and in the examination paper. Where a variation to the approved material or equipment shown in the subject outline becomes necessary during the teaching period, the variation must be approved by the Subject Coordinator and notified to all students enrolled in the subject at least two weeks before the commencement of the examination period.

9.3.4 A student who is unable to produce his or her valid current Student Identity Card shall not be admitted to an examination room.

9.3.5 No student shall be admitted to an examination room after one hour from the time of commencement of the examination.

9.3.6 A student shall not normally be permitted to leave the examination room until at least one and a half hours after the commencement of the examination. In exceptional circumstances, where a student is authorised to leave an examination by an examination supervisor during the first hour and a half and does not wish to be re-admitted to the examination, the student will be required to sign an undertaking not to communicate any information about the examination paper to any other person until the period of the examination is over. The student will not be permitted to remove the examination paper or any other workbook or written material from the examination room.

9.3.7 A student shall not normally be permitted to leave the examination room during the last 15 minutes of the examination except in exceptional circumstances approved by the examination supervisor.

9.3.8 Students who leave an examination room permanently before the end of the examination time are responsible for handing in their examination scripts, booklets and any other working material to the examination supervisor before leaving the room.

9.3.9 Students shall not be re-admitted to the examination room after they have left it unless during the full period of their absence they have been under the supervision of an officer of the University approved by the examination supervisor.

9.3.10 An examination supervisor may authorise a delayed start to an examination, an examination restart or additional time for all students or for particular groups of students affected by specific circumstances.

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

9.3.12 At the conclusion of an examination all students are required to remain seated until all papers have been collected and permission to leave is given by the examination supervisor.

9.3.13 Failure to comply with any of the requirements specified in Rules 9.3.1 to 9.3.12 may be considered to be an act of student misconduct and may be dealt with in accordance with Rule 9.6 and Section 16 (Student misconduct and appeals).

9.4 Special conditions for examinations

9.4.1 A student with disabilities or special needs may be permitted to undertake particular assessment arrangements in order to ensure that the assessment is on the basis of academic merit and has parity with the assessment of other students.

9.4.2 A student may be eligible for particular examination arrangements as provided for in Rule 8.2.

9.5 Special examinations

9.5.1 In special circumstances approval may be given by:

(1) the Director, Student Administration Unit for centrally conducted examinations; or

(2) the Subject Coordinator for faculty-based examinations;

to be held for specific students at a time other than the published time, on such conditions as the Director, Student Administration Unit or Subject Coordinator may prescribe. Centrally conducted examinations will be held during the official examination period or as soon as possible after the official examination period at a time approved by the Director, Student Administration Unit.

9.5.2 Special circumstances include but are not limited to:

(1) an unavoidable clash in the examination timetable;

(2) an individual scheduling difficulty with the final examination timetable (refer Rule 9.1.5);

(3) where special consideration has been approved for unavoidable absence from an entire centrally conducted examination or faculty-based examination (refer Rule 8.3.3).

9.5.3 Special examinations will be arranged by the Student Administration Unit in consultation with the Subject Coordinator for centrally conducted examinations.

9.5.4 Students for whom special examinations are being conducted will be advised of the arrangements as soon as possible, must make themselves available at the designated time and must observe the conditions prescribed for them by:

(1) the Director, Student Administration Unit for centrally conducted examinations; or

(2) the Subject Coordinator for faculty-based examinations;

in addition to the Rules and requirements for examinations generally.

9.6 Student misconduct during examinations

9.6.1 General

(1) Student misconduct is dealt with in Section 16 (Student misconduct and appeals).

9.6.2 Misconduct during centrally conducted examinations

(1) If an examination supervisor suspects a student of misconduct involving cheating during an examination, the examination supervisor shall take prompt action to prevent the continuance of the suspected misconduct. The student shall be allowed to complete the examination.

(2) All action taken by the examination supervisor will be in accordance with the principles of procedural fairness outlined in Schedule 3 (Guidelines Relating to Student Misconduct and Appeals).

(3) The examination supervisor shall, as soon as possible, provide a written report to the Director, Student Administration Unit (or nominee). The Director, Student Administration Unit (or nominee) shall take immediate steps to contact the Subject Coordinator and, after consultation, make a decision concerning any further action to be taken.

(4) The examination supervisor shall inform the student at the conclusion of the examination or as soon as possible thereafter if an allegation of misconduct has been made, and shall then note on the subject listing sheet that the student's examination paper has been sent to the Director, Governance Support Unit (or nominee) because of alleged misconduct.

(5) The written report of the examination supervisor on the alleged academic misconduct shall be submitted without delay to the Director, Governance Support Unit (or nominee), together with the student's examination paper or assessment task in question.

(6) The Director, Governance Support Unit shall deal with the allegation in accordance with Rule 16.12.

9.6.3 Misconduct during faculty-based examinations

(1) The person responsible for supervising a faculty-based examination shall be referred to as the monitoring staff member.

(2) If the monitoring staff member suspects a student of misconduct involving cheating during an examination, the monitoring staff member shall take prompt action to prevent the continuance of the suspected misconduct.

(3) The student shall be allowed to complete the examination.

(4) All action taken by the monitoring staff member will be in accordance with the principles of procedural fairness outlined in the Guidelines Relating to Student Misconduct and Appeals (refer Schedule 3).

(5) The monitoring staff member shall, as soon as possible, provide a written report to the Responsible Academic Officer. The Responsible Academic Officer shall refer the matter to the Director, Governance Support Unit who shall deal with any allegation of misconduct in accordance with Rule 16.12.

9.6.4 Disorderly conduct during centrally conducted examinations

(1) Any student who behaves in an unacceptable or disorderly manner or otherwise disrupts an examination:

(a) is liable for immediate expulsion from the examination room for the remainder of the examination;

(b) must leave the examination room immediately if directed to do so (refer Rule 16.9);

(c) is subject to such other actions and penalties as provided for in Section 16 (Student misconduct and appeals).

(2) The examination supervisor shall, as soon as possible, provide a written report on the alleged misconduct to the Director, Student Administration Unit (or nominee). The Director, Student Administration Unit (or nominee) shall in consultation with the examination supervisor make a decision concerning any further action to be taken.

(3) The Director, Student Administration Unit (or nominee) shall notify the student and the examination supervisor of any action to be taken.

(4) The written report on the alleged misconduct shall be submitted without delay to the Director, Governance Support Unit (or nominee).

(5) The Director, Governance Support Unit shall deal with the allegation in accordance with Rule 16.12.

9.6.5 Disorderly conduct during faculty-based examinations

(1) Any student who behaves in an unacceptable or disorderly manner or otherwise disrupts an examination:

(a) is liable for immediate expulsion from the examination room for the remainder of the examination;

(b) must leave the examination room immediately if directed to do so (refer Rule 16.9);

(c) is subject to such other actions and penalties as provided for in Section 16 (Student misconduct and appeals).

(2) The monitoring staff member shall, as soon as possible, provide a written report on the alleged misconduct to the Subject Coordinator. The Subject Coordinator shall, in consultation with the monitoring staff member and the Responsible Academic Officer, make a decision concerning any further action to be taken.

(3) The Subject Coordinator shall notify the student and the monitoring staff member and the Responsible Academic Officer of any action to be taken.

(4) The written report on the alleged misconduct shall be submitted without delay to the Director, Governance Support Unit (or nominee).

(5) The Director, Governance Support Unit shall deal with the allegation in accordance with Rule 16.12.

SECTION 10 — ACADEMIC PROGRESSION

10.1 Application of these Rules

This section of the Rules applies to all students enrolled in undergraduate and graduate coursework award courses.

10.2 Assessment of rate of progress

10.2.1 In the assessment of a student's progress in a course, account may be taken of work completed in the laboratory and in class exercises, tests or assignments given throughout the relevant teaching periods, as well as results obtained in any examinations.

10.2.2 Assessment of rate of progress of a student enrolled in an undergraduate award course shall normally occur at the end of the calendar year and shall normally be for study undertaken in no less than a full year.

10.2.3 A Faculty Board may determine specific requirements for the timing and calculation of assessment of rate of progress for students enrolled in particular graduate coursework award courses. Information on these requirements will be published by the faculty in official course information and the *UTS: Handbook*.

10.3 Minimum rate of progress — undergraduate courses

10.3.1 In order to satisfy the required minimum rate of progress a student must gain no less than 50 per cent of the credit points for the subjects in which the student has been enrolled since the commencement of enrolment in the course.

10.3.2 Rule 10.3.1 may be waived in particular cases by the relevant Responsible Academic Officer, who must set conditions in writing for further enrolment. Non-compliance with those conditions will constitute failure to satisfy the minimum rate of progress requirements.

10.4 Failure to maintain minimum rate of progress

10.4.1 A student who fails to achieve the required minimum rate of progress in a course (unless waived in accordance with Rule 10.3.2) as specified in Rule 10.3.1 or as specified by a faculty in accordance with Rule 10.2.3 will be excluded from further study for a period of at least one academic year and may not apply for or enrol in any subjects or courses of study at the University that are conducted during the period of exclusion.

10.4.2 Written notification of any exclusion will be sent to the relevant student by the Director, Student Administration Unit.

10.4.3 A student may appeal against exclusion from study at the University for the determined period in accordance with procedures as set out in Rule 10.8.

10.4.4 A student may apply for readmission for further study at the end of the period of exclusion and must meet requirements and comply with procedures set out in Rule 5.9. Readmission is not automatic.

10.5 Maximum time to complete course requirements

10.5.1 Students are required to complete course requirements within an approved maximum time limit from the time of first enrolment.

10.5.2 Except where otherwise provided, the maximum time to complete a course shall not be greater than 50 per cent in excess of normal completion time laid down for that course.

10.5.3 A Faculty Board may determine specific requirements for maximum time for students enrolled in particular coursework award courses consistent with Faculty Board approved time limits for credit recognition. Information on these requirements must be published by the faculty in official course information and the *UTS: Handbook*.

10.5.4 Periods of approved leave of absence or suspension from the course are not counted and will be in addition to the specified completion time.

10.5.5 Where credit recognition has been granted, the maximum time in which the student is required to complete the course requirements may be reduced by the relevant Responsible Academic Officer.

10.5.6 The Director, Student Administration Unit will issue notification at the end of any half year of study, if a student is approaching the maximum time to complete a course, that the student must consult with the relevant Responsible Academic Officer for approval of a study plan to enable completion of the course within an agreed specified time period.

10.5.7 Failure to meet any or all of the requirements set out in the study plan approved by the Responsible Academic Officer will be taken into account in any subsequent appeal against exclusion submitted in accordance with Rule 10.8.

10.5.8 In exceptional circumstances, the relevant Responsible Academic Officer may approve an extension of the maximum time to complete course requirements for a particular student. Before the Responsible Academic Officer grants any approval, the Responsible Academic Officer must be satisfied of the academic currency of the subjects completed by the student during the initial periods of enrolment in the course which will, if the extension is granted, be outside the normal maximum time period.

10.5.9 Where a student has failed to complete the requirements of a course within the maximum time the student will be excluded permanently from that course.

10.5.10 Written notification of any exclusion will be sent to the relevant student by the Director, Student Administration Unit.

10.5.11 A student may appeal against permanent exclusion from the course in accordance with procedures set out in Rule 10.8.

10.6 Repeated failure in a subject

10.6.1 For the purposes of Rules 10.6.2 and 10.6.3 a Faculty Board may:

(1) deem different subjects to be the same subject if the subjects are substantially similar in content and/or learning objectives;

(2) specify individual subjects where further re-enrolment is not permitted after two failures in the subject.

10.6.2 A student who fails a subject for a second time shall be advised that:

(1) he or she must seek advice from an appropriate academic adviser from the relevant faculty before being permitted to enrol again in that subject; and

(2) a third failure in the same subject will require the student to seek the permission of the Responsible Academic Officer for any further enrolment in that subject; or

(3) no further enrolment in the subject will be permitted for subjects specified in Rule 10.6.1(2).

10.6.3 A student who fails a subject for a third time must receive permission from the Responsible Academic Officer for any further enrolment in that subject. If such permission is granted the student must seek continuing assistance throughout that teaching period from an appropriate academic adviser in the relevant faculty.

10.6.4 Where a student is unable to complete a course as a result of being refused permission to enrol in a subject under Rules 10.6.2 or 10.6.3, the student will be excluded from further study for a period of at least one academic year and may not apply for or enrol in any subjects or courses of study at the University that are conducted during the period of exclusion.

10.6.5 Written notification of any exclusion will be sent to the student by the Director, Student Administration Unit.

10.6.6 Where a student has been excluded under Rule 10.6.4, the student may appeal against the exclusion in accordance with procedures as set out in Rule 10.8.

10.7 Academic caution

10.7.1 A student will be placed on academic caution if:

(1) at the end of any half year of study in any year of the student's enrolment in a course, the student gains less than 50 per cent of the credit points for which he or she was enrolled in that half year; and/or

(2) the student has been excluded for failure to meet the minimum rate of progress as set out in Rule 10.4.1 and he or she has appealed against the exclusion and that appeal has been upheld, unless the appeal was upheld on the basis that the original decision to exclude was invalid as a result of factual errors, pursuant to Rule 10.8.4(3).

10.7.2 The period of academic caution will normally have a duration of one half year and shall occur in the next half year of study following the decision to place the student on academic caution.

10.7.3. A student who is placed on academic caution will be advised in writing of the arrangements and requirements for academic caution.

10.7.4 During a first period of academic caution the student must:

(1) consult with the designated academic course advisers from the relevant faculty for advice on the student's study plan;

(2) attend a study skills workshop program organised by the Student Services Unit;

(3) enrol in no more than 24 credit points for the half year of study to which the period of academic caution applies, and/or no more than six credit points for the immediately following summer or July teaching period. The maximum number of credit points in which a student may enrol may be reduced to 18 credit points by the relevant Responsible Academic Officer. Students attempting to enrol in credit points above the permitted maximum may be withdrawn from the subject(s) in accordance with Rule 7.5.6;

(4) attend a HELPS English language workshop if directed to do so by the relevant Responsible Academic Officer.

10.7.5 During any further period of academic caution the student must consult with the designated academic course advisers from the relevant faculty to determine a plan for study success.

10.7.6 The extent to which a student has met the requirements set out in Rules 10.7.4 and 10.7.5 will be taken into account in any subsequent appeal against exclusion submitted in accordance with Rule 10.8.

10.7.7 The provisions of Rule 10.7.1 may be waived by the relevant Responsible Academic Officer in particular cases.

10.8 Appeals

10.8.1 A student may lodge an appeal with the Director, Student Administration Unit as set out in Rules 10.4.3, 10.5.11 and 10.6.6.

10.8.2 An appeal must be in writing, must specify and substantiate the grounds of the appeal and be lodged with the Director, Student Administration Unit within 20 working days of the date of notification of the decision.

10.8.3 Late appeals which are submitted after the date provided in Rule 10.8.2 will not be accepted unless the student is able to provide satisfactory documentary evidence of circumstances of a personal or medical nature that were beyond the student's control and that significantly affected the student's ability to submit an appeal by the due date.

10.8.4 The grounds on which a student may appeal against exclusion are:

(1) procedural irregularities in the decision-making process of a type and to an extent that are likely to have significant negative impact on the decision;

(2) mitigating circumstances, supported by documentary evidence, which directly and significantly affected the student's performance; or

(3) the decision was based on factual errors of such magnitude as to invalidate the decision.

10.8.5 The Director, Student Administration Unit shall refer the appeal to the relevant Responsible Academic Officer.

10.8.6 The appeal shall be considered by the appropriate Course Director (or equivalent) in the first instance, who shall seek the advice of other relevant members of staff as appropriate.

10.8.7 The Course Director (or equivalent) shall submit a report to the Responsible Academic Officer with a recommendation as to whether to uphold or dismiss the appeal.

10.8.8 The Responsible Academic Officer will consider the report and recommendation and the following provisions will apply:

(1) Where the Course Director (or equivalent) has recommended that the appeal be upheld and the Responsible Academic Officer agrees with the recommendation to uphold the appeal after considering the report and recommendation, the Responsible Academic Officer will uphold the appeal.

(2) Where the Course Director (or equivalent) has recommended that the appeal be upheld and the Responsible Academic Officer disagrees with the recommendation to uphold the appeal after considering the report and recommendation, he or she will invite the student to respond to the recommendation, as set out in Rule 10.8.8(3).

(3) Where the Course Director (or equivalent) has recommended that the appeal be dismissed, the Responsible Academic Officer will invite the student to respond to the recommendation to dismiss the appeal. A student will be permitted to respond in writing and may be required to attend an interview with the Responsible Academic Officer. The student's response must reach the faculty within three working days from the date of notification. The Responsible Academic Officer will consider the response and make a decision to uphold or dismiss the appeal and provide written reasons for the decision.

10.8.9 In the event that the Responsible Academic Officer believes that his or her involvement in the appeal would lead to a conflict of interest, he or she will be required to consult with the Dean (or nominee) who will make the decision on the appeal.

10.8.10 The final decision will be conveyed to the student by the Director, Student Administration Unit.

10.9 Result of appeal

10.9.1 Where an appeal under Rule 10.8 is successful the student:

(1) shall have his or her enrolment in the course reinstated;

(2) shall be placed on academic caution in the next half year of study following the successful appeal, where the exclusion resulted from failure to maintain minimum rate of progress. A student must meet the requirements for academic caution in accordance with Rule 10.7.4.

(3) shall be notified by the Responsible Academic Officer of the period of time allowed for completion of the course where the exclusion has resulted from failure to complete within the approved maximum period.

10.9.2 Where an appeal under Rule 10.8 is unsuccessful, the student:

(1) shall have his or her exclusion from the course confirmed;

(2) may seek guidance from the Responsible Academic Officer on those things that the student may wish to undertake in order to enhance opportunities for readmission after the period of exclusion has elapsed.

SECTION 11 — GRADUATE RESEARCH

11.1 Application of these Rules

11.1.1 This section of the Rules applies to all students enrolled in graduate research courses.

11.1.2 Admission requirements for graduate research courses are provided for in Section 5 (Admission).

11.2 Course requirements

11.2.1 Students admitted to Doctoral Degrees are required to:

(1) undertake a program of study and research which demonstrates the capability for substantial independent research or creative activity and which has made an original and distinct contribution to knowledge and/or professional practice in the relevant field;

(2) undertake a research component which is to comprise no less than two-thirds of the total course requirement; and

(3) submit a thesis, which may include a product and/or artefact, in a format according to requirements specified by the Graduate Research School Board.

11.2.2 Students admitted to Masters degrees (Research) are required to:

(1) undertake a program of study and research which demonstrates competence in research or creative activity as well as an understanding of and contribution to knowledge;

(2) undertake a research component which is to comprise no less than two-thirds of the total course requirement; and

(3) submit a thesis, which may include a product and/or artefact, in a format according to requirements specified by the Graduate Research School Board.

11.3 Enrolment

11.3.1 Prior to initial enrolment:

(1) each student who has been admitted to a graduate research course is required to certify that he or she can devote sufficient time to the advanced study and research such that he or she is likely to complete the program within the approved period of candidature determined by the Graduate Research School Board;

(2) each student must comply with the requirements in Rule 2.5.2;

(3) the relevant faculty is required to certify that it will provide appropriate resources and facilities for the student to undertake the research and will undertake responsibility for supervision of the student and the student's work; and

(4) any research to be undertaken at a site external to the University must be in accordance with policy and procedures approved by the Graduate Research School Board from time to time.

11.3.2 Students are required to enrol in the components of the course as specified by the relevant faculty and published in the *UTS: Handbook*.

11.3.3 Students are required to enrol in and satisfactorily complete such prerequisite or concurrent coursework as may be considered appropriate to their individual circumstances by their supervisory panel.

11.4 Research work

11.4.1 All research work and related activities for graduate research courses shall be carried out at locations and under conditions approved in accordance with policy and procedures approved by the Graduate Research School Board from time to time.

11.4.2 Students are required to participate in such colloquia, research seminars and other work of the University as may be considered appropriate by their supervisory panel.

11.5 Course transfer

11.5.1 A student who wishes to transfer from one graduate research course to another shall apply to the Dean, Graduate Research School on the appropriate form. Such applications would normally be received at the time of the candidature assessment and no later than the end of the third half year of study.

11.5.2 A student is not usually considered eligible for course transfer until he or she has completed at least one half year of full-time study (or equivalent) in the enrolled course.

11.5.3 A student may apply to transfer:

(1) into a graduate research course at the same level or at a different level. The student must demonstrate to the satisfaction of the Dean, Graduate Research School (or nominee) and in accordance with guidelines approved by the Graduate Research School Board with respect to:

(a) evidence of satisfactory progress to date in the enrolled course;

(b) the way in which the research project will be redefined to satisfy the requirements of the course into which transfer is sought;

(c) suitability of the research undertaken in relation to the requirements of the course into which transfer is sought; and

(d) certification from the student, the relevant faculty and any external site management in accordance with the requirements of Rule 11.3.1.

(2) following candidature assessment (refer Rule 11.15.6(2)) or examination of thesis (refer Rule 11.20.7), the student must demonstrate to the satisfaction of the Dean, Graduate Research School (or nominee) and in accordance with guidelines approved by the Graduate Research School Board:

(a) the way in which the research project will be redefined to satisfy the requirements of the course into which transfer is sought;

(b) suitability of the research undertaken in relation to the requirements of the course into which transfer is sought; and

(c) certification from the student, the relevant faculty and any external site management in accordance with the requirements of Rule 11.3.1.

11.5.4 The Dean, Graduate Research School will approve or reject the application for transfer on advice from the relevant Responsible Academic Officer.

11.5.5 Where a transfer is approved the new period of candidature will be determined by the Dean, Graduate Research School taking into account the contribution of the current research towards the requirements of the course into which transfer has been approved.

11.6 Recognition of prior research

11.6.1 A student who has undertaken a research course 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 research course.

11.6.2 Recognition of prior research including the extent of any such recognition and the period of candidature shall be approved by the Dean, Graduate Research School on the recommendation of the Responsible Academic Officer. The recommendation of the Responsible Academic Officer must include the following:

(1) the nature, duration and quality of the prior work;

(2) the suitability of the prior work relative to the proposed UTS graduate research course; and

(3) the recommended period of candidature as a consequence of the recognition of prior research.

11.7 Period of candidature

11.7.1 The maximum time to complete a research degree is as follows:

(1) Doctoral degree by research, professional Doctoral degree and Doctoral degree by creative works:

(a) four years for a full-time student; or

(b) eight years for a part-time student.

(2) Masters degree (Research):
  (a) two years for a full-time student; or
  (b) four years for a part-time student.

11.7.2 Notwithstanding the provisions of Rule 11.7.1, a student who has had prior study and research recognised as contributing to the requirements of the current course may be required by the Dean, Graduate Research School to complete the program in less than the normal time.

11.8 Extension of candidature

11.8.1 A student who has reached the maximum period of candidature as specified in Rules 11.7.1(1) and 11.7.1(2) and who wishes to extend the period of his or her candidature is required to seek approval from the Dean, Graduate Research School.

11.8.2 An extension of the approved period of candidature granted by the Dean, Graduate Research School shall not include periods of approved leave of absence.

11.8.3 If approved, the maximum period of extension shall not, except in exceptional circumstances, exceed:
  (1) for Doctoral degrees, six months at a time and a maximum of two extensions;
  (2) for Masters degrees (Research), six months at a time and a maximum of one extension.

11.8.4 Where an extension of candidature means that a domestic student will exceed the maximum Commonwealth funded period of candidature the student may be liable for tuition fees for this approved period of extended time.

11.8.5 A student who has reached the maximum period of candidature as specified in Rules 11.7.1(1) and 11.7.1(2) and has not applied for an extension of candidature or submitted a thesis for examination will be withdrawn from the course as specified in Rule 11.23.2(1)(a) (refer Rule 11.10).

11.8.6 A student who has reached the maximum extended period of candidature as specified in Rules 11.8.3(1) and 11.8.3(2) and has not submitted their thesis at the end of this approved period will be withdrawn from the course as specified in Rule 11.23.2(1)(a) (refer Rule 11.10).

11.9 Leave of absence

11.9.1 A research student who wishes to withdraw temporarily from a course must lodge an application for leave of absence in accordance with published procedures prescribed by the Dean, Graduate Research School no later than the census date of the enrolment period for which leave is being sought.

11.9.2 Leave of absence shall not be granted in the first half year of candidature.

11.9.3 Leave of absence shall not be granted for a total period exceeding one year.

11.9.4 In exceptional and documented special or mitigating circumstances a student may request variations to the application of Rules 11.9.2 and 11.9.3. Any variation will require approval by the Dean, Graduate Research School.

11.9.5 Students resuming a course after leave of absence shall be subject to the course requirements in operation at the time of resumption and will be required to be enrolled as directed by the Dean, Graduate Research School.

11.10 Failure to complete

11.10.1 A student who does not submit a thesis for examination within the approved period of candidature including any approved extension will, except in exceptional circumstances, have his or her candidature discontinued due to unsatisfactory progress (refer Rule 11.23.2).

11.11 Supervision

11.11.1 All students shall have a supervisory panel appointed by the Dean, Graduate Research School, and the composition of the supervisory panel shall be in accordance with the guidelines approved by the Graduate Research School Board and reported to Academic Board from time to time.

11.11.2 The criteria necessary for appointment as a supervisor of research students shall be approved by the Graduate Research School Board and reported to Academic Board from time to time.

11.11.3 The Graduate Research School Board shall be responsible for maintaining a register of research student supervisors and for the appointment of suitably qualified staff to the register.

11.11.4 All members of supervisory panels shall operate in accordance with the Code of Practice for Supervisors and Research Degree Students.

11.11.5 Where the student undertakes a major portion of his or her research at sites external to the University, the Dean, Graduate Research School may appoint, in addition to the supervisory panel, an external supervisor or adviser.

11.11.6 Where the student has been approved at admission to undertake a program of study in a language other than English, the principal supervisor must be competent in that language.

11.12 Thesis topic

11.12.1 The student shall submit the topic of his or her thesis to the Dean, Graduate Research School for approval in accordance with the following time frames:
  (1) Doctoral degree not later than one year after initial enrolment; or
  (2) Masters degree (Research) not later than one half year after initial enrolment.

11.12.2 Any change to the approved thesis topic requires the approval of the Dean, Graduate Research School.

11.12.3 The approved thesis topic must comply with all relevant legislative requirements including without limitation those prescribed under Rules 2.5.2 and 3.3.

11.13 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 Graduate Research School Board from time to time. A report shall not be required in respect of a student who has submitted his or her thesis to the faculty.

11.13.2 The principal supervisor shall submit to the relevant Responsible Academic Officer each half year a report on the student's progress.

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, Graduate Research School on overall progress in accordance with the guidelines approved by the Graduate Research School Board from time to time.

11.13.4 Upon receipt of a recommendation of unsatisfactory progress the Dean, Graduate Research School will provide:

(1) notification to the student that may include a request that the student attend an interview with the Responsible Academic Officer to discuss the recommendation of unsatisfactory progress and develop a suitable progress plan; and

(2) notification of a warning to the student that further unsatisfactory progress may result in discontinuation of candidature; or

(3) notification of discontinuation of candidature due to unsatisfactory progress (refer Rule 11.23.2).

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 Review of unsatisfactory progress

11.14.1 Grounds for review

A student may apply to have a report of unsatisfactory progress reviewed by the Dean, Graduate Research School. The only grounds on which a student may request a review are that there were procedural irregularities of a type and to an extent that are likely to have had a significant negative impact in the determination of the unsatisfactory progress report.

11.14.2 Review application

(1) An application for review of an unsatisfactory progress report must be in writing, specify and substantiate the grounds for a review and be lodged with the Dean, Graduate Research School within 10 working days of notification of the unsatisfactory progress report.

(2) Requests for a review of an unsatisfactory progress report will be considered by the Dean, Graduate Research School. The Dean, Graduate Research School may seek the advice of the Graduate Research School Board, the Responsible Academic Officer and other relevant academic staff members.

11.14.3 Notification

The Dean, Graduate Research School will notify the student in writing of the final decision.

11.15 Candidature assessment

11.15.1 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 complete within the prescribed time.

11.15.2 The candidature assessment will be completed in accordance with guidelines approved by the Graduate Research School Board from time to time.

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

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

11.15.5 A student who satisfies the requirements of a candidature assessment will be eligible to proceed with his or her research program in accordance with guidelines as approved by the Graduate Research School Board from time to time and will be subject to further review of progress as provided for in Rules 11.13.1 to 11.13.4.

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

(1) may be permitted by the Dean, Graduate Research School on advice from the Responsible Academic Officer to undertake a 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 11.23.2).

11.16 Review of an unsatisfactory candidature assessment

11.16.1 Grounds for review

A student may apply for a review of an unsatisfactory candidature assessment by the Dean, Graduate Research School. The only grounds on which a student may request a review are that there were procedural irregularities of a type and to an extent that are likely to have had a significant negative impact in the determination of the unsatisfactory candidature assessment.

11.16.2 Review application

(1) An application for review of an unsatisfactory candidature assessment must be in writing, specify and substantiate the grounds for a review and be lodged with the Dean, Graduate Research School within 10 working days of notification of the unsatisfactory candidature assessment.

(2) Requests for a review of an unsatisfactory candidature assessment will be considered by the Dean, Graduate Research School. The Dean, Graduate Research School may seek the advice of the Graduate Research School Board, the Responsible Academic Officer and other relevant academic staff members.

11.16.3 Notification

The Dean, Graduate Research School will notify the student in writing of the final decision.

11.17 Thesis requirements

11.17.1 The nature and format of a thesis shall reflect international practices in the discipline or field and provide evidence of completion of substantial research or creative work in the form of:

(1) a written document which may include work published as a result of the student's candidature at the University as appropriate; or

(2) material which is not 'print on paper' but which gives evidence of a scholarly or creative work; or

(3) a combination of (1) and (2).

11.17.2 A thesis shall comply with the following requirements:

(1) subject to Rule 11.17.3, it must be in English;

(2) it must reach a satisfactory standard of presentation in accordance with guidelines approved by the Graduate Research School Board from time to time;

(3) 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, Graduate Research School is satisfied as to the extent of the student's part in the joint work;

(4) it must be embodied in a format as approved by the Dean, Graduate Research School;

(5) it must contain an abstract of not more than 400 words;

(6) 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) 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, Graduate Research School is satisfied with the graduate research student's part in the joint work.

11.17.3 In the event that a student wishes to present a thesis in a language other than in English, the following requirements must be complied with:

(1) an application for approval must be made to the Dean, Graduate Research School via the relevant Faculty Committee within the first six months of candidature, such application to include the justification for presenting a thesis in a language other than English;

(2) approval must be given by the Dean, Graduate Research School to the presentation of the thesis in the specified language;

(3) the thesis must comply with the Rules;

(4) following examination, a substantial summary of the thesis (approximately 5000–10,000 words) in English should be bound in the thesis, such summary to include an introduction, brief chapter outline and conclusion; and

(5) examiner reports for the thesis must be available in English.

11.18 Oral presentation of thesis

11.18.1 Doctoral research students are required to make an oral presentation of the thesis to an audience drawn from within the broad disciplinary area.

11.18.2 The oral presentation shall normally be made during the final six months prior to the submission of the thesis.

11.18.3 The oral presentation may form part of the approved examination process as provided for in procedures approved by the Graduate Research School Board.

11.19 Submission of thesis

11.19.1 A student shall provide two months prior notice in writing to the Dean, Graduate Research School of his or her intention to submit the thesis for examination.

11.19.2 A student may, when submitting a thesis for examination, indicate that the thesis contains restricted or confidential information that the student does not wish to be disclosed freely and may apply to the Dean, Graduate Research School for consideration of restriction to access.

11.19.3 The Dean, Graduate Research School may approve such restriction indefinitely or for a specified period not normally exceeding two years and may impose conditions on disclosure of such information.

11.19.4 The student shall submit to the relevant Responsible Academic Officer:

(1) the required number of copies of the thesis including a certificate of authorship and originality;

(2) a student statement to confirm that the work has not been submitted previously for a degree or other award; and

(3) if appropriate, a statement for consideration by the Dean, Graduate Research School identifying any parts of the thesis the student considers should have restricted distribution or disclosure and the period of any such restriction.

11.19.5 Submission of any other part of the thesis which is not 'print on paper' shall be in accordance with guidelines approved by the Graduate Research School Board from time to time.

11.19.6 The thesis and other works shall be provided to the Dean, Graduate Research School by the Responsible Academic Officer with a certificate signed by the principal supervisor certifying that:

(1) the thesis has been completed and is ready for examination; and

(2) in the case of a Doctoral degree, the student has made an oral presentation of the thesis.

The Responsible Academic Officer must also certify that the thesis is ready for examination.

11.19.7 If the principal supervisor and the Responsible Academic Officer decline to certify that a thesis is ready for examination the student may request a review of this decision by the Dean, Graduate Research School.

11.19.8 The only grounds on which a student may request a review are that there were procedural irregularities of a type and to an extent that are likely to have had a significant negative impact in the decision not to certify that a thesis is ready for examination.

11.19.9 An application for review must be in writing, specify and substantiate the grounds for a review and be lodged with the Dean, Graduate Research School within 10 working days of notification that a thesis is not ready for examination.

11.19.10 Requests for a review will be considered by the Dean, Graduate Research School. The Dean, Graduate Research School may seek the advice of the Graduate Research School Board, the Responsible Academic Officer and other relevant academic staff members.

11.19.11 The Dean, Graduate Research School will notify the student in writing of the final decision.

11.20 Examination of thesis

11.20.1 Under certain circumstances the procedures and arrangements for examination of a thesis may, with the approval of the Dean, Graduate Research School be varied from those prescribed in Rules 11.20.3 to 11.20.5. These circumstances include but are not limited to:

(1) theses produced as a result of research candidature conducted jointly with another university as part of a collaborative Doctoral degree;

(2) research degrees where part of the work is not 'print on paper' that necessitates a variation in examination procedures.

11.20.2 In cases where a variation of thesis examination procedures and arrangements is required, the proposed procedures and arrangements must be documented and submitted for approval by the Dean, Graduate Research School on advice from the Responsible Academic Officer within two months of the expected thesis submission date.

11.20.3 On the recommendation of the Responsible Academic Officer the Dean, Graduate Research School shall appoint examiners who shall be as follows:

(1) in the case of a Doctoral degree, a minimum of two and a maximum of three examiners all of whom must be external examiners;

(2) in the case of a Masters degree, at least two examiners both of whom must be an external examiner.

An external member of the student's supervisory panel is not normally permitted to be an examiner. Rule 11.20.3 may be varied in the exceptional circumstance that suitable examiners are not available.

11.20.4 Where restricted distribution or disclosure of certain parts of the thesis has been approved by the Dean, Graduate Research School, the principal supervisor, the Responsible Academic Officer, the University Librarian and the examiners shall be informed which parts are classified and the period, if any, of restriction. If further precautions are required in the handling or transmission of the thesis the costs incurred are to be borne by the student.

11.20.5 Should examiners or any other parties to the examination process question whether the work is that of the student, the Dean, Graduate Research School, in consultation with the Responsible Academic Officer, will consider the matter and take action in accordance with the Responsible Conduct of Research Policy, the Code of Practice for Supervisors and Research Degree Students and Section 16 (Student misconduct and appeals).

11.20.6 A student may be required to undertake an oral examination of his or her thesis as provided for in procedures approved by the Graduate Research School Board.

11.20.7 The reports of the examiners shall be forwarded to the Dean, Graduate Research School who shall consult the Responsible Academic Officer and may decide:

(1) to recommend to the Graduate Research School Board and Academic Board that the student has satisfied requirements for the award of the degree; or

(2) to recommend to the Graduate Research School Board and Academic Board that, subject to minor changes being made to the thesis as required in Rule 11.20.8, the student has satisfied requirements for the award of the degree; or

(3) that the student be permitted to re-submit a revised thesis within a specified period of 12 months for re-examination (or such other period as, in exceptional circumstances, the Dean, Graduate Research School considers appropriate) by one or more examiners; or

(4) that the student has failed to satisfy requirements for award of the degree and that the student's candidature be discontinued; or

(5) to take any other action it deems appropriate before making a decision.

11.20.8 After examination of the thesis, any minor changes to the thesis that do not require re-submission for re-examination, must be completed to the satisfaction of the Responsible Academic Officer within six months of date of notification. The Responsible Academic Officer will report satisfactory completion of the changes to the Dean, Graduate Research School.

11.20.9 If a student who has been given the opportunity to submit a revised thesis for re-examination fails to do so in the specified period the student will be deemed to have failed to satisfy requirements for the award of the degree consistent with Rule 11.20.7(4) and the student's candidature will be discontinued (refer Rule 11.23).

11.20.10 A thesis submitted for re-examination consistent with Rule 11.20.7(3) may only be submitted once.

11.21 Student misconduct

11.21.1 Student misconduct is dealt with in Rule 16.2.

11.21.2 Student misconduct that occurs in relation to a graduate research course will be dealt with in accordance with the provisions of Section 16 (Student misconduct and appeals).

11.22 Deposit of thesis

11.22.1 A student is required to deposit with the University Library for permanent retention one complete copy of each thesis for which the award of a degree is recommended subject to the following requirements:

(1) the original or an acceptable copy of the print component of the thesis shall be printed on quality acid-free paper as specified in procedures approved by the Graduate Research School Board; and

(2) any part of the thesis which is not 'print on paper' must be recorded or produced in a format approved by the Dean, Graduate Research School on the advice of the University Librarian in regard to its preservation and maintenance.

11.22.2 A student is also required to deposit a digital copy of the thesis for lodgement in the University Library. It shall be provided in the format and in accordance with procedures approved by the Graduate Research School Board.

11.22.3 The copies of the thesis deposited with the University Library will be available for consultation, loan or copying at the discretion of the University Librarian unless the Dean, Graduate Research School on the application of the student determines that the thesis, or parts of the thesis, shall not be available until after the expiry of a period, which shall not normally exceed two years.

11.23 Discontinuation of candidature

11.23.1 A student who wishes to withdraw permanently from candidature in a research course must lodge an application for withdrawal in accordance with procedures prescribed by the Dean, Graduate Research School.

11.23.2 The University may discontinue a student's candidature in a research course in certain circumstances including but not limited to:

(1) unsatisfactory progress:

(a) where a student has not submitted a thesis for examination within the approved period of candidature as specified in Rule 11.7 (refer Rule 11.8.3 and 11.10);

(b) where a student has not satisfied progress requirements (refer Rule 11.13);

(c) where a student has not satisfied candidature assessment requirements (Rule 11.15);

(d) where the principal supervisor and the Responsible Academic Officer decline to certify that a thesis is ready for examination (refer Rule 11.19.7);

in which case the student's candidature in the course will be discontinued and the result for the thesis component will be recorded as withdrawn.

(2) unsatisfactory examination:

(a) where a student has not re-submitted a revised thesis for re-examination in the required time period (refer Rule 11.20.9);

(b) where a student has failed to satisfy requirements for the award of the degree (refer Rule 11.20.7(4));

in which case the student's candidature in the course will be discontinued and the result for the thesis component will be recorded as a failure.

(3) student misconduct determined under Section 16 (Student misconduct and appeals).

11.23.3 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

11.24.1 A student whose candidature is discontinued in accordance with Rule 11.23.2 may lodge an appeal against the discontinuation of candidature with the Dean, Graduate Research School.

11.24.2 An appeal against discontinuation of candidature must reach the Dean, Graduate Research School within 20 working days of the date of official notification.

11.24.3 A student may request the Dean, Graduate Research School to consider an extension of time to submit an appeal against discontinuation. Except in exceptional circumstances, any such request must be received within 15 working days of the date of official notification.

11.24.4 The grounds for appeal against a decision of discontinuation of candidature due to unsatisfactory progress made pursuant to Rule 11.23.2(1) are:

(1) procedural irregularities of a type and to an extent that are likely to have had a significant negative impact in the candidature assessment and/or the review of progress;

(2) mitigating circumstances, supported by documentary evidence, which directly and significantly affected the student's progress, which were not known at the time and which would have reasonably led to a decision other than the discontinuation of candidature; and/or

(3) the decision was based on factual errors of such magnitude as to invalidate the decision.

11.24.5 The grounds for appeal against a decision of discontinuation of candidature due to an unsatisfactory examination made pursuant to Rule 11.23.2(2) are:

(1) procedural irregularities of a type and to an extent that are likely to have had a significant negative impact in the conduct of the examination; and/or

(2) documentary evidence of errors or irregularities on the part of one or more of the examiners.

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

11.24.10 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.

11.24.11 The Dean, Graduate Research School shall 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.

11.25 Result of appeal

11.25.1 Where an appeal against discontinuation due to unsatisfactory progress is upheld:

(1) the student's candidature will be reinstated; and

(2) the Dean, Graduate Research School will, upon advice from the Responsible Academic Officer, determine the period of candidature remaining and any other requirements for the student to complete the course.

11.25.2 Where an appeal against discontinuation due to unsatisfactory examination is upheld:

(1) the student's candidature will be reinstated; and

(2) the Dean, Graduate Research School will, upon advice from the Responsible Academic Officer, determine the steps and processes necessary for the re-examination to be conducted in an appropriate timeframe or for the examination to be repeated as appropriate.

11.25.3 Where an appeal against discontinuation is not upheld the discontinuation of candidature will be confirmed.

SECTION 12 — HIGHER DOCTORAL DEGREE REQUIREMENTS

12.1 Higher Doctoral degrees

12.1.1 The Council has determined that there shall be the following Higher Doctoral degrees:

(1) Doctor of Engineering (DEng);
(2) Doctor of Fine Arts (DFA);
(3) Doctor of Laws (LLD);
(4) Doctor of Letters (LittD);
(5) Doctor of Science (DSc).

12.2 Requirements for award

12.2.1 Any of the degrees referred to in Rule 12.1.1 may be conferred by Council on a candidate who has to the satisfaction of Academic Board made a significant original contribution to a field of knowledge and whose scholarly works exhibit, among other things, a level of originality and creativity which marks them as a major authority in his or her field.

12.3 Eligibility

12.3.1 To qualify for consideration as an applicant for the award of a Higher Doctoral degree, an applicant must:

(1) have been a full-time academic staff member of the University of Technology Sydney for at least three consecutive years or the equivalent as a part-time academic staff member of the University or, otherwise, in the opinion of the Dean of the relevant faculty have had an equivalent connection with the University; and
(2) hold a recognised degree from a tertiary institution; and
(3) in the opinion of the Dean of the relevant faculty, be qualified to be a candidate for a Higher Doctoral degree by reason of eminence in learning or creative achievements.

12.4 Application

12.4.1 An applicant for Higher Doctoral degree candidature shall submit to the Dean, Graduate Research School an application together with three copies of the published work that the applicant wishes to have examined.

12.4.2 The Dean, Graduate Research School shall refer the application to the Dean of the relevant faculty for a recommendation as to:

(1) whether the applicant satisfies the eligibility criteria in Rule 12.3.1; and
(2) whether the published work is prima facie worthy of examination for the degree and if so for recommendation as to examiners.

12.5 Submitted works

12.5.1 The work submitted for examination for a Higher Doctoral degree must be published works of which the candidate is author or joint author.

12.5.2 In the case of works of which the candidate is a joint author, the candidate shall submit a written statement and supporting material indicating the extent of the contribution of the candidate to the works.

12.5.3 A candidate shall not submit any work for which the candidate has already been granted a degree by any university.

12.6 Examination of works

12.6.1 On the recommendation of the Dean of the relevant faculty, the Dean, Graduate Research School shall appoint no fewer than three external examiners to examine the submitted works.

12.6.2 Each examiner shall submit to the Dean, Graduate Research School an independent report in writing and shall recommend, on the basis of the submitted works, whether the candidate's works:

(1) has demonstrated outstanding creative achievement or an outstanding contribution to the field of knowledge in which those works fall; and
(2) has exhibited a level of originality and creativity that marks the candidate as a major authority in that field.

12.6.3 In consultation with the Dean of the relevant faculty, the Dean, Graduate Research School shall consider the reports of the examiners and shall formulate a recommendation to the Graduate Research School Board that:

(1) the candidate has satisfied requirements for the award of the degree; or
(2) the candidate has not satisfied requirements for the award of the degree.

12.6.4 The Graduate Research School Board shall consider the recommendation of the Dean, Graduate Research School and:

(1) recommend to Academic Board that the candidate has satisfied the requirements for the award as specified in Rule 12.2; or
(2) determine that the candidate has not satisfied requirements for the award of the degree.

12.6.5 The candidate shall be advised by the Dean, Graduate Research School of the Graduate Research School Board's action under Rule 12.6.4.

12.7 Deposit of works

12.7.1 Rule 11.22 applies in respect of works submitted under this section of the Rules and for which an award is conferred under this section of the Rules.

SECTION 13 — AWARDS AND GRADUATION

13.1 Application of these Rules

This section of the Rules applies to all those who are considered eligible to receive an academic award of the University.

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;
   (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 the Credit Recognition Policy in relation to the limit of approved credit where credit has been recognised.

(2) The relevant Faculty Board shall confirm that those students who have satisfied the approved course requirements have completed the course, and shall notify Academic Board of the names of all such students and recommend to Academic Board that those students are eligible to graduate.

(3) Where, as a result of death or permanent incapacity, a student fails to complete the course requirements, but has completed a substantial proportion of them, the relevant Faculty Board may recommend to Academic Board that the student be deemed to have completed requirements of a course and that an award be conferred. Such a recommendation would normally be made within two years of the student's last enrolled teaching period and must be supported by relevant documentary evidence.

13.2.2 Graduate research

(1) Graduate research students must have:
   (a) been enrolled in the course that leads to the award; and
   (b) completed satisfactorily the educational, research and other requirements as approved for the student.

(2) The Graduate Research School Board shall determine those students who have completed the course requirements.

(3) The Graduate Research School Board shall notify and recommend to Academic Board that those students, so notified, having completed course requirements satisfactorily are eligible to graduate.

(4) Where, as a result of death or permanent incapacity, a student fails to complete the course requirements, but has completed a substantial proportion of them, upon recommendation from the relevant Faculty Board, the Graduate Research School Board may recommend to Academic Board that the student be deemed to have completed requirements of a course and that an award be conferred. Such a recommendation would normally be made within two years of the student's last enrolled teaching period and must be supported by relevant documentary evidence. Such evidence may include the completion of research work, papers and publications, literature reviews, or other tangible research related activities.

13.3 Eligibility to graduate

13.3.1 Academic Board shall recommend to Council the conferral of awards upon those students who have satisfactorily completed course requirements in accordance with Rule 13.2 and are considered eligible to graduate.

13.3.2 Notwithstanding Rule 13.3.1, the Provost (or nominee) may determine that a student who has completed course requirements in accordance with Rule 13.2 is not eligible to graduate in particular circumstances including but not limited to:
   (1) where proceedings relevant to the student are pending or have commenced in accordance with the provisions of Section 16 (Student misconduct and appeals); or
   (2) where the student has not discharged all of his or her financial obligations to the University; or
   (3) where the student has not returned all borrowed library books or University equipment and materials.

13.4 Conferral of award

13.4.1 Degree, Diploma and other award courses of the University are conferred by a resolution of Council.

13.4.2 Degree and Diploma awards may be presented at a University graduation ceremony. Graduate Certificate awards may be presented at a faculty ceremony.

13.4.3 An award of the University may be conferred posthumously.

13.5 Rescission of award

13.5.1 In exceptional circumstances, Council may rescind the conferral of an award, including but not limited to situations where:
   (1) the Vice-Chancellor (or nominee) has determined that rescission of an award is an appropriate penalty as set out in Rule 16.3.1(1); or
   (2) significant fraudulent or deceitful activities have been identified and proven subsequent to the conferral of the award and which, had they been known at the time of conferral of the award, would have led to a decision not to confer the award; or
   (3) administrative error has resulted in incorrect conferral of an award; or
   (4) the student has not discharged all of his or her financial obligations to the University incurred during his or her period of enrolment.

13.5.2 Where Rule 13.5.1(1) applies:

(1) no action will be taken to implement the Vice-Chancellor's (or nominee) decision until such time as any appeal against that decision has been considered as provided for in accordance with Section 16 (Student misconduct and appeals)or until the time limit for lodgement of such an appeal has expired;

(2) the Director, Governance Support Unit will notify Academic Board and Council of the decision to rescind the award if no appeal is lodged or the original decision of the Vice-Chancellor (or nominee) to rescind the award is upheld;

(3) the Director, Governance Support Unit will provide written notice of the decision and reasons for the decision to the award recipient.

13.5.3 Where Rule 13.5.1(2) applies:

(1) the Vice-Chancellor will establish a panel with an appropriate membership:

(a) to investigate the alleged or suspected fraudulent or deceitful activities;

(b) to provide a report to the Vice-Chancellor which includes recommendations as to any further action including but not limited to whether:

(i) the matter relates to individual misconduct as provided for in Section 16 (Student misconduct and appeals) and, if so, any further action should proceed under the terms of those Rules;

(ii) the matter relates to other circumstances in which case any further action will be determined as relevant to the circumstances.

(2) the Vice-Chancellor will provide written notice to the award recipient of any decision to take further action and will provide appropriate opportunities for the award recipient to address the issues involved and to make a submission to the Vice-Chancellor on the matter prior to any final decision being taken on the status of the award;

(3) the Director, Governance Support Unit will inform the award recipient of the outcome of the Vice-Chancellor's decision.

13.5.4 Where Rule 13.5.1(3) applies:

(1) the award recipient will be advised of the proposed corrective action and any relevant consequences and will be given the opportunity to comment on these prior to rescission of an award under Rule 13.5.4(2);

(2) the Provost may rescind an award where an administrative error has occurred and must provide a report to Council via Academic Board every half year on awards rescinded.

13.5.5 The Director, Governance Support Unit may provide information on a decision to rescind an award and reasons for the decision to any other person who has a legitimate reason for having access to such information and in accordance with the provisions of the Privacy and Protection of Personal Information Vice-Chancellor's Directive.

13.6 Award nomenclature

13.6.1 Award nomenclature including abbreviations shall be in accordance with official award nomenclature for the course, as approved by the University and published in official University publications.

13.6.2 Graduates are entitled to use the official award nomenclature once the award has been conferred by Council.

13.7 Level of award — classification and grading

13.7.1 Subject to the provisions of Rules 13.7.2 and 13.7.3, the relevant Faculty Board shall recommend to Academic Board the classification and grading of the award, if any, to be conferred upon individual students.

13.7.2 The level of award recommended for individual students shall be determined by the relevant Faculty Board in accordance with guidelines approved by Academic Board from time to time.

13.7.3 The classification and grading of awards for each course shall be in accordance with the following provisions:

(1) For a Doctoral degree, the award shall not be classified.

(2) For a Masters degree (Research), the award shall not be classified.

(3) For a Masters degree (Coursework) for which the award of Honours is available, the award shall be classified as:

(a) Masters (Honours); or

(b) Masters degree.

(4) For a Bachelor Honours degree the award shall be classified as:

(a) Bachelor Honours degree with First Class Honours; or

(b) Bachelor Honours degree with Second Class Honours, which may be graded into Division 1 and Division 2 in those faculties that require such grading; or

(c) Bachelor Honours degree with Third Class Honours, which may be awarded in those faculties that require such grading.

(5) For a Bachelor degree, the award may be classified as:
  (a) Bachelor degree with Distinction; or
  (b) Bachelor degree with Credit; or
  (c) Bachelor degree.

(6) For a Graduate Diploma, the award may be classified as:
  (a) Graduate Diploma with Distinction; or
  (b) Graduate Diploma with Credit; or
  (c) Graduate Diploma.

(7) For a Diploma, the award may be classified as:
  (a) Diploma with Distinction; or
  (b) Diploma with Credit; or
  (c) Diploma.

(8) For a Graduate Certificate, the award shall not be classified.

13.8 University Medal

13.8.1 A University Medal may be awarded, in accordance with the guidelines approved by Academic Board from time to time, to a graduating student who is considered by the relevant Faculty Board to have demonstrated exceptional merit.

13.9 Testamurs

13.9.1 A testamur is an official University certification document that confirms a qualification has been awarded to an individual.

13.9.2 A testamur is a legal document issued under the seal of the University and is issued in original form only once for each specific award conferred.

13.9.3 A certificate of replacement for a testamur may be requested by a graduate and issued under the authority of the Director, Student Administration Unit in the form and on such conditions as determined by the Vice-Chancellor from time to time.

13.10 Academic dress

13.10.1 Academic dress is prescribed by Council for each award of the University, with the exception of Graduate Certificates.

13.10.2 Graduates who attend graduation ceremonies are required to wear the academic dress of the degree or diploma that is appropriate to the level of award obtained.

13.10.3 Graduates of the University are entitled to wear the academic dress, appropriate to the level of award obtained, at appropriate formal occasions.

13.10.4 The University Secretary may approve the use of the University's academic dress, by those yet to have awards formally conferred, at appropriate formal occasions or other official University events.

SECTION 14 — HONORARY AWARDS OF THE UNIVERSITY

14.1 Honorary awards

14.1.1 Council has determined that there shall be the following honorary awards:

(1) Honorary Doctor of Business (HonDBus);
(2) Honorary Doctor of Creative Arts (HonDCA);
(3) Honorary Doctor of Design (HonDDes);
(4) Honorary Doctor of Engineering (HonDEng);
(5) Honorary Doctor of Health Sciences (HonDHlthSc);
(6) Honorary Doctor of Laws (HonLLD);
(7) Honorary Doctor of Letters (HonLittD);
(8) Honorary Doctor of Science (HonDSc);
(9) Honorary Doctor of Technology (HonDTech);
(10) Honorary Doctor of the University (HonDUniv);
(11) Fellow of the University;
(12) UTS Distinguished Service Award.

14.2 Determination of recipients

14.2.1 Council may, on the recommendation of the Honorary Awards Committee, the Chancellor or the Vice-Chancellor, resolve to confer an honorary award upon a person who has satisfied the criteria determined by Council as being appropriate to the specific award in question.

14.2.2 Such determination shall be in accordance with the University Honours Policy approved by Council from time to time.

14.3 Rescission of honorary award

14.3.1 In exceptional circumstances, Council may rescind the conferral of an honorary award.

SECTION 15 —EQUIPMENT LOANS

15.1 Equipment availability

15.1.1 The University may make available University equipment for loan to a student to meet specific teaching, learning or assessment requirements as specified in subject outlines or course requirements provided to students, or in relation to other academic-related activities.

15.2 Responsibilities of faculties and units

15.2.1 Faculties and units are responsible for:

(1) ensuring that the conditions of equipment loans are provided to students;

(2) ensuring that borrowers present their Student Identity Card and sign a written undertaking to abide by the conditions of the equipment loan;

(3) maintaining a register of equipment loans which includes at least the following:

(a) UTS asset number;

(b) the serial number, make and model of the equipment;

(c) student number shown on the Student Identity Card;

(d) student's full name;

(e) date of loan;

(f) due date for return of equipment; and

(g) amount of any conditional deposit imposed on the particular borrower;

(4) reporting any breach of the conditions of an equipment loan to the relevant Dean (or nominee) or Director (or nominee) who shall act in accordance with Rule 15.4.

15.3 Responsibilities of borrowers

15.3.1 Equipment borrowers are responsible for:

(1) ensuring that any UTS equipment item that they remove from University premises has been officially registered for borrowing with the relevant faculty or unit in accordance with Rule 15.2; and

(2) the safekeeping and return of items borrowed by the due date and time.

15.3.2 Equipment borrowers must:

(1) not carelessly or wilfully mutilate or damage UTS equipment;

(2) take reasonable precautions to ensure the safekeeping of equipment and minimise the opportunity for theft or loss of, or damage to, the equipment;

(3) not leave or attempt to leave UTS premises:

(a) with any UTS equipment item which is not registered for loan in the borrower's name with the relevant faculty or unit;

(b) with part of any UTS equipment item which is not registered for loan in the borrower's name with the relevant faculty or unit;

(4) not use UTS equipment for any unauthorised purpose;

(5) not use UTS equipment in any way which may infringe the rights or endanger the safety of others;

(6) immediately report any malfunctions or existing damage to equipment to the relevant University officer within a faculty or unit;

(7) immediately report any theft, loss or damage of or to the equipment to the relevant University officer.

15.4 Non-compliance

15.4.1 Where a Dean (or nominee) or Director (or nominee) believes on reasonable grounds that an equipment borrower has not complied with the conditions of loan pursuant to Rule 15.2.1(1) or has not complied with the requirements of Rule 15.3, the Dean (or nominee) or Director (or nominee) may do any or all of the following:

(1) place restrictions on future use of the equipment;

(2) deny future loans to the borrower;

(3) request the Director, Student Administration Unit not to permit the student to re-enrol or graduate, or to withhold assessment results, until the equipment is returned;

(4) require payment by the borrower of a specified amount not exceeding the amount of the value of the cost of replacement or repair of the equipment item;

(5) require the borrower to lodge a conditional deposit as part of the loan conditions of any subsequent loan(s);

(6) refer the matter to the Director, Governance Support Unit who will deal with it in accordance with Section 16 (Student misconduct and appeals);

(7) lock the borrower's student system account until the equipment is returned.

15.4.2 Where the Dean (or nominee) or Director (or nominee) believes one or more of the actions in Rule 15.4.1(1) to 15.4.1(7) are appropriate, the Dean (or nominee) or Director (or nominee) will notify and give reasons to the student and the Director, Student Administration Unit. The Dean (or nominee) or Director (or nominee) may notify any other person of the decision and reasons on a need to know basis.

SECTION 16 — STUDENT MISCONDUCT AND APPEALS

Part A — General provisions

16.1 Application

16.1.1 The Rules in this section apply to and in respect of all students of the University and in respect of misconduct by a person who was a student at the time of the misconduct, whether or not the person is currently enrolled (refer Rule 1.2.2).

16.1.2 Nothing in these Rules precludes the University from initiating civil or criminal proceedings against a student or former student in respect of misconduct.

16.2 Definition of misconduct

16.2.1 Student misconduct includes but is not limited to:

(1) (a) cheating or acting dishonestly in any way; or

(b) assisting any other student to cheat or act dishonestly in any way; or

(c) seeking assistance from others in order to cheat or act dishonestly; or

(d) attempting (a) or (b) or (c) in an examination, test, assignment, essay, thesis or any other assessment task that a student undertakes as part of the educational requirements of the course in which the student is enrolled;

(2) accessing or using another person's work by theft or other unauthorised means;

(3) using, or attempting to use, any material or equipment that is not specified on an examination paper for use in the examination;

(4) plagiarising, i.e. taking and using someone else's ideas or manner of expressing them and passing them off as his or her own by failing to give appropriate acknowledgement of the source to seek to gain an advantage by unfair means;

(5) acting in contravention of any official statement that defines acceptable academic practice as approved by Council, Academic Board or a Faculty Board from time to time;

(6) contravening any provision of the Act, the By-law, these Rules, and the codes of conduct, policies, procedures, directives, guidelines and any other form of regulation of the University;

(7) acting in contravention of any official statement that defines acceptable standards of conduct and behaviour as approved by Council, Academic Board or a Faculty Board from time to time;

(8) prejudicing the good name or academic standing of the University;

(9) prejudicing the good order and government of the University;

(10) a breach of confidentiality or privacy requirements or obligations in respect of the University or its staff, students or other relevant parties;

(11) unreasonably interfering with the freedom of other persons to pursue their studies, carry out their functions or participate in the life of the University;

(12) harassing or engaging in any other form of improper or discriminatory behaviour towards another student, an officer of the University, a visitor to the University, or any other person while that person is engaged in any activity related to his or her University purposes; such misconduct may relate, but is not limited, to race, ethnic or national origin, gender, marital status, sexual preference, disability, age, political conviction or religious belief;

(13) intimidating or assaulting another student, officer of the University, a visitor to the University or any other person on University premises or while that person is engaged in any activity related to his or her University purposes;

(14) failing to comply with any order or direction lawfully made or given under the Act, the By-law, these Rules, and the codes of conduct, policies, procedures, directives, guidelines and any other form of regulation of the University;

(15) refusing to identify himself or herself when asked lawfully to do so by an officer of the University;

(16) failing to comply with any conditions set by the Vice-Chancellor or the Vice-Chancellor's nominee under Rules 2.1.9 or 16.3.3;

(17) breaching the terms or conditions of a penalty imposed for student misconduct;

(18) obstructing any officer of the University in the performance of the officer's duties including preventing or attempting to prevent an officer of the University from occupying or using his or her assigned work area and/or refusing to leave such an area when instructed to do so;

(19) behaving disgracefully, improperly or inappropriately:

(a) in a class, meeting or other activity in or under the control or supervision of the University; or

(b) on University premises or facilities; or

(c) on any other premises or facilities to which the student has access for his or her University purposes; or

(d) while pursuing any activity related to his or her University enrolment;

(20) publishing material which is abusive, offensive, vilifying, harassing, discriminatory or inappropriate about the University, another student, or an officer of the University, in any forum or media, including but not limited to print, internet, social media, email, digital or electronic communications and broadcasting forums;

(21) failing to comply with the prescribed provisions relating to the student's placement at another institution, place of learning or place of business;

(22) acting dishonestly in relation to an application for admission to the University;

(23) knowingly making any false or misleading representation about things that concern the student as a student of the University including but not limited to a breach of Rule 2.1.8;

(24) knowingly making any false or misleading representation in relation to funding, prizes, grants and/or scholarships;

(25) fabrication, falsification or misleading representation of data or results;

(26) wilful concealment or a facilitation of research misconduct by others;

(27) altering or attempting to alter any document or record of the University, or causing or attempting to cause any unauthorised alteration of such a document or record;

(28) altering or falsifying any document that the University requires of the student (e.g. medical certificate, professional authority form or other supporting documentation);

(29) impersonating another student, or arranging for anyone to impersonate a student, in an examination, assessment task, an assessment requirement or in any other University related activity;

(30) misusing any University facility in a manner which is illegal or which is or will be detrimental to the rights or property of others;

(31) without limiting, in any way, 16.2.1(30), or the definition of 'facility', misusing any computing or communications equipment or capacity to which the student has access at or away from University premises for his or her University purposes in a manner which is illegal or which is or will be detrimental to the rights or property of others;

(32) stealing, destroying, damaging or causing loss or cost in respect of a facility or property of the University or for which the University is responsible, or any other property of any other person within the University premises; and/or

(33) making an unauthorised disclosure of and/or misusing Student Security Identification (SSI).

16.3 Penalties

16.3.1 The penalty or penalties for student misconduct may be one or more of the following:

(1) rescission of an academic award conferred by the University where the award is as a result or partly as a result of fraud or serious misconduct committed by the student before the award was conferred;

(2) revocation of a recommendation to Academic Board or Council that a student has satisfied the requirements for an award, effective for a period of up to 12 months;

(3) permanent exclusion from the University, in which case:

(a) the student's enrolment will be terminated;

(b) the student will be recorded as excluded from the University;

(c) the student will not be entitled to any benefits, advantages or privileges of the University;

(d) the student will not be permitted to enrol in any course whether for award or otherwise at the University;

(e) any further applications from the student for admission to any course at the University will not be considered;

(4) exclusion from the University for a period of up to five years in which case:

(a) the student's enrolment will be terminated;

(b) the student will be recorded as excluded from the University for the specified period of exclusion;

(c) the student will not be entitled to any benefits, advantages or privileges of the University for the specified period of exclusion;

(d) the student will not be permitted to enrol in any course at the University whether for award or otherwise during the period of any exclusion;

(e) the student may reapply for readmission to the course at the University at the end of the period of exclusion. Readmission is not automatic (refer Rule 5.9.3). If a student is readmitted, conditions relating to the student's future conduct at the University may be set by the Vice-Chancellor or Vice-Chancellor's nominee (refer Rule 2.1.9);

(5) suspension from the University for a specified period not exceeding 12 months in which case:

(a) the student will not be entitled to any benefits, advantages or privileges of the University during the period of suspension;

(b) the student will be recorded as suspended from the University for the specified period of suspension;
(c) the student will not be permitted to enrol in any course whether for award or otherwise at the University during the period of suspension;
(d) the student will be entitled to re-enrol in the course from which the student has been suspended at the end of the period of suspension;

(6) suspension from a course of the University for a period not exceeding 12 months in which case:
(a) the student will not be entitled to any course-related benefits, advantages or privileges of the University during the period of suspension;
(b) the student will be recorded as suspended from the course for the specified period of suspension;
(c) the student will not be permitted to enrol in the course from which the student has been suspended during the period of suspension;
(d) the student will be entitled to re-enrol in the course from which the student has been suspended at the end of the period of suspension;

(7) withholding of academic results for the relevant teaching period, and/or of official academic records, including deferral or withdrawal of permission to graduate;

(8) imposing conditions on enrolment and participation in specified subjects for a specified period not exceeding 12 months, in which case if there is a further act of misconduct during the specified period the Vice-Chancellor or Vice-Chancellor's nominee shall refer the matter to the University Student Conduct Committee for a recommendation on the imposition of a more severe penalty;

(9) if the misconduct relates to a subject in which the student is enrolled:
(a) a reduction in marks for any part or parts of an assessment; or
(b) a zero mark and 'Fail' result for any part or parts of an assessment; or
(c) a requirement that the student re-do and submit a specific assessment task, with a reduction in marks to no more than a specified percentage, normally 50 per cent, of the maximum possible mark in the assessment task; or
(d) a requirement that the student must undertake another alternative assessment task, for which the maximum possible mark can be no greater than a specified percentage, normally 50 per cent, of the maximum possible mark in the assessment task; or
(e) a zero mark and 'Fail' result for the subject, in which case the zero mark and 'Fail' result will be denoted on the official record of the student in the same way as a 'Fail' result awarded in the usual way;

(10) exclusion from attendance at specified classes or subjects for a specified period not exceeding 12 months, provided that these do not include the entirety of classes or subjects for which the student is enrolled or is eligible to be enrolled;

(11) exclusion from and prohibition from use of specified facilities of the University for a specified period not exceeding 12 months;

(12) payment to the University or a third party by a specified date of a specified amount not exceeding the amount of any loss or damage where an act of misconduct involves loss of or damage to property or facilities of the University or a third party, in which case failure to pay the specified amount to the University by the specified date will be treated as a debt to the University and incur any or all such sanctions for non-payment of charges as are provided for in Section 4 (Fees, charges and other financial obligations);

(13) payment to the University by a specified date of a specified amount for its costs, not exceeding the amount of any costs incurred where an act of misconduct involves lengthy inquiries and proceedings, in which case failure to pay the specified amount to the University by the specified date will be treated as a debt to the University and incur any or all such sanctions for non payment of charges as are provided for in Section 4 (Fees, charges and other financial obligations);

(14) payment to the University by a specified date of a fine up to $5000, with maximum fines for particular types of offences determined in accordance with the Guidelines on Determining an Appropriate Penalty for Instances of Student Misconduct (refer Schedule 4), in which case failure to pay the specified amount to the University by the specified date will be treated as a debt to the University and incur any or all such sanctions for non-payment of charges as are provided for in Section 4 (Fees, charges and other financial obligations);

(15) imposition of specified conditions on attendance at specified classes or use of specified facilities or services of the University;

(16) a reprimand.

16.3.2 Matters which may be taken into account in recommending or imposing a penalty in respect of instances of misconduct under these Rules include but are not limited to:

(1) the nature and seriousness of the misconduct;

(2) a student's previous record of misconduct;

(3) previous penalties imposed for student misconduct including any penalty deferred or suspended in accordance with Rule 16.3.3;

(4) the fact that a student has admitted an alleged act of misconduct;

(5) the fact that a student came forward on the student's own initiative and admitted an act of misconduct.

Regard should also be had to the Guidelines on Determining an Appropriate Penalty for Instances of Student Misconduct (refer Schedule 4) which can be amended by the Vice-Chancellor or Vice-Chancellor's nominee from time to time, subject to notification of any change to Academic Board and Council.

16.3.3 The operation of a penalty may be:

(1) deferred by the person imposing the penalty for a period that will not normally exceed two years, but may in appropriate cases continue for the duration of a student's enrolment. During the period in which a penalty is deferred, as a condition of continued enrolment, the student must comply with any conditions prescribed by the Vice-Chancellor or Vice-Chancellor's nominee.

(2) suspended by the person imposing the penalty for a period that will not normally exceed two years, but may in appropriate cases continue for the duration of a student's enrolment. If there is a further act of misconduct during the specified period, the penalty will be imposed immediately.

16.4 Designation

16.4.1 The Vice-Chancellor may at any time designate a nominee including the Provost or a Deputy Vice-Chancellor with appropriate portfolio responsibilities, to exercise all or part of the Vice-Chancellor's powers, duties and responsibilities under this section of the Rules.

16.4.2 The Vice-Chancellor must advise Council of any such designation.

16.5 Procedural fairness

16.5.1 A student is entitled to procedural fairness in the handling of an allegation of student misconduct including any appeal.

16.5.2 Guidelines Relating to Student Misconduct and Appeals (refer Schedule 3) provide general guidance on procedural fairness and will be followed unless a Conduct Committee, Responsible Academic Officer, the Vice-Chancellor, the Vice-Chancellor's nominee or the Director, Governance Support Unit determines that there are sufficiently compelling circumstances to require different procedures in particular proceedings in order to ensure procedural fairness.

16.5.3 A student or an officer of the University including the Vice-Chancellor or Vice-Chancellor's nominee, Responsible Academic Officer or member of a Conduct Committee must not hear or determine an allegation of student misconduct if he or she is personally involved in any aspect of the allegation.

16.5.4 For the purposes of Rule 16.5.3 a student or an officer of the University is not personally involved in any aspect of an allegation by reason only of the fact that he or she hears or deals with the allegation under these Rules.

16.5.5 In the event that the Vice-Chancellor or Vice-Chancellor's nominee, a Responsible Academic Officer, or a member of a Conduct Committee believes that his or her involvement in a matter would lead to a conflict of interest, he or she must consult with the Director, Governance Support Unit. The Director, Governance Support Unit will determine an appropriate person to deal with the matter.

16.6 Allegation of misconduct

16.6.1 An allegation of student misconduct must specify each individual act of alleged misconduct.

16.6.2 An allegation of student misconduct occurring within a faculty in relation to the teaching and conduct of courses and subjects within that faculty must be referred to the Responsible Academic Officer of the relevant faculty:

(1) If the student misconduct involves plagiarism the Responsible Academic Officer will deal with the matter in accordance with Rule 16.10 and in accordance with the Guidelines for Handling Student Misconduct Involving Plagiarism (refer Schedule 5).

(2) If the student misconduct involves misconduct other than plagiarism, the Responsible Academic Officer must refer the matter to the Director, Governance Support Unit to be handled in accordance with Rule 16.12.

(3) Allegations involving both plagiarism and other misconduct must be referred to the Director, Governance Support Unit to be handled in accordance with Rule 16.12.

16.6.3 All other allegations of student misconduct must be referred to the Director, Governance Support Unit and handled in accordance with Rule 16.12.

16.7 Admission of misconduct

16.7.1 A student may admit an act of misconduct at any time.

16.7.2 When a student admits both the occurrence and the substance of an act of misconduct:

(1) any inquiry being undertaken by a relevant officer of the University or committee in relation to that act of misconduct may cease;

(2) the relevant officer of the University or committee will make recommendations only as to the penalty or penalties in accordance with the Guidelines on Determining an Appropriate Penalty for Instances of Student Misconduct (refer Schedule 4).

16.8 Annual report of matters related to student misconduct and appeals

16.8.1 Each year the Director, Governance Support Unit will provide the Vice-Chancellor, for the information of Academic Board and Council, with a report on all student misconduct and appeal matters, including decisions made in relation to the recommendations of the University Student Conduct Committee and the Student Misconduct Appeals Committee.

16.8.2 The Vice-Chancellor or Vice-Chancellor's nominee will take whatever action he or she considers necessary to ensure reasonable consistency in respect of the handling of student misconduct matters between the faculties and in respect of the penalties imposed.

Part B — Temporary exclusion

16.9 Exclusion from facilities and/or participation in activities

16.9.1 An officer of the University may summarily exclude a student from facilities and/or participation in activities under this Rule in circumstances in which it is appropriate to do so. Such circumstances include, but are not limited to, where the officer reasonably believes:

(1) the student is suspected of having committed an act of misconduct in, or in relation to, the use of facilities and/or participation in an activity; or

(2) the student's behaviour is disrupting use of the facilities by others or participation in activities by others or likely to disrupt them; or

(3) the student's behaviour is causing or encouraging others to disrupt use of the facilities and/or participation in activities; or

(4) there is or may be a threat to the safety of persons or property.

16.9.2 For the purpose of Rule 16.9, facilities and participation in activities includes but is not limited to classes, laboratories, computer laboratories, University Library, practicums, clinical practice or fieldwork excursions, practical experience or workplace placements.

16.9.3 Guidelines on Exclusion of Students from Facilities and/or Participation in Activities consistent with this Rule must be approved by Academic Board from time to time for the purpose of providing guidance to students and officers of the University on the application of Rule 16.9 in various circumstances and situations.

16.9.4 An exclusion from facilities and/or participation in activities ceases to have effect at the expiration of 14 days from the day on which the alleged circumstance or incident occurred, unless sooner revoked.

16.9.5 An officer of the University who excludes a student from facilities and/or participation in activities under this Rule must notify the relevant Responsible Academic Officer, the University Librarian or the Director, Governance Support Unit of the exclusion not later than two working days after the exclusion takes place. The notification must outline the circumstance or incident including any relevant behaviour, the period of exclusion and from which facility or activity the student was excluded.

16.9.6 Within three working days of receiving the notification the Responsible Academic Officer, the University Librarian or the Director, Governance Support Unit will send a notice to the student outlining the basis of the exclusion.

16.9.7 If the circumstance or incident leading to summary exclusion occurs in a classroom, or during a practicum, clinical practice, fieldwork excursion, practical experience or workplace placement, or in a faculty facility, the Responsible Academic Officer may decide whether the notified circumstance or incident:

(1) should be treated as an allegation of student misconduct for referral to the Director, Governance Support Unit to be handled in accordance with Rule 16.12;

(2) should be treated as a circumstance or incident for referral to the Vice-Chancellor or Vice-Chancellor's nominee to be handled in accordance with Rule 2.1.9; or

(3) where relevant, should be dealt with under the professional experience requirements of Rule 3.4.

16.9.8 If the incident occurs in the University Library, the University Librarian will decide whether the notified incident should be treated as an allegation of student misconduct for referral to the Director, Governance Support Unit to be handled in accordance with Rule 16.12.

16.9.9 If the Responsible Academic Officer or the University Librarian decides to treat the notified incident in another way, the notification and details of the subsequent action by the Responsible Academic Officer or University Librarian will be placed on the student's file and may be used at some future time in determination of a penalty should further instances of misconduct occur in accordance with the Guidelines on Determining an Appropriate Penalty for Instances of Student Misconduct (refer Schedule 4).

16.9.10 In all other cases, the matter must be referred to the Director, Governance Support Unit who will determine the appropriate action in accordance with Rule 16.12.

16.9.11 The student will be notified of all decisions and action taken.

Part C — Allegations of misconduct handled at the faculty level

16.10 Allegations referred to the Responsible Academic Officer

16.10.1 Where the Responsible Academic Officer believes an alleged act of student misconduct within the faculty involves any form of misconduct other than plagiarism, the Responsible Academic Officer shall refer the allegation to the Director, Governance Support Unit to be handled in accordance with Rule 16.12. Before doing so, in cases where the allegation is made by an officer of the University, the Responsible Academic Officer shall consult with that officer.

16.10.2 Where the Responsible Academic Officer receives an allegation of misconduct involving plagiarism, the Responsible Academic Officer may, in accordance with the Guidelines for Handling Student Misconduct Involving Plagiarism (refer Schedule 5), obtain further details of the allegation of misconduct and make such other enquiries as he or she believes necessary.

16.10.3 If, after considering all the information, the Responsible Academic Officer is of the view that the allegation of plagiarism:

(1) is without foundation, or that there is insufficient information to support the allegation or to warrant further investigation, the Responsible Academic Officer may determine not to take further action in relation to the allegation in which case the Responsible Academic Officer will retain records in support of the decision on a confidential file;

(2) may be substantiated as plagiarism, the Responsible Academic Officer must, in writing and as soon as possible:

(a) notify the student of the allegation;

(b) provide the student with a copy of, or an electronic link to, the relevant Rules and Guidelines;

(c) give the student a reasonable period, being a period of not less than five working days' notice to respond in writing and, if the Responsible Academic Officer considers it necessary, attend a meeting.

16.10.4 Following consideration of the student's response, if any, the Responsible Academic Officer must:

(1) deal with the matter in accordance with the Rules, and the Guidelines for Handling Student Misconduct Involving Plagiarism (refer Schedule 5), and as follows:

(a) impose no penalty because the Responsible Academic Officer believes no penalty is warranted; or

(b) issue a formal warning; or

(c) impose one or more of the penalties set out in Rule 16.3.1(9), in accordance with the Guidelines on Determining an Appropriate Penalty for Instances of Student Misconduct (refer Schedule 4); or

(d) where the Responsible Academic Officer believes the misconduct warrants any other penalty, refer a recommendation to the Director, Governance Support Unit to be handled in accordance with Rule 16.12;

(2) advise the student in writing of the Responsible Academic Officer's decision and the student's right of appeal in cases where the Responsible Academic Officer has imposed a penalty.

16.11 Responsible Academic Officer's decision on misconduct involving plagiarism

16.11.1 In coming to a decision on misconduct involving plagiarism the Responsible Academic Officer must consider:

(1) the student's written representations and/or representations at a meeting (if any); and

(2) any other previous case of student misconduct which the Responsible Academic Officer believes is similar to the case he or she is considering, to assist with consistency in decision-making.

16.11.2 Where the Responsible Academic Officer believes one or more of the penalties specified in Rule 16.3.1(9) is appropriate, the Responsible Academic Officer:

(1) must make the decision as to the penalty;

(2) must in writing and as soon as possible notify the student of the decision and give reasons for the decision;

(3) must provide the Director, Governance Support Unit with a report and a copy of the notification to the student;

(4) may notify any other person of the decision and reasons in accordance with the Guidelines Relating to Student Misconduct and Appeals (refer Schedule 3).

16.11.3 Where the Responsible Academic Officer believes one or more of the penalties specified in Rule 16.3, other than Rule 16.3.1(9), is appropriate, the Responsible Academic Officer must:

(1) refer the matter to the Director, Governance Support Unit to be handled in accordance with Rule 16.12;

(2) provide the Director, Governance Support Unit with a written report, which includes the Responsible Academic Officer's recommendations;

(3) provide a copy of his or her report to the student at the same time.

16.11.4 Where the matter has been referred to the Director, Governance Support Unit in accordance with Rule 16.11.3, the student may, within five days of receiving the Responsible Academic Officer's report, make written representations to the Director, Governance Support Unit about the recommendations of the Responsible Academic Officer.

Part D — Allegations of misconduct handled centrally

16.12 Allegations referred to the Director, Governance Support Unit

16.12.1 Where a matter has been referred from a Responsible Academic Officer under Rule 16.11.3, the Director, Governance Support Unit must refer the matter to the Vice-Chancellor or Vice-Chancellor's nominee for decision under Rule 16.12.6.

16.12.2 In all other cases where the Director, Governance Support Unit receives an allegation of misconduct, the Director, Governance Support Unit may obtain further details of the allegation of misconduct and make such other enquiries as he or she believes necessary.

16.12.3 If after considering all the information, the Director, Governance Support Unit is of the view that the allegation is without foundation, or that there is insufficient information to support the allegation or to warrant further investigation, the Director, Governance Support Unit may determine not to take further action in relation to the allegation in which case the Director, Governance Support Unit will retain sufficient information on the allegation on a confidential file.

16.12.4 Where the alleged misconduct involves misconduct during a centrally conducted examination, the Director, Governance Support Unit will:

(1) inquire into the alleged misconduct;

(2) in consultation with the Subject Coordinator consider the evidence including the student's response, if any;

(3) decide on the appropriate course of action, as follows:

(a) dismiss the allegation of misconduct; or

(b) issue a formal warning; or

(c) issue a formal notice of an allegation of misconduct.

(4) If 16.12.4(3)(c) applies:

(a) notify the student of the allegation in writing;

(b) provide the student with a copy of, or an electronic link to, the relevant Rules and Guidelines;

(c) draw the attention of the student to the student's right to admit the alleged misconduct;

(d) give the student a reasonable period, being a period of not less than five working days, to seek advice about available options; and

(e) ask whether the student admits or denies any or all of the allegations.

(5) If 16.12.4(3)(c) applies, refer:

(a) the matter to the Vice-Chancellor or Vice-Chancellor's nominee for consideration as specified in Rule 16.12.6 in instances where the student admits the misconduct and the nature of the misconduct is sufficiently serious to warrant consideration of a formal penalty under Rule 16.3; or

(b) the allegation to the University Student Conduct Committee;

(6) advise the student in writing of the decision under 16.12.4(3).

16.12.5 Where the alleged misconduct involves misconduct not covered by Rule 16.12.4, the Director, Governance Support Unit will:

(1) inquire into the alleged misconduct;

(2) consider the evidence;

(3) decide on the appropriate course of action, as follows:

(a) dismiss the allegation of misconduct; or

(b) issue a formal warning; or

(c) issue a formal notice of an allegation of misconduct.

(4) If 16.12.5(3)(c) applies:

(a) notify the student of the allegation in writing;

(b) provide the student with a copy of, or an electronic link to, the relevant Rules and guidelines;

(c) draw the attention of the student to the student's right to admit the alleged misconduct;

(d) give the student a reasonable period, being a period of not less than five working days, to seek advice about available options; and

(e) ask whether the student admits or denies any or all of the allegations.

(5) If 16.12.5(3)(c) applies, refer:

(a) the matter to the Vice-Chancellor or Vice-Chancellor's nominee for consideration as specified in Rule 16.12.6 in instances where the student admits the misconduct and the nature of the misconduct is sufficiently serious to warrant consideration of a formal penalty under Rule 16.3; or

(b) the allegation to the University Student Conduct Committee;

(6) advise the student in writing of the decision under 16.12.5(3).

16.12.6 Where the student admits the allegation, or the matter has been referred from a Responsible Academic Officer under Rule 16.11.3, the Director, Governance Support Unit must refer the matter to the Vice-Chancellor who must:

(1) where the Vice-Chancellor or Vice-Chancellor's nominee believes the misconduct could be sufficiently serious to warrant the penalty specified in Rules 16.3.1(1) to 16.3.1(6) refer the matter to a University Student Conduct Committee for recommendation as to the penalty or penalties it considers appropriate; or

(2) impose one or more of the penalties set out in Rules 16.3.1(7) to 16.3.1(16), in accordance with the Guidelines on Determining an Appropriate Penalty for Instances of Student Misconduct (refer Schedule 4); or

(3) impose no penalty because the Vice-Chancellor or Vice-Chancellor's nominee believes no penalty is warranted.

16.12.7 Where the student denies the allegation, or neither admits nor denies the allegation of misconduct by the time specified, the Director, Governance Support Unit must refer the allegation to a University Student Conduct Committee.

16.13 University Student Conduct Committee

16.13.1 Composition

(1) A University Student Conduct Committee will comprise four members:

(a) a person with a legal qualification who may but need not be a member of the University staff, as the Chair of the committee; and

(b) a member of the University staff; and

(c) two members who are students of the University nominated by the Faculty Boards, and who:

(i) have attended the University for at least one year; and

(ii) are not full-time (continuing or fixed-term) members of the University staff.

(2) Academic Board will from time to time approve panels of persons, nominated by the Director, Governance Support Unit following consultation with the Deans and Directors, in each of the above categories who can be appointed to a University Student Conduct Committee.

(3) When a meeting of the University Student Conduct Committee is required, the Director, Governance Support Unit will appoint four persons from the approved panels to constitute a committee.

16.13.2 Conduct of meetings

(1) All members of a University Student Conduct Committee must be present at all its meetings.

(2) A University Student Conduct Committee is not bound by the rules of evidence and may inform itself on any matter it thinks fit consistent with Rule 16.5.

(3) A decision of the University Student Conduct Committee requires a simple majority. In the case where the vote is tied, the Chair has an additional casting vote.

16.13.3 Role

(1) Where an alleged act of misconduct has been referred by the Director, Governance Support Unit to the University Student Conduct Committee, the committee must:

(a) inquire into any alleged act of misconduct; and

(b) make recommendations to the Vice-Chancellor or Vice-Chancellor's nominee as to whether there has been an act of misconduct and, if there has been, the penalty or penalties it considers to be appropriate in accordance with Rule 16.3.1.

(2) Where a student has admitted an act of misconduct and the matter has been referred to the University Student Conduct Committee, the committee must make recommendations to the Vice-Chancellor or Vice-Chancellor's nominee as to the penalty or penalties it considers appropriate for the admitted act of misconduct, in accordance with Rule 16.3.1.

16.13.4 Procedures

(1) A University Student Conduct Committee will determine its own procedures consistent with Rule 16.5.

(2) The Director, Governance Support Unit (or nominee) will present to a University Student Conduct Committee evidence on which the allegation of misconduct is based, outline the University's concerns about the alleged misconduct and make submissions as to the nature and extent of any appropriate penalty.

(3) The student may present evidence in support of his or her case and in response to any of the matters presented by the Director, Governance Support Unit (or nominee).

(4) A University Student Conduct Committee may at any time ask the Director, Governance Support Unit (or nominee) or the student to present additional evidence or address specific issues.

(5) In preparing its recommendations, a University Student Conduct Committee must have due regard to Rule 16.3.2.

16.13.5 Committee report

(1) A University Student Conduct Committee must prepare a written report containing its factual findings on any inquiry, its reasons and its recommendations.

(2) A University Student Conduct Committee must provide its written report to the Vice-Chancellor or Vice-Chancellor's nominee and the student.

16.14 Vice-Chancellor's or Vice-Chancellor's nominee's decision

16.14.1 In coming to a decision the Vice-Chancellor or Vice-Chancellor's nominee must consider:

(1) the written report of a University Student Conduct Committee;

(2) any other previous case of student misconduct which the Vice-Chancellor or Vice-Chancellor's nominee believes is similar to the case he or she is considering, to assist with consistency in decision-making.

16.14.2 The Vice-Chancellor or Vice-Chancellor's nominee may rely on the findings of fact of a University Student Conduct Committee.

16.14.3 The Vice-Chancellor or Vice-Chancellor's nominee may accept any or all of a University Student Conduct Committee's recommendations, or take a different view as to whether there has been an act of misconduct or the appropriate penalty or penalties.

16.14.4 If the Vice-Chancellor or Vice-Chancellor's nominee is considering a penalty which is more severe than that recommended by the University Student Conduct Committee, the Vice-Chancellor or Vice-Chancellor's nominee shall, before imposing the penalty, notify the student in writing and provide the student with the opportunity to make representations concerning the appropriateness of the penalty.

16.14.5 The student must make any such representations within five working days of receiving the details from the Vice-Chancellor or Vice-Chancellor's nominee.

16.14.6 The Director, Governance Support Unit must, in writing and as soon as possible, notify the student of the Vice-Chancellor or Vice-Chancellor's nominee's decision, and

(1) if the Vice-Chancellor or Vice-Chancellor's nominee has accepted all the recommendations of a University Student Conduct Committee, need only tell the student that this was so; or

(2) advise the student of the Vice-Chancellor or Vice-Chancellor's nominee's reasons for the decision.

16.14.7 The Director, Governance Support Unit may notify any other person of the decision and reasons in accordance with the Guidelines Relating to Student Misconduct and Appeals (refer Schedule 3).

Part E — Student misconduct appeals

16.15 Basis for appeals

16.15.1 A student has a right of appeal to a Student Misconduct Appeals Committee in respect of a decision of the Vice-Chancellor or Vice-Chancellor's nominee under Rules 16.12.6(2) or 16.14 or of the Responsible Academic Officer under Rule 16.11.2.

16.15.2 An appeal must be in writing, must specify and substantiate the grounds of the appeal and be lodged with the Director, Governance Support Unit within 20 working days after notice of the decision is provided to the student.

16.15.3 The grounds on which a student may appeal against a decision of the Vice-Chancellor or Vice-Chancellor's nominee or of a Responsible Academic Officer in response to the findings or to the penalty or penalties imposed are:

(1) that the decision was based on a material misunderstanding of these Rules;

(2) that the decision was based on a material mistake as to the facts;

(3) that a failure of procedural fairness occurred including failure to follow specified procedural requirements which would be likely to have had an impact on the decisions or outcomes of the proceedings;

(4) that fresh relevant evidence has become available to the student, being evidence that was not available or known to the student at the time of the decision and which would be likely to have affected the outcome of the proceedings;

(5) that the penalty or penalties imposed on the student were manifestly excessive or inappropriate.

16.15.4 The Vice-Chancellor or Vice-Chancellor's nominee may, on the application of the student concerned or otherwise, direct that any action to be taken as a consequence of a decision to impose any penalty be stayed:

(1) until the time for making an appeal against a decision has expired; or

(2) if an appeal against a decision is made within that time, until the appeal has been finally determined.

16.16 Student Misconduct Appeals Committee

16.16.1 Composition

(1) A Student Misconduct Appeals Committee will consist of:

(a) a person with legal qualifications as the Chair of the committee;

(b) a person with expertise in academic matters and knowledge of the University or universities; and

(c) a student of the University who has attended the University for at least two years and who is not a full-time (continuing or fixed-term) member of the University staff.

(2) Council will from time to time approve panels of persons, nominated by the Director, Governance Support Unit following consultation with the Deans and Directors, in each of the above categories who can be appointed to a Student Misconduct Appeals Committee.

(3) No person may serve on a Student Misconduct Appeals Committee considering a case in which the person was a member of the original inquiry body (a Responsible Academic Officer

or University Student Conduct Committees) or involved previously in any capacity in the case before the Student Misconduct Appeals Committee.

(4) When an appeal is lodged, the Director, Governance Support Unit will nominate three persons from the approved panels to constitute the Student Misconduct Appeals Committee.

(5) The Director, Governance Support Unit will notify the student of the three persons who have been nominated.

(6) Within five days of the date of notification, the student may in accordance with Rule 16.16.2 notify the Director, Governance Support Unit in writing that she or he objects to the inclusion of any of these persons.

(7) If the student does object and if the Director, Governance Support Unit in his or her absolute discretion is satisfied that cause exists (refer Rule 16.16.2), the Director, Governance Support Unit will nominate another person or persons. Should the approved panel for a category be exhausted, the Director, Governance Support Unit may nominate a person in the category who is not on the approved panel. This process will continue until a committee can be convened.

16.16.2 Objection to membership

(1) A student has a right to object to the inclusion of a person on a Student Misconduct Appeals Committee with cause, where 'cause' is defined as:

- (a) not having the requisite qualifications; or
- (b) being incapable of discharging his or her duty; or
- (c) not being impartial; or
- (d) reasonably perceived as not being impartial.

16.16.3 Conduct of appeals proceedings

(1) All members of a Student Misconduct Appeals Committee must be present at all its meetings.

(2) The Chair must determine any question relating to the admissibility of evidence and any other matter relating to procedural fairness or questions of law.

(3) Subject to 16.16.3(2), a decision of a Student Misconduct Appeals Committee requires a simple majority.

(4) If a member of a Student Misconduct Appeals Committee ceases to be a member at a point when the remaining members have reached a decision, and that decision is unanimous, the decision of the remaining members will be the decision of the Student Misconduct Appeals Committee.

16.16.4 Role

(1) In normal circumstances a Student Misconduct Appeals Committee will limit the inquiry to:

- (a) the grounds of appeal specified in the notice of appeal submitted by the student, consistent with Rule 16.15.3; and
- (b) ensuring, as far as reasonably possible, that the penalty or penalties imposed for the student misconduct are consistent with case precedents and comparable to penalties imposed across the University for similar acts of misconduct.

(2) In exceptional circumstances where there are substantial grounds to believe that it is necessary in the interests of justice and procedural fairness, the Student Misconduct Appeals Committee will consider the matter afresh according to the merits of the case.

(3) The Student Misconduct Appeals Committee will make a determination in each individual case as to whether to consider the matter in accordance with 16.16.4(1) or 16.16.4(2).

16.16.5 Procedures

(1) A Student Misconduct Appeals Committee will determine its own procedures consistent with these Rules, including Rules 16.5 and 16.16.3. This includes whether or not to hear all or any part of a matter afresh.

(2) Unless there are exceptional circumstances, a Student Misconduct Appeals Committee will not consider any material that has not first been considered by the Responsible Academic Officer, or by the Vice-Chancellor or Vice-Chancellor's nominee and University Student Conduct Committee.

(3) If new evidence is presented to a Student Misconduct Appeals Committee, being evidence that was not initially considered by the Responsible Academic Officer or the Vice-Chancellor or Vice-Chancellor's nominee or the University Student Conduct Committee, the Student Misconduct Appeals Committee will refer the matter back for reconsideration in light of the new evidence.

(4) A Student Misconduct Appeals Committee is not bound by the rules of evidence and may inform itself on any matter it thinks fit consistent with Rule 16.5.

(5) A Student Misconduct Appeals Committee will normally conclude its inquiry and prepare its report within six weeks of the conclusion of the committee's first meeting.

(6) Notwithstanding the provisions of Rule 16.16.5(5), and subject to the approval of the Chancellor, Vice-Chancellor and Director, Governance Support Unit, in an individual case the time within which the report of a Student Misconduct Appeals Committee must be made may be extended to not more than six months from the conclusion of the committee's first meeting or such other period as may be warranted in exceptional circumstances.

16.16.6 Dissolution of committee

(1) Where, in the opinion of the Director, Governance Support Unit, a Student Misconduct Appeals Committee is not progressing an appeal expeditiously, the Director, Governance Support Unit may, after consultation with the Chair of the Student Misconduct Appeals Committee, by notice in writing served on the members of the Student Misconduct Appeals Committee and the student, dissolve that committee.

(2) Where the Director, Governance Support Unit dissolves a Student Misconduct Appeals Committee under Rule 16.16.6(1), another committee will be constituted in accordance with Rule 16.16.1 to inquire into the appeal, provided that no person who was a member of the dissolved Student Misconduct Appeals Committee may be a member of the newly constituted Student Misconduct Appeals Committee unless the Director, Governance Support Unit so determines.

16.16.7 Decision

(1) A Student Misconduct Appeals Committee may:
  (a) for any reason, refer a matter back to the Vice-Chancellor or Vice-Chancellor's nominee, Responsible Academic Officer or the University Student Conduct Committee as appropriate for further consideration and recommendations;
  (b) uphold or dismiss an appeal against a finding that the student has committed an act of misconduct or against the penalty or penalties imposed;
  (c) affirm, vary or nullify a penalty in accordance with the decision reached under Rule 16.16.7(1)(b).

(2) A decision of a Student Misconduct Appeals Committee is final, except where further misconduct has occurred as part of the appeals process including, but not limited to, submission of fraudulent documentation or misleading conduct. In such cases a matter may be reopened.

16.16.8 Report

(1) A Student Misconduct Appeals Committee must prepare a written report containing its factual findings (where applicable), reasons and decision and provide its report to the Director, Governance Support Unit within six weeks from the conclusion of the committee's first meeting or such other time as has been approved in accordance with Rule 16.16.5(6).

(2) The Director, Governance Support Unit will notify the student of the committee's decision and provide the student with a copy of the Student Misconduct Appeals Committee's report.

(3) The Student Misconduct Appeals Committee may request the Director, Governance Support Unit to notify any other person of the decision and reasons in accordance with the Guidelines Relating to Student Misconduct and Appeals (refer Schedule 3).

(4) The Director, Governance Support Unit will provide the Vice-Chancellor for the information of Academic Board and Council with an annual report on all student misconduct and appeal matters.

SECTION 17 — APPEALS COMMITTEES OF ACADEMIC BOARD

17.1 Constitution

17.1.1 There shall be Appeals Committees of Academic Board which shall be constituted in accordance with Rules 17.2 to 17.5 for the purposes of a student's right of appeal under the following Rules:
- Rule 5.6.5 (relating to Refusal of application, withdrawal of offer of admission and cancellation of admission or enrolment);
- Rule 3.4.8 (relating to Professional experience requirements);
- Rule 11.24 (relating to Appeal against discontinuation of candidature).

17.2 Graduate Research Students' Appeals Committee

17.2.1 Composition

(1) A Graduate Research Students' Appeals Committee shall consist of:
  (a) Chair/Deputy Chair 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(3);
  (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(3).

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

(3) Nomination of panel members shall be made by the Dean of each faculty.

(4) Panel members may be appointed for not more than two consecutive terms.

(5) 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 panels appointed by Academic Board.

(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.

(7) 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.

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.

17.3 Professional Experience Appeals Committee

17.3.1 Composition

(1) A Professional Experience Appeals Committee shall consist of:

(a) Chair/Deputy Chair appointed by the Chair of Academic Board;

(b) two academic staff members, with experience in the placement and administration of professional experience students, nominated by the Deans under Rule 17.3.1(4);

(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, nominated by the Deans under Rule 17.3.1(4).

(2) When an appeal is lodged the Chair, Academic Board, in consultation with the Provost shall constitute a Professional Experience Appeals Committee as required in Rule 17.3.1(1) from staff nominated by the Deans of each faculty (refer Rule 17.3.1(4)).

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

(4) Nomination of committee members shall be made by the Dean of each faculty which has a substantial number of students in courses with professional experience requirements.

(5) All members of a Professional Experience 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 telephone or video conferencing.

(6) Before making a final determination and consistent with procedural fairness, the committee, through the Chair, may obtain appropriate advice and assistance from a person with strong experience in professional education of students in the relevant area, who has had no previous involvement in the matter, to assist it in assessing necessary levels of capacity and standards of behaviour of students in placements.

17.3.2 Terms of reference

The Professional Experience Appeals Committee shall make determinations on appeals against decisions of the Deputy Vice-Chancellor (Education and Students) pursuant to Rule 3.4.6 relating to deferral of a student's participation in any part of required professional experience that would have the effect of preventing the student from continuing his or her course.

17.4 Appeals Committee (Non-disclosure)

17.4.1 Composition

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

(a) the Chair, appointed by the Chair, Academic Board;

(b) two academic staff members, with experience in admission procedures of the University, 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.

17.4.2 Terms of reference

An Appeals Committee (Non-disclosure) shall make determinations on appeals against withdrawal of offer and cancellation of enrolment, pursuant to Rule 5.6.5.

17.5 Procedures for Appeals Committees

17.5.1 Appeals Committees of Academic Board shall be convened by the University Secretary as required in accordance with the relevant Standing Orders of Academic Board.

17.5.2 Each appeal must be dealt with on its own terms and merits and in accordance with its own circumstances.

17.5.3 Academic Board shall approve sets of procedural guidelines to be followed by the respective Appeals Committees established under Rules 17.2 to 17.4, and such guidelines shall be subject to review by the Academic Board from time to time.

17.5.4 An Appeals Committee shall determine how to handle the matters before it, consistent with the procedural guidelines that Academic Board has approved for it. In particular, an Appeals Committee is not bound by the rules of evidence and may inform itself on any matter relevant to its deliberations in a way that it considers to be efficacious and reliable, consistent with basic fairness to each appellant, and having regard to the academic standards of the University.

17.5.5 Senior administrative staff may assist Appeals Committees, act as advisers and attend meetings as required by the Chair . These staff may include the Director, Student Administration Unit (or nominee), Director, Student Services Unit (or nominee), the Manager, Graduate Research School (or nominee), or any other advisers nominated by the Chair of the committee having regard to the stated grounds for appeal. In providing assistance to an Appeals Committee, the members of staff shall confine their comments or contributions to the provision of factual information or technical or legal advice that is actually needed to assist the committee to deal with the matter or matters before it. They should not express any opinion about the appropriate outcome for individual cases or on the merits of any case. A note should be made of the substance of their advice and this should be kept with the official University file relating to the appeal in question.

17.6 Dissolution of an Appeals Committee

17.6.1 Where, in the opinion of the University Secretary, an Appeals Committee, constituted under Rules 17.2, 17.3 or 17.4, is not progressing an appeal expeditiously, the University Secretary may, after consultation with the Chair of the Appeals Committee, by notice in writing served on the members of the Appeals Committee and the student, dissolve that committee.

17.6.2 Where the University Secretary dissolves an Appeals Committee under Rule 17.6.1, another Appeals Committee comprised in accordance with Rules 17.2 to 17.4 will be formed to consider the appeal, but no person who was a member of the dissolved Appeals Committee may be a member of that other Appeals Committee unless the Chair of Academic Board so resolves.

17.7 Decision of an Appeals Committee

17.7.1 A decision of an Appeals Committee of Academic Board requires a simple majority of the members deciding the appeal. The Chair has a casting vote in the event that this is necessary.

17.7.2 An Appeals Committee of Academic Board may:

(1) refer a matter back to the decision-maker for further consideration; or

(2) uphold an appeal and reverse the original decision; or

(3) uphold an appeal in part and vary the original decision; or

(4) dismiss an appeal.

17.7.3 The Chair of an Appeals Committee of Academic Board must provide the University Secretary with the committee's minutes within five working days of the meeting at which a decision is made. An extension of this time limit by no more than five working days is possible and subject to agreement between the Chair and the University Secretary. The minutes must contain the record of the decision taken and the reasons for the decision.

17.7.4 A decision of an Appeals Committee of Academic Board is final. The decision of an Appeals Committee of Academic Board must be reported to Academic Board for information via an Appeals Committees of Academic Board annual report.

17.7.5 Where student misconduct has occurred as part of the appeals process including, but not limited to, submission of fraudulent documentation or misleading conduct, the matter may be referred to the Director, Governance Support Unit for further action.

17.7.6 Appeals Committees of Academic Board must prepare an annual report of their decisions and submit it to Academic Board for information purposes only.

17.8 Notification of decision

17.8.1 The University Secretary must provide notice of the Appeals Committee's decision and reasons for the decision to the student within five working days of receiving the minutes under Rule 17.7.3.

17.8.2 The University Secretary may provide notice of the decision and reasons for it to any other person who has a legitimate reason for having access to such information and in accordance with the provisions of the Privacy and Protection of Personal Information Vice-Chancellor's Directive.

SECTION 18 — USE OF THE UNIVERSITY LIBRARY

The Rules relating to Use of the University Library apply to the use of the Library of the University.

18.1 Definitions

18.1.1 The Rules in this section shall be referred to collectively as the Rules relating to Use of the University Library.

18.1.2 In the Rules relating to Use of the University Library:

client means any person who borrows, accesses or otherwise uses UTS Library resources, services and facilities.

ID Card means either:

(1) the official student identification card issued by the University (refer Rule 2.2.1), which facilitates loans; or

(2) the official staff identification card issued by the University, which facilitates loans; or

(3) other registration cards issued by the UTS Library.

Insearch Ltd is a wholly owned subsidiary of UTS and provides accredited language and academic programs which may lead to university study.

Inter-Library Loan means an item borrowed from another library by the UTS Library on behalf of a client, or by the client through a UTS Library system, which for the duration of the loan shall be treated as being a UTS Library item and be subject to the same Rules as UTS Library items.

Library, UTS Library and/or University Library means the University Library, comprising the Blake Library (City campus), the George Muir Library (Kuring-gai campus), any other service locations approved by the University Librarian and all electronic facilities provided by any of them.

patron barcode means a machine readable label which gives the client a unique identification number.

patron record means an official Library system record which shows the client's current registration and borrowing status.

18.2 General

18.2.1 The UTS Library is provided primarily for the use of current students, staff, professors emeriti and members of Council.

18.2.2 The University Librarian may approve other clients or categories of clients. Persons granted UTS Library use under the Rules in this section may be requested to show good reason for use at any time to the University Librarian, who may deny use if not satisfied that the use is for a purpose which has been approved.

18.2.3 The University Librarian may determine the services offered by the UTS Library, and the clients to whom these services may be provided. The University Librarian has the right to require a client to produce proof of identity or entitlement to use the UTS Library at any time.

18.3 Communication

Email is the UTS Library's official mode of communication with clients. Any notices to be given to clients under the Rules in this section will be deemed to have been given if emailed to the UTS email address assigned to them upon enrolment or appointment or, in the case of non-UTS clients, registered with the UTS Library. A notice may be mailed to a client's postal address registered with the UTS Library if no email address is available or disability prevents email access and will be deemed to have been received by the client on the second day following the date of posting for onshore students and on the tenth day following the date of posting for offshore/overseas students.

18.4 Responsibilities of clients

18.4.1 Any person who enters the UTS Library or uses its electronic or other facilities must comply with the Rules in this section and any other relevant UTS rules or policies.

18.4.2 Clients will be expected to maintain an acceptable standard of conduct at all times while on UTS Library premises and/or using UTS Library facilities.

18.4.3 Clients must at all times act in accordance with instructions authorised by the University Librarian which are displayed in one or more of the various locations and facilities of the University Library or in the University Library's official print and electronic publications.

18.4.4 In particular, clients shall be responsible for:

(1) ensuring, before they leave the UTS Library, that any UTS Library item that they remove from the premises of the UTS Library has been registered for borrowing;

(2) the safekeeping and return of items borrowed on their ID Card;

(3) returning UTS Library materials by the date or time due, which is shown on the docket issued at the time of the loan and on the web catalogue;

(4) familiarising themselves with the relevant Library rules and borrowing policies which are available on the UTS Library website.

18.5 Restrictions

18.5.1 Unless authorised by the University Librarian (or nominee) clients shall not:

(1) be permitted to borrow without their ID Card;

(2) lend their ID Card to any other person for the purposes of borrowing UTS Library items or accessing the Library where card access is required;

(3) return materials from other libraries, with the exception of Inter-Library Loans, to UTS.

18.6 Borrowing

18.6.1 Availability

(1) All materials in the UTS Library's collections are normally available for loan with the exceptions listed below. The University Librarian (or nominee) may approve items from the categories listed below for lending in special circumstances:
   (a) serials, including newspapers and calendars;
   (b) items marked as 'Not For Loan';
   (c) reference collection items;
   (d) microform collection items;
   (e) rare books, valuable books, and books vulnerable to mutilation which are stored in closed access;
   (f) some non-book materials.

(2) Items from the Closed Reserve Collection may be borrowed for use in the UTS Library only, unless available for overnight loan or in special circumstances.

18.6.2 Borrowing process

Clients shall:

(1) register with the UTS Library prior to borrowing;

(2) use a self-service loan machine if available or present items for borrowing at the service desk together with their ID Card;

(3) report to UTS Library staff if items are damaged prior to borrowing;

(4) return UTS Library materials only via a designated UTS return chute.

18.6.3 Reciprocal borrowing

Where the UTS Library has reciprocal service arrangements with other educational institutions, authorised members of such institutions may register for borrowing privileges at the UTS Library provided that they are:

(1) either students currently enrolled in an award course of academic study, or current employees of the institution; and

(2) in good standing with their home institution.

18.6.4 Service agreements

(1) Where the UTS Library has entered into a service agreement with an institution or organisation, other than a reciprocal arrangement in accordance with Rule 18.6.3, authorised members of such institutions or organisations may register for borrowing and other associate member privileges at the UTS Library provided they continue to be eligible and are in good standing with their home institution or organisation.

(2) Service fees may be levied for associate membership of UTS Library. Fees shall be as determined by the University Librarian from time to time and as displayed on the UTS Library website.

18.6.5 Reserve and Electronic Reserve

Only members of UTS as described in Rule 18.2.1 and students and staff of Insearch Ltd are eligible to use the Reserve and Electronic Reserve.

18.6.6 Borrowing privileges

(1) Borrowing privileges will be as detailed on the UTS Library website and in official UTS Library printed publications.

(2) All loan periods are reduced if the item is required for Reserve or requested by another client. If there is a request queue on an item at the time of borrowing, the loan period will be one week. If an item is already on loan, a notice will be sent to the borrower recalling the item with a new due date of one week from the date the notice was issued or two weeks from the original date of the loan, whichever is longer.

18.7 Offences and breaches of the Rules

18.7.1 It is an offence to:
   (1) mutilate, damage or modify UTS Library property or facilities; or
   (2) leave or attempt to leave the UTS Library:
      (a) with any UTS Library item which is not registered in the borrower's name; or
      (b) with only part of any UTS Library item, such as pages from a book or journal, without the permission of the UTS Library;
   (3) use a computer or any other equipment provided by the UTS Library for any unauthorised purpose;
   (4) disclose any UTS password or access code associated with access to electronic information to any other person or allow any other person to use their account;
   (5) engage in any act which may impede the safety of other clients or their ability to study or work effectively in the UTS Library.

18.7.2 Where a student of the University breaches these Rules, is discovered committing an offence or is believed by the University Librarian on reasonable grounds to have committed an offence, the University Librarian may:
   (1) exclude the student from the Library or facilities in accordance with Rule 16.9; and/or
   (2) refer the matter to the Director, Governance Support Unit to be handled in accordance with Rule 16.12.

18.7.3 Where a staff member of the University breaches these Rules, is discovered committing an offence or is believed by the University Librarian on reasonable grounds to have committed an offence:
   (1) the University Librarian may refer the matter to the Vice-Chancellor for action in accordance with the Code of Conduct and relevant Enterprise Agreement; and
   (2) the Vice-Chancellor shall advise the staff member and the University Librarian of his or her decision.

18.7.4 Where a student of another university or other institution breaches these Rules, is discovered committing an offence or is believed by the University Librarian on reasonable grounds to have committed an offence, the University Librarian may:

(1) exclude the student from the Library or facilities; and

(2) refer the matter to the student's home university or institution.

18.7.5 Where a member of the general public breaches these Rules, is discovered committing an offence or is believed by the University Librarian on reasonable grounds to have committed an offence, the University Librarian will take appropriate action, including but not limited to excluding that person from the Library.

18.8 Penalties, fines and fees

18.8.1 General

(1) The fees and penalties listed in this section will apply to any breach of the Rules relating to Use of the University Library.

(2) In the Rules relating to Use of the University Library any reference to an amount approved by the Vice-Chancellor from time to time refers to an amount which will be published on the UTS Library website.

18.8.2 Failure to return

(1) Failure to return a borrowed item by the due date, or failure to return an item requested by another client or otherwise recalled by the UTS Library within one week of the request, will incur a fine.

(2) The fine is calculated on each overdue item at a rate approved by the Vice-Chancellor from time to time.

(3) All borrowing and renewal privileges will be suspended if the total fine on a client's record reaches or exceeds a threshold value approved by the Vice-Chancellor from time to time. Such privileges will be reinstated when all fines are paid in full or brought under the threshold amount.

18.8.3 Replacement

(1) A client who fails to return a borrowed item within eight weeks of the due date will receive a bill for replacement containing a replacement fee and/or a service fee.

(2) The replacement fee will be the average current market replacement cost of material in the format of the unreturned item.

(3) The service fee will be such amount as the University Librarian may determine from time to time.

(4) A client who returns an item in response to a bill for replacement will be liable for the larger amount of either the outstanding fine, or the service fee, but not for the replacement fee.

(5) A client who replaces an item with the same or a later edition in response to a bill for replacement will be liable for the larger amount of either the outstanding fine, or the service fee, but not for the replacement fee.

18.8.4 Damage or mutilation

Where an item is damaged or mutilated beyond repair or further use, the client will be required to pay both the replacement fee and the service fee and the damaged item shall remain the property of the UTS Library.

18.8.5 Incorrect return

(1) A borrowed item returned to another library will be viewed as being out on loan to the client until the item is returned to the UTS Library. The client will be required to pay for any postage or courier charges that may be incurred in obtaining the return of an item from another library, in addition to a service fee and any other charge that may be payable.

(2) A client who breaches Rule 18.5.1(3) will be required to pay all costs incurred in returning the item to the originating library as well as the service fee.

18.8.6 Debts to the Library

Where students have debts to the UTS Library with a total which reaches or exceeds an amount approved by the Vice-Chancellor from time to time, or to any other library where the student has exercised reciprocal borrowing privileges, the University may act in accordance with the provisions of Rule 4.4.

18.9 Payment of fines, service fees and replacement fees

18.9.1 Fines, service fees and replacement fees are payable to the University Library within 14 days of the date of the notice requesting payment.

18.9.2 Any outstanding fine, service fee or replacement fee shall be a debt to the University.

18.10 Reviews of decisions

18.10.1 A client who disputes the imposition of a penalty, fee or fine under Rule 18.8 or who seeks leniency may in the first instance lodge a claim with the designated Library officer and in the prescribed manner approved by the University Librarian from time to time.

18.10.2 A client may request a review of a decision made pursuant to Rule 18.10.1.

18.10.3 A request for a review of a decision must be made in writing and lodged with the University Librarian within 30 days after notice of the decision has been sent to the client.

18.10.4 The University Librarian (or nominee) shall consider any such request within 14 days of lodgement of the request and provide the decision to the client in writing. The decision of the University Librarian (or nominee) is final.

18.11 Waiving of penalties or fees

18.11.1 Notwithstanding the provisions of Rules 18.8 and 18.9, the University Librarian has a discretion, in cases where there are extenuating circumstances, to vary or remit, in whole or in part, any penalty, fine or fee imposed as a consequence of the operation of Rules relating to Use of the University Library.

SCHEDULE 1 — DEFINITIONS

academic adviser means a member of academic staff appointed by a Dean (or nominee) in a specific faculty who is assigned to, and/or whose advice is sought by, students who have or are likely to have difficulty in satisfying academic progression requirements.

Academic Board means the Academic Board established under section 15 of the Act.

Academic Liaison Officer (ALO) means a member of the academic staff of a faculty appointed by a Responsible Academic Officer of that faculty with responsibility for determining special provisions including for students with carer responsibilities, students who are pregnant, and learning and assessment arrangements for students who have permanent or temporary disabilities (including ongoing illnesses).

academic progression is a general term that refers to the requirement for students to satisfy specified levels of academic achievement as they progress through their course and the requirement for the University to monitor this progress. The measures of academic progression include:

- satisfying a minimum rate of progress specified in terms of credit points gained;
- completing a course within an approved maximum time limit;
- not failing the same (or equivalent) subject on repeated occasions.

academic transcript means the official University printed document issued by the University as a record of all learning leading to an Australian Qualifications Framework qualification or an accredited unit in which a student is enrolled.

Act means the *University of Technology Sydney Act 1989* (NSW) (as amended from time to time).

admission means the process of applying for, being made an offer to, accepting the offer of admission and being admitted to a course at the University.

Advanced Diploma means a course of study with learning outcomes at Level 6 of the Australian Qualifications Framework. The Advanced Diploma qualifies individuals who apply specialised knowledge in a range of contexts to undertake advanced skilled or paraprofessional work and as a pathway for further learning.

applicant means a person who has applied for admission to the University.

assessment means the process whereby student achievement of particular learning outcomes is determined, feedback on progress is given and final subject assessment results/grades are awarded. Assessment is a broad term and includes but is not limited to tests, essays, assignments, projects, practical work, creation of digital products, examinations, reports, exhibitions, performances, presentations, demonstrations and other work whether written or otherwise.

assessment result means the mark, grade or result achieved by a student for a particular assessment which indicates the standard attained in that assessment. (Also see final subject assessment result.)

Associate Degree means a course of study with learning outcomes at Level 6 of the Australian Qualifications Framework. The Associate Degree qualifies individuals who apply underpinning technical and theoretical knowledge in a range of contexts to undertake paraprofessional work and a pathway for further learning.

attendance mode (a term required by the Commonwealth Government department that funds higher education) identifies the way a student undertakes a subject or course and can be internal, distance (i.e. external) or multi-modal (i.e. where a student is undertaking a course that contains a combination of internal and distance study). (Also see study mode.)

Australian Higher Education Graduation Statement (AHEGS) means the official University printed document issued by the University as a supplementary statement to the testamur and academic transcript. It provides additional information to enhance understanding of the qualification by students, employers, industry, professional associations and internationally.

Australian Qualifications Framework (AQF) is Australia's national policy for regulated qualifications. The AQF encompasses higher education, vocational education and training and school education. It provides for national recognition and a consistent understanding of what defines each qualification type.

award means an academic award of the University in respect of an award course.

award course means the following course types and any other courses that may be approved by Academic Board from time to time:

- Diploma;
- Advanced Diploma;
- Associate degree;
- Bachelor degree;
- Bachelor Honours degree;
- Graduate Certificate;
- Graduate Diploma;
- Masters degree (Coursework);
- Masters degree (Extended);
- Masters degree (Research);
- Doctoral degree;
- Higher Doctorate.

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 consists of components of two 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.

Bachelor Honours degree means a course of study with learning outcomes at Level 8 of the Australian Qualifications Framework. The Bachelor Honours degree qualifies individuals who apply a body of knowledge in a specific context to undertake professional work and as a pathway for research and further learning.

borderline result means a final mark of 45–49 per cent in a subject where 50 per cent is judged as a pass; or an equivalent marginal fail in a subject for which marks are not awarded.

By-law means the University of Technology Sydney By-law 2005 (NSW) (as amended from time to time) as established under the Act.

census date is the date at which student load and financial liability is calculated for the purpose of reporting to the Commonwealth Government. It is the last date by which a student can withdraw from a subject without incurring academic penalty or financial liability, where financial liability means either a tuition fee, or student contribution amount or the student services and amenities fees.

centrally conducted examination means an examination scheduled and conducted under the authority of the Director, Student Administration Unit.

collaborative Doctoral degree means a Doctoral degree offered under an arrangement between UTS and an international university involving collaborative research and supervision of a Doctoral degree student. This leads to the student being awarded a Doctoral degree from both universities in recognition of the collaborative arrangement.

Council means the Council of the University established under section 8A of the Act.

course means an award course or non-award study or any part of such program of study offered by the University into which students are admitted and may include single subjects or time-based study in which students are enrolled.

course transfer means the process by which UTS students can transfer from one course to another course.

credit point means the unit of measure of workload for individual subjects. Credit points are gained by students enrolled in award courses when subjects are passed and, when accumulated, credit points form one measure of the total requirements of a course. As a standard measure at UTS, one academic year of full-time study is equivalent to 48 credit points.

credit recognition means the range of processes by which students may have previous learning recognised for credit in their courses.

cross-institutional study means single subject or set of subjects study undertaken at UTS by a student as part of an award course for which he or she is enrolled at another Australian university.

Dean means the appointed head of a faculty or other academic organisational unit with responsibility for the academic standing and overall leadership and management of the faculty or other unit.

debt to the University means failure to pay all fees, charges and any other specified amount imposed and/or required by the University to be paid by the due date for payment.

Diploma means a course of study with learning outcomes at Level 5 of the Australian Qualifications Framework. The Diploma qualifies individuals who apply integrated technical and theoretical concepts in a broad range of contexts to undertake advanced skilled or paraprofessional work and as a pathway for further learning.

Director, Governance Support Unit means the officer of the University who has general responsibility for, among other things, the administration of matters being handled in accordance with Section 16 (Student misconduct and appeals).

Director, Student Administration Unit means the officer of the University who has general responsibility for student administrative matters including, among other things, admissions, fees, enrolment, centrally conducted examinations and graduation procedures.

Director, Student Services Unit means the officer of the University who has general responsibility for a range of support services for students including, among other things, student counselling services, student housing and student residences.

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.

domestic student means students who are:

- Australian citizens;
- holders of an Australian permanent visa; or
- New Zealand citizens, including a diplomatic or consular representative of New Zealand, a member of the staff of such a representative or the spouse or dependent relative of such a representative.

enrolment means the process whereby a student who has been admitted to a course enrols in subjects or other assessable components, which includes the allocation of classes, tutorials etc. where relevant or enrolment in time-based study where relevant, and completes other related administrative requirements as determined by the University.

equipment loan means a University asset borrowed by a student to meet specific teaching, learning or assessment requirements as specified in subject outlines provided to students, including but not limited to:

- laboratory/scientific — apparatus equipment;
- photographic/video/telecommunications/sound equipment;
- workshop equipment.

equivalent full-time student load (EFTSL) is a measure of the study load of a student undertaking a course on a full-time basis. At UTS for students enrolled in coursework programs, one EFTSL is equivalent to 48 credit points and for students enrolled in graduate research programs one EFTSL is equivalent to one year of full-time study.

examination means centrally conducted examination, faculty-based examination and thesis examination as applicable.

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 the Subject Coordinator for faculty-based examinations to be held at other times as required and published in accordance with Rule 9.1.

examination supervisor means a person appointed by the Director, Student Administration Unit to oversee and direct centrally conducted examinations. (Also see monitoring staff member.)

facility includes but is not limited to any classroom, lecture theatre, library, computing, production or workshop facility, any other place of learning, any information technology or information transfer system, student accommodation or any other properties owned, occupied or controlled by UTS to which a student has access at or away from University premises for his or her University purposes.

faculty means an organisational unit as approved from time to time which is responsible for the delivery of teaching, research and associated activities within a common academic discipline grouping, and any other organisational unit designated as such by the Vice-Chancellor for the purposes of the Rules.

faculty-based examination means an examination conducted by a faculty or other designated unit, and includes examinations for courses and subjects or time-based study conducted offshore.

Faculty Board means the group of staff and students with responsibility for assessing the quality of, and providing direction to, the academic work of the faculty including teaching, learning, scholarship, research and research training and exercising responsibilities assigned to it by Academic Board from time to time.

final subject assessment result means the mark, grade or result awarded for a subject as a whole. (Also see assessment result.)

form means an official form of the University used for student administrative purposes and includes forms in hardcopy print format, forms that are available electronically and forms that are part of online transaction processes utilising electronic systems.

full-time student means a student who is undertaking a minimum of 75 per cent of the equivalent full-time student load.

grading of awards means the recognition of different levels of academic achievement within specific course awards through the classification of the award.

graduate means a person who has satisfied the requirements for an academic award and upon whom the award has been conferred.

Graduate Certificate means a course of study at Level 8 of the Australian Qualifications Framework. The Graduate Certificate qualifies individuals who apply a body of knowledge in a range of contexts to undertake professional or highly skilled work and as a pathway for further learning.

graduate coursework student means a student enrolled in a Graduate Certificate, Graduate Diploma, Masters degree (Coursework) or Masters degree (Extended).

Graduate Diploma means a course of study at Level 8 of the Australian Qualifications Framework. The Graduate Diploma qualifies individuals who apply a body of knowledge in a range of contexts to undertake professional or highly skilled work and as a pathway for further learning.

Graduate Research School Board means the body appointed by Academic Board to provide recommendations and advice on matters relating to research degrees, research management and training and policy.

graduate research student means a student enrolled in a Masters degree (Research) or a Doctoral degree.

HELPS means the Higher Education Language and Presentation Support, which provides English language and academic literacy support to UTS students.

Higher Doctorate means an award of the University conferred upon candidates who have a significant academic connection with the University and whose scholarly works exhibit, among other things, a level of originality and creativity which marks them as a major authority in their field.

honorary award means an award of the University conferred upon a person who has made an outstanding contribution to the achievement of the University's mission, to scholarship or professional practice in one or more disciplines or professions of interest to the University, to the advancement of society in Australia or overseas or to the life and objectives of the University. Honorary awards, taking the totality of the contributions being recognised, may be in the form of a Doctoral degree, a Fellowship of the University or a Distinguished Service Award.

intellectual property means intellectual property subject to the University's Intellectual Property Policy.

international student means a person who is not a citizen or permanent resident of Australia, not a New Zealand citizen or not a person entitled to stay in Australia without any time limit, who is enrolled or to be enrolled in a course of study at the University.

leave of absence means a period of time in which a student who has been admitted to a course is permitted not to enrol in any subjects or, in the case of a graduate research student, not to continue with research study for a period of time. Students must seek approval for leave of absence.

legislation or legislative requirements means all and any Commonwealth and state Acts, instruments made under those Acts and any other form of Commonwealth or state regulation.

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 (Extended) means a course of study at Level 9 of the Australian Qualifications Framework. The Masters degree (Extended) qualifies individuals who apply an advanced body of knowledge in a range of contexts for professional practice and as a pathway for further learning.

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.

misconduct can be academic misconduct and/or non-academic misconduct. Refer Rule 16.2 for specific definitions.

monitoring staff member means the officer of the University appointed by the Dean (or nominee) to oversee and direct faculty-based examinations. (Also see examination supervisor.)

nominee means the person or position identified by an officer of the University to undertake defined duties that are specified in the Rules as being the responsibility of that officer and, who, in undertaking those duties, will act for that officer of the University.

non-award student means a student enrolled in non-award study.

non-award study means a program of study that does not lead to an award of the University and may fall into the following categories:

- non-award single subject study;
- professional registration courses;
- cross-institutional study;
- international exchange study;
- UTS short courses;
- UTS Foundation Studies;
- exchange program;
- study abroad program.

officer of the University means a member of staff of the University or person engaged as a contractor by the University to provide services on behalf of the University.

official academic record includes the UTS academic transcript, the UTS Australian Higher Education Graduation Statement, and the UTS testamur. (Also see academic transcript, Australian Higher Education Graduation Statement, testamur.)

official noticeboard means the UTS noticeboard website where official notices are displayed in electronic form.

official publications of the University mean:

(1) the *UTS: Calendar* as published from time to time;

(2) the *UTS: Handbook* as published from time to time,

as designated by the University Secretary. Published includes published in an electronic version.

plagiarism Refer Rule 16.2.1(4) for specific definition.

procedural irregularity means failure to follow the procedures that apply to the making of a particular decision under the Rules.

professional accreditation authority means an external professional body authorised to assess and accredit qualifications required by that particular profession.

professional Doctorate means a program of study at Doctoral level which advances knowledge through scholarly engagement with the practice of a profession, industry or creative field.

professional experience means all clinical, professional, industrial or other work placements, paid or unpaid, onshore or offshore, that form part of a course or subject offered by the University.

register means a formal or official collection of items of information in either hard copy or electronic form which has been designated by the University as being for a specific and defined purpose.

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 Dean and such other persons as the Vice-Chancellor approves.

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.

special consideration is the term used when a student who is experiencing (or anticipates that he or she will experience) significant difficulty in meeting assessment requirements due to circumstances beyond the student's control (including but not limited to serious illness or psychological condition, loss or bereavement, hardship or trauma) applies to have those factors considered in the determination of variation to assessment requirements or other special arrangements for learning and assessment.

student (unless a defined intention is apparent or there is a specific definition within the relevant section of the Rules) means a person who has been admitted to an award course or non-award study and has an active enrolment in subjects or time-based study. A person is not a student if the person has:

- completed the requirements of the course; or
- withdrawn from the course; or
- withdrawn temporarily from the course for a period of at least one semester through approved leave of absence; or
- no active enrolment in subjects or in time-based study in a particular semester; or
- had their enrolment in the course discontinued, cancelled, suspended or terminated in accordance with the Rules; or
- been excluded from the course or from the University in accordance with the Rules.

Student Assessment Review Committee means a committee established by each Faculty Board to consider requests from students for review of final assessment results in particular subjects conducted by the faculty.

Student Security Identification (SSI) means a Student Personal Identification Number (PIN), password, swipe card and/or any other form of access control device.

student system account means the UTS student administration access system and email allocated to a student.

study mode identifies particular characteristics about the method of study for particular courses or subjects and includes standard, cross institutional, exchange inbound, exchange outbound, industrial experience, non-award, offshore. (Also see attendance mode.)

subject means a self-contained unit of study that is approved by a Faculty Board. If a subject is a component of an award course, it is normally allocated a specified number of credit points as a measure of the workload for that subject. (Also see credit point.)

Subject Coordinator means a member of the academic staff nominated by a Responsible Academic Officer and appointed by the relevant Faculty Boards for each subject in accordance with the duties and powers of Faculty Boards as approved by Academic Board.

subject outline means the official document that represents the statement of subject requirements that is authoritative for both the University and the students undertaking the subject. It is prepared in accordance with the requirements specified by the Policy and Procedures for the Assessment of Coursework Subjects and may include, among other things, details of the minimum essential requirements necessary to pass the subject, material and equipment that may be taken into an examination and may prescribe attendance and/or participation requirements.

supervisory panel means the group of people appointed by the Graduate Research School Board in accordance with the guidelines approved by Academic Board to supervise the candidature of a research degree student.

supplementary assessment means the process by which a faculty may make provision for a student to undertake an additional assessment task within a specified time period if that student has been awarded a 'Fail' in their final teaching period and if that 'Fail' is within the borderline result range.

teaching period means a period of time approved by the University for the teaching and assessment of a subject. The official teaching periods are approved by the Vice-Chancellor on advice from Academic Board and are published as a schedule of approved teaching periods in appropriate official publications of the University.

testamur means the official certification document that confirms a qualification has been conferred.

thesis examination means the process used to assess the level of achievement in a thesis submitted as part or all of the requirements of a graduate research degree.

time-based study means courses or subjects which use time as the basic measurement of their duration.

undergraduate student means a student enrolled in a Bachelor degree or Bachelor Honours degree.

University or **UTS** means the University of Technology Sydney.

University Secretary means the officer of the University whose general responsibilities, among other things, include being both Secretary to Council and Academic Board.

working day means any day Monday to Friday inclusive except when one of those days is a public holiday in New South Wales or a day on which the University closes down for a holiday period such as Christmas as notified on the official noticeboard of the UTS website.

SCHEDULE 2 — RESULTS AND GRADES

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 Ratification Committee may determine that supplementary assessments are required, or that alternative examiners and/or alternative assessments are required because of misadventure.

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.

SCHEDULE 3 — GUIDELINES RELATING TO STUDENT MISCONDUCT AND APPEALS

1. Introduction

1.1 These guidelines have been prepared for the benefit of all people involved in the processes established by the University to deal with allegations of misconduct made against students and with appeals lodged by students against decisions arising from such allegations.

1.2 The guidelines are divided into four sections: this introduction, general principles, guidelines for inquiry bodies and guidelines for student misconduct appeals committees.

1.3 The term 'inquiry bodies' refers to the University Student Conduct Committees and Student Misconduct Appeals Committees, but also extends, as necessary, to the Vice-Chancellor, Vice-Chancellor's nominee, Provost, Responsible Academic Officer and the Director, Governance Support Unit.

1.4 Notwithstanding these sectional headings, the guidelines are designed for use by all who play some role in these processes and should be freely distributed to students and their advisers and academic and support staff who have a need for knowledge of student misconduct and appeal matters. In particular, they are to be given to all students at the time formal allegations of misconduct are made against them.

1.5 The guidelines take into account the University's Rules and procedures and the principles of procedural fairness.

2. General principles

2.1 All persons who are the subject of recommendations or decisions of others are entitled to be treated fairly, with dignity and with due regard to their privacy.

2.2 Persons are entitled to be regarded as not having behaved in an alleged manner until and unless they admit that behaviour or a fair and proper inquiry leads to a reasonable conclusion that they have so behaved.

2.3 Knowledge that a person has behaved in a particular way in the past is not evidence that the person has behaved in the same manner again. Such knowledge may be evidence that the person is aware that the behaviour is an act of misconduct (or it may be relevant to the level of penalty).

2.4 Each case must be dealt with on its own terms and merits and in accordance with its own circumstances.

3. Guidelines for inquiry bodies

3.1 Before any conclusion is reached in an inquiry into alleged misconduct by a student, the student must be:

- given the precise terms of and any reasons for the allegation;
- given an outline or summary of all details intended to be given to the inquiry body;
- given access to or a copy of documentation intended to be given to the inquiry body; and
- given an opportunity to address all the information supplied.

3.2 The inquiry body must ensure that the student has a clear understanding of the allegation, of the nature of the evidence in its support and of the process which the inquiry body intends to follow and of the student's rights with respect to that process. A copy of, or an electronic link to, these guidelines is to be given to the student at the time the student is formally made aware of the allegation.

3.3 The amount of detail that is given to the student is dependent upon the circumstances. Generally, a student's request for details and access to documents relating to allegations about that student should be met, except where the information being sought:

- is an infringement upon the privacy of others;
- may cause the safety of others to be at risk;
- is irrelevant and/or excessive in amount.

3.4 The student must be given adequate time to prepare for the inquiry and to deal with the information provided. What is adequate depends upon the nature of the matter and the volume and complexity of the information.

3.5 The student must have an opportunity to seek advice. In some circumstances it may be appropriate for the University to make arrangements for advice to be given. The Director, Governance Support Unit may seek advice on the University's behalf at any stage. There may be a need for translating and/or interpreting services to be provided.

3.6 If the student fails to respond to reasonable attempts by the committee to communicate or does not provide the committee with acceptable reasons for not attending a hearing, the committee will make its own determination as to whether it will adjourn or proceed in the absence of the student.

3.7 The student's opportunity to address the information should be in person, in writing or both. The student should always have the option of having a friend or adviser present during any questioning or hearing. The inquiry body may place limitations on the role of a friend or adviser, for example, in some circumstances it may be appropriate for the student's friend or adviser to assist the investigating body by answering questions or addressing raised issues on the student's behalf. In most University circumstances, a friend or adviser present is not permitted by the inquiry body to act as an advocate or legal representative. Only in exceptional circumstances will legal representation be allowed.

3.8 The student may admit or deny the allegation, correct information as presented, provide an explanation, disclose mitigating factors or address the matters in other ways which the inquiry body finds relevant.

3.9 The student must be given the opportunity of calling other persons to provide evidence in support of the student's defence against the allegation and the student should be allowed to lead any such witnesses through their evidence.

3.10 During the course of a hearing, the student should be given an opportunity of questioning any witness or other person who has supplied information to the inquiry body. A right to question does not imply a right to harass.

3.11 A person whose evidence provided to the inquiry body is questioned should be given an opportunity to respond to such questions.

3.12 During the course of inquiry, neither the fact that there is an inquiry nor any information relating to it or to the student should be disclosed to people who do not have a legitimate reason to have such information. Accordingly, hearings are normally held in camera.

3.13 Without compromising the thoroughness of an inquiry it should take place without any unnecessary delays, taking into account the reasonable needs of the student to be properly prepared.

3.14 The inquiry body should take into account all of the relevant information it has before it except any information which the student has not had an opportunity of addressing.

3.15 Knowledge which the inquiry body has of any past offences or other misconduct committed by the student may be taken into account only:

- as evidence that the student was aware that certain actions constitute misconduct; and
- as one factor in the consideration of the level of penalty, if the inquiry body finds that the present allegation of misconduct is proven.

3.16 The student is entitled to be given the reasons for the decision and/or recommendation at the time it is made known to the student.

3.17 The inquiry body is responsible for determining who, in addition to the student and any other person as provided for in the Rules against whom the allegation was made, should receive formal notification of the decision and/or recommendation and the reasons for it. In making this determination, the inquiry body will take into account potentially conflicting needs of the student for privacy and of others who participated in the process and who may have ongoing responsibility for University courses or facilities. In circumstances where an alleged victim of a crime of violence or a nonforcible sex offence makes a written request, the University will disclose to the alleged victim any decision and/or recommendation and the reasons for it with respect to any disciplinary proceeding conducted by the University against a student who is the alleged perpetrator of such crime or offence with respect to such crime or offence. The inquiry body may impose conditions of confidentiality on any person who is so notified.

4. Guidelines for Student Misconduct Appeals Committees

4.1 Each Student Misconduct Appeals Committee will determine its own procedures consistent with these guidelines.

4.2 Where a student does not dispute a finding of an inquiry body, but appeals against the severity of a penalty imposed, the Student Misconduct Appeals Committee may decide to rehear the matter in full or to limit its work to a consideration of the penalty.

4.3 Where the Student Misconduct Appeals Committee finds it cannot discharge its responsibilities unless it rehears the matter in full (i.e. treats it as a fresh investigation), it shall do so. There may be circumstances that make it acceptable for a committee to confine itself to dealing afresh with points raised by the student in any stated grounds for the appeal.

4.4 The student is free to raise questions of process and/or merit with respect to the original inquiry. The student may repeat, correct or otherwise amend points made at the original inquiry, provide further explanation, disclose additional mitigating factors or address the matters in other ways which the committee finds relevant. If the student advances new evidence, the committee may hear the appeal or refer the matter to the original inquiry body.

4.5 The student must be given reasonable time to prepare an appeal based upon stated reasons for the original decision.

4.6 The student must have an opportunity to seek advice; in some circumstances it may be appropriate for the University to make arrangements for advice to be given. There may be a need for translating and/or interpreting services to be provided.

4.7 The student's opportunity to address the information should be in person, in writing or both. The student should always have the option of having a friend or adviser present during any hearing. The committee may determine any limitations that may be placed on the role of a friend or adviser present at a hearing. For example, in some circumstances it may be appropriate for the student's friend or adviser to assist the committee by answering questions or addressing raised issues on the student's behalf. In most University circumstances, any friend or adviser present need not be permitted by the committee to act as an advocate or legal representative. Only in exceptional circumstances will legal representation be allowed.

4.8 If the committee considers that a student has an acceptable reason for being unable to attend a hearing (e.g. an international student who has returned home during a vacation period), the committee may permit the student to nominate a representative to attend. The committee may permit the student to use telecommunication facilities to participate in all or part of a hearing, if such facilities are readily available at reasonable cost, or may adjourn for a reasonable time until the student is available.

4.9 If the student fails to respond to reasonable attempts by the committee to communicate or does not provide the committee with acceptable reasons for not attending a hearing, the committee will make its own determination as to whether it will adjourn or proceed in the absence of the student.

4.10 The Student Misconduct Appeals Committee determines the order of presentation, i.e. whether the student should open (by presenting a case for the overturning of the original finding and/or penalty) or whether the University should commence the appeal proceedings (by defending the decision of the inquiry body). The nature of the appeal and its circumstances are the determining factors.

4.11 In presenting the appeal case, the student is normally to be given the opportunity of calling other persons to provide evidence in support of the appeal and the student should be allowed to lead any such witnesses through their evidence in which case the appeal may proceed by way of rehearing afresh.

4.12 During the course of a hearing, the student should be given an opportunity of questioning any witness or other person who is giving evidence to the committee. A right to question does not imply a right to harass.

4.13 The recommendation or decision against which the appeal is being made will be supported by the Director, Governance Support Unit (or nominee). The person providing this support must also be given adequate time to prepare.

4.14 Provided it is relevant to the approach taken by the committee, a person whose information given at the earlier inquiry is being questioned at the appeal, should be given an opportunity to respond to such questions.

4.15 The committee may appoint advisers as it deems appropriate but it will not commit itself to expenditure without the Director, Governance Support Unit's agreement. The Director, Governance Support Unit may also seek advice on the University's behalf at any stage of an appeal process.

4.16 During the course of an appeal, neither the fact that there has been an inquiry and there is now an appeal, nor any information relating to them or to the student, should be disclosed to people who do not have a legitimate reason to have such information. Accordingly, hearings are normally held in camera.

4.17 Without compromising the appeal's thoroughness, it should take place without any unnecessary delays, taking into account the reasonable needs of people involved to be properly prepared.

4.18 The Student Misconduct Appeals Committee should take into account all of the relevant information it has before it except any information which the student has not been given an opportunity of addressing.

4.19 Knowledge that the Student Misconduct Appeals Committee has of any past offences or other misconduct committed by the student may be taken into account only:

- as evidence that the student was aware that certain actions constitute misconduct; and
- as one factor in the consideration of the level of penalty, if the Student Misconduct Appeals Committee finds that the allegation of misconduct, the decision on which is currently under appeal, is proven.

4.20 The Student Misconduct Appeals Committee has the following options:

4.20.1 it may, for any reason, refer a matter back to the inquiry body for further inquiry and decision;

4.20.2 it may uphold an appeal against a finding that the student has committed an act of misconduct, in which case any penalty imposed shall be nullified;

4.20.3 it may uphold an appeal against the severity of a penalty and reduce it to a lesser penalty from among those provided in the Rules;

4.20.4 it may dismiss an appeal against a finding that the student has committed an act of misconduct but determine that the penalty should be reduced to a lesser one from among those provided in the Rules;

4.20.5 it may dismiss the appeal.

If the Student Misconduct Appeals Committee chooses the option in Rule 4.20.1, the Director, Governance Support Unit will notify the Student Misconduct Appeals Committee Chair of the result of the inquiry body's reconsideration and whether or not it has been accepted by the student. If the student requests it, the Student Misconduct Appeals Committee will reconvene to hear the appeal.

4.21 The student is entitled to be given the reasons for the appeal decision at the time the decision is made known to the student.

4.22 The Student Misconduct Appeals Committee is responsible for determining who, in addition to the appellant student, should receive formal notification of the result of the appeal and the reasons for it. In making this determination, the committee will take into account potentially conflicting needs of the student for privacy and of others who participated in the process and who may have ongoing responsibility for University courses or facilities. The Student Misconduct Appeals Committee may impose conditions of confidentiality on any person who is so notified.

SCHEDULE 4 — GUIDELINES ON DETERMINING AN APPROPRIATE PENALTY FOR INSTANCES OF STUDENT MISCONDUCT

These guidelines have been prepared to assist all those involved in recommending, imposing and reviewing penalties for instances of misconduct, including the Vice-Chancellor, Vice-Chancellor's nominee, Responsible Academic Officers, University Student Conduct Committee, and Student Misconduct Appeals Committee.

The information contained in these guidelines may also be useful for academic and administrative staff dealing generally with cases of misconduct, as well as for any student subject to an allegation of misconduct.

The guidelines are structured as follows:

1. Principles
2. Scale of penalties
3. Issues specific to each type of penalty
4. Differential effects of penalties
5. Admissions of wrongdoing/level of contrition of student
6. Intent
7. Start/end dates of penalties
8. Status of student pending appeal outcomes
9. Timing of decisions
10. Records of misconduct on transcripts

While these guidelines provide general parameters for determining penalties, the appropriate penalty for an instance of misconduct ultimately must depend on the facts found in each case, and a body is free to depart from the principles set out in these guidelines where the facts indicate that such a course is appropriate. The appropriate penalty remains at the discretion of the body imposing it given that the circumstances of an instance of misconduct and the student present an almost infinite variety from case to case.

1. Principles

In recommending and/or determining an appropriate penalty for a proven instance of misconduct, an inquiry body and/or decision-maker must take into account:

(1) the nature and context of the misconduct, including:
- the objective circumstances of the misconduct (the facts in relation to the gravity of the misconduct itself) in order to gauge an appreciation of the seriousness of the misconduct;
- the subjective circumstances of the student (aggravating and mitigating factors relating to the student rather than to the misconduct);

(2) whether a student has admitted the misconduct, and/or has come forward of his or her own accord;

(3) whether intent can be proven;

(4) the student's expression of remorse or apology (where relevant);

(5) the student's past conduct (refer 3.15 in Schedule 3 Guidelines Relating to Student Misconduct and Appeals). The nature and extent of a student's previous record of misconduct should be considered in all cases;

(6) penalties imposed for previous similar cases to ensure consistency in decision-making;

(7) the consequences of the penalty for the individual student (refer Section 4 (Differential effects of penalties)).

2. Scale of penalties

This scale provides a guide as to the normal, minimum and maximum penalties for specific cases of misconduct and the circumstances in which specific penalties are appropriate. This scale is not intended to be prescriptive and the Vice-Chancellor or Vice-Chancellor's nominee, Responsible Academic Officers or committees may need to adjust the penalty in individual cases according to the circumstances of that particular case. The penalties are generally graded according to severity, although it should be noted that some penalties are only appropriate for specific types of misconduct (e.g. fines can only apply to some forms of misconduct).

Penalty	Rule	Examples of types of instances of misconduct
Rescission of an academic award conferred by the University where the award is as a result of fraud or serious misconduct committed by the student before the award was conferred	16.3.1(1)	• very serious instances of misconduct, including fraud and which may or may not involve serious criminal behaviour • extensive plagiarism in a research thesis or major project found proven after the award has been conferred
Revocation of a recommendation to Academic Board or the University Council that a student has satisfied the requirements for an award	16.3.1(2)	• fraud • major plagiarism or misconduct in a subject that has been determined to have satisfied requirements for the relevant award
Permanent exclusion from the University	16.3.1(3)	Very serious instances of misconduct, which may involve serious criminal behaviour and serious repeat instances of misconduct.
Exclusion from the University for a period of up to five years	16.3.1(4)	• fraud • impersonation • alteration of any document or record of the University • serious damage to University property or misuse of University facilities • serious disruption to University activities • serious misconduct including extensive plagiarism, exam misconduct • repeat cases of misconduct • failure to comply with any penalty imposed for an instance of misconduct or failure to comply with any condition agreed with the Vice-Chancellor under Rule 2.1.9 • dishonesty in relation to admission to the University • inappropriate behaviour including harassment, intimidation or interference with the freedom of other persons at the University
Suspension from the University for a specified period not exceeding 12 months	16.3.1(5)	• fraud • damage to University property or misuse of University facilities • disruption to University activities and/or freedom of other persons • misconduct including plagiarism, exam misconduct • repeat cases of misconduct • failure to comply with any penalty imposed for an instance of misconduct
Suspension from a course of the University for a specified period not exceeding 12 months	16.3.1(6)	• misconduct including plagiarism, exam misconduct, repeated cheating in assessment • repeat cases of misconduct
Withholding of academic results for the relevant teaching period, and/or official academic records, including deferral or withdrawal of permission to graduate	16.3.1(7)	Imposed when instance of misconduct occurs in the student's final teaching period before graduation, usually imposed in conjunction with suspension, or results are withheld until fines or costs are paid.
Imposing conditions on enrolment and participation in specified subjects for a specified period not exceeding 12 months; during which time if there is a further instance of misconduct, the Vice-Chancellor or Vice-Chancellor's nominee shall refer the matter to the University Student Conduct Committee for a recommendation on the imposition of a more severe penalty.	16.3.1(8)	• inappropriate behaviour • damage to University property • misuse of facilities

Penalty	Rule	Examples of types of instances of misconduct
If the misconduct relates to a subject in which the student is enrolled: • a reduction in marks for any part or parts of the assessment • a zero mark/fail result for the results of any form or forms of assessment in the subject • a requirement that the student re-do and submit a specific assessment task, with a reduction in marks to no more than a specified percentage of the maximum possible mark in the assessment task • a requirement that the student must undertake another alternative assessment, for which the maximum possible mark can be no greater than a specified percentage, normally 50 per cent, of the maximum possible mark in the assessment task • a zero mark/fail result for subject.	16.3.1(9)	Misconduct (e.g. plagiarism, cheating) in relation to a subject in which the student is enrolled. Should take into account: • extent of plagiarism • advice to student on referencing • stage of course (students in second or subsequent years will be expected to have more understanding of what constitutes plagiarism compared to students in first year).
Exclusion from attendance at specified classes or subjects for a specified period not exceeding 12 months, provided that these do not include the entirety of classes or subjects for which the student is enrolled or is eligible to be enrolled	16.3.1(10)	Inappropriate behaviour including harassment, intimidation or interference with the freedom of other persons in classes or subjects, meetings or other activities.
Exclusion from and prohibition from use of specified facilities of the University for a specified period not exceeding 12 months	16.3.1(11)	Misuse of facilities on University premises, such as the Library or IT labs, or any other premises to which the student has access for his or her University purposes.
Where the misconduct involves loss of or damage to property or facilities of the University or a third party, payment to the University or the third party of a specified amount not exceeding the amount of the loss or damage	16.3.1(12)	Misconduct involving loss of/or damage to property or facilities of the University or to a third party. Payment for loss or damages is not a fine. The amount sought as restitution cannot exceed the amount of the loss or damages.
Where the misconduct involves lengthy inquiries and proceedings, payment to the University of a specified amount for its costs, not exceeding the amount of the costs incurred	16.3.1(13)	Misconduct involving lengthy inquiries and proceedings. Payment is required to cover the costs of the expense incurred by the University during lengthy inquiries and proceedings in relation to misconduct. The amount sought is not a fine. It cannot exceed the costs incurred by the University in relation to the inquiries and proceedings.
A fine of up to $5000 with maximum fines for particular types of offences	16.3.1(14)	Misconduct including: • inappropriate behaviour • damage to University property • misuse of facilities • wilfully disobeying direction • library offences • (refer 3.6 Monetary penalties)
Imposition of specified conditions on attendance at specified classes or use of specified facilities or services of the University	16.3.1(15)	Inappropriate behaviour in a class, meeting or other activity, and/or misuse of facilities on University premises or any other premises to which the student has access for his or her University purposes.
Reprimand	16.3.1(16)	• first minor instance of misconduct • usually imposed with other penalties • any future instance of misconduct will be treated most seriously and will result in a more severe penalty

3. Issues specific to each type of penalty

3.1 Exclusion from the University

Refer Rule 16.3.1(4)

If a student is re-admitted to a course following a period of exclusion from the University, the student may be required to apply for credit recognition, i.e. for the subjects completed prior to the period of exclusion.

3.2 Exclusion from specified class/specified facility

Refer Rules 16.3.1(10) and 16.3.1(11)

A student who is excluded from specified classes or facilities may not be able to complete certain assessment tasks and this may impact on their final result for the subject.

3.3 Suspension from the University

Refer Rule 16.3.1(5)

Students who are suspended from the University for a specified period not exceeding 12 months will retain any credit points gained prior to the period of suspension.

3.4 Suspension from a course of the University

Refer Rule 16.3.1(6)

Students who are suspended from a course of the University will retain any credit points gained prior to the period of suspension. They may apply for admission to another course of the University during the period of suspension, except for non-award study in subjects that could be subsequently counted as exemptions towards the course from which they have been suspended.

3.5 Withholding of results/academic transcript/ permission to graduate

Refer Rule 16.3.1(7)

Students whose results are withheld may not be able to proceed to the next stage of their course and it may impact on their employment situation or applications for admission to courses at other institutions. Students whose official academic records are withheld or who are not permitted to graduate may not be able to apply for admission to other courses, or may be limited in their employment opportunities. These penalties usually apply when a student is in, or has completed, their final teaching period before graduation. The penalties are usually imposed in conjunction with suspension and/or the withholding of results until fines or costs are paid.

3.6 Monetary penalties

- Rules 16.3.1(12) and 16.3.1(13)
  These Rules enable the University to seek restitution for costs incurred in lengthy inquiries or proceedings or costs associated with loss and/or damage. These penalties are not fines. Fines are penalties imposed for the act of misconduct itself.
- Rule 16.3.1(14)
  This Rule enables a reasonable monetary fine to be assessed. This penalty could be applied in conjunction with others such as Rules 16.3.1(12) and 16.3.1(13).

Fines may be appropriate for incidents such as:

- inappropriate and/or disruptive behaviour on campus (up to $1000 maximum);
- contravening prescribed standards of acceptable conduct (up to $1000 maximum);
- endangering the safety and/or security of people and/or property (up to $2000 maximum);
- ignoring or disobeying a directive from a University Officer (up to $500 maximum);
- refusing to identify oneself (up to $100 maximum);
- allowing another person access to UTS email or computer account and facilities (up to $500 maximum with increase to $1000 for repeat offences);
- damage and destruction where the costs cannot be adequately measured for the purposes of cost recovery (e.g. destruction of intellectual property through hacking or destroying a computer which has other persons' work on it) (up to $5000);
- library offences (up to $150 per offence with upper limit of $250 for repeat offence).

When considering fines as an effective and appropriate penalty for instances of misconduct, the following factors should be taken into account:

- A fine can only be imposed for certain forms of misconduct. A fine cannot be imposed for misconduct involving only plagiarism.
- A student's financial capability must be considered in imposing a fine; and where appropriate extensions of time to pay may be granted by the Director, Governance Support Unit.

3.7 Awarding of zero marks

Refer Rule 16.3.1(9)

When considering a penalty under Rule 16.3.1(9), it should be noted that if a student is awarded zero for any assessment item, it is unlikely that the student will be able to satisfactorily complete the subject for which the assessment task is set.

3.8 Conditions on enrolment

Refer Rule 16.3.1(8)

If conditions are imposed upon a student's enrolment and participation in specified subjects, this may impact on the student's ability to complete the course within a specified time period. This penalty may impose conditions on enrolment in certain subjects involving use of a laboratory, for example, or enrolment in subjects involving use of other facilities.

4. Differential effects of penalties

When imposing penalties, it is important that each student's individual circumstances, stage of enrolment and any relevant mitigating factors are taken into account. University Student Conduct Committees, Student Misconduct Appeals Committees, the Vice-Chancellor or Vice-Chancellor's nominee and Responsible Academic Officers may encourage students to make representation or submit evidence on the detrimental impacts of specific penalties in individual cases.

Some examples of situations in which penalties may impact more harshly include:

- **Penalties of suspension or exclusion for international students**

  A penalty of suspension or exclusion may impact more severely on an international student because of visa requirements which stipulate that a student must leave the country if not enrolled. There are also additional financial costs involved for international students who must reapply for a visa following a period of suspension or exclusion and pay additional course fees. In appropriate circumstances, an alternative may be to consider penalties where an international student can complete course requirements prior to the penalty coming into effect. As an example, a student facing a period of suspension (to take effect at a specified time in the future) would be able to complete the course requirements, but, at the end of their course, the period of suspension would take effect and the student would be prevented from graduating, unable to access any academic results and official academic records.
- **Stage of enrolment**

  Most penalties will have a greater impact on students in their final teaching period when they are applying for jobs or for admission to graduate courses or registration/admission to professional bodies.
- **Financial penalties**

  Severe monetary penalties will have a greater impact on some international students and on students from economically disadvantaged groups.
- **Professional bodies**

  Certain penalties will have an impact on students who may wish to apply for registration/admission to professional bodies.

5. Admissions of wrongdoing/level of contrition of student

If a student has admitted the misconduct, and/or displays a high and genuine level of contrition for the misconduct, this may be taken into account where appropriate.

(1) The notice of penalty, the reasons and committee reports should explicitly state that the admission of wrongdoing and/or statement of contrition have been taken into account. Failure to do so would generally be taken to indicate that the admission or level of contrition was not given weight.

(2) The effect of admission or level of contrition on the penalty should be stated insofar as it is appropriate to do so. This effect could encompass any or all of the matters to which the admission or level of contrition may be relevant. Where other matters are regarded as relevant in a particular case, e.g. assistance to authorities, this should be included in the report or notice of decision and penalty.

(3) An admission of wrongdoing or statement of contrition should generally be assessed in relation to the seriousness of the misconduct. One consideration is the timing of the admission or statement of contrition. Another factor is the potential time saved by University staff to undertake investigations and attend hearings. The relevance of an early admission will vary according to the circumstances of the case.

(4) In some cases the admission or statement of contrition, in combination with other relevant factors, could lead to a degree of leniency in relation to the type of the penalties imposed. In some cases the weight given to the admission or statement of contrition will be significant in assessing parity between other students involved in the misconduct.

6. Intent

If a student is found to have acted with intent when committing an act of misconduct, the penalty imposed on that student should be more severe than in a case where intent cannot be proven.

7. Start/end dates of penalties

Penalties usually come into effect from the date of notification of the penalty to the student and last until the last day of the relevant teaching period. In determining penalties, it is preferable that start and end dates are specified on a teaching period basis (e.g. first day of teaching period to the last day of teaching period). It is important to consider the effective dates of penalties, as a penalty specified by dates as opposed to teaching periods may have the unintended consequence of preventing a student enrolling in the teaching period following the period of penalty.

8. Status of student pending appeal outcomes

Under Rule 16.15.4, a student may apply to the Vice-Chancellor or Vice-Chancellor's nominee for a stay of decision. The Vice-Chancellor or Vice-Chancellor's nominee may direct that a decision be stayed until the time for making an appeal has expired or, if an appeal is made within the permitted time, until the appeal has been determined.

In such cases the Vice-Chancellor or Vice-Chancellor's nominee will determine the status of the student during the appeal process; in other words, whether the student is to be on a restricted or conditional provisional program. This may include provisional class attendance, restricted attendance on campus, conditional use of University facilities, enrolment in online subjects, leave of absence and so on.

The following criteria will be considered in determining whether to grant a stay of decision and the student's status during the appeal process:

- student's reasoning for requesting the stay of decision;
- whether it is appropriate given the nature and seriousness of the misconduct to approve a stay of decision;
- whether there is a need to implement the penalty immediately to ensure the protection of other person(s) and/or facilities and property of University;
- an assessment of the likelihood of a successful appeal against the finding of misconduct and the penalty and, if the penalty includes payment of compensation to a third party under Rule 16.3.1(12), the capacity of the third party to repay the student if the penalty is nullified on appeal.

9. Timing of decisions

It is most important that decisions regarding penalties for misconduct and subsequent appeals are handled as expeditiously as possible to prevent lengthy delays and consequent applications by students for special consideration due to potential disadvantage. As a general guide, reports of the University Student Conduct Committee or Student Misconduct Appeals Committee can be expected within six weeks from the date of the conclusion of the committee's first meeting.

10. Records of misconduct on transcripts

- For suspensions and exclusions from a course or from the University the official academic transcript shows the period of suspension or exclusion.
- A penalty of zero mark for a subject is shown on official academic records in the same way as other results.
- All other penalties are recorded on the student system as internal comments and will only be shown on internal academic records.
- In cases where an appeal against suspension, exclusion or zero mark is lodged, the external academic transcript will show 'appeal pending' under the relevant course and teaching period.

SCHEDULE 5 — GUIDELINES FOR HANDLING STUDENT MISCONDUCT INVOLVING PLAGIARISM

These guidelines have been prepared for the benefit of all people involved in the processes established by the University to deal with allegations of student misconduct involving plagiarism pursuant to Rules 16.6.2 and 16.10.

These guidelines have been prepared with a view to providing consistency in process and outcome.

1. Definitions

Academic judgment is the process by which a student's performance is measured in an assessment task, taking into account the stated learning outcomes and assessment criteria set for that assessment and based on the professional judgment of the academic staff member concerned.[1]

Plagiarism is taking and using someone else's ideas or manner of expressing them and passing them off as his or her own by failing to give appropriate acknowledgement of the source to seek to gain an advantage by unfair means (Rule 16.2.1(4)).

Responsible Academic Officer means a person appointed as such by the Vice-Chancellor or the Provost on the advice of the Dean and such other persons as the Vice-Chancellor approves (Schedule 1 (Definitions)). (Also see the current list of Responsible Academic Officers.)

1. Definition from Australian Learning and Teaching Council (ALTC) *Good Practice Guide for Handling Student Grievances and Discipline Matters 2009*.

2. Principles

2.1 All actions taken under these guidelines must be fair and reasonable, implemented in a timely fashion, and with due regard to privacy of all involved in the matters under consideration.

2.2 Each case must be dealt with on its own terms and merits and in accordance with its own circumstances.

2.3 The Responsible Academic Officer must be supplied with all relevant information by the relevant staff members upon which to base a decision.

2.4 Students must be informed of their rights with respect to appeal under Rule 16.15.

2.5 No person involved may divulge to any unauthorised person any information related to an individual student's personal information, circumstances, marks/results/grades or any other matters relating to an allegation of misconduct.

3. Conflict of interest

3.1 A Responsible Academic Officer must not deal with or determine an allegation of student misconduct if he or she is personally involved in any aspect of the allegation (Rule 16.5).

3.2 In the event that a Responsible Academic Officer, an officer of the University, or a student believes that the involvement of a Responsible Academic Officer in a matter would lead to a conflict of interest, he or she must consult with the Dean. The Dean will determine another appropriate Responsible Academic Officer to deal with the matter.

3.3 A Responsible Academic Officer is not personally involved in any aspect of an allegation by reason only of the fact that he or she hears or deals with the allegation under the Rules.

4. Notification of an allegation

4.1 When an academic staff member, in his or her academic judgment, identifies a possible incident of plagiarism the matter may be referred as an allegation of misconduct to the Subject Coordinator (if applicable).

4.2 The academic staff member and/or the Subject Coordinator will obtain and collate all information relevant to the allegation of plagiarism (supporting evidence) and submit this to the Responsible Academic Officer.

4.3 The Responsible Academic Officer may make such other inquiries as he or she considers necessary in order to consider the allegation.

4.4 If, after considering the supporting evidence and any other relevant information, the Responsible Academic Officer determines that the allegation is without foundation, or that there is insufficient information to support the allegation or to warrant further investigation, the Responsible Academic Officer may determine not to take further action in relation to the allegation.

4.5 In all other cases, the Responsible Academic Officer must, in writing, and as soon as possible:

(1) notify the student of the allegation and provide a copy of the supporting evidence, or if it is not appropriate for the student to receive a copy of the whole of the supporting evidence (for reasons including but not limited to privacy issues), provide a redacted copy of the supporting evidence which includes all of the information on which the Responsible Academic Officer's decision will be based; and

(2) provide the student with a copy of, or an electronic link to, the relevant Rules and guidelines; and

(3) give the student a reasonable period, being a period of not less than five working days, to respond in writing; and

(4) if the Responsible Academic Officer considers it necessary, request the student to attend a meeting with the Responsible Academic Officer and the Subject Coordinator at least five working days after the date of notification; and

(5) in the event that the student is requested to attend a meeting, advise the student that he or she is entitled to bring a support person to the meeting.

4.6 The Responsible Academic Officer may place limitations on the role of any such support person. For example, in some circumstances it may be appropriate for such a support person to assist by answering questions, or addressing issues raised, on the student's behalf. A support person will not be permitted to act as an advocate or legal representative on behalf of the student unless the Responsible Academic Officer determines that this is warranted by exceptional circumstances.

5. Meeting with the student (if required)

5.1 If the student has been requested to attend a meeting with the Responsible Academic Officer, he or she must:

(1) explain the nature of the allegation of plagiarism;

(2) provide an explanation of plagiarism and the reasons why the student's work appears to constitute plagiarism;

(3) inform the student that the University views plagiarism as serious misconduct and that a record of the meeting and the outcome will be placed on the student's confidential file; and

(4) invite the student to provide an explanation about the allegation.

5.2 At the conclusion of the meeting the student will be requested to sign a statement about good academic practice.

6. Matters to be referred to the Director, Governance Support Unit

6.1 If at any time during his or her consideration of the allegation the Responsible Academic Officer believes the alleged misconduct involves:

(1) misconduct other than plagiarism; or

(2) plagiarism and any other form of misconduct the Responsible Academic Officer must refer the matter to the Director, Governance Support Unit to be handled in accordance with Rule 16.12.

7. Responsible Academic Officer's decision

7.1 If a student fails to respond to reasonable attempts by the Responsible Academic Officer for the student to provide a written response to the allegation of plagiarism, or fails to provide acceptable reasons for not complying with a request to attend a meeting, the Responsible Academic Officer must proceed to handle the matter in accordance with these guidelines and based on the supporting evidence.

7.2 In determining what penalty, if any, to impose, the Responsible Academic Officer may have regard to:

(1) the extent of the alleged plagiarism as it relates to the work being assessed;

(2) the proportion of the overall mark for the subject represented by the assessment item;

(3) any conventions associated with the discipline to which the subject relates and the academic discipline overall;

(4) whether the student has a previous record of plagiarism;

(5) whether the student is inexperienced or demonstrates a genuine lack of understanding of academic integrity and honesty;

(6) whether the circumstances reveal confusion among students enrolled in a subject about assessment (for instance, confusion about acceptable levels of cooperation among students involved in collaborative group work); and

(7) in relation to group work, if a particular student responsible for part of an assignment or project submits plagiarised work, another individual in the group should not be penalised unless that other individual in the group has knowingly participated in the submission of the plagiarised work.

7.3 In coming to a decision, the Responsible Academic Officer must have regard to:

(1) the student's written representation or representations at the meeting (if any); and

(2) any previous case of student misconduct which the Responsible Academic Officer believes is similar to the case that he or she is considering.

7.4 In cases where there is no record of previous misconduct involving plagiarism and the matter is found not to have involved a deliberate attempt to deceive or to gain an unfair advantage, or a clear disregard of assessment requirements including but not limited to situations where:

(1) the student is inexperienced or demonstrates a genuine lack of understanding of academic integrity and honesty; or

(2) the circumstances reveal confusion among students enrolled in a subject about assessment (for instance, confusion about acceptable levels of cooperation among students involved in collaborative group work).

The Responsible Academic Officer may do one or more of the following:

(a) impose no penalty;

(b) issue the student with a formal warning;

(c) permit the student to re-do and submit the assessment item with appropriate acknowledgement of source material included with a reduced mark to no more than a specified percentage, normally 50 per cent, of the maximum possible mark in the assessment task;

(d) allow further work to be submitted (normally a revised submission of the original work). The revised assignment or further work can only be awarded a specified percentage, normally 50 per cent, of the total possible marks for the assessment item. For subjects where the submission of a revised assessment item is not practical, the Responsible Academic Officer may determine another penalty as appropriate.

7.5 If the Responsible Academic Officer finds that there has been misconduct involving plagiarism, the Responsible Academic Officer must also inform the student that any similar incident occurring at any time in the future may result in a further penalty such as a zero mark, suspension or exclusion.

7.6 If there is a record of previous misconduct involving plagiarism, and/or there is clear evidence of an attempt to deceive, gain an unfair advantage, or a clear disregard of assessment requirements, the Responsible Academic Officer may impose any of the penalties below as appropriate, as provided in Rule 16.3.1(9):

(1) a reduction in marks for any part or parts of the assessment;

(2) a zero mark and 'Fail' result for any part or parts of the assessment of the subject;

(3) a requirement that the student re-write and submit a specific assessment task, with a reduction in marks to no more than a specified percentage, normally 50 per cent, of the maximum possible mark in the assessment task;

(4) a requirement that the student must undertake another alternative assessment task, for which the maximum possible mark can be no greater than a specified percentage, normally 50 per cent, of the maximum possible mark in the assessment task;

(5) a zero mark and 'Fail' result for the subject, in which case the zero mark and 'Fail' result will be denoted on the official record of the student in the same way as a 'Fail' result awarded in the usual way.

7.7 Where one of the above penalties has been imposed, the Responsible Academic Officer must notify the student in writing of the decision and the student's right of appeal under Rule 16.15.

7.8 If the Responsible Academic Officer determines that a more serious penalty is appropriate, such as suspension or exclusion from the course or the University, the Responsible Academic Officer must refer the matter to the Director, Governance Support Unit to be handled in accordance with Rule 16.12. The Responsible Academic Officer must notify the student in writing that the matter has been referred to the Director, Governance Support Unit and that the student may within five working days make written representations to the Director, Governance Support Unit about the recommendation.

7.9 A copy of all relevant documentation must be sent to the Student Misconduct and Appeals Team, Governance Support Unit, or as directed by the Director, Governance Support Unit, for relevant details to be entered on the student system as appropriate and to file the documentation on the student's confidential file. Where a zero mark for the subject has been imposed an Authority to Vary results (AVR) form must be submitted with the documentation.

8. Records

8.1 A copy of all records must be sent from Student Misconduct and Appeals Team, Governance Support Unit to Student Administration Records to be scanned.

8.2 Records of previous misconduct involving plagiarism may be accessed via Student Administration Records by a Responsible Academic Officer and taken into account in determining an appropriate penalty under Section 7 in Schedule 5.

UTS GENERAL RULES

G1 — Rules relating to Council, the Chancellor, Deputy Chancellor and Vice-Chancellor 183
1. Chancellor or Deputy Chancellor to preside at ceremonial occasions 183
2. Powers of Chancellor in relation to University committees 183
3. Presiding member 183
4. Ordinary meetings of Council 183
5. Special meetings of Council 183
6. Notice of meeting of Council 183
7. Business at meetings 183
8. Meeting may be adjourned 183
9. Failure to give, or receive, notice of meeting 184
10. Out of pocket expenses 184
11. Vice-Chancellor 184
12. Role of Vice-Chancellor in relation to Council committees and boards 184
13. Acting Vice-Chancellor 184
14. Powers and authorities of Acting Vice-Chancellor 184
15. Size of Council 184
16. Elected staff and students 184
17. Number of graduate members 184
18. Authority for determining the method of election 184

G2 — Rules on election of Chancellor and Deputy Chancellor 185

Division 1 — Election of Chancellor and Deputy Chancellor 185
1. Call for nominations 185
2. Schedule of dates for elections for Chancellor or Deputy Chancellor 185
3. Making of nominations 185
4. Dealing with nominations 185
5. Conduct of the ballot 185
6. Election in anticipation of resignation 185

Division 2 185
1. Pro-Chancellor's appointment and role 185

G3 — Rules relating to Academic Board and Faculty Boards 186

Part 1 —Academic Board 186

Division 1 — Constitution of Academic Board 186

Division 2 — Presiding member (Chair) and deputy presiding member 187

Division 3 — Functions and powers of Academic Board 188

Division 4 — Relationship between Academic Board and Council 189

Division 5 — Academic Board committees 189

Part 2 — Faculty Boards 189

Part 3 — Elections 189

G4 — The seal, the University emblem and the stamp 194

Division 1 — The seal 194
1. Custody of seal 194
2. Use of seal 194
3. Fixing of seal 194
4. Register of use of seal 194

Division 2 — The University emblem 194
5. Use of emblem 194
6. Delegation of authority to approve use of emblem 194

Division 3 — The stamp 194
7. Use of stamp 194
8. Delegation of authority to approve use of stamp 194

G5 — Register of Delegations 194

G6 — Witnessing and witnessed statements 194

These Rules shall be known as the UTS General Rules and are made pursuant to section 29 of the *University of Technology Sydney Act 1989* (NSW) (the Act) and clause 44 of the University of Technology Sydney By-law 2005 (NSW) (the By-law).

They take effect in accordance with section 29(2)(c) of the Act and are promulgated in accordance with clause 46 of the By-law.

G1 — RULES RELATING TO COUNCIL, THE CHANCELLOR, DEPUTY CHANCELLOR AND VICE-CHANCELLOR

1. Chancellor or Deputy Chancellor to preside at ceremonial occasions

(1) The Chancellor when present is to preside at ceremonial occasions.

(2) In the absence of the Chancellor, the Deputy Chancellor when present is to preside at ceremonial occasions.

(3) In the absence of both the Chancellor and Deputy Chancellor, a Pro-Chancellor is to preside at ceremonial occasions.

(4) In the absence of the Chancellor, Deputy Chancellor and a Pro-Chancellor, the Chancellor is to appoint a member of Council to preside at ceremonial occasions.

2. Powers of Chancellor in relation to University committees

(1) The Chancellor may without specific appointment exercise the right of membership of any committee or board of the University.

(2) The Chancellor may preside at any meeting of any such committee or board and has all the functions of the presiding member of any such committee.

(3) If the Chancellor is absent or is unable to act, or if the office of Chancellor is vacant, the Deputy Chancellor may preside at any such meeting and is to have the like functions.

3. Presiding member

The Chancellor, or any other person presiding at any meeting of Council in accordance with this Rule G1, has a deliberative vote and, in the event of an equality of votes, a casting vote.

4. Ordinary meetings of Council

Council is to meet in ordinary session not less than six times in each year and at such other times as Council decides.

5. Special meetings of Council

(1) A special meeting of Council:

(a) may be convened by:

(i) the Chancellor or, in the absence of the Chancellor, the Deputy Chancellor;

(ii) the Vice-Chancellor; or

(b) is to be convened by the University Secretary if the University Secretary receives a written request of not less than five members of Council setting forth the purpose for which the meeting is required to be convened.

(2) A special meeting required to be convened under Rule G1-5(1)(b) is to be held within 30 days after the receipt of the request for that special meeting.

6. Notice of meeting of Council

Notice of the date, time and place of a meeting of Council and a copy of the agenda and, in the case of a special meeting, advice as to the purpose for which the meeting is to be convened, are to be provided by the University Secretary to each member of Council at least seven days before the date of the meeting.

In circumstances where the governance of the University would otherwise be compromised, the Chancellor, Vice-Chancellor and University Secretary, as the Executive of Council, may suspend the requirements of the previous paragraph by directing the University Secretary to take action with respect to any of the following:

(1) advise members of a Council meeting with shorter notice than prescribed in the paragraph above;

(2) advise only Council members and other required attendees of the meeting place;

(3) advise Council members that a meeting will be held in closed session.

7. Business at meetings

A member of Council must not initiate any matter for discussion, or move any motion in respect of any matter initiated, at a meeting of Council unless:

(1) notice in writing has been given to the University Secretary, in the case of an ordinary meeting, not less than 14 days before the date of the meeting and, in the case of a special meeting, not less than 10 days before the date of the meeting, that the matter will be so initiated or a motion moved in respect of the matter; or

(2) Council or the person presiding at that meeting otherwise permits.

8. Meeting may be adjourned

The person presiding at a meeting of Council may adjourn that meeting to a later time or date.

9. Failure to give, or receive, notice of meeting

Proceedings of a meeting of Council are to be taken to have been validly transacted notwithstanding the accidental omission to give notice of the meeting to, or the non-receipt of a notice of the meeting by, a member.

10. Out of pocket expenses

If a member of Council incurs out of pocket expenses while engaged on University business, the University Secretary may authorise the payment of the whole or any part of the expenses so incurred to that member, except for the Vice-Chancellor, who will operate in accordance with UTS Standing Delegations of Authority.

11. Vice-Chancellor

(1) The Vice-Chancellor, as the chief executive officer of the University, is to be the principal academic and administrative officer of the University and is responsible to Council for implementing the decisions of Council.

(2) Subject to the Act, the By-law, the Rules and the resolutions of Council, the Vice-Chancellor is to be responsible for:
- (a) promoting the interests and furthering the development of the University;
- (b) conducting the academic, administrative, financial and other business of the University; and
- (c) exercising general supervision and control in relation to the members of staff of the University and the welfare and discipline of students.

12. Role of Vice-Chancellor in relation to Council committees and boards

(1) Subject to the By-law, these Rules and any direction by Council, the Vice-Chancellor is to be ex officio a member of every committee or board of Council, with the exception of the Audit and Risk Committee.

(2) In the absence of both the appointed Chair of a committee or board of Council and the Chancellor, the Chancellor may appoint any member of Council to preside at a meeting of a committee or board of Council.

13. Acting Vice-Chancellor

(1) In the event of the absence on leave of the Vice-Chancellor from the University or the illness or incapacity of the Vice-Chancellor, an Acting Vice-Chancellor is to be appointed:
- (a) by the Vice-Chancellor, if the Vice-Chancellor has no reason to believe that the absence, illness or incapacity will exceed four weeks; or
- (b) by Council in any other case or if the Vice-Chancellor does not make an appointment in accordance with paragraph (a).

(2) The Vice-Chancellor may also appoint an Acting Vice-Chancellor where the Vice-Chancellor is absent from the University on official business and believes that such an appointment is necessary for the effective operation of the University.

14. Powers and authorities of Acting Vice-Chancellor

In the exercise of the functions of the Vice-Chancellor, the Acting Vice-Chancellor has such powers and authority as may be necessary or convenient to give effect to the provisions of the By-law, the Rules and the resolutions of Council.

15. Size of Council

(1) For the purposes of section 8B(2) of the Act, the total number of members on Council is 20.

(2) For the purposes of section 8B(4) of the Act, the number of members in each of the categories defined by section 8B(3) of the Act, shall be as follows:
- (a) five elected members;
- (b) 10 Council appointed members;
- (c) two Ministerial appointed members.

(3) Pursuant to sections 8B(2) and (5) of the Act, a change to Rules G1-15(1) or G1-15(2) may only be made by a resolution passed by at least two thirds of the members of Council.

16. Elected staff and students

(1) For the purposes of section 8D(1) of the Act, the number of staff and students elected to Council shall be as follows:
- (a) two elected (academic) staff members;
- (b) one elected (non-academic) staff member;
- (c) one elected (undergraduate) and one elected (postgraduate) student.

(2) Any staff member or student standing for election to a position described in section 8D(1) of the Act and Rule G1-16(1)(a) to (c) shall at the time of their nomination for that position, provide a declaration that, to the best of their knowledge, the person will meet the qualifications described in sections 8D(2) and (3) of the Act for the entire term of office to which the person is seeking election, and that, if elected, the person will advise the Returning Officer as soon as they become aware of any change to their qualification.

(3) Rule G1-16(2) is to be read in conjunction with information on qualifications for elected members of Council, detailed in clauses 7 to 10 of the By-law.

17. Number of graduate members

For the purposes of section 8E(1) of the Act, the number of external persons who are graduates of the University shall be at least one.

18. Authority for determining the method of election

For the purposes of clause 15A of the By-law, the University Secretary, as Returning Officer, will determine for each Council election whether that election is conducted using an electronic or non-electronic voting system.

G2 — RULES ON ELECTION OF CHANCELLOR AND DEPUTY CHANCELLOR

Division 1 — Election of Chancellor and Deputy Chancellor

1. The following Rules apply in accordance with sections 10 and 11 of the Act and clause 4 of the By-law.

1. Call for nominations

(1) (a) If an election for a Chancellor or Deputy Chancellor is necessary, the Returning Officer must send or deliver a copy of the notice to each member of Council.

(b) The notice referred to in this rule must:

(i) state that an election is necessary;

(ii) invite nominations for persons for election;

(iii) specify the form in which nominations must be made;

(iv) specify the date and time by which nomination papers must reach the Returning Officer;

(v) specify how ballot papers will be distributed;

(vi) specify the date and time by which ballot papers must reach the Returning Officer; and

(vii) contain such other information relating to the election as the Returning Officer thinks fit.

(c) Unless Council determines otherwise, the notice referred to in this rule must be sent or delivered whenever a vacancy in the office of Chancellor or Deputy Chancellor occurs or, if a vacancy is expected to occur, no earlier than six months and no later than one month before the date of the expected vacancy, noting the requirements of the election in anticipation of resignation specified in Rule G2.

2. Schedule of dates for elections for Chancellor or Deputy Chancellor

(1) In the conduct of an election for Chancellor or Deputy Chancellor the Returning Officer must allow:

(a) between the notification to Council members, under Rule G2-1(a), that an election is necessary and the date and time specified for receipt of nominations — not less than 10 days and not more than 14 days;

(b) between the date and time specified for the receipt of nominations and the issue of ballot papers — not more than seven days; and

(c) between the issue of ballot papers and the date and time by which ballot papers must reach the Returning Officer — not less than 10 days and not more than 14 days.

3. Making of nominations

(1) (a) Nomination of candidates must be made by sending or delivering nomination papers to the Returning Officer.

(b) A nomination paper must be signed by two members of Council, other than the person nominated, and must be endorsed with or accompanied by the written consent of the person nominated.

(c) There must be a separate nomination paper for each candidate.

(d) A candidate may provide with the nomination paper a statement of not more than one page containing information relating to the candidate that he or she wishes to supply. The statements provided by the candidates are to be distributed with the ballot papers.

4. Dealing with nominations

(1) (a) The Returning Officer must, within four days after receipt of a nomination paper, send or deliver a notice to each person who has signed or endorsed the nomination paper, notifying the person of the acceptance or rejection of the nomination.

(b) If, at the close of nominations, only one valid nomination for a position is duly made and delivered, the Returning Officer must declare the candidate so nominated to be elected.

(c) If more than one valid nomination for a position is duly made and delivered, the Returning Officer must conduct a ballot.

5. Conduct of the ballot

(1) (a) The ballot must be a secret ballot.

(b) The Returning Officer must send or deliver a ballot paper to each member of Council.

(c) Following receipt of a written application, the Returning Officer may, on being satisfied that a ballot paper has been lost or destroyed, supply a duplicate ballot paper to the person to whom the lost or destroyed ballot paper was issued.

(d) The ballot must be conducted in accordance with clauses 17 to 19 and clauses 23 to 27 of the By-law.

(e) All envelopes received by the Returning Officer and the ballot box must remain unopened until the close of ballot.

6. Election in anticipation of resignation

(1) (a) If the Chancellor or Deputy Chancellor intends to resign from office he or she is under a duty to notify the Returning Officer as soon as practicable of:

(i) his or her intention to resign from office; and

(ii) the date from which the resignation is intended to take effect.

(b) After such a notification has been received the Returning Officer may proceed to conduct an election.

(c) The result of the election does not take effect until after the incumbent's resignation takes effect.

Division 2

1. Pro-Chancellor's appointment and role

(1) A Pro-Chancellor will be elected by Council by means of a secret ballot conducted by the University Secretary in accordance with the rules on the election of the Chancellor (Rule G2).

(2) All members of Council are eligible to make nominations and to vote, but only members of Council who are not a staff member or a student can stand for election for the position of Pro-Chancellor.

(3) A Pro-Chancellor shall have authority to act for the Chancellor in the context of the University's graduation ceremonies, or, when specifically requested by the Chancellor, to assist with ceremonial or courtesy function in the University.

(4) The appointment shall be for a period of two years, renewable.

(5) When presiding at official functions where robes are appropriately worn, a Pro-Chancellor shall wear a robe which is specially designed for the role of Pro-Chancellor in accordance with the instructions of the Chancellor.

G3 — RULES RELATING TO ACADEMIC BOARD AND FACULTY BOARDS

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; and

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

(c) University Librarian; and

(d) Dean; and

(e) President of the UTS Students' Association; and

(f) Associate Dean of faculty (two per faculty, nominated by the respective Deans); and

(g) Chair of the Board of Studies for Indigenous Education;

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

(3) The elected members of Academic Board comprise:

(a) 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 a minimum representation of two members per faculty; and

(b) one student elected from each faculty, and an alternate nominated by the Faculty Board; and

(c) one postgraduate research student elected by and from the postgraduate research students of the University.

(4) Faculty Boards may, subject to the approval of the Chair, nominate another student to act as an alternate member with speaking and voting rights at those meetings of Academic Board which the alternate member attends in place of the said elected member. A student will cease being an alternate member when the elected student ceases to be a member of the Board.

Term of office of elected member of Board

2. The term of office of an elected member of the Board is one year for student members and two years for all other members.

2A. In the case where elected members' terms of office are required to be staggered to promote continuity of the Board (where the term of office of elected staff members is two years), the process outlined in Rule G3-2B will be applied.

2B. In respect of Rule G3-2A, one-half of the elected staff members from each faculty (or in the instance one-half is not a whole number, the number immediately greater than one-half will be used) shall be determined by lot (drawn by the University Secretary or nominee) and declared to hold office for three years. The remaining undrawn elected staff members will hold office for the standard two years.

Conduct of elections

3. (1) The elections for the elected members of the Board are to be conducted in accordance with Part 3 of this Rule.

(2) Voting at an election for membership of the Board is to be by secret ballot using the quota preferential system of voting.

(3) If, at the close of nominations in the conduct of an election, the number of vacancies for elected positions exceeds the number of candidates who are declared elected by the Returning Officer, any remaining vacancy may be filled by the Board for the period stated in the notice of election:

(a) on the recommendation of the Dean of the relevant faculty; or

(b) in the case of a vacancy for a postgraduate student, on the recommendation of the Chair of the Board.

Casual vacancy in office of elected member of Board

4. (1) A casual vacancy in the office of an elected member of the Board occurs if the member:

(a) ceases to be qualified for election; or

(b) resigns from office by notifying the Returning Officer in writing; or

(c) is on extended leave for a period exceeding 12 months; or

(d) is formally acting in a position which carries ex officio membership of the Board for a period exceeding 12 months; or

(e) is absent from three consecutive ordinary meetings of the Board unless the absence is excused by the Board either at one of those meetings or before those meetings are held.

(2) In the event that a casual vacancy in the office of an elected member of the Board occurs then:

(a) if the remainder of the term of office of the elected member is less than 12 months, the Chair of the Board is, as soon as practicable after the vacancy occurs and after appropriate consultation, to appoint a person qualified to hold that office under Rule G3-1(3) for the remainder of the term of office; or

(b) if the remainder of the term of office of the elected member is 12 months or more, the Returning Officer is, as soon as practicable after the vacancy occurs, to conduct an election in accordance with Rule G3-3 among those persons qualified to vote at such an election.

(3) If no nominations are received to fill a casual vacancy referred to in Rule G3-4(2)(b), the Board may either leave the vacancy unfilled for the remainder of the term of office or take such other action in relation to the filling of the vacancy as the Board considers necessary.

(4) A person elected to fill a casual vacancy in the office of an elected member of the Board is to hold office for the remainder of the predecessor's term of office.

Leave of absence of elected member of Board

5. Where an elected member of the Board:

(a) is on extended leave for a period up to 12 months; or

(b) is formally acting in a position which carries ex officio membership of the Board for a period of up to 12 months.

a replacement member who is qualified to hold office under Rule G3-1(3) may be appointed by the Chair, after appropriate consultation, for the period of the elected member's leave of absence.

Division 2 — Presiding member (Chair) and deputy presiding member

Chair

6. (1) The Board:

(a) as soon as practicable after the membership of the reconstituted Board is confirmed following an election; or

(b) whenever a vacancy in the office of the presiding member occurs, unless less than three months of the term of office remains;

is to elect one of its members to be the presiding member of the Board.

(2) The title of the presiding member is to be 'Chair'.

Term of office, etc., of Chair

7. (1) The Chair, unless he or she resigns as the Chair or ceases to be a member of the Board, holds office for a period (up to two years) from the date of election to the prescribed end of the general Academic Board term and on such conditions as may be determined by Council on the recommendation of the Board.

(2) The sitting Chair of Academic Board is ineligible to be renominated if completion of the designated term would result in the member serving more than five consecutive years in that office.

Deputy Chair

8. (1) The Board:

(a) as soon as practicable after the membership of the reconstituted Board is confirmed following an election; or

(b) whenever a vacancy in the offices of the deputy presiding member occurs,

is to elect one of its members to be the deputy presiding member of the Board.

(2) The title of the deputy presiding member is to be 'Deputy Chair'.

Terms of office, etc., of Deputy Chair

9. (1) The Deputy Chair, unless he or she resigns or ceases to be a member of the Board, holds office for a period (up to two years) from the date of election to the prescribed end of the general Academic Board term and on such conditions as may be determined by Council on the recommendation of the Board. Should the Deputy Chair's membership of Academic Board conclude as a result of the conclusion of his or her term in an ex officio staff member position, the Deputy Chair may continue as a co-opted member of Academic Board, for a period up to the next general Academic Board election, at the Board's discretion in order to continue or complete the work of the Board. The duties of the Deputy Chair will be determined, from time to time, in consultation with the Chair.

(2) The sitting Deputy Chair of Academic Board is ineligible to be renominated if completion of the designated term would result in the member serving more than five consecutive years in that office.

Absence of Chair

10. If the Chair is absent or unable to act, or if the office of the Chair is vacant, the Deputy Chair is to have all the functions of the Chair.

Absence of the Chair and Deputy Chair

11. In the absence of both the Chair and the Deputy Chair:

(1) the Vice-Chancellor, if the Vice-Chancellor is present and wishes to preside, is to preside at the meeting; or

(2) if the Vice-Chancellor is not present or, being present, does not wish to preside, the Board is to elect one of its members to preside at the meeting.

Election of Chair and Deputy Chair

12. The election of the Chair and the Deputy Chair of Academic Board by the members of the Board is to take place in accordance with Part 3 of this Rule.

Division 3 — Functions and powers of Academic Board

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 assess the quality of, and provide direction to, the academic work of the University, including teaching, learning, scholarship, research and research training.

(3) In exercising its responsibilities, Academic Board:

(a) shall work in conjunction with the Vice-Chancellor, members of the University Executive, Deans and the staff of the University 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.

14. Without limiting the effect of Rule G3-13, the Board:

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

(a) the academic goals, objectives, principles, directions, priorities and profile of the University, including advice on how these provide a basis for financial, capital or human resource planning;

(b) the quality and standards appropriate to all aspects of the academic work of the University, and in particular to teaching and learning and the support thereof, and to research and research training;

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

(3) shall undertake initiatives and institute measures to promote the communication of academic issues and matters and the coordination of academic work and activities across the whole University;

(4) shall determine academic policies;

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

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

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

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

Division 4 — Relationship between Academic Board and Council

Reference to Council of certain matters by Academic Board

15. If Academic Board does not approve without amendment any recommendation of a Faculty Board or another Board, Academic Board is, if so required by the Faculty Board or other Board, to transmit the recommendation to Council together with any observations Academic Board thinks fit.

Council to obtain views of Academic Board on certain matters

16. (1) If Council does not accept without amendment a recommendation from Academic Board relating to teaching, scholarship or research within the University, Council must seek further advice from Academic Board before making a final decision.

(2) This rule does not apply if, in the judgment of the Chair of Academic Board and the Chancellor:

(a) the matter is one of urgency on which it is necessary for an immediate decision to be made by Council; or

(b) the area of difference between Council and Academic Board is not one of principle or major significance.

Division 5 — Academic Board committees

Committees

17. (1) Academic Board may establish such committees as it thinks fit with such membership as it considers appropriate for the purpose for which the committee is established.

(2) It does not matter that any or all of the members of a committee are not members of Academic Board.

(3) A sitting Chair of an Academic Board committee is ineligible to be renominated if completion of the designated term would result in the member serving more than five consecutive years as Chair of that committee.

Part 2 — Faculty Boards

18. The elections for the elected members of Faculty Boards are to be conducted in accordance with Part 3 of this Rule.

Part 3 — Elections

Conduct of elections

19. (1) An election referred to in this Rule is to be conducted by the University Secretary who is to be the Returning Officer for the election.

(2) The Returning Officer may appoint a Deputy Returning Officer (with such powers as the Returning Officer may determine) and other persons to assist the Returning Officer in the conduct of all or any part of an election referred to in this Rule.

(3) The Returning Officer's decision is, subject to the Act, By-law and this Rule, final on all matters affecting the eligibility of candidates, the conduct and results of an election, the validity of an election and such other matters as may from time to time affect the conduct of elections.

(4) Where an election is required to be held, the Returning Officer shall, in such manner as the Returning Officer determines, prepare a roll of eligible voters for each relevant election.

Call for nominations and notice of election

20. (1) If an election is necessary, the Returning Officer must publish a notice referred to in this rule on the official noticeboard on the UTS website and in such other places and in such manner as the Returning Officer considers necessary to inform the persons whose names are on the relevant rolls of the contents of the notice.

(2) A notice referred to in this rule must:

(a) state that an election is necessary to fill the office or offices concerned;

(b) invite nominations of persons for election;

(c) specify the manner in which nominations must be made;

(d) specify a date and time by which nominations must reach the Returning Officer;

(e) in the event that a ballot is necessary, specify the method or methods the Returning Officer has determined will be used for the ballot, in accordance with Rule G3-24(1);

(f) in the event that a ballot is necessary, specify the dates for the commencement of the ballot and the close of the ballot;

(g) contain such other information relating to the election as the Returning Officer thinks fit (which might include, for example, details of the number of vacancies to be filled and of the terms of office of the members of the Board to be elected).

(3) An election is not invalid only because a person whose name is on the relevant roll of eligible voters did not see a notice or a copy of a notice referred to in this rule.

Schedule of dates for elections

21. In the conduct of an election, the Returning Officer must allow:

(1) between the publication of the notice under Rule G3-20(1) stating that an election is necessary and the close of nominations for the election — not less than 14 and not more than 28 days; and

(2) between the close of nominations for the election and the commencement of the ballot — not more than 28 days; and

(3) between the commencement of the ballot and the close of the ballot — not less than 14 and not more than 28 days.

Making of nominations

22. (1) Nominations of candidates for an election of members of the Board must be lodged with the Returning Officer no later than the time and date specified in the notice published under Rule G3-20(2).

(2) A nomination must be signed or endorsed by two persons whose names are entered on the relevant roll of eligible voters for the election for which the candidate is nominated and must be endorsed by the person nominated.

(3) There must be a separate nomination for each candidate.

(4) A candidate may provide with the nomination a statement of not more than 150 words containing information relating to the candidate that he or she wishes to supply. That information may include, for example, the following:

(a) full name;

(b) faculty, school or department;

(c) course and academic year;

(d) academic qualifications and experience;

(e) positions or offices held at any time in public bodies, clubs and institutions (including University clubs and societies) with dates of tenure.

(5) Statements containing more than 150 words will not be accepted. The Returning Officer (or a person appointed by the Returning Officer) may edit all statements supplied. The edited statements are to be published or issued on or before the opening of the ballot to persons whose names are on the relevant roll of eligible voters for the election.

(6) The Returning Officer must reject a nomination if satisfied that:

(a) the nomination is not duly made; or

(b) the person nominated is not eligible to be elected.

(7) The Returning Officer must, within four days after receipt of a nomination, send or deliver a notice to each person who has signed or endorsed the nomination, notifying the person of the acceptance or rejection of the nomination.

Dealing with nominations

23. At the close of nominations, where the number of nominations of persons for election in each elected membership category is fewer than or the same as the positions to be filled, the Returning Officer must declare the person or persons nominated to be elected. If there are more nominations than positions to be filled in an elected membership category, there must be a ballot.

Form of ballot

24. (1) A ballot must be a secret ballot using the quota preferential system. Ballots may be conducted by post, by attendance at a polling booth or by way of an electronic voting system that has been approved for use by the University Secretary in accordance with Rule G3-25. Subject to the Act, the By-law and these Rules, the Returning Officer shall determine which method or methods shall be used for any particular ballot.

(2) Ballot papers, or the component of the electronic voting system that records a vote cast by the voter, as the case may be, must contain the names of the candidates in the order drawn at random by the Returning Officer or by a person appointed by the Returning Officer for the purposes of the election.

Requirements for electronic voting system

25. The University Secretary may approve an electronic voting system for use where the University Secretary is satisfied that the system:

(1) will provide a voter with instructions on how to vote;

(2) will allow a voter to indicate his or her preferences of candidate or candidates;

(3) gives a voter an opportunity to correct any mistakes before submitting his or her vote;

(4) allows a voter to make an informal vote;

(5) will not allow a person to find out how a particular voter cast his or her vote;

(6) will not allow a voter to vote more than once for any ballot; and

(7) will only allow a voter to vote in an election for which he or she is eligible to vote.

Conduct of ballot by post

26. (1) Where the Returning Officer has determined under Rule G3-24 that a ballot will be conducted by post, the Returning Officer must send or deliver to each person whose name is on the roll of eligible voters for the relevant election, prepared in accordance with Rule G3-19(4):

(a) a ballot paper, initialled by the Returning Officer or by a person authorised by the Returning Officer;

(b) the edited statements provided by candidates in accordance with Rule G3-22(4);

(c) a notice setting out how the ballot papers are to be completed and specifying the date and time of the close of ballot;

(d) two envelopes, one marked 'Ballot Paper' and the other addressed to the Returning Officer, on the inside of which must be printed a form of declaration of identity and of entitlement to vote to be signed by the voter.

(2) Following receipt of a written application, the Returning Officer may, on being satisfied that a ballot paper has been lost or destroyed, supply a duplicate ballot paper to the person to whom the lost or destroyed ballot paper was issued.

(3) A voter must:

(a) mark a vote on the ballot paper by placing the figure '1' in the square opposite the name of the candidate to whom the voter desires to give his or her first preference vote, and may place consecutive figures (commencing with the figure '2') in the squares opposite the names of any of the remaining candidates, so as to indicate by numerical sequence the order of the voter's preference for them;

(b) sign the form of declaration of identity and entitlement to vote;

(c) ensure that the Returning Officer receives the ballot paper enclosed and sealed in the envelope marked Ballot Paper which must be enclosed and sealed in the envelope addressed to the Returning Officer; and

(d) ensure that the Returning Officer receives the ballot paper before the close of ballot.

(4) All envelopes received by the Returning Officer under this rule must be deposited in the relevant ballot box and remain unopened until the close of ballot.

(5) An election is not invalid only because a person whose name is on the relevant roll of eligible voters did not receive ballot papers.

(6) Only those ballot papers received by the close of ballot will be counted as part of the procedure outlined in Rule G3-29.

Conduct of ballot by attendance at polling booth

27. (1) Where the Returning Officer has determined under Rule G3-24 that a ballot will be conducted by attendance at a polling booth, the Returning Officer must:

(a) publish in such manner as the Returning Officer considers necessary a notice specifying the dates and times of polling, the location of polling booths, the procedures governing the application for a postal vote by voters who are unable to attend a polling booth, and any other relevant information; and

(b) establish on the University premises polling booths attended, during the dates and times for polling, by persons appointed by the Returning Officer for the purpose of initialling and issuing ballot papers to each person who requests one and is recognised by one of the appointed attendants as being a person whose name is on the roll of eligible voters prepared in accordance with Rule G3-19(4); and

(c) display at the polling booths the edited statements provided by candidates in accordance with Rule G3-22(4).

(2) A voter must, before the close of ballot, attend a polling booth to obtain a ballot paper and:

(a) mark a vote on the ballot paper by placing the figure '1' in the square opposite the name of the candidate to whom the voter desires to give his or her first preference vote, and may place consecutive figures (commencing with the figure '2') in the squares opposite the names of any of the remaining candidates, so as to indicate by numerical sequence the order of the voter's preference for them;

(b) deposit the ballot paper in the relevant ballot box provided for the purpose at the polling booth.

(3) The ballot box is to remain unopened until the close of ballot.

(4) An election is not invalid only because a person whose name is on the relevant roll of eligible voters did not see the notice published in accordance with Rule G3-27(1)(a).

Conduct of ballot by electronic voting system

28. (1) Where the Returning Officer has determined under Rule G3-24 that a ballot will be conducted by way of an electronic voting system, the Returning Officer must publish a notice:

(a) detailing the nature of the election and setting out instructions on how and when voters may obtain access to the electronic voting system;

(b) advising how voters may obtain access to the edited statements provided by candidates in accordance with Rule G3-22(4).

(2) The voter must submit a vote, after the commencement of the ballot and before the close of ballot, in accordance with the instructions provided in the electronic voting system.

(3) An election is not invalid only because a person whose name is on the relevant roll of eligible voters did not see the notice published in accordance with Rule G3-28(1).

Procedure on close of ballot

29. As soon as practicable after the close of the ballot, the Returning Officer or a person appointed by the Returning Officer must:

(1) in the case of an election conducted by post or by attendance at a polling booth:

(a) open the ballot boxes; and

(b) open any envelopes addressed to the Returning Officer and received before the close of the ballot; and

(c) if any declaration of identity is duly signed by a qualified voter, place the unopened envelope containing the ballot paper with other similar envelopes; and

(d) open the envelopes referred to in paragraph (c) and take out the ballot papers; and

(e) count the votes, and ascertain the result of the ballot, in the manner set out in Rule G3-32.

(2) in the case of an election conducted by way of an electronic voting system, generate a count of the votes, using a methodology such that the results obtained are as if the votes were recorded on ballot papers and the count was conducted in accordance with Rule G3-32.

Informal vote

30. (1) A vote is informal if the voter has not indicated a clear preference for at least one candidate or if it is possible, in the opinion of the Returning Officer, to identify the voter.

(2) In the case of a ballot conducted by post or by attendance at a polling booth, a vote is also informal if the ballot paper has not been initialled in accordance with Rule G3-26(1)(a) or Rule G3-27(1)(b), respectively.

(3) In the case of a ballot conducted by post or by attendance at a polling booth and despite any other provision of this rule, a vote is not informal only because any figures placed on the ballot paper are not placed in or entirely in the squares opposite the candidates' names, if the figures are placed on the ballot in such positions as, in the opinion of the Returning Officer, clearly indicate the order of the voter's preference for the candidates.

Nomination of scrutineers

31. (1) Each candidate is entitled to nominate one scrutineer who is a member of the staff or students of the University to be present at the count.

(2) A person is not to be a scrutineer in an election in which he or she is a candidate.

(3) A scrutineer is subject to the conditions specified by the Returning Officer for attendance at the count.

Determination of result of ballot

32. (1) In this rule:

an absolute majority of votes means a greater number than one-half of the whole number of formal ballot votes counted.

continuing candidate means a candidate not already excluded from the count.

determine by lot means determine in accordance with the following directions:

(a) the names of the candidates concerned must be written on separate and similar slips of paper;

(b) the slips must be folded so as to prevent identification and mixed and drawn at random;

(c) the candidate whose name is first drawn must be excluded.

(2) If a ballot has been held for the purpose of an election the result of the ballot must be determined as provided in this rule.

(3) The Returning Officer must count the total number of ballot votes and exclude any informal votes.

(4) The Returning Officer must count the number of first preference votes given for each candidate.

(5) Where there is one position to be filled:

(a) The candidate who has received the largest number of first preference votes must, if that number constitutes an absolute majority of votes, be declared by the Returning Officer to be elected.

(b) If no candidate has received an absolute majority of first preference votes, the candidate who has received the fewest first preference votes must be excluded and each of the ballot papers counted to that candidate must be counted to the continuing candidate next in order of the voter's preference.

(c) If on any count two or more candidates have an equal number of votes and one of them has to be excluded, the candidate to be excluded must be determined as follows:

(i) if the count is the first made in connection with the ballot, the Returning Officer must determine by lot which of those candidates is to be excluded;

(ii) if the count is the second or subsequent count made in connection with the ballot:

(A) that candidate must be excluded who had the least number of votes at the last count at which one of those candidates received fewer votes than each of the others; or

(B) the Returning Officer must determine by lot which of those candidates is to be excluded, if at all preceding counts no one of those candidates received fewer votes than each of the others.

(d) The process of excluding the candidate who has the fewest votes and counting each of the ballot papers counted to that candidate to the continuing candidate next in order of the voter's preference must (subject to Rule G3-32(5)(e)) be continued:

(i) until one continuing candidate has an absolute majority of votes in which event that candidate must be declared by the Returning Officer to be elected; or

(ii) until all candidates but one have been excluded in which event the remaining candidate must be declared elected.

(e) If at any point during any particular count after the first preference votes have been counted, the candidate next in order of a voter's preference is not indicated or cannot be ascertained, that ballot paper must, from that point onwards, be excluded from that particular count and the total of the ballot papers counted must be amended accordingly.

(6) Where there is more than one position to be filled the result of the ballot is to be determined in accordance with the procedures set out in the most recently published edition of the publication entitled Proportional Representation Manual: Rules for Conducting Elections by the Quota Preferential Method published by the Proportional Representation Society of Australia, a copy of which is available from the Returning Officer.

Secrecy of ballot to be maintained

33. (1) The result of the ballot must remain confidential until the declaration of the poll by the Returning Officer.

(2) The Returning Officer or any person appointed by the Returning Officer or any scrutineer must not in any way disclose or aid in disclosing the manner in which any voter has voted.

G4 — THE SEAL, THE UNIVERSITY EMBLEM AND THE STAMP

Division 1 — The seal

1. Custody of seal

(1) Unless Council otherwise directs, the seal of the University is to be kept in the custody of the University Secretary.

2. Use of seal

(1) The seal of the University is to be fixed:

(a) to documents which are required by law or for ceremonial purposes to be under seal;

(b) to the testamurs or certificates issued to a person as evidence that an award has been conferred on that person by Council; and

(c) to such other documents as Council approves.

3. Fixing of seal

(1) The fixing of the seal of the University to any document is to be authenticated on that document by the signature of:

(a) either the Chancellor or the Deputy Chancellor; and

(b) either the Vice-Chancellor or the University Secretary.

4. Register of use of seal

(1) A register of the use of the seal of the University is to be maintained by the University Secretary in which must be recorded:

(a) the authority for the affixing of the seal;

(b) the nature of the document to which the seal is affixed;

(c) the date of authentication of the document; and

(d) the signatures appearing on the document.

Division 2 — The University emblem

5. Use of emblem

(1) The emblem of the University must not be used, depicted or displayed otherwise than in such manner and circumstances as Council may by resolution approve.

6. Delegation of authority to approve use of emblem

(1) Council may delegate its authority to approve the use, depiction or display of the University emblem to such person or persons as may be appointed by Council from time to time.

Division 3 — The stamp

7. Use of stamp

(1) The stamp of the University is to be used to authenticate official documents.

8. Delegation of authority to approve use of stamp

(1) Council may delegate its authority to approve the use, depiction, display or production of the University stamp to such person or persons as may be appointed by Council from time to time.

G5 — REGISTER OF DELEGATIONS

This Rule is made pursuant to section 17 of the Act. A register of resolutions by Council to delegate all or any of its functions is to be maintained by the University Secretary in which must be recorded the following details:

(1) the relevant Council resolution number and meeting date;

(2) the exact terms of the relevant Council resolution;

(3) official file number;

(4) delegations rescinded by Council resolution;

(5) new delegations by Council resolution; and

(6) whether the exercise of any delegation, being the subject of Council resolution, is to be reported to Council.

G6 — WITNESSING AND WITNESSED STATEMENTS

If the University requires that any document or thing must be verified or a student statement be witnessed, a member of staff in any of the positions designated in writing by the University Secretary from time to time, may for the University's requirement only, attest such document or thing or statement.

RESPONSIBILITIES OF RESPONSIBLE ACADEMIC OFFICERS

Responsible Academic Officers (RAOs) are appointed by the Vice-Chancellor or Provost on advice from the Dean (Rules: Schedule 1, Delegation 4.3.9, Assessment of Coursework Subjects Policy section 6, Assessment of Coursework Subjects Procedures section 5.1.1). Responsible Academic Officers usually include Deputy Deans, Associate Deans, and Heads of School/Group/Discipline or equivalent.

The term Responsible Academic Officer is used extensively in the Student Rules.

The responsibilities of RAOs are listed below.

Course and subject requirements

1. Assessing a student's preparedness to participate in professional experience, in consultation with the appropriate external supervisor, approving a mandatory deferral or reschedule of student participation in a professional experience program (including a practicum) in cases where a student is not suitable to participate (Rule 3.4.5(1), Delegation 4.8) and advising the student and the Dean in writing of the decision within three working days of making it (Rule 3.4.5(2))
2. Where deferral of professional experience prevents a student from continuing in the course, with agreement from the Dean, referring an appropriate recommendation to the Deputy Vice-Chancellor (Education and Students) (Rule 3.4.6, Delegation 4.8)
3. Entering into agreements with suitable partners for the provision of professional experience placements to UTS students (Delegation 4.8)
4. Providing recommendations to the Dean about a student who has not satisfied the necessary occupational requirements within the prescribed time limits (Rule 3.5.2)
5. Providing transitional arrangements for a student in cases where a student is required to undertake a revised version of a course (Rule 3.6.4)
6. Providing advice on alternative arrangements when a student enrolled in a course that has been approved for discontinuation does not complete the course within the approved phasing out period (Rule 3.6.5)
7. Receiving subject outlines from Subject Coordinators for approval in accordance with faculty procedures and ensuring that, before the first teaching week in a subject, enrolled students have access to a subject outline consistent with the *UTS: Handbook* (Rule 3.7.3, Assessment Policy section 6)
8. Determining requests from Subject Coordinators to change assessment requirements for a subject after the first week of the teaching period. Note: such requests should be made only in the most exceptional circumstances. Any changes could constitute grounds for an appeal by students who may claim to have been disadvantaged by the changes (Rule 3.7.4, Assessment Procedures section 5.2.2.1)
9. Determining cases where students, who do not satisfy the prescribed attendance and/or participation requirements for a subject, may be refused permission to be considered for assessment, to attempt an assessment task, sit for examination in a subject or receive a final result of 'Fail' for the student's enrolment in that subject (Rule 3.8.2, Delegation 4.7.2, Assessment Procedures section 5.2.1)
10. Approving, in consultation with the relevant Subject Coordinator, alternative arrangements for a student who is prevented from meeting the prescribed attendance requirements as a result of illness or other circumstances beyond the student's control (Rule 3.8.4)
11. Resolving instances where a student objects to the retention of an item of work by the University (Rule 3.9.4, Assessment Procedures section 5.2.2.3)

Admissions

12. Approving, in exceptional circumstances, variations to the minimum language requirements for students from a language background other than English, including applicants to special programs and research students (Delegation 4.4.1, Admissions Policy section 6)
13. Making offers of special admission (Delegation 4.4.3)
14. Approving, in exceptional circumstances, applications for deferral of commencement from an undergraduate course (except honours and non-award courses) for a period greater than 12 months (Rule 5.5.5, Delegation 4.4.6, Admissions Policy section 6)
15. Making recommendations on appeals referred by the Director, Student Administration Unit against withdrawal of an offer of admission and cancellation of admission and/or enrolment (Rule 5.6.5, Delegation 4.4.7, Admissions Policy section 6)
16. Approving the readmission of an applicant who has been excluded for failure to maintain the required academic progress on more than two occasions (Delegation 4.4.4, Admissions Policy section 6)
17. Determining the maximum time for course completion for a former student readmitted to a course (Rule 5.9.4, Delegation 4.4.4, Admissions Policy section 6)
18. Approving applications for admission or transfer to one-year full-time or equivalent Bachelor Honours programs (Delegation 4.4.5, Admissions Policy section 6)
19. Advising the Director, Student Administration Unit (or nominee) whether or not an applicant for admission who is a minor (ie under the age of 18) meets the requirements of the admissions standards and complies with any age restrictions relating to practicum's or industry experience (Admissions Policy section 6)
20. Approving the availability of class places for non-award study, cross institutional, Study Abroad and Exchange students (Admissions Policy section 6)

Credit recognition

21. Approving credit recognition, and subject substitution, within the requirements of the Credit Recognition Policy, relevant Faculty Board requirements, and formal credit recognition arrangements (Delegation 4.5)
22. Maintaining a register of designated staff who may determine credit recognition applications within specific requirements set by the Faculty Board, including formal credit recognition arrangements and credit recognition precedents (Delegation 4.5)
23. Approving credit recognition beyond the credit recognition limits set by the Credit Recognition Policy, but within any requirements set by the relevant Faculty Board, in cases where the credit recognition applicant was previously a UTS student and is enrolling in a new version of that course or its equivalent (Delegation 4.5)
24. Determining requests for review of decisions made in relation to applications for credit recognition (Rule 6.2, Credit Recognition Procedures section 2.12)
25. Determining, 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 (Rule 6.3.1)
26. Approving, in exceptional circumstances, applications from students to rescind previously approved credit recognition (Rule 6.3.2, Delegation 4.5)

Enrolment

27. Determining applications for variation to enrolment for UTS students enrolled concurrently at another tertiary education institution according to the requirements of both the University and the other tertiary educational institution (Rule 7.2)
28. Approving enrolment in a subject after the last date for addition of a subject, permitted only in exceptional circumstances (Rule 7.5.3)
29. Recommending to the Director, Student Administration Unit the withdrawal of a student, who has been placed on academic caution and has enrolled in more than his or her credit point limit, from one or more subjects in accordance with Rule 10.7 (Rule 7.5.6)
30. Approving, in exceptional circumstances, leave of absence for a student enrolled in their first teaching period in a course (Rule 7.6.5)

Assessment

31. Nominating Subject Coordinators and Assessors for each subject offered within their faculty. Nominations are submitted to the Faculty Board for approval (Rules Schedule 1, Assessment Policy section 6, Assessment Procedures section 5.1.1)
32. Selecting and appointing academic advisers for students who are on academic caution (Assessment Procedures section 5.4.6)
33. Appointing Academic Liaison Officers for a two-year term (Rules Schedule 1, Delegation 4.3.9, Assessment Policy section 6, Assessment Procedures section 5.1.1)
34. Resolving cases where Subject Coordinators, Assessors or other academic staff declare a conflict of interest (Assessment Policy section 6)
35. Approving the delegation of marking to any other member of staff (Assessment Policy section 6)
36. Resolving significant differences of opinion between Subject Coordinators and Assessors about the form and content of examination papers (Assessment Procedures section 5.2.3.1)
37. Resolving significant differences of opinion between original markers and second markers of assessment items (usually Subject Coordinators and Assessors) in cases where assessment items have been submitted for re-marking (Assessment Procedures section 5.5.2)
38. Resolving significant differences of opinion between the Disability Services Officer, Subject Coordinators and Academic Liaison Officers about learning and assessment arrangements. Where agreement cannot be reached the Responsible Academic Officer makes the final decision (Assessment Policy section 6, Assessment Procedures section 5.1.3.1)
39. Appointing a nominee for any Subject Coordinator who is not available to answer questions from supervisors or students during centrally conducted examinations (Assessment Procedures sections 5.2.3.1, 5.4.5.1)
40. Determining guidelines for the extension of the due date for submission of requests for special consideration (Rule 8.3.1(5) and 8.3.3(5)(b))
41. Considering late requests for special consideration for disruption to assessment during the teaching period (Rule 8.3.1(6), Assessment Policy section 5.5, Assessment Procedures section 5.5.3)
42. Considering requests for special consideration submitted during a teaching period in cases where a Subject Coordinator is unavailable (Assessment Procedures sections 5.2.2.4, 5.2.3.5(3))
43. Considering requests for special consideration for absence from an entire examination (Rule 8.3.3(5)(c), Assessment Procedures section 5.2.3.6)
44. Ensuring that where examinations are conducted in a subject during the University's examination period, the faculty avoids conducting assessments, other than practical examinations in a subject, in the week before the centrally conducted examination period, or approving exceptions (Assessment Policy section 6)
45. Approving Withheld (W) results (Delegation 4.7.3, Assessment Procedures section 5.4.5.1)
46. Requesting extensions of time from the Director, Student Administration Unit for W results not resolved within the prescribed period (Assessment Procedures section 5.4.5)

47. Reviewing final assessment results conducted in respect of subjects offered by the faculty, and approving the release and publication by the Director, Student Administration Unit, through the faculty's Result Ratification Committee (Assessment Procedures section 5.4.3)
48. Determining recommendations from Result Ratification Committees regarding assessment policy and procedures (Assessment Policy section 6)
49. Consulting with Subject Coordinators on the provision of supplementary assessment in instances where the subject outline does not include information about supplementary assessment (Assessment Policy section 5.4)
50. Determining requests from students dissatisfied with the outcome from a re-submission or re-mark (Assessment Policy section 5.5, Assessment Procedures section 5.5.1)
51. Determining, with the relevant Subject Coordinator, and advising students of the conditions under which re-submission or re-marking may take place and the possible outcomes (Assessment Procedures section 5.5.2)
52. Considering recommendations from the Student Assessment Review Committee about students who have requested a review of their final assessment grade (Rule 8.7.3, Assessment Procedures section 5.5.3)
53. Notifying students in writing of all decisions and actions taken in relation to their final assessment grades and the recommendations from the Student Assessment Review Committee (Rule 8.7.4(1), Assessment Procedures 5.5.3)
54. Providing the Faculty Board with an annual report on all matters referred to the Student Assessment Review Committee, including decisions made in relation to the findings of the committee and recommendations on any faculty procedural matters and the outcomes of those recommendations (Rule 8.7.4(2), Assessment Procedures section 5.5.3)
55. Determining guidelines for use by Subject Coordinators for faculty-based examinations relating to students' exam scheduling difficulties, examination timetable clashes, special examinations, and special conditions in examinations (Rules 9.1.5(1), 9.2.3, 9.5.1 and 9.5.4)
56. Considering reports from Subject Coordinators about students' misconduct involving plagiarism and determining penalties for plagiarism and whether a matter should be referred to the Director, Governance Support Unit for further action under the Student Misconduct Rules (Rules 16.10, 16.11, and Schedule 5 Guidelines for Handling Student Misconduct Involving Plagiarism, Assessment Policy sections 4.6 and 6, Assessment Procedures section 5.2.2.5)
57. Referring reports on misconduct during faculty-based examinations to the Director, Governance Support Unit who shall deal with any allegation of misconduct in accordance with Rule 16.12 (Rule 9.6.3(5))
58. Determining, with the relevant Subject Coordinator, the further action, if any, to be taken regarding disorderly conduct during faculty-based examinations (Rules 9.6.5(2) and 9.6.5(3), Assessment Procedures section 5.2.3.7)

Academic progression

59. Waiving progress requirements for a particular student (Rules 10.3.2, 10.7.7, Delegation 4.6)
60. Determining, where credit recognition has been granted, whether the maximum time in which the student is required to complete the course requirements may be reduced (Rule 10.5.5)
61. Consulting a student who is approaching the maximum time to complete a course for approval of a study plan to enable completion of the course within an agreed specified time period (Rule 10.5.6)
62. Approving, in exceptional circumstances, an extension of the maximum time to complete course requirements for a particular student after satisfactorily establishing the academic currency of the subjects completed by the student during the initial periods of enrolment in the course which will, if the extension is granted, be outside the normal maximum period (Rule 10.5.8)
63. Determining requests from students to re-enrol in a subject which they have failed for a third time (Rule 10.6.3, Assessment Procedures section 5.4.6(4)(i))
64. Placing a student on academic caution (Rule 10.7, Delegation 4.6)
65. Determining whether the maximum number of credit points in which a student may enrol may be reduced to 18 credit points during a first period of academic caution (Rule 10.7.4(3))
66. Determining appeals against exclusion of coursework students (Rule 10.8, Delegation 4.6)
67. Notifying students, in cases where an appeal has been upheld, of the period of time allowed for completion of the course where the exclusion resulted from failure to complete within the approved maximum time period (Rule 10.9.1(3))
68. Offering guidance, in cases where an appeal is dismissed, on those things that the student may wish to undertake in order to enhance opportunities for readmission after the period of exclusion has elapsed (Rule 10.9.2(2))

Graduate research

69. Providing advice to the Dean, Graduate Research School to approve or reject a student's application for transfer (Rule 11.5.4)
70. Making recommendations to the Dean, Graduate Research School on student applications for recognition of prior study and research including the extent of any such recognition (Rule 11.6.2)
71. Considering students' review of progress submitted by principal supervisors and students each half year, taking any necessary action within the faculty and, when appropriate, making recommendations to the Dean, Graduate Research School on overall progress in accordance with the guidelines approved by the Graduate Research School Board from time to time (Rule 11.13)

72. Discussing the recommendation of unsatisfactory progress and developing a suitable progress plan with the student, when requested by the Dean, Graduate Research School in the notification provided to the student (Rule 11.13.4(1))
73. Reporting the outcome of all candidature assessments to the Dean, Graduate Research School and providing advice to the Dean, Graduate Research School on candidature re-assessment when a student does not satisfy the requirements of candidature assessment (Rules 11.15.4 and 11.5.6)
74. Determining whether a thesis is ready for examination (Rule 11.19)
75. Providing submitted thesis and other works certifying that the thesis is ready for examination, with a certificate signed by the principal supervisor, to the Dean, Graduate Research School (Rule 11.19.6)
76. Providing advice to the Dean, Graduate Research School on the proposed procedures and arrangements in cases where a variation of thesis examination procedures and arrangements is required (Rule 11.20.2)
77. Recommending appointment of examiners to the Dean, Graduate Research School (Rule 11.20.3)
78. Considering cases, in consultation with the Dean, Graduate Research School, where examiners or any other parties to the examination process question whether the work is that of a student (Rule 11.20.5)
79. Considering, after examination of a thesis, any minor changes to the thesis that do not require re-submission for re-examination, within six months of the date of notification, and reporting satisfactory completion of the changes to the Dean, Graduate Research School (Rule 11.20.8)
80. Providing a recommendation on an appeal against the discontinuation of candidature to the Dean, Graduate Research School, who will refer the recommendation to the Graduate Research Students' Appeal Committee (Rule 11.24)
81. Advising the Dean, Graduate Research School, in cases where an appeal against discontinuation due to unsatisfactory progress is upheld, the period of candidature remaining and any other requirements for the student to complete the course (Rule 11.25.1)

Student misconduct and appeals

82. Determining cases involving alleged plagiarism and imposing penalties as appropriate (Rules 16.3.1(9), 16.6.2(1), 16.10 and 16.11, Schedule 5 Guidelines for Handling Student Misconduct Involving Plagiarism, Delegation 4.12, Assessment Policy sections 4.6 and 6, Assessment Procedures section 5.2.2.5)
83. Referring allegations of student misconduct, other than plagiarism, and allegations involving both plagiarism and other misconduct to the Director, Governance Support Unit to be handled in accordance with the Student Misconduct Rules (Rules 16.6.2(2) and (3), 16.10, 16.12)
84. Sending a notice to the student outlining the basis of exclusion from facilities and/or participation in activities within three working days of receiving the notification from the officer of the University who excluded the student (Rule 16.9.6)

University of Technology Sydney
PO Box 123
Broadway NSW 2007
Australia
telephone +61 2 9514 2000
www.uts.edu.au

UTS Student Centres
telephone 1300 ask UTS (1300 275 887)
www.ask.uts.edu.au

UTS International
telephone 1800 774 816 (freecall within Australia)
+61 3 9627 4816 (from outside Australia)
email international@uts.edu.au
UTS CRICOS provider code: 00099F