UNIVERSITY OF TECHNOLOGY SYDNEY

UTS:CALENDAR

2011

DISCLAIMER

This publication contains information current at December 2010. 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.

FURTHER INFORMATION

University of Technology, Sydney
PO Box 123
Broadway NSW 2007
Australia
telephone +61 2 9514 2000

www.uts.edu.au

EQUAL OPPORTUNITY

It is the policy of UTS to provide equal opportunity for all persons and to prevent discrimination and harassment on the basis of race, colour, descent, national or ethnic origin, ethno-religious background, sex, marital status, pregnancy, potential pregnancy, family responsibilities, disability (physical, intellectual, psychiatric, sensory, neurological, or learning disabilities, and illnesses such as HIV/AIDS), age, homosexuality, transgender status, political conviction, and religious belief.

FREE SPEECH

UTS supports the right to freedom of speech and the rights of its members to contribute to the diversity of views presented in our society.

NON-DISCRIMINATORY LANGUAGE

UTS has adopted the use of non-discriminatory language as a key strategy in providing equal opportunity for all staff and students. Guidelines for the use of non-discriminatory language have been developed and all members of the University community are encouraged to use them.

www.equity.uts.edu.au/language/inclusive

UTS EMBLEM AND LOGO

The UTS emblem, logo and the initials 'UTS' are the University's corporate symbols. They constitute a valuable University asset and represent the University's good name and positioning within the community. UTS encourages the use of its corporate symbols in innovations, ventures and enterprises that enhance its good name and promote its standing in the local and international community.

www.mcu.uts.edu.au/resources/logo.html

EDITORIAL AND PRODUCTION

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(Corporate Services)

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CONTENTS

UTS profile 4
Contacts and locations 4
Calendar of dates 5

CHAPTER 1
Governance and organisation 9

CHAPTER 2
Services and facilities 49

CHAPTER 3
Teaching and research 57

CHAPTER 4
Legislation 75

CHAPTER 5
Rules of the University 105

INDEX 199

UTS PROFILE

The University of Technology, Sydney, is committed to freedom of inquiry, equality of opportunity, the pursuit of excellence in teaching, research and scholarship, and interaction with the professions.

UTS was originally established as the New South Wales Institute of Technology in 1965. In 1988 it attained university status and was joined by the School of Design of the Sydney College of the Arts. The University resulted from amalgamations brought about by the restructuring of the higher education sector in the late 1980s. In January 1990, the Kuring-gai College of Advanced Education, the Institute of Technical and Adult Teacher Education of the Sydney College of Advanced Education and the 'old' UTS formed the new University of Technology, Sydney.

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 a multicampus university spread over two locations in the Sydney metropolitan area: City campus incorporates buildings at a number of locations close to the city centre; Kuring-gai campus is in a bushland setting on Eton Road, Lindfield, 15 kilometres north of the city.

With a total enrolment of approximately 30,000 students, UTS is one of the largest universities in Australia. UTS places a strong emphasis on workplace experience, incorporating the latest industry practice and professional standards into its curriculum. To achieve this, the University has entered into partnership with a range of industry bodies, corporations and government authorities. As a result, UTS graduates are among the most highly sought after in New South Wales.

CONTACTS AND LOCATIONS

City campus
15 Broadway
Ultimo NSW 2007

Kuring-gai campus
Eton Road
Lindfield NSW 2070

telephone +61 2 9514 2000

www.uts.edu.au

Service Desk https://servicedesk.uts.edu.au

Postal address

PO Box 123
Broadway NSW 2007
Australia

Students should contact a UTS Student Centre for all inquiries.

www.uts.edu.au/students/centres.html

Building identification system

The UTS building identification system comprises two letters indicating the geographic location (the campus), followed by two numerals indicating the building number. The floor number and the room number (each separated by full stops) may follow.

For example, City campus, Broadway, Building 1, level 26, room 30 is identified as CB01.26.30.

CB — City campus, Broadway
(including Harris and Jones streets)

CC — City campus, Blackfriars, Chippendale

CM — City campus, Haymarket

CQ — City campus, 10 Quay Street, Haymarket

KG — Kuring-gai campus

Campus maps are available at:

www.uts.edu.au/about/mapsdirections

CALENDAR OF DATES FOR 2011

January

1 Start of Autumn semester for graduate research students[1]

3 Closing date (midnight) for UAC change of preference for early January round undergraduate offers

3 New Year's Day — public holiday

4 Summer session classes recommence (to 4 February)

5 Due date for payment for Summer session subjects

5 Early January round UAC undergraduate offers e-released (from 9am)

5 UTS Info Day, City campus, Broadway (9am to 4pm)

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

10 Census date for Summer session subjects — last day to withdraw from subjects[3]

10 Enrolment of new students, City campus courses, commences (to 25 February)[1]

11 Supplementary centrally conducted examinations

14 Last day to lodge application for review of final assessment result for Spring semester 2010

19 Main round of UAC undergraduate offers e-released (from 9pm)

26 Australia Day — public holiday

26 Closing date for change of UAC preference for early February round of undergraduate offers

27 Enrolment of new students, Kuring-gai campus courses, commences (to 16 February)[1]

27 NSW public school holidays end (commenced 20 December 2010)

31 Closing date for applications for direct admission for specified undergraduate courses, and for honours courses, non-award and cross-institutional enrolment in Autumn semester 2011

31 Last day to submit appeal against exclusion from Spring 2010

31 Third round closing date for local postgraduate coursework applications for Autumn semester 2011

February

2 Early February round UAC undergraduate offers e-released (from 9pm)

3 Closing date (midnight) for UAC change of preference for final round undergraduate offers

3 Final closing date for UAC undergraduate applications (late fee applies)

4 Summer session teaching ends for subjects with centrally conducted exams (commenced 6 December 2010)

7–11 Centrally conducted examinations for Summer session

9 Final round undergraduate UAC offers e-released (from 9am)

14–25 Orientation for new students, City campus

16 Enrolment of new students, Kuring-gai campus courses, ends (commenced 27 January)[1]

17 Union 'O' Day — Clubs and activities day, Kuring-gai campus

17–18 Orientation for new students, Kuring-gai campus

23 Release of results for Summer session

23 Union 'O' Day — Clubs and activities day, City campus

25 Due date for payment of fees for continuing international students for Autumn semester 2011

25 Enrolment of new students, City campus courses, ends (commenced 10 January)[1]

28 Autumn semester classes commence

March

4 Closing date for applications for UTS Union Elite Athlete scholarships[2]

5 Late Orientation day for new students

11 Last date to apply for name change and pay outstanding fees/fines owed to UTS for graduation at Autumn 2011 graduation ceremonies

11 Last day to be admitted to a course or enrol in (add) subjects for Autumn semester 2011[1]

14 March session commences (ends 22 April)

16 Last date for students to have the correct name and status of passed displayed in My Student Admin for graduation at Autumn 2011 graduation ceremonies

18 Due date for payment of fees for domestic fee-paying students for Autumn semester 2011

21 Due date for payment of upfront or partial contributions for students in Commonwealth-supported places for Autumn semester 2011

25 Graduation registration opens (closes 8 April)

26 Due date for payment for March session subjects

31 Census date for Autumn semester and March session subjects — last day to withdraw from subjects[3]

31 Closing date for applications for admission to postgraduate research courses from international students for Spring semester 2011

31 Last day for graduate research students to lodge application to change attendance pattern, withdraw, or take leave of absence for Autumn semester

April

6 Applications for internal course transfer for Spring semester 2011 open (close 30 June)

8 Applications available for undergraduate (where applicable) and postgraduate courses for Spring semester 2011

8 Graduation registration closes (opened 25 March)

11 UTS Careers Fair

11–25 NSW public school holidays

22 Good Friday — public holiday

22 March session ends (commenced 14 March)

25 ANZAC Day — public holiday

25–29 Vice-Chancellor's week, Autumn semester

26 Easter Monday — public holiday

27–29 Graduation ceremonies, Kuring-gai campus

29 Release of results for March session

May

2 Applications available for postgraduate research admissions and scholarships for Spring semester 2011[2]

2 May session commences (ends 10 June)

5 Due date for payment for May session subjects

6 Examination timetable for Autumn semester available

10 Census date for May session subjects[3]

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

14–18 Graduation ceremonies, City campus

31 Closing date for postgraduate research degree applications for Spring semester 2011

31 Due date for graduate research students to submit Autumn semester progress reports

31 First round closing date for local postgraduate coursework applications for Spring semester 2011

June

10 Closing date for undergraduate UAC applications for Spring semester 2011

10 Last teaching day of Autumn semester

10 May session ends (commenced 2 May)

11 Centrally conducted examinations for Autumn semester commence (end 1 July)

13 Queen's Birthday — public holiday

15 Closing date for applications for admission to undergraduate and postgraduate coursework courses from international students for Spring semester 2011

17 Release of results for May session

20 July session commences (ends 29 July)

24 Undergraduate UAC offers for Spring semester 2011 e-released

26 Due date for payment for July session subjects

30 Closing date for applications for internal course transfer for Spring semester 2011 (opened 6 April)

30 Closing date for direct applications for specified undergraduate courses and for non-award and cross-institutional enrolment in Spring semester 2011

30 Last day of Autumn semester for graduate research students

30 Second round closing date for local postgraduate coursework applications for Spring semester 2011

July

1 Census date for July session subjects[3]

1 Centrally conducted examinations for Autumn semester end (commenced 11 June)

1 Farewell ceremony for international students completing studies in Autumn semester 2011

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

1 Start of Spring semester for graduate research students

2–8 International graduation ceremonies (offshore)

4–15 NSW public school holidays

4–29 Enrolment of new students, City campus, for Spring semester 2011[1]

20 Release of Autumn semester results

25–29 Orientation for new students

26 Supplementary centrally conducted examinations

29 Due date for payment of fees for continuing international students for Spring semester 2011

29 July session ends (commenced 20 June)

August

1 Applications available for postgraduate research admissions and scholarships for Autumn semester 2012[2]

1 Spring semester classes commence

3 Last day to lodge an application for review of final assessment result for Autumn semester 2011

5 Applications available for undergraduate courses for Autumn semester 2012

5 Release of results for July session

6 Late Orientation day for new students

10 UTS Vacation, Internship and Volunteer Fair

12 Last date to apply for name change and pay outstanding fees/fines owed to UTS for graduation at Spring 2011 graduation ceremonies

12 Last day to be admitted to a course or to enrol in (add) subjects for Spring semester 2011[1]

15 August session commences (ends 23 September)

17 Last date for students to have the correct name and status of passed displayed in My Student Admin for graduation at Spring 2011 graduation ceremonies

18 Due date for payment of fees for domestic fee-paying students for Spring semester 2011

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)[2]

21 Due date for payment of upfront or partial contributions for students in Commonwealth-supported places for Spring semester 2011

26 Due date for payment for August session subjects

26 Graduation registration opens (closes 16 September)

27 UTS Open Day, City campus

31 Census date for Spring semester and August session subjects — last day to withdraw from subjects[3]

31 Last day for graduate research students to lodge application to change attendance pattern, withdraw or take leave of absence for Spring semester

September

1 Applications available for direct admission for specified undergraduate courses, and for honours courses, non-award and cross-institutional enrolment for Autumn semester 2012

5 Applications for internal course transfer for Autumn semester 2012 open (close 16 December)

7 Applications available for postgraduate coursework programs for Autumn semester 2012

7 Kuring-gai Info Evening

16 Graduation registration closes (opened 26 August)

23 August session ends (commenced 15 August)

26 NSW public school holidays commence (end 7 October)

26–30 Vice-Chancellor's week, Spring semester

30 Closing date for applications for admission to postgraduate research courses from international students for Autumn semester 2012

30 Closing date for on-time undergraduate UAC applications

30 Release of results for August session

October

3 Labour Day — public holiday

3 October session commences (ends 11 November)

4–8 Graduation ceremonies, City campus

6 Due date for payment for October session subjects

7 Examination timetable for Spring semester available

7 NSW public school holidays end (commenced 26 September)

10 December session 2011 and Summer session 2012 timetable published online

11 Census date for October session subjects[3]

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

31 Closing date for Australian Postgraduate Awards, RL Werner and University doctoral scholarships[2]

31 Closing date for late undergraduate UAC applications (late fees apply)

31 Due date for research students to submit Spring semester progress reports

31 First-round closing date for local postgraduate coursework applications for Autumn semester 2012

31 First-round closing date for postgraduate research degree applications for Autumn semester 2012

November

7 2012 University timetable published online

11 Last teaching day of Spring semester

11 October session ends (commenced 3 October)

12 Centrally conducted examinations for Spring semester commence (end 2 December)

18 Release of results for October session

21 December session commences (ends 6 January 2012)

26 Due date for payment for December session subjects

30 Closing date for late undergraduate UAC applications (late fees apply)

30 Second round closing date for local postgraduate coursework applications for Autumn semester 2012

December

1 Census date for December session subjects[3]

2 Centrally conducted examinations for Spring semester end (commenced 12 November)

2 Farewell ceremony for international students completing studies in Spring semester 2011

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

5 Summer session commences (ends 3 February 2012)

15 Closing date for application for admission to undergraduate and postgraduate coursework courses from international students for Autumn semester 2012

16 Closing date for applications for internal course transfer for Autumn semester 2012 (opened 5 September)

19 Examination timetable for Summer session available

21 NSW public school holidays commence (to 26 January 2012)

21 Release of Spring semester results

26 Christmas Day — substitute public holiday

27 Boxing Day — public holiday

31 Last day of Spring semester for graduate research students

tba NSW Higher School Certificate (HSC) results released[4]

tba Australian Tertiary Admission Ranks (ATARs) released by UAC[4]

Footnote(s)

1. Enrolment for new students occurs online or on campus during designated enrolment sessions. New students accept their offer online (www.start.uts.edu.au). Graduate research students should refer to the University Graduate School (www.gradschool.uts.edu.au).
2. Information about the applications and closing dates for all scholarships is available on the scholarships website (www.uts.edu.au/study/scholarships).
3. HECS-HELP, FEE-HELP, domestic award and international fee payment information is available from the Student Administration Unit website (www.sau.uts.edu.au/fees). Full financial liability applies after the census dates.
4. Dates for the release of 2011 HSC results and ATARs to be confirmed; see NSW Government HSC website (www.nsw.gov.au/higher-school-certificate) and UAC website (www.uac.edu.au) for further information.

Note

Information is correct as at September 2010. The University reserves the right to vary any information described in these dates without notice.

IMPORTANT DATES FOR 2012

February

27 Autumn semester teaching commences

April

23–27 Vice-Chancellor's week

June

8 Autumn semester teaching ends

9–29 Centrally conducted examinations

July

30 Spring semester teaching commences

September

24–28 Vice-Chancellor's week

November

9 Spring semester teaching ends

10–30 Centrally conducted examinations

Note

Information is correct as at September 2010. The University reserves the right to vary any information described in these dates without notice

1 > GOVERNANCE AND ORGANISATION

UTS organisational structure 10
UTS committee structure 11
Governance at UTS 12
Strategic plan 12
The Council of the University 13
Council committees and groups 14
Audit and Risk Committee 14
Commercial Activities Committee 14
Equity Reference Group 14
Finance Committee 14
Governance Committee 15
Honorary Awards Committee 15
Nominations Committee 15
Physical Infrastructure Committee 15
Remuneration Committee 15
Student/Council Liaison Group 15
Standing orders for the Council of the University of Technology, Sydney 16
Former members of the Council 18
University Honours 20
Academic Board 23
Academic Board committees 24
Executive Committee 24
Academic Administration Committee 24
Appeals Committees 24
Courses Accreditation Committee 25
Research and Research Training Committee 25
Teaching and Learning Committee 26
University Graduate School Board 26
Board of Studies for Indigenous Education 26
Board of Studies of the Institute for Sustainable Futures 27
Standing Orders for the Academic Board 27
Vice-Chancellor's Committee 30
Boards of controlled and other entities associated with UTS 31
accessUTS Board of Directors 31
INSEARCH Ltd Board 31
Sydney Educational Broadcasting Ltd Board of Directors 31
UTS Child Care Inc Board 31
UTS Union Ltd Board of Directors 31
Faculty boards and committees 32
Faculty of Arts and Social Sciences 32
Faculty of Business 32
Faculty of Design, Architecture and Building 33
Faculty of Engineering and Information Technology 33
Faculty of Law 35
Faculty of Nursing, Midwifery and Health 36
Faculty of Science 37
Faculty Boards 39
Principal officers of the University 41
Deans 42
Faculty senior staff 42
Faculty of Arts and Social Sciences 42
Faculty of Business 43
Faculty of Design, Architecture and Building 43
Faculty of Engineering and Information Technology 44
Faculty of Law 44
Faculty of Nursing, Midwifery and Health 45
Faculty of Science 45
Senior executive 46
Vice-Chancellor and President 46
Division of the Senior Deputy Vice-Chancellor and Senior Vice-President 46
Jumbunna Indigenous House of Learning 46
Planning and Quality Unit 46
Division of the Deputy Vice-Chancellor and Vice-President (International and Development) 46
Alumni and Development 46
External Engagement 46
International Engagement 46
UTS International 46
UTS Shopfront 46
Division of the Deputy Vice-Chancellor and Vice-President (Research) 46
Research and Innovation Office 46
University Graduate School 46
Institute for Sustainable Futures 46
Centre for Local Government 46
Division of the Deputy Vice-Chancellor and Vice-President (Teaching, Learning and Equity) 46
ELSSA Centre 46
Equity and Diversity Unit 46
Institute for Interactive Media and Learning 46
Student Ombud 46
Student Services Unit 46
University Library 46
Division of the Deputy Vice-Chancellor and Vice-President (Corporate Services) 47
Creative Industries Innovation Centre 47
Human Resources Unit 47
Information Technology Division 47
Marketing and Communication Unit 47
Registrar 47
Governance Support Unit 47
Student Administration Unit 47
UTS Legal Services 47
Division of the Deputy Vice-Chancellor and Vice-President (Resources) 47
Commercial Unit 47
Facilities Management Operations 47
Financial Services Unit 47
Program Management Office 47
Related entities 47
accessUTS Pty Limited 47
INSEARCH Ltd 47
UTS Union Ltd 47

UTS ORGANISATIONAL STRUCTURE

Chancellor and Council

Major related entities

- accessUTS Pty Ltd
- INSEARCH Ltd
- UTS Union Ltd

Vice-Chancellor and President

Government Relations Advisor

Senior Deputy Vice-Chancellor and Senior Vice-President

- Faculties
- Jumbunna Indigenous House of Learning
- Planning and Quality Unit

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

- Alumni and Development
- External Engagement
- International Engagement
- UTS International
- UTS Shopfront
- 2SER

Deputy Vice-Chancellor and Vice-President (Research)

- Research and Innovation Office
- University Graduate School
- Institute for Sustainable Futures
- Centre for Local Government

Deputy Vice-Chancellor and Vice-President (Teaching, Learning and Equity)

- ELSSA Centre
- Equity and Diversity Unit
- Institute for Interactive Media and Learning
- Student Ombud
- Student Services Unit
- University Library

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

- Creative Industries Innovation Centre
- Human Resources Unit
- Information Technology Division
- Marketing and Communication Unit
- Registrar
  - Governance Support Unit
  - Internal Audit
  - Student Administration Unit
  - UTS Legal Services

Deputy Vice-Chancellor and Vice-President (Resources)

- Commercial Unit
- Facilities Management Operations
- Financial Services Unit
- Program Management Office

UTS COMMITTEE STRUCTURE

COUNCIL

Council Committees and Groups

- Audit and Risk
- Commercial Activities
- Equity Reference
- Finance
- Governance
- Honorary Awards
- Nominations
- Physical Infrastructure
- Remuneration
- Student/Council Liaison

Boards associated with UTS

- accessUTS Board of Directors
- INSEARCH Ltd Board
- Sydney Educational Broadcasting Ltd Board of Directors
- UTS Child Care Inc Board
- UTS Union Ltd Board of Directors

Academic Board

Senior University Committees

Vice-Chancellor and President

- Vice-Chancellor's Committee

Senior Deputy Vice-Chancellor and Senior Vice-President

- Academic Management
- Environment, Health and Safety Advisory
- Planning and Quality

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

- International

Deputy Vice-Chancellor and Vice-President (Research)

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

Deputy Vice-Chancellor and Vice-President (Teaching, Learning and Equity)

- Courses Planning
- Equity and Diversity
- Student Residences — Housing
- UTS Learning and Teaching Awards
- Wingara Management

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

- Human Resources
- Information Technology
- UTS Art Advisory

Deputy Vice-Chancellor and Vice-President (Resources)

- Facilities Advisory
- Fee Policy and Management

Committees of Academic Board

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

Boards of Studies

- Board of Studies for Indigenous Education
- Board of Studies of the Institute for Sustainable Futures

Faculty Boards

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

GOVERNANCE AT UTS

The University of Technology, Sydney, was established by the *University of Technology, Sydney, Act 1989* No 69 (UTS Act), which replaced the *University of Technology, Sydney Act 1987* and the *University of Technology, Sydney (Miscellaneous Provisions) Act 1987*.

The UTS Act is published in chapter 4 and at:

www.gsu.uts.edu.au/legislation/act/act.html

The object and functions of the University are outlined in section 6 of the Act.

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 is elected by the Council from among its members. Elected members of Council serve for two years and appointed members 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, Finance, and Governance 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.

STRATEGIC PLAN

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

The vision of UTS is to be a world-leading university of technology. This requires UTS to have a national and international reputation for outstanding teaching, learning and research.

To support its vision and reputation, UTS focuses on the following objectives:

- strengthen the standing of the UTS model of practice-oriented learning
- increase the scale, quality and impact of research in our discipline fields
- enhance our strong, inclusive university environment through providing state-of-the-art learning, research and social spaces, infrastructure and services
- build the capabilities of our people and processes to sustain and improve performance into UTS's third decade and beyond.

These objectives will be reviewed in 2013 to ensure they continue to progress UTS towards the 2018 horizon for achievement of the vision.

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

www.strategicplan.uts.edu.au

THE COUNCIL OF THE UNIVERSITY

Council, as the governing body of the University, is responsible for ensuring that UTS achieves its statutory objective: the promotion of scholarship and academic excellence. As constituted under section 9(1) of the *University of Technology, Sydney, Act 1989*.

Chancellor

Professor Vicki Sara, AO, BA(Hons), PhD (Sydney), DOC (Karolinska Institute), HonDSc (USQ), HonDSc (VU), HonDSc (UTS), HonDUniv (QUT), FAAS, FTSE
(15 December 2004 to 14 December 2008
15 December 2008 to 14 December 2012)

Deputy Chancellor

Warwick Watkins, AM, AMP:ISMP (Harv), MNatRes, DipScAg (UNE), HDA (Hawks), FAPI, Hon FISA; Chief Executive Officer of the Land and Property Management Authority; Surveyor General of NSW; Registrar General of NSW
(1 December 2006 to 30 November 2008
1 December 2008 to 30 November 2010
1 December 2010 to 30 November 2012)

Pro-Chancellors

Robert Kelly, BComm (UNSW), LLB, LLM (Sydney), MBA (UNSW), FCIS, FAICD; Barrister
(1 December 2010 to 30 November 2012)

Brian Wilson, MCom(Hons) (Auck)
(1 December 2006 to 30 November 2008
1 December 2008 to 30 November 2010
1 December 2010 to 30 November 2012)

Official members

Chancellor

Professor Vicki Sara, AO, BA(Hons), PhD (Sydney), DOC (Karolinska Institute), HonDSc (USQ), HonDSc (VU), HonDSc (UTS), HonDUniv (QUT), FAAS, FTSE
(15 December 2004 to 14 December 2008
15 December 2008 to 14 December 2012)

Vice-Chancellor and President

Professor Ross Milbourne, BCom, MCom(Hons) (UNSW), PhD (Calif), FASSA, FAICD

Chair of Academic Board

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

Members appointed by the Minister

Dianne Leckie, BBus (KCAE), MEcon (Macq), FCPA, MAICD; Consultant
(7 February 2002 to 31 October 2002
1 November 2002 to 31 October 2006
1 November 2006 to 31 October 2010
1 November 2010 to 31 October 2012)

Dr Ron Sandland, AM, BSc(Hons) (Sydney), PhD (UNSW), FTSE
(1 November 2008 to 31 October 2012)

The Hon. Penelope (Penny) Sharpe, MLC, Parliamentary Secretary for Transport, Roads and Social Inclusion
(1 November 2008 to 31 October 2010
1 November 2010 to 31 October 2012)

Russell Taylor, MBA, GradDipPSM (UTS), GradDipArts (ANU); Principal, Australian Institute of Aboriginal and Torres Strait Islander Studies
(1 November 2006 to 31 October 2008
1 November 2008 to 31 October 2012)

Warwick Watkins, AM, AMP:ISMP (Harv), MNatRes, DipScAg (UNE), HDA (Hawks), FAPI, Hon FISA; Chief Executive Officer of the Land and Property Management Authority; Surveyor General of NSW; Registrar General of NSW
(1 November 2002 to 31 October 2006
1 November 2006 to 31 October 2010
1 November 2010 to 31 October 2014)

Brian Wilson, MCom(Hons) (Auck)
(1 November 2006 to 31 October 2010
1 November 2010 to 31 October 2014)

Members appointed by Council

Patricia Azarias, BA(Hons) (Sydney), MA (Oxf), MPA (Prin)
(1 November 2010 to 31 October 2012)

Peter Bennett, BEc, DipEd (Monash), MBA (Melb), FCPA
(1 November 2010 to 31 October 2012)

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)

Su-Ming Wong, ME (Cant), MBA (AGSM)
(1 November 2010 to 31 October 2014)

Members of Convocation appointed by Council

Megan Cornelius, AM, BA (Sydney), FAICD, FAIM, FACS; Harvard Leadership Program, Australian Institute of Company Directors Diploma; recently retired from position as Deputy Chair, National Offshore Petroleum Safety Authority Board; Director, Expertise Australia Group and Expertise Technology Pty Ltd; Fellow of UTS; member, Advisory Board of UTS Centre for Management and Organisations Studies
(14 April 2003 to 31 October 2006
1 November 2006 to 31 October 2008
1 November 2008 to 31 October 2012)

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)

Members of academic staff

Professor Jenny Onyx, MA (Well), PhD (Macq); Professor of Management, Faculty of Business, University of Technology, Sydney
(1 November 2006 to 31 October 2008
1 November 2008 to 31 October 2010
1 November 2010 to 31 October 2012)

Professor Greg Skilbeck, BSc(Hons), PhD (Sydney), MAIG; Associate Dean (Research), Professor of Earth Sciences, Faculty of Science, University of Technology, Sydney
(1 November 2006 to 31 October 2008
1 November 2008 to 31 October 2010
1 November 2010 to 31 October 2012)

Member of non-academic staff

Christopher Cahill, GradDipInfSys (CSturt); Director, Information Technology Division, University of Technology, Sydney
(1 November 2004 to 31 October 2006
1 November 2006 to 31 October 2008
1 November 2008 to 31 October 2010
1 November 2010 to 31 October 2012)

Undergraduate student

Rachael Durrant; enrolled Bachelor of Arts in Communication (Media Arts and Production), University of Technology, Sydney
(1 November 2010 to 31 October 2012)

Postgraduate student

Siddharth Mehta; enrolled Master of Information Technology, University of Technology, Sydney
(1 November 2010 to 31 October 2012)

Secretary to Council

John Hartigan, BA, LLB (Sydney), MDR (UTS)

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

Four 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)

P Azarias

D Leckie

B Rock

vacant

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 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

M Cornelius, AM

G Phillips

B Trestrail

S-M Wong

Vice-Chancellor and President

Professor RD Milbourne

Equity Reference Group

An external member of Council (Chair)

R Taylor

Deputy Vice-Chancellor and Vice-President (Teaching, Learning and Equity)

Professor S Alexander

Director, Equity and Diversity Unit

J Stoddart

Equity and Diversity Coordinator

J Tranter

Director, Human Resources Unit, or nominee

B Bosman (nominee)

Director, Student Services, or nominee

B Smout

Director, Jumbunna Indigenous House of Learning, or nominee

Professor L Behrendt

Staff representative of equity target group: women

to be advised

Staff representative of equity target group: Australian Indigenous people

to be advised

Staff representative of equity target group: people of NESB

vacant

Staff representative of equity target group: people with disabilities

vacant

Staff representative of equity target group: gay and lesbian people

to be advised

Elected representative of academic staff

to be advised

Elected representative of support staff

vacant

President, NTEU UTS Branch, or nominee

to be advised

Chair, CPSU UTS Branch, or nominee

to be advised

Student representative of equity target group: women

N Madhok

Student representative of equity target group: Australian Indigenous people

to be advised

Student representative of equity target group: people of NESB

to be advised

Student representative of equity target group: people with disabilities

to be advised

Student representative of equity target group: gay and lesbian people

to be advised

President, Students' Association, or nominee

N Madhok

President, UTS Union, or nominee

L Wainwright

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

P Bennett

D Leckie

J Leotta
M McLellan

Vice-Chancellor and President
Professor RD Milbourne

Governance Committee

An external member of Council (Chair)
Professor V Sara, AO

Vice-Chancellor and President
Professor RD Milbourne

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

Registrar
J Hartigan

Honorary Awards Committee

Chancellor (Chair)
Professor V Sara, AO

Deputy Chancellor
W Watkins, AM

Vice-Chancellor and President
Professor RD Milbourne

A Deputy Vice-Chancellor
Professor P Booth

Three members of Council
M Cornelius, AM
D Leckie
R Taylor

One academic staff member of Council
Professor J Onyx

Chair, Academic Board
Associate Professor S Varnham

Registrar
J Hartigan

Nominations Committee

Chancellor
Professor V Sara, AO

Vice-Chancellor and President
Professor RD Milbourne

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
W Watkins, AM

Physical Infrastructure Committee

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

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
P Sharpe, MLC
Professor G Skilbeck

Vice-Chancellor and President
Professor RD Milbourne

Remuneration Committee

Chancellor
Professor V Sara, AO

Deputy Chancellor
W Watkins, AM

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

Student/Council Liaison Group

An external member of Council (Chair)
M Sexton

An external member of Council (Deputy Chair)
C Cahill

Student members of Council
R Durrant
S Mehta

Deputy Vice-Chancellor and Vice-President (Teaching, Learning and Equity), or nominee
Professor S Alexander

Director, Student Services, or nominee
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
N Madhok

Overseas Students Officer of the Students' Association
S Mehta

President, UTS Union, or nominee
L Wainwright

Student representative of UTS Union clubs
L Wainwright

Student representative of UTS Students' Association clubs
to be advised

UTS student elected by and from the UTS students resident in University accommodation
vacant

Indigenous student representative
to be advised

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

L Centrone (Science)

B Hamdan (Business)

E Ho (Engineering and Information Technology)

J Kelly (Law)

G Symons (Arts and Social Sciences)

vacant (Design, Architecture and Building)

to be advised (Design, Architecture and Building alternate)

to be advised (Law alternate)

vacant (Nursing, Midwifery and Health)

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

P McLachlan (Business)

STANDING ORDERS FOR THE COUNCIL OF THE UNIVERSITY OF TECHNOLOGY, SYDNEY

Chair

1. [deleted]
2. The Chancellor shall preside at any meeting of the Council at which he/she is present unless he/she elects not to do so.
3. 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.
4. 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

5. 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.
6. Not less than seven days' notice of an ordinary meeting of the Council shall be given by the Registrar, who shall be Secretary to the Council, in writing to members of the Council setting out the time and place of the meeting and the agenda.

6A. Order 6 may be suspended by the Chancellor, Vice-Chancellor and Registrar, as the Executive Committee of Council, under the terms of Rule 6, G1 — Rules relating to Council, the Chancellor, Deputy Chancellor and Vice-Chancellor of the General Rules of the University, by directing the Registrar to take action with respect to any of the following:

- advise members of a Council meeting with shorter notice than prescribed by Order 6;
- advise only Council members and other required attendees of the meeting place;
- advise Council members that a meeting will be held in closed session.

7. A special meeting may be convened by the Registrar 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 14 days of receipt of the request.

7A. Order 7 may be suspended by the Chancellor, Vice-Chancellor and Registrar, as the Executive Committee of Council, under the terms of Rule 6, G1 — Rules relating to Council, the Chancellor, Deputy Chancellor and Vice-Chancellor of the General Rules of the University, by directing the Registrar to take action with respect to any of the following:

- advise members of a Council meeting with shorter notice than prescribed by Order 7;
- advise only Council members and other required attendees of the meeting place;
- advise Council members that a meeting will be held in closed session.

8. Not less than seven days' notice of a special meeting of the Council shall be given in writing by the Registrar to members of the Council specifying any matters requested under Order 7, for discussion at the special meeting.
9. Proceedings of the Council shall be valid notwithstanding non-receipt of a notice of meeting by a member.

Quorum

10. 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.
11. 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.
12. 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

13. The Registrar shall keep a record of each meeting which shall be entered in a minute book 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

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

of, except that the agreement of the Council shall be necessary for the duration of the meeting to exceed three hours.

16. 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.

17. 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.

18. 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.

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

20. 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.

21. 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.

22. 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.

23. 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.

24. 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

25. The Council may, if it so wishes and provided that a quorum is present, resolve itself 'into committee' and/or go 'into closed session', whereupon all non-members who are present shall, with the exception of the Council officers, Deputy Vice-Chancellors, and such other non-members as the Council may, from time to time, determine, be required to leave the room and shall not be readmitted until the Chair declares that open session has been resumed.

Adjournment

26. 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

27. Persons present at Council meetings are categorised as follows:
    (a) Council members;
    (b) Council officers (the Registrar and the Clerk to Council);
    (c) official attendees (Deputy Vice-Chancellors; Deans; Directors; members of the Registrar's Division; President, Students' Association; staff and other persons invited by the Chancellor or Vice-Chancellor);
    (d) observers (members of the University community; other persons who attend by leave of the Chancellor or by Council resolution).

28. 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 Senior Deputy Vice-Chancellor and the Deputy Vice-Chancellor (Resources) are invited to sit at the Council table.

29. Observers may attend meetings of Council, subject to the following conditions:
    (a) they shall notify the Registrar by 4.00 p.m. 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 Registrar 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 Registrar shall have power to waive (a), determine (b) and interpret (c) above.

30. 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

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

General

32. Standing Orders 1–31 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.
33. 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.
34. Any matter not dealt with in these Standing Orders shall be governed by the customary procedure at meetings.

Committees of the Council

35. 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.
36. The Registrar shall be secretary to the committees and boards of the Council.
37. 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 Registrar to members of the committee or board, setting out the time and place of the meeting and the agenda.
38. 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 Registrar to members of the committee or board, setting out the time and place of the meeting and the agenda.
39. A meeting of a Council committee or board may be held at any time if all members of the committee or board so agree.
40. 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.
41. These Standing Orders shall be applicable as appropriate to the conduct of meetings of the committees and boards of the Council.

FORMER MEMBERS OF THE COUNCIL

1989	GJG Barry, DipTech (Eng), BE (NSWIT), MIEAust
1989	Associate Professor MD Burchett, BSc, PhD (Sydney), DipEd (UNE)
1989	Dr SJ Egger, BPsych, PhD (UWA)
1989	M Fry, MA (Camb), MSc (Lond)
1989	RA Gillett, BA, MLitt, DipEd (UNE)
1989	Professor V Ireland, BE (UNSW), BA, MEngSc, PhD (Sydney)
1989	S Kathirvayloo
1989	GE Kennan, DipTech (Mgmt) (NSWIT), ASTC, MIProdE, MIEE
1989	Professor G Kress, DLitt (Newc), DipGenLing (Lond)
1989	JG Mackinolty, LLM (Melb)
1989	JS Richardson, BEc, MBA (Sydney), AASA, CPA, ACIS, FCES
1989	S Sinclair
1989	GI Smith, BE (NSWIT)
1989	W Kent Smith, BComm (Mktg) (UNSW)
1989	A Towle, BBus (NSWIT)
1989–1992	WS Machin, BA (NSWIT), MLA
1989–1994	WA Grimshaw, BBus, DipPubAdmin (NSWIT), ASTC
1989–1994	AJ McRitchie, BA (Melb), FIDA
1989–1995	The Hon. RTM Bull, MLC
1989–1996	Professor RD Guthrie, DSc, PhD (Lond), DUniv (Griff), CChem, FRSC, FRACI, FAIM
1989–1998	Emeritus Professor RN Johnson, AO, BArch, HonDArch (Sydney), LFRAIA, RIBA, HonFRAIC, HonFAIA
1989–1998	DH Lance, BEc (Sydney)
1989–1998	DJ McNeill, BE (UNSW)
1989–1990	PM Neville, BA (Sydney), DipTerEd (UNE)
1990	OS Akindoyeni
1990	Dr KR Brown, BSc, PhD (UNSW), MAIB
1990	SF Burgess, BA (Cant), MLib (UNSW), ALAA
1990	PC Cozens
1990	GR Ireland, LLB (Sydney)
1990	Professor BC Low, BSc, BEd (UQ), PhD (UNSW)
1990	T Seabrook, MA (Sydney), MEd (Admin) (UNSW)
1990–1991	Professor AJD Blake, AM, BEd, MSc (Melb), PhD (Purdue)
1990–1994	JF Clark, BA, DipEd (Tas), MA (Ed) (Lond)
1990–1998	Dr DV Clark, BSc (Sydney), PhD (UNSW), FRACI, FTS
1990–2006	The Hon. IF Sheppard, AO, QC, LLB (Sydney), HonMA (KCAE)
1991–1992	S Ashmore-Smith, BA, BEd (UQ), MAPsS
1991–1992	SE Mason-Cox, BA (UTS)
1991–1994	Dr CJ Clarke, BSc, PhD (Sydney)

1991–1994	Dr V Levy, BA (Col), MA (Penn), PhD (Claremont)
1991–1994	Emeritus Professor RJ Parsons, AM, BA (Sydney), PhD (Macq), FCN (NSW)
1991–1995	Professor ND Quarry, BArch (Melb), MArch (Rice), LFRAIA
1992–1993	BL Jeffery
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	Emeritus Professor NC Stephenson, 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)
1994–2004	PL Healy, BE (NUI), DIC, MSc (Lond), MBA (UNSW), MIEAust, MAIPM, MAIB
1995–1996	PR Nagle, BA, BLegS (Macq), DipLabourRelLaw (Sydney), DipLaw (BAB), MP
1995–1997	The Hon. PJ Staunton, AM, LLB (Lond), MLC
1995–1998	J Beetson, AssocDipAdultEd, BEd (UTS)
1995–1998	M Swift, BA (Sydney)
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	S Halliday, GradDipEmpRels (UTS), MAHRI
1996–2004 2006–2008	AP Stewart, BA (UNSW), DipEd (SydTeachColl), MP
1997–1999	The Hon. PT Primrose, BSocStd (Sydney), MLC
1997–2002	Professor AJD Blake, AM, BEd, MSc (Melb), PhD (Purdue)
1998–2000	A Low, BE (UNSW)
1998–2002	Dr K Boston, MA, PhD (Melb), FACE, FRGS, FAIM
1998–2002	M Hourihan, BA(Hons) (Sydney), MLitt (UNE), MUniv (UTS)
1998–2002	B Kendall, DipTeach (UTS), GradDipEmpRels (UWS)
1998–2004	Emeritus Professor H Garnett, BSc(Hons) (Sydney), PhD (Wales), FTSE, FAICD
1998–2006	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	N Silove
1999–2002	NJ Roach, BA(Hons) (Bom), FACS
1999–2003	Professor AM Johnson, BAppSc (SAIT), MEdMgmt, PhD (Flin), MA(Hons), DSc (UOW), FASP, FASM, FAIBiol
1999–2003	The Hon. H Sham-Ho, BA, DipSocWk (Sydney), BLegS (Macq), MLC
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
2003–2004	The Hon. A Burke, BA, LLB (Sydney)
2003–2009	Professor A Baker, BSc(Hons), PhD (UNSW), FRACI, FAICD
2003–2010	Dr K Woodthorpe, BSc(Hons) (UMIST), PhD (Leic), FAICD
2004–2006	E Cox, AO, BA(Hons) (UNSW)
2004–2006	R Doran
2004–2008	P Brady, BE (Civil) (UTS), DipEngPrac (UTS), MIEAust, APESMA
2006–2008	R Fowler, BE, MBA (UTS)
2006–2008	M Nguyen
2006–2008	D Zaater
2006–2010	P Kelly, BA (Comm) (NSWIT)
2008–2010	M Sharma
2008–2010	M Swainson
2008–2010	T Dugan, BAppSc (MedRad) (RMIT), MBA (MBS), GradDipCompSecPrac (CSA)
2009–2010	Professor T Clarke, BSocSc (Birm), MA, PhD (Warw)
2010–2010	S Zanwar

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 policy on University Honours 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, PhD (UNSW), DSc (Sydney), CPhys, CPEng, FInstP, FBCS, FACS, FRAeS, FIEAust (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)

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, 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)

Honorary Doctors of Business (HonDBus)

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

Honorary Doctors of Design (HonDDes)

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

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)

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)

Honorary Doctors of Letters (HonLittD)

H Seidler, AC, OBE, MArch (1991)

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

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), FAAS, FTSE (2009)

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

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, PhD (UNSW), DSc (Sydney), CPhys, CPEng, FInstP, FBCS, FACS, FRAeS, FIEAust (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)

B C 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)

Honorary Master of Arts

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

Honorary Masters of the University

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)

Note

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

ACADEMIC BOARD

Academic Board is a major committee of Council and is the primary forum in the University for the discussion and resolution of academic matters. Academic Board has been delegated 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.

Chair
Associate Professor S Varnham

Deputy Chair
vacant

Ex officio members

Vice-Chancellor
Professor RD Milbourne

Senior Deputy Vice-Chancellor and Senior Vice-President
Professor P Booth

Deputy Vice-Chancellor and Vice-President (International and Development)
Professor W Purcell

Deputy Vice-Chancellor and Vice-President (Research)
Professor A Brungs

Deputy Vice-Chancellor and Vice-President (Teaching, Learning and Equity)
Professor S Alexander

Dean, Arts and Social Sciences
Professor T van Leeuwen

Dean, Business
Professor R Green

Dean, Design, Architecture and Building
Professor D Luscombe

Dean, Engineering and Information Technology
Professor H Nguyen

Dean, Law
Professor J McKeough

Dean, Nursing, Midwifery and Health
Professor J Daly

Dean, Science
Professor B Milthorpe

Dean (Acting), University Graduate School
Professor N Solomon

Associate Dean (Academic), Arts and Social Sciences
Dr P Allatson

Associate Dean (Research), Arts and Social Sciences
Professor L Farrell

Deputy Dean, Business
Professor T Taylor

Associate Dean (Teaching and Learning), Business
Associate Professor C Bajada

Associate Dean (Teaching and Learning), Design, Architecture and Building
Dr L McWhinnie

Associate Dean (Research), Design, Architecture and Building
Professor K Dorst

Associate Dean (Teaching and Learning), Engineering and Information Technology
Dr T Aubrey

Associate Dean (Research), Engineering and Information Technology
Professor MA Williams

Associate Dean (Teaching and Learning), Law
B Olliffe

Associate Dean (Research), Law
Professor L Hitchens

Associate Dean (Teaching and Learning), Nursing, Midwifery and Health
Dr J Gray

Associate Dean (Research), Nursing, Midwifery and Health
Professor C Duffield

Associate Dean (Teaching and Learning), Science
Associate Professor A Piper

Associate Dean (Research and Development), Science
Professor G Skilbeck

University Librarian
Dr A Byrne

President, UTS Students' Association
N Madhok

Chair (Acting), Board of Studies for Indigenous Education
Professor L Behrendt

Elected members

Members elected by and from the academic staff of each faculty

Arts and Social Sciences
Associate Professor J Goodman
K Gordon
Associate Professor P Hamilton
A Reich
Associate Professor S Schuck

Business
Professor T Clarke
Associate Professor S Darcy
Associate Professor T He
Dr A Hingorani
K Spooner
R Trayler

Design, Architecture and Building
Professor A Burke
Professor L Wallen

Engineering and Information Technology
A Al-Jumaily
Associate Professor D Eager
Professor D Hoang
Associate Professor D Liu
Associate Professor T Robertson

Law
K Gould
Associate Professor S Varnham

Nursing, Midwifery and Health
R Baldwin
S Rochester

Science
Professor AT Baker
Dr L Groen
Associate Professor L Kirkup
Dr A Leigh
P Thomas

Elected student members

Arts and Social Sciences
G Symons

Business
B Hamdan

Design, Architecture and Building
vacant

Engineering and Information Technology
E Ho

Law
JA Kelly

Nursing, Midwifery and Health
vacant

Science
L Centrone

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

ACADEMIC BOARD COMMITTEES

Executive Committee

Chair, Academic Board (as Chair)
Associate Professor S Varnham

Deputy Chair, Academic Board
vacant

Registrar
J Hartigan

Chair, Academic Administration Committee
B Olliffe

Chair, Courses Accreditation Committee
Dr L Groen

Chair, Research and Research Training Committee, or nominee
Professor K Dorst

Chair, Teaching and Learning Committee
Associate Professor C Bajada

Academic Administration Committee

Chair, elected by and from Academic Board
B Olliffe, Faculty of Law

Dean (Acting), University Graduate School, or nominee
Professor N Solomon

Two academic nominees of Academic Board (not necessarily members of Academic Board)
Dr S Nettleton, Faculty of Engineering and Information Technology
R Trayler, Faculty of Business

Director (Acting), Student Administration Unit
K Blythe

One associate dean with responsibility for teaching and learning (to be nominated by the Deputy Vice-Chancellor (Teaching, Learning and Equity))
to be advised

One faculty manager/administrator (to be nominated by the Registrar)
to be advised

One elected undergraduate member of Academic Board (to be nominated by the Chair, Academic Board)
to be advised

One elected postgraduate member of Academic Board (to be nominated by the Chair, Academic Board)
to be advised

Co-opted member
Dr L Groen, Faculty of Science

Appeals Committees

Appeals Committee (Non-disclosure)

The Chair of Academic Board appoints members when the committee is required to meet (in accord with Rule 17.4 of the Student and Related Rules).

Chair
to be advised

Two academic staff members, with experience in admission procedures of the University, nominated by the deans
to be advised

Coursework Students Exclusion Review

Chair
Dr L McWhinnie

Chair (alternate) appointed by the Chair of Academic Board
T Booth

Two academic staff members with relevant expertise appointed by the Chair of Academic Board
Dr R Jarman
Associate Professor P Meier

A student of the University who has been enrolled at the University for at least two semesters, appointed by the chair of the committee for a particular meeting/s from a panel nominated by the deans
F Ball, Faculty of Business
J Fox, Faculty of Law
to be advised, Faculty of Arts and Social Sciences
to be advised, Faculty of Design, Architecture and Building
to be advised, Faculty of Engineering and Information Technology

to be advised, Faculty of Nursing, Midwifery and Health

to be advised, Faculty of Science

Up to two academic staff members with relevant expertise co-opted by the Chair for particular meetings

to be advised

Graduate Research Students' Appeals

Chair appointed by the Chair of Academic Board

T Booth

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

Associate Professor A Corbett, Faculty of Law

Associate Professor A Coutts, Faculty of Business

Associate Professor J Fenwick, Faculty of Nursing, Midwifery and Health

Associate Professor X He, Faculty of Engineering and Information Technology

Dr I Vanni, Faculty of Arts and Social Sciences

to be advised, Faculty of Design, Architecture and Building

to be advised, 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

F Ball, Faculty of Business

E Cannen, Faculty of Arts and Social Sciences

C Catling-Paul, Faculty of Nursing, Midwifery and Health

A Klettner, Faculty of Law

to be advised, Faculty of Design, Architecture and Building

to be advised, Faculty of Engineering and Information Technology

to be advised, Faculty of Science

Professional Experience Appeals

The Chair of Academic Board appoints members when the committee is required to meet (in accord with Rule 17.3 of the Student and Related Rules).

Chair/Deputy Chair

to be advised

Two academic staff members, with experience in the placement and administration of professional experience students, nominated by the deans

to be advised

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

to be advised

Courses Accreditation Committee

Chair, elected by and from Academic Board

Dr L Groen

Director, ELSSA Centre, or nominee

A Barthel

Manager, Academic Programs Office

L Shoemark

Three academic staff members elected by Academic Board, not necessarily members of Academic Board, taking account of discipline, gender and geographic location

Dr P Jonson

Dr K Spooner

Dr P Thomas

One undergraduate student elected by Academic Board, not necessarily a member of Academic Board

vacant

One postgraduate coursework student elected by Academic Board, not necessarily a member of Academic Board

R Audley

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

G Nath

Members co-opted at the discretion of the Chair for their particular expertise

TA Chuah

Dr L McWhinnie

Research and Research Training Committee

Chair, elected by and from Academic Board

Professor K Dorst

Deputy Vice-Chancellor (Research) (ex officio)

Professor A Brungs

Dean (Acting), University Graduate School (ex officio)

Professor N Solomon

Director, Research and Innovation Office (ex officio)

J Francis

University Librarian, or nominee

S Scholfield (nominee)

One nominee from each faculty (normally Associate Dean (Research) or equivalent)

Professor K Dorst, Design, Architecture and Building

Associate Professor M Fry, Nursing, Midwifery and Health

Professor L Hitchens, Law

Professor M Williams, Engineering and Information Technology

to be advised, Arts and Social Sciences

to be advised, Business

to be advised, Science

Three directors of UTS research strengths (as set out in the Research Strengths Policy), not necessarily members of Academic Board, elected by the members of Academic Board

Associate Professor P Hamilton

Professor C Zhang

vacant

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

M Dela Rama, Business

vacant

Two research degree students, not necessarily members of Academic Board, elected by the members of Academic Board

M Wood

vacant

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

to be advised

Teaching and Learning Committee

Chair, elected by and from Academic Board

Associate Professor C Bajada

Deputy Vice-Chancellor (Teaching, Learning and Equity)

Professor S Alexander

One Associate Dean (Teaching and Learning) or equivalent elected by Academic Board

vacant

Director, ELSSA Centre, or nominee

A Barthel

Director or nominee, Jumbunna Indigenous House of Learning

to be advised

Director, Institute for Interactive Media and Learning, or nominee

Associate Professor J McKenzie

Director, Planning and Quality Unit

M Hanlon

University Librarian, or nominee

Dr A Byrne

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

Dr L McWhinnie

Two members of academic staff elected by Academic Board, taking account of discipline, gender and geographic location

R Degabriele

Associate Professor L Kirkup

Two students, one undergraduate and one graduate coursework, elected by student members of Academic Board

W Gomez (undergraduate)

T Yassine (graduate coursework)

Co-opted members

T Chuah

Ms S Sherringham

Professor T Taylor

University Graduate School Board

Dean (Acting), University Graduate School (Chair)

Professor N Solomon

School Manager, University Graduate School

L Jones

Director, Institute for Sustainable Futures, or nominee

Associate Professor C Mitchell

Director, Institute for Interactive Media and Learning, or nominee

Associate Professor J McKenzie

University Librarian, or nomine

to be advised

One nominee from each faculty (for every 75 HDR EFTSL):

Associate Professor M Fry, Nursing, Midwifery and Health

Professor L Hitchens, Law

Associate Professor J Kandasamy, Engineering and Information Technology

Professor J Lu, Engineering and Information Technology

Professor P McNeil, Design, Architecture and Building

Professor M Williams, Engineering and Information Technology

to be advised, Arts and Social Sciences

to be advised, Business

to be advised, Science

Two research degree students elected by Academic Board, not necessarily members of Academic Board

R Norman

vacant

Board of Studies for Indigenous Education

Director, Jumbunna Indigenous House of Learning (Chair)

to be advised

Chair, Teaching and Learning Committee, or nominee

Associate Professor C Bajada

A member of the Research and Research Training Committee nominated by the Chair, Research and Research Training Committee

to be advised

Two members of high standing in the Australian Indigenous community

to be advised

One Indigenous Australian student elected by and from the Indigenous Australian student body of UTS

G Grose

One student elected by and from the Indigenous Australian students enrolled in block mode

vacant

Two members of academic staff nominated by the Academic Board, not necessarily members of Academic Board

to be advised

One Indigenous Australian academic staff member appointed by the Director, Jumbunna, in consultation with the relevant dean, from each faculty with significant Indigenous Australian academic staff representation as designated by the Director, Jumbunna

to be advised

One of the Indigenous Australian academic staff members from the Jumbunna Indigenous House of Learning, appointed by the Director, Jumbunna, in consultation with the Indigenous Australian academic staff members of Jumbunna

to be advised

One Indigenous Australian staff member from the Equity and Diversity Unit

to be advised

Indigenous Students' Officer (Students' Association)

vacant

University Librarian, or nominee

J McDonald

Co-opted members

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)

C Mitchell

Research Administrator, Institute for Sustainable Futures

S Cronan

Associate directors of postgraduate program, Institute for Sustainable Futures

K Abeysuriya

R Plant

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

J Kent

STANDING ORDERS FOR THE ACADEMIC BOARD

Chair and Deputy Chair

1. The Chair shall preside at any meeting of the Academic Board except in the circumstances described in 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 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 meet in ordinary session not less than six times in each year and at such other times as the Academic Board shall decide.
6. Not less than seven days' notice of an ordinary meeting of the Academic Board shall be given by the Registrar, who shall be Secretary to the Academic Board, in writing 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 Registrar on the request of the Chair, a Deputy Chair or the Vice-Chancellor or upon the written request of any five members of the Academic Board within 14 days of receipt of the request.
8. Not less than seven days' notice of a special meeting of the Academic Board shall be given in writing by the Registrar to members of the Academic Board specifying any matters requested under 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 consist of a majority of the total number of members of the Academic Board.
11. 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 Academic Board, 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.
12. Once a meeting of the Academic Board 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 Academic Board. On the Chair's attention being drawn to the lack of a quorum she/he 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.

Starring of items

13. Before the commencement of the general business of the Board's agenda, starring of items is invited by the Chair. Starring is a meetings procedure adopted by the University to ensure that the whole agenda is covered, where possible, at the one meeting and that those items considered to require further report and discussion are accorded an appropriate amount of time within the constraints of a reasonable meeting time duration which is, usually, up to three hours. Items which are not starred would be adopted straight after resolving on which items should be starred.

    Any member may star an agenda item for discussion.

Minutes

14. The Registrar shall keep a record of each meeting which shall be entered in a minute book 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

15. 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.
16. 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 disposed of, except that the agreement of the Academic Board shall be necessary for the duration of the meeting to exceed three hours.
17. (a) No member of the Academic Board shall initiate any matter for debate or move any motion in respect of such matter, other than a matter on the agenda, unless the Academic Board otherwise determines.
    (b) 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 Registrar, 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 agenda item 4, Receipt of Tabled Papers. Tabled papers received by the Board will be considered in sequence, whether starred or not. 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.
18. 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 any equality of votes, a casting vote. (Please refer to Standing Orders 26–38, with regard to elections held at meetings.)
19. 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 Academic Board, provided that no motion shall be withdrawn while any amendment is under discussion or after any amendment has been adopted.
20. A motion or amendment before the Chair may be reworded by the mover subject to leave of the Academic Board.
21. No member of the Academic Board 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.
22. 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.
23. Any member of the Academic Board 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.
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 forthwith without debate.
25. Any member of the Academic Board 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.

Where elections are held at meetings

26. The Registrar shall be the Returning Officer for all Academic Board elections and may appoint a Deputy Returning Officer who shall have the powers of the Returning Officer in the absence of, or when delegated by, the Returning Officer.
27. The elected membership of the committees of Academic Board is open to all full- and fractional-time academic staff and all students, regardless of whether they are members of Academic Board, except that the Chair of any such committee shall be a member of the Board and from time to time the Board may require other members of committees to be appointed or elected from the Board.
28. Only members of Academic Board, present at the meeting, are eligible to vote at elections held at meetings.
29. Notification of a possible election shall normally be by its inclusion in an item on the agenda for that meeting.
30. Nominations shall normally be called for ten working days prior to the meeting and shall close at 5 p.m., two working days prior to the meeting. Nominations should include the name of the nominator, the nominee, and the position for which the person is being nominated. The nominee must have agreed to the nomination prior to its submission. Any nominations received after the deadline stipulated in the call for the nominations, will not be accepted.
31. An election to be held at the meeting shall be deemed to be necessary when the number of nominations received exceeds the number of positions to be filled.
32. All voting shall be by the quota preferential system.
33. Ballot papers shall be distributed to members at the meeting.
34. Voters shall be required to enter each candidate's name next to a box on the ballot paper in the order of nominations received.
35. Voters shall be instructed to place the figure '1' in the box next to the candidate of first preference. Voters may then place consecutive figures (commencing with the figure '2') in the boxes opposite the names of the remaining candidates, so as to indicate by numerical sequence the order of preference for them.
36. Ballot papers shall be collected at the meeting. The Returning Officer shall determine whether it is feasible to count ballot papers and declare the elections during the meeting. If the Returning Officer determines that this cannot be done, the Chair and the candidates will be informed of the result as soon as possible after the meeting and the Board shall be notified at the subsequent meeting.
37. The results of an election held at a meeting shall be published in the minutes of Academic Board.

38. The manner of counting votes.
Votes will be counted in accordance with Rule G3 Part 3(32).

Closed session

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

Adjournment

40. The Chair may, with the consent of the Academic Board, and shall, if so directed by the Academic Board, 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 Academic Board meetings

41. A. Any member of the academic staff and officers of the University may attend Academic Board meetings to speak to any agenda item, provided prior permission has been obtained from the Chair of the Board.

B. Directors and other UTS officers identified 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 as appropriate to their expertise and area of responsibility.

Open meetings

42. (1) Meetings of the Academic Board shall be open to members of the University, that is, staff (including members of staff who are involved in media liaison), students and graduates, who may attend meetings of the Board as observers and shall be admitted subject to the availability of space. Observers shall not be accorded speaking rights.

(2) (a) An alternate member may attend meetings of Academic Board in place of the member who nominated the alternate member (see Rules relating to Academic Board, Division 1). Alternate members are entitled to be included on the distribution list for receipt of agenda papers for Academic Board meetings and to attend and vote at meetings of Academic Board if the member who nominated the alternate member is not present.

(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.

(3) (a) If an elected student member is unable to attend a meeting of the Board, the relevant Faculty Board is responsible for requesting the alternate member to attend that meeting in place of the student member. The Faculty Board is also responsible for notifying the Clerk to Academic Board that the alternate will be in attendance.

(b) 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 Clerk to Academic Board.

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

(d) 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 Clerk 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 4 in the Rules Relating to Academic Board).

Communication of Academic Board decisions

43. A report of major items discussed by the Board shall be published on the UTS web site.

Individual advisings of the outcomes of the Board's deliberations shall be prepared by the Clerk to Academic Board and forwarded to those persons whose attention particularly needs to be drawn to any resolution of the Board, either in order to note or to action that resolution. Such advising shall be forwarded to the Dean or Head of School concerned for further referral to appropriate members of staff, as necessary.

General

44. Standing Orders 1–43 or any of them may be suspended by a majority of those present at a meeting of the Academic Board. A motion to that effect shall be open to debate.

45. 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.

46. Any matter not dealt with in these Standing Orders shall be governed by the customary procedure at meetings.

47. The Chair shall take executive action on behalf of the Board:
    (a) to recommend to Council amendments to graduands' lists;
    (b) to discuss with the Vice-Chancellor proposals for new or vacant chairs and, if so inclined, to agree or disagree with such proposals; and
    (c) in other pre-determined circumstances.

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

Committees of the Academic Board

48. Subject to the Act and the By-law the Academic Board may:
    (a) appoint such committees consisting of such persons whether members of Academic Board or not, as it thinks fit; and
    (b) confer or impose upon a committee appointed under subclause (a) such powers and duties as it may from time to time determine.
49. The Registrar shall be secretary to the committees of the Academic Board.
50. Not less than seven days' notice personally or in writing of an ordinary meeting of an Academic Board committee shall be given by the Registrar to members of the committee setting out the time and place of the meeting and the agenda.
51. Not less than three days' notice personally or in writing of a special meeting of an Academic Board committee shall be given by the Registrar to members of the committee setting out the time and place of the meeting and the agenda.
52. A meeting of an Academic Board committee may be held at any time if all members of the committee so agree.
53. 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 for the time being but, if one-half is not a whole number, shall be the next higher whole number.
54. These Standing Orders shall be applicable as appropriate to the conduct of meetings of the committees of the Academic Board.
55. The Registrar shall keep a record of each meeting which shall be entered in a minute book 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.

VICE-CHANCELLOR'S COMMITTEE

Vice-Chancellor
Professor RD Milbourne

Senior Deputy Vice-Chancellor and Senior Vice-President
Professor P Booth

Deputy Vice-Chancellor and Vice-President (International and Development)
Professor W Purcell

Deputy Vice-Chancellor and Vice-President (Research)
Professor A Brungs

Deputy Vice-Chancellor and Vice-President (Teaching, Learning and Equity)
Professor S Alexander

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

Deputy Vice-Chancellor and Vice-President (Resources)
P Woods

Registrar
J Hartigan

Chair of Academic Board
Associate Professor S Varnham

Dean, Arts and Social Sciences
Professor T van Leeuwen

Dean, Business
Professor R Green

Dean, Design, Architecture and Building
Professor D Luscombe

Dean, Engineering and Information Technology
Professor H Nguyen

Dean, Law
Professor J McKeough

Dean, Nursing, Midwifery and Health
Professor J Daly

Dean, Science
Professor B Milthorpe

Dean (Acting), University Graduate School
Professor N Solomon

University Librarian
Dr A Byrne

BOARDS OF CONTROLLED AND OTHER ENTITIES ASSOCIATED WITH UTS

accessUTS Board of Directors

Members
J Francis (Chair)
Professor D Dignam
Professor T van Leeuwen
B McRae (Managing Director)
Dr J Morrison

Secretary
RE Allsep

INSEARCH Ltd Board

Chair
M Williams

Managing Director
A Murphy

Members
D Hill
J Hutchison
D Leckie
Professor B Milthorpe
Professor W Purcell
P Woods

Company Secretary
J Yuen

Sydney Educational Broadcasting Ltd Board of Directors

Chair
W Purcell

Alternate Chair
C Trotman

Managing Director
P Shine

Company Secretary
J Tyler

Company directors
E Aroney
Dr J Potts
T Ross

Volunteers' representative
P Nelson

UTS Child Care Inc Board

Nominees of the University
F Young (Chair)
J Gilmore (Deputy Chair)
S Vella

Nominee of the UTS Union
F Evans

Nominee of the Students' Association
R Durrant

Nominees from each child care service
Kids' Campus Children's Centre (Kuring-gai)
S Mann (Treasurer)
D Lucas

Blackfriars Children's Centre (City)
J Karabin (Secretary)
M Paddon-Row

Magic Pudding Child Care Centre (City)
M Andersen
V Alexander

One nominee from the Australian Broadcasting Corporation
P Longman

UTS Union Ltd Board of Directors

(all directors are appointed by UTS Council)

Chair
Associate Professor G Riordan

Treasurer
Emeritus Professor A Moon

Third Council appointee
W Paterson

Staff directors
Associate Professor A Murphy
J Wise

Student directors
L Wainwright (President)
J Fox (Vice-President)
D Bark
D Butnaru
S Syed
B Turner
K Zreika

(the president and vice-president are elected by the board from among the student directors)

Chief Executive Officer
T O'Sullivan

FACULTY BOARDS AND COMMITTEES

FACULTY OF ARTS AND SOCIAL SCIENCES

Faculty Board in Arts and Social Sciences

Ex officio members

Dean (Chair)
Professor T van Leeuwen

Deputy Dean
Associate Professor G Riordan

Associate Dean (Teaching and Learning)
Dr P Allatson

Associate Dean (Research)
Professor L Farrell

Faculty Manager
P Hume

Academic Group Heads
Associate Professor J Dale
Professor A Jakubowicz
Professor R Johnston
Professor A Knight
Professor A Pennycook
Professor D Slade
Dr I Vanni

Academic Program Heads
Associate Professor P Aubusson
Dr R Flowers
K Gordon

Academic Head, Research Degrees
Dr K Schlunke

Nominated members (7)

Nominee of the University Librarian
Nominees of the DVC (Teaching, Learning and Equity): IML, ELSSA (2)
Members of the academic staff from the faculty boards of all other faculties (4)

Elected members (41)

Students (Education program) (2)
Students (Communication program) (2)
Students (International Studies program) (2)
Research students (2)
Professional staff (8)
Academic staff (25)

Faculty Advisory Committee

(The Faculty Advisory Committee is in the process of appointing a new chair and committee members. The below list is current until the new committee is confirmed.)

Faculty members

Dean
Professor T van Leeuwen

Deputy Dean
Associate Professor G Riordan

Associate Dean (Teaching and Learning)
Dr P Allatson

Associate Dean (Research)
Professor L Farrell

Faculty Manager
P Hume

Executive Officer
A Atkin

External members

C Hamilton (Chair)
T Alegounarias
B Baird
J Brogden
L Coombes
M Edwards
R Gibson
L Gribble
M Simons

FACULTY OF BUSINESS

Faculty Board in Business

(membership as at 1 November 2010)

Ex officio members

Dean (Chair)
Professor R Green

Deputy Dean
Professor T Taylor

Associate Dean (Teaching and Learning) and Director, Undergraduate Programs
Associate Professor C Bajada

Associate Dean (Research)
Professor S Taylor

Associate Dean (Postgraduate Programs) and Director, Graduate School of Business
Associate Professor C Burton

Executive Director, Faculty Administration
W Paterson

Director, Marketing and External Engagement
J Swain

Manager, Haymarket Student Centre
vacant

Heads of school

Accounting
Associate Professor P Wells

Finance and Economics
Professor T Hall

Leisure, Sport and Tourism
Associate Professor P Jonson

Management
Professor S Fox

Marketing (Acting)
Associate Professor S Burke

Nominated members

University Library
B Tiffen

Institute for Interactive Media and Learning
K Waite

Faculty of Design, Architecture and Building
K Orr

Faculty of Engineering and Information Technology
vacant

Faculty of Law
G Moore

Elected members

Accounting
Dr D Bond
Associate Professor D Brown
B Govendir
Dr P Sivabalan

Finance and Economics
Dr P Docherty
Dr D Goldbaum
Dr O Konstandatos
R Trayler

Leisure, Sport and Tourism
Dr C Foley
R Harris
Dr J Small
Dr M Watsford

Management
M Edwards
A Errington
Dr N Nikolova
K Spooner

Marketing
Dr P Burke
Dr C Ebling
A Newman
Dr G Massey

Administration staff
G Breach

Undergraduate students
M Ansell
H Dang

Postgraduate students
C Jones
E Mehmet

Clerk to faculty board
G Nath

Dean's Advisory Committee

Dean
Professor R Green

Deputy Dean
Professor T Taylor

Associate Dean (Teaching and Learning) and Director, Undergraduate Programs
Associate Professor C Bajada

Associate Dean (Research)
Professor S Taylor

Associate Dean (Postgraduate Programs) and Director, Graduate School of Business
Associate Professor C Burton

Executive Director, Faculty Administration
W Paterson

Director, Marketing and External Engagement
J Swain

Administration staff representative
S Ng

Academic staff representative
R Trayler

Heads of school

Accounting
Associate Professor P Wells

Finance and Economics
Professor T Hall

Leisure, Sport and Tourism
Dr P Jonson

Management
Professor S Fox

Marketing (Acting)
Associate Professor S Burke

FACULTY OF DESIGN, ARCHITECTURE AND BUILDING

Faculty Board in Design, Architecture and Building

Chair
Professor D Luscombe

Research Management Committee

This committee manages academic- and student-related issues.

Chair
Professor K Dorst

Teaching and Learning Quality Committee

Chair
Dr L McWhinnie

FACULTY OF ENGINEERING AND INFORMATION TECHNOLOGY

Faculty Board in Engineering and Information Technology

Ex officio members

Dean (Chair)
Professor H Nguyen

Associate Dean (Teaching and Learning)
to be advised

Associate Dean (Research and Development)
to be advised

Associate Dean (External Engagement)
to be advised

Associate Dean (International)
to be advised

Head (Acting), School of Civil and Environmental Engineering
Dr H Khabbaz

Head, School of Computing and Communications
Associate Professor E Lawrence

Head, School of Electrical, Mechanical and Mechatronic Systems
Professor J Zhu

Head, School of Software
to be advised

Head, School of Systems, Management and Leadership
Professor IT Hawryszkiewycz

Faculty Manager
D Knight

Manager, Faculty Academic Programs Office
T Moore

Nominated members (two-year term)

Nominee of the University Librarian
to be advised

Nominee of the Deputy Vice-Chancellor and Vice-President (Teaching, Learning and Equity)
to be advised

Nominee, Faculty of Arts and Social Sciences
Professor G Chowdhury

Nominee, Faculty of Business
to be advised

Nominee, Faculty of Science
to be advised

Elected members (two-year term)

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

School of Civil and Environmental Engineering
Associate Professor J Ball
Professor K Crews
C Wilkinson

School of Computing and Communications
Professor R Braun
Dr M Evans
Dr KF Navarro

School of Electrical, Mechanical and Mechatronic Systems
Dr A Al-Jumaily
Associate Professor D Eager
Professor G Dissanayake

School of Software
Associate Professor ML Huang
Associate Professor Y Pisan
Professor D Zowghi

School of Systems, Management and Leadership
to be advised

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

Elected student members (one-year term)

One undergraduate student enrolled in an engineering undergraduate program
W Gomez

One undergraduate student enrolled in an IT undergraduate program
E Ho

One postgraduate student enrolled in an engineering postgraduate program (coursework or research)
to be advised

One postgraduate student enrolled in an IT postgraduate program (coursework or research)
B Wood

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
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
M Kirby, Director
Global Ideas Group

Deputy Convener
R Slee, Vice-President
Oracle

Members
Adjunct Professor W Ariyaratne, Principal Bridge Engineer
RTA Operations

Dr J Best, Vice-President Technology and Research Development
Thales Australia

L Butterfield, Chief Executive Officer
McLachlan Lister Pty Limited

G Campbell, Non-Executive Director
Worley Parsons

R Clark, Chief Technology Officer
Alcatel-Lucent Australasia

Dr D Cook, Managing Director
Davcem Consulting Services Pty Ltd

W Cox, General Manager, Transport Asia-Pacific
Aurecon Group

K Daniel, Director
Optiscan Limited

Professor M Dureau, Executive Director
The Warren Centre, The University of Sydney

Dr S Farrugia, Vice-President Technology
ResMed Ltd

R Fowler, Vice-President, Borderless Networks
CISCO Systems

Paul Freeman, GM Asset Management
Sydney Water

B Grey, Group Managing Director, Advanced Manufacturing
CRC Ltd

J Hewitt, Managing Director
Yokogawa Australia Pty Ltd

D Hudson, Executive General Manager, Risk Management
Leighton Holdings Limited

Dr J Nutt, AM, former Chairman
Arup Pty Ltd

K Payten, SM, EUS Service Enablement
IBM

B Pentecost, AM, Director
Sydney Water

C Raine, Country President
Alstom Australia Limited

Dr K Schott, Managing Director
Sydney Water

Dr R Sharp, Principal
Arup Pty Ltd

W Southwood, Director
Wallaga Pty Ltd

Ian Storie, Business Development Manager, ANZ Industry Sector, Water Division
Siemens Limited

W Strachan, Group General Manager, NSW Water Solutions
NSW Department of Commerce

I Stuart, Project Manager, Munmorah & Bamarang Development Projects
Delta Electricity

R White, CEO
CargoWise

Adjunct Professor AC Wightley, Director
Wightley Engineering Pty Ltd

A Wong, National President
Australian Computer Society

FACULTY OF LAW

Faculty Board in Law

Ex officio members

Dean (Chair)

Professor J McKeough

Associate Dean (Teaching and Learning)

B Olliffe

Associate Dean (Research)

Professor L Hitchens

Professors

J Millbank

A Mowbray

P Redmond

Faculty Manager

to be advised

Nominated members

Nominee of Deputy Vice-Chancellor (Teaching, Learning and Equity)

to be advised

Nominee of University Librarian

B Tiffen

Nominee of the Dean from the Faculty Board in Arts and Social Sciences

to be advised

Nominee of the Dean from the Faculty Board in Business

to be advised

Nominee of the Dean from the Faculty Board in Nursing, Midwifery and Health

to be advised

Elected members

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

K Bubna-Litic

J Burn

S Carr-Gregg

K Gould

G Holland

F Johns

J Lancaster

G Moore

Dr S Palassis

M Scott

W Siow

P Stewart

A Stuhmcke

G Tian

Two support staff members elected by and from the support staff of the faculty

P Hoyte

M Lazarou

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

K Elali

J Kelly

D McDonald

M Shasha

Faculty of Law Executive Council

Ex officio members

Dean

Professor J McKeough

Faculty Manager
to be advised

External Engagement Manager
T St Vrain

External members
B McFadyen (Chair)
E Broderick
R Coombe
L Glanfield
G Kelly
The Hon. Justice K Lindgren
R McGeoch
G Punch

FACULTY OF NURSING, MIDWIFERY AND HEALTH

Faculty Board in Nursing, Midwifery and Health

Dean (Chair)
Professor J Daly

Faculty Manager (Secretary)
G Goodwin-Moore

Associate Dean (Teaching and Learning) (Acting)
J Gray

Associate Dean (Research) (Acting)
Professor C Duffield

All members of the professoriate

All academic staff (except those on PEP)

Academic Programs Manager
T Perera

Nominated members

Nominee of the Faculty Board in Business
Dr A Murphy

Nominee of the Faculty Board in Law
vacant

Nominee of the Faculty Board in Science
Dr D Van Reyk

Nominee of the Institute for Interactive Media and Learning
J Pizzica

Nominee of the University Librarian
J Chelliah

Elected members

One support staff member from the faculty
vacant

Four student members from the faculty
L Davey
T Hoffman
E Quinn
T Vaishnav

Faculty Courses Committee

Ex officio members

Associate Dean (Teaching and Learning) (Acting) (Chair)
J Gray

Academic Programs Manager (Secretary)
T Perera

Academic Clinical Advisor
J Forber

Director of International Activities
Dr C Waters

Director of Midwifery Studies
J Gray

Director of Health Services Management Programs
R Baldwin

Director of Postgraduate Nursing Studies
Associate Professor L Lock

Director of Undergraduate Nursing Studies
S Rochester

Faculty Librarian
J Van Balen

Academic Liaison Officer
F Rogan

Chair, Faculty Quality Committee
Dr C Waters

Elected members

Four members of academic staff
Dr M Carey
J Forber
A Wyllie
vacant

Research Committee

Ex officio members

Dean
Professor J Daly

Associate Dean (Research) (Chair)
Professor C Duffield

Doctoral Courses Coordinator
Associate Professor M Fry

Masters Honours Courses Coordinator
Associate Professor M Fry

Bachelor Honours Courses Coordinator
Dr R Gallagher

Research Manager
Dr J Funnell

Research Strength nominee
Associate Professor M Fry

Elected members

Director of centre (or nominee)
Professor D Elliott

Two academic staff members from the faculty
L Conlon (PEP)
vacant

Two professors elected from the professoriate
Professor M Foureur
Professor S McKinley

Dean's Advisory Committee

Ex officio members

Dean (Chair)
Professor J Daly

Faculty Manager (Secretary)
G Goodwin-Moore

Associate Dean (Teaching and Learning) (Acting)
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) (Acting)
Professor C Duffield

Academic Clinical Advisor
J Forber

Director of International Activities
Dr C Waters

Director of Health Services Management Programs
R Baldwin

Director of Midwifery Studies
J Gray

Director of Postgraduate Nursing Programs (Acting)
Associate Professor L Lock

Director of Undergraduate Nursing Studies
S Rochester

Elected representatives

Four members of academic staff
Associate Professor J Fenwick
Dr L Hamlin
R Smith

One member of support staff from the faculty
C Cannane

One professor elected from the professoriate
Professor V Wilson

Faculty Library Committee

Ex officio members

Faculty Librarian
J Van Balen

Elected representatives
vacant (2)

Quality Committee

Ex officio members

Quality Coordinator (Chair)
Dr C Waters

Associate Dean (Teaching and Learning) (Acting)
J Gray

Associate Dean (Research) (Acting)
Professor C Duffield

Director of Midwifery Studies
J Gray

Director of Undergraduate Nursing Studies
S Rochester

Director of Postgraduate Nursing Studies
Associate Professor L Lock

Director of International Activities
Dr C Waters

Academic Clinical Advisor
J Forber

Academic Programs Manager
T Perera

Elected members

Two academic staff members from the faculty
Dr C Waters
vacant

FACULTY OF SCIENCE

Faculty Board in Science

Dean (Chair)
Professor B Milthorpe

Associate Dean (Teaching and Learning)
Associate Professor A Piper

Associate Dean (Research and Development)
Professor G Skilbeck

General Manager, Faculty Administration (Acting)
C Carter

General Manager, Faculty Technical Services (Acting)
B Peters

Head of Department of Chemistry and Forensic Science
to be advised

Head of Department of Environmental Sciences
Professor W Gladstone

Head of Department of Mathematical Sciences
Dr B Moore

Head of Department of Medical and Molecular Biosciences
Professor A Simpson

Head of Department of Physics and Advanced Materials
Associate Professor MJ Ford

Director of Undergraduate Programs
Associate Professor P Meier

Professors

AT Baker
Department of Chemistry and Forensic Science

D Booth
Department of Environmental Sciences

I Charles
Director of The Ithree Institute

MB Cortie
Director of the Institute for Nanoscale Technology

D Eamus
Department of Environmental Sciences

JT Ellis
Department of Medical and Molecular Biosciences

G Nicholson
Department of Medical and Molecular Biosciences

A Novikov
Department of Mathematical Sciences

E Platen
Faculty of Business

CP Roux
Department of Chemistry and Forensic Science

DJ Street
Department of Mathematical Sciences

M Wallach
Department of Medical and Molecular Biosciences

Nominated members

Faculty of Business

Dr O Konstandatos

Faculty of Engineering and Information Technology

Professor R Braun

Faculty of Law

L Houston

Faculty of Nursing, Midwifery and Health

J Forbes

Institute for Interactive Media and Learning

S Housego

University Library (City campus)

J Chelliah

Elected members

Dr A Beavis
Department of Chemistry and Forensic Science

Dr G Caprarelli
Department of Environmental Sciences

Dr M Craddock
Department of Mathematical Sciences

Dr L de Filippis
Department of Environmental Sciences

Dr H Green
Department of Medical and Molecular Biosciences

Dr L Groen
Department of Mathematical Sciences

Dr P Hansen
Department of Medical and Molecular Biosciences

Dr G Heness
Department of Physics and Advanced Materials

Dr W Kalceff
Department of Physics and Advanced Materials

Dr J Kalman
Department of Chemistry and Forensic Science

Associate Professor L Kirkup
Department of Physics and Advanced Materials

Dr S Lal
Department of Medical and Molecular Biosciences

E Lidums
Department of Mathematical Sciences

Dr A McDonagh
Department of Chemistry and Forensic Science

Associate Professor K McGuffie
Department of Physics and Advanced Materials

Dr U Munro
Department of Environmental Sciences

Dr B Murray
Department of Environmental Sciences

Dr N Nassif
Department of Medical and Molecular Biosciences

Dr B O'Brien
Department of Medical and Molecular Biosciences

Dr C Poulton
Department of Mathematical Sciences

Professor X Qu
Department of Medical and Molecular Biosciences

Professor P Ralph
Department of Environmental Sciences

Dr J Schulte
Department of Physics and Advanced Materials

Dr L Sedger
Department of Medical and Molecular Biosciences

Dr T Sztynda
Department of Medical and Molecular Biosciences

Dr P Thomas
Department of Chemistry and Forensic Science

Dr S Valenzuela
Department of Medical and Molecular Biosciences

R Ward
Department of Chemistry and Forensic Science

Dr CD Wong
Department of Mathematical Sciences

Associate Professor C Zaslawski
Department of Medical and Molecular Biosciences

Support staff

Technical services

Dr B Booth

J Cameron

P Jones

P Lawrence

A Malecki

K McBean

B Peters

Dr R Shimmon

Student members

J Chou

S Dowdell

A Nguyen

P Soryal

Faculty Courses Committee

Associate Dean (Teaching and Learning) (Chair)
Associate Professor A Piper

Members

Associate Professor K Broady
Department of Medical and Molecular Biosciences
Dr M Coupland
Department of Mathematical Sciences
Dr L de Filippis
Department of Environmental Sciences
S Housego
Institute for Interactive Media and Learning
Dr J Kalman
Department of Chemistry and Forensic Science
Associate Professor L Kirkup
Department of Physics and Advanced Materials
Dr A Leigh
Department of Environmental Sciences
Associate Professor K McGuffie
Department of Physics and Advanced Materials
Associate Professor P Meier
Director of Undergraduate Programs
Dr B Moore
Department of Mathematical Sciences
Dr B O'Brien
Department of Medical and Molecular Biosciences
R Ward
Department of Chemistry and Forensic Science

Faculty Research Committee

Associate Dean (Research and Development) (Chair)
Professor G Skilbeck

Elected by faculty board

D Bishop
Postgraduate research student
C Carter
Research and Development Manager
Dr P Doble
Department of Chemistry and Forensic Science
Dr A Dowd
Department of Physics and Advanced Materials
Professor JT Ellis
Department of Medical and Molecular Biosciences
Associate Professor MJ Ford
Department of Physics and Advanced Materials
Associate Professor L Harry
Department of Medical and Molecular Biosciences
Dr A Leigh
Department of Environmental Sciences

Ex officio members

Professor MB Cortie
Dr S Lal
Professor E Platen
Professor P Ralph
Professor CP Roux
Professor AM Simpson
Professor H Stokes
Professor DJ Street

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, re-accreditation 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 5 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 7 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 7 days unless one third of the number of members or more indicate in writing before the expiration of the 7 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 (Teaching, Learning and Equity);

(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.

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 Registrar 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 5.1 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 Registrar 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 Registrar 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.

PRINCIPAL OFFICERS OF THE UNIVERSITY

Chancellor

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

Vice-Chancellor and President

Professor Ross Milbourne, BCom, MCom(Hons) (UNSW), PhD (Calif), FASSA, FAICD

Senior Deputy Vice-Chancellor and Senior Vice-President

Professor Peter J Booth, BEc (Sydney), GradDipEd (SydTeachColl), MEc (UNE), PhD (Griff), FCPA, CA

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

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

Deputy Vice-Chancellor and Vice-President (Research)

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

Deputy Vice-Chancellor and Vice-President (Teaching, Learning and Equity)

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

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

Anne Dwyer, BBus (CSturt)

Deputy Vice-Chancellor and Vice-President (Resources)

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

DEANS

Arts and Social Sciences

Professor Theo van Leeuwen, BA (Nederlandse Film Academie), MA(Hons) (Macq), PhD (Sydney)

Business

Professor Roy Green, BA LLB (Adel), PhD (Camb)

Design, Architecture and Building

Professor Desley Luscombe, BScArch, BArch(Hons), MArch, PhD (UNSW), FRAIA

Engineering and Information Technology

Professor Hung Nguyen, AM, BE(Hons), ME, PhD (UoN), FBCS, CITP, FIEAust, CPEng, SMIEEE

Law

Professor Jill McKeough, BA, LLB (UNSW), LLM(Hons) (Sydney), Barrister of the Supreme Court of New South Wales

Nursing, Midwifery and Health

Professor John Daly, RN, BHSc (RivIHE), BA, MEd(Hons) (UOW), PhD (SCU), GradCertEdMgmt (UNE), MACE, AFACHSE, FCN (NSW), FRCNA

Science

Professor Bruce Milthorpe, PhD (ANU), FBSE

University Graduate School (Acting)

Professor Nicky Solomon, MA (Sydney), DipEd (SydTeachColl), PhD (UTS)

FACULTY SENIOR STAFF

FACULTY OF ARTS AND SOCIAL SCIENCES

Dean and Professor

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

Associate Dean (Academic Programs) and Associate Professor

G Riordan, BEd (CCE), MEdAdmin (UNSW), PhD (Alta)

Associate Dean (Research and Development) and Professor

L Farrell, BA(Hons), MEd, PhD, DipEd (Monash)

Faculty Manager

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

Professors

W Bacon, BA (Melb), LLB (UNSW)

K Beilharz, BMus(Hons), PhD (Sydney), LTCL (Lond)

P Bell, BA(Hons), PhD (Sydney)

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

G Chowdhury, BSc(Hons), MSc, PhD (Jad), PhD (Sheff), FCLIP

L Farrell, BA(Hons), MEd, PhD, DipEd (Monash)

H Goodall, BA(Hons), PhD (Sydney), GradDipAdultEd (Cmnty) (UTS)

P Hager, BSc(Hons), BA(Hons), PhD (Sydney), DipEd (Tech) (SydTeachColl)

R Iedema, BA (Liv), MA, PhD (Sydney)

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

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

A Lee, BA(Hons), MEd (UTas), PhD (Murdoch)

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

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

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

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

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

Communication

Head

K Gordon, BA, DipTeach (Auck), GDipTESOL (SCAE), MA (Sydney)

Education

Head, Teacher Education Program and Associate Professor

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

Head, Adult Education Program

R Flowers, BA (Lond), MA (Freiburg), GradDipAdultEd (UTS)

International Studies

Head

P Allatson, BA (ANU), DipArtsVisual (CSA), GradDipVisArts, BA(Hons), PhD (UNSW)

FACULTY OF BUSINESS

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 (Teaching and Learning) and Associate Professor

C Bajada, BEc(Hons) (Macq), PhD (UNSW)

Associate Dean (Research) and Professor

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

Associate Dean (Postgraduate Programs) and Associate Professor

C Burton, BA (Sydney), GradDipGalMgt, GradDipLib, MA (UNSW), PhD (UTS)

Professors

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

R Carson, PhD (Calif)

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

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

S Clegg, BSc(Hons) (Aston), PhD (Brad), FASSA, DFANZAM, ASF, FBASS

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

T Devinney, BSc (Carnegie Mellon), MA, MBA, PhD (Chic)

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

J Edwards, BSc(Hons), PhD (Sydney)

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

S Fox, BA(Hons) (Hudd), PhD (Manc)

D Gallagher, PhD (Sydney)

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

S Gudergan, MBAEc (RWTH Aachen), PhD (AGSM)

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

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

M Keane, BS (MIT), MA, PhD (Brown)

J Louviere, BA (USL), MA (Nebraska), CertUrbTranPlan, PhD (Iowa)

A Marley, BSc (Birm), PhD (Penn)

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

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

A Murphy, BAppSc(Hons), PhD (SCU)

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

J Onyx, MA (Well), PhD (Macq)

A Pagan, PhD (ANU)

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

E Schlögl, DipVw, PhD (Bonn)

T Walter, BCom (UQ), PhD (UWA)

R Westwood, BA(Hons), MA (Sheff), PhD (Bath)

School of Accounting

Head and Associate Professor

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

School of Finance and Economics

Head and Professor

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

School of Leisure, Sport and Tourism

Head

P Jonson, LLB, BA(Hons) (Sydney), GradDiplLeisStud (KCAE), PhD (UTS)

School of Management

Head and Professor

S Fox, BA(Hons) (Hudd), PhD (Manc)

School of Marketing

Head and Associate Professor (Acting)

S Burke, MBA, PhD (Mich)

FACULTY OF DESIGN, ARCHITECTURE AND BUILDING

Dean and Professor

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

Associate Dean (Research) and Professor

K Dorst, PhD (TU Delft)

Associate Dean (Teaching and Learning)

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

Professors

T Barker, MStIDBE (Camb), MDes (Eng), BSc(Hons), FRCA, FRSA

K Beilharz, BMus(Hons), PhD (Sydney), LTCL (Lond)

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

K Dorst, PhD (TU Delft)

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

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

M O'Mahony, BA(Hons), PGDip (Edin)

A Sawhney, BEng, MBEM (Delhi), PhD (Alta)

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

School of Architecture

Head

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 Associate Professor

P Forsythe, BBuild(Hons), PhD (UNSW), Churchill Fellow

FACULTY OF ENGINEERING AND INFORMATION TECHNOLOGY

Dean and Professor

HT Nguyen, AM, BE(Hons), ME, PhD (UoN), FBCS, CITP, FIEAust, CPEng, SMIEEE

Associate Dean (Teaching and Learning)

to be advised

Associate Dean (Research and Development)

to be advised

Associate Dean (External Engagement)

to be advised

Associate Dean (International)

to be advised

Faculty Manager

D Knight, BA(Hons) (UQ), MEdLd (Macq), GradCertSocSc (UQ)

Professors

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

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

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

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

DB Lowe, BE(Hons), PhD (UTS), SMIEEE

J Lu, MAppSc (BeijingIT)

HT Nguyen, AM, BE(Hons), ME, PhD (UoN), FBCS, CITP, FIEAust, CPEng, SMIEEE

YL Pi, BE (Tongi), ME (Wuhan UT), PhD (UNSW)

M Piccardi, MEng, PhD (Bologna)

B Samali, BSc, MSc, DSc (GWU), MIEAust, CPEng, MASCE, MIABSE

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)

M Ying

C Zhang, BSc (Fudan), MSc (Jilin), PhD (UQ), DSc (Deakin), MAAAI, SMIEEE

N Zhang, BE (Northeastern), ME (SJTU), PhD (Tokyo)

JG Zhu, BE (JIT), MSc (Shanghai UT), PhD (UTS), SMIEEE

D Zowghi, BSc(Hons) (Essex), MSc, PhD (Macq)

School of Civil and Environmental Engineering

Head (Acting)

H Khabbaz, BSc(Hons), MSc (Shiraz), PhD (UNSW)

School of Computing and Communications

Head and Associate Professor

E Lawrence, BA (UQ), GradDipComComp (QUT), MBIT (USQ), DTech (Deakin), MACS, CCAI

School of Electrical, Mechanical and Mechatronic Systems

Head and Professor

JG Zhu, BE (JIT), MSc (Shanghai UT), PhD (UTS), SMIEEE

School of Software

Head

to be advised

School of Systems, Management and Leadership

Head and Professor

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

FACULTY OF LAW

Dean and Professor

J McKeough, BA, LLB (UNSW), LLM(Hons) (Sydney), Barrister of the Supreme Court of New South Wales

Associate Dean (Research) and Professor

L Hitchens, DipTeach (AMC), BA (Macq), LLB (UNSW), LLM (Lond)

Associate Dean (Teaching and Learning)

BM Olliffe, BA(Hons), LLB (Sydney), LLM (UTS), Solicitor of the Supreme Court of NSW

Professors

M Fraser, AM, BA(Hons) (Sydney), LLB(Hons) (UTS), FAICD, Solicitor of the Supreme Court of New South Wales and Australian Capital Territory

L Hitchens, DipTeach (AMC), BA (Macq), LLB (UNSW), LLM (Lond)

I Karpin, BA, LLB (Sydney), LLM (Harv), JSD (Col)

J McKeough, BA, LLB (UNSW), LLM(Hons) (Sydney), Barrister of the Supreme Court of New South Wales

J Millbank, BA, LLB(Hons) (Sydney), LLM (BrCol), Barrister of the Supreme Court of New South Wales

A Mowbray, BSc, LLB (UNSW), MSc (UTS), MACS, SMIEEE, AFAIM, MACE, Solicitor of the Supreme Court of New South Wales and Australian Capital Territory

P Redmond, BA, 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

FACULTY OF NURSING, MIDWIFERY AND HEALTH

Dean and Professor

J Daly, RN, BHSc (RivIHE), BA, MEd(Hons) (UOW), PhD (SCU), GradCertEdMgmt (UNE), MACE, AFACHSE, FCN (NSW), FRCNA

Associate Dean (Teaching and Learning) and Professor

D Dignam, RN, BA, DipSocSci, PhD (Massey)

Associate Dean (Research) (Acting) and Professor

C Duffield, RN, BScN (WOnt), DipNEd (Armidale), NHP, PhD (UNSW), FAICD, FCHSE, FRCNA

Professors

P Brodie, RM, RN, BAHSc (UWS), MN, DMid (UTS)

L Chenoweth, RN, GradCertTeachLearn, DipRec, BA (UTS), MA(Hons) (Sydney), MA (Adult Ed) (UTS), PhD (Sydney), FRCNA

J Crisp, RN, BA(Hons), PhD (Macq), FCN (UNSW)

J Daly, RN, BHSc (RivIHE), BA, MEd(Hons) (UOW), PhD (SCU), GradCertEdMgmt (UNE), MACE, AFACHSE, FCN (NSW), FRCNA

D Dignam, RN, BA, DipSocSci, PhD (Massey)

C Duffield, RN, BScN (WOnt), DipNEd (Armidale), NHP, PhD (UNSW), FAICD, FCHSE, FRCNA

D Elliott, RN, BAppSc (Curtin), MAppSc, PhD (Sydney)

M Foureur, RN, RM, BA (Flin), GradDipClinEpidem, PhD (UoN), FACM

C Fowler, RN, RM, CM'craft, DipTeachNurs (SCAE), BEd, MEd, PhD (UTS)

C Homer, RM, RN, MN, MMedSc(ClinEpi) (Sydney), PhD (UTS)

S McKinley, RN, BAppSc (Lincoln), PhD (La Trobe), FAHA

L Perry, RN, DipProfNurs, CertEd, MSc (HlthMgmt) (Exe), PhD (Lond)

J Stein-Parbury, RN, BSN, MEd (Pitt), PhD (Adel), FRCNA

V Wilson, RN, RSCN, BEdSt, MN, PhD (Monash)

FACULTY OF SCIENCE

Dean and Professor

B Milthorpe, PhD (ANU), FBSE

Associate Dean (Research) and Professor

G Skilbeck, BSc(Hons), PhD (Sydney), MAIG

Associate Dean (Teaching and Learning) and Associate Professor

A Piper, BSc(Hons) (Monash), DPhil (Oxf)

Professors

AT Baker, BSc(Hons), PhD (UNSW), CChem, FRACI, FAICD

D Booth, BSc(Hons) (Sydney), MSc (Qu), PhD (Oregon State)

LC Botten, BSc(Hons), PhD (UTas), FAIP, FAustMS, MACS, MOSA

I Charles, BSc(Hons) (St And), PhD (Leic)

MB Cortie, BSc (Eng), MEng (Pret), PhD (Wits)

D Eamus, BSc(Hons) (Sus), PhD (Wales)

JT Ellis, BSc(Hons) (R'dg), PhD, DSc (Liv)

W Gladstone, BSc(Hons) (UNSW), PhD (Macq)

A Huete, BSc(Hons) (UAZ), MSc (UC Berkeley), PhD (UAZ)

M Kuhl, MSc, PhD (Aarhus)

B Milthorpe, PhD (ANU), FBSE

G Nicholson, BSc(Hons), PhD (Sydney), GradCertHigherEd (UTS), MIST

A Novikov, DSc (Steklov)

M Phillips, BSc (UNSW), PhD (UTS)

E Platen, MSc, PhD (Dresden)

P Ralph, BAppSc (NSWIT), MAIBiol, PhD (UTS)

X Qu, BMed (Beijing), NMed (BUCM), PhD (Sydney)

CP Roux, BSc, PhD (Lausanne), MFSS, MIAI, MANZFSS, MAAFS

AM Simpson, BSc(Hons), PhD (Sydney)

G Skilbeck, BSc(Hons), PhD (Sydney), MAIG

NCD Smith, BSc(Hons), PhD (ANU)

HW Stokes, BSc(Hons), PhD (Monash)

DJ Street, BSc(Hons) (UQ), PhD (Sydney), FTICA

M Wallach, BSc (Mich), PhD (HUJI)

G Wang, BE (Zhejiang UT), ME (Jiangsu), PhD (UOW)

Q Yu, BSc (NIM), MSc (Beijing), PhD (Nanjing)

Department of Chemistry and Forensic Science

Head and Associate Professor

to be advised

Department of Environmental Sciences

Head and Professor

W Gladstone, BSc(Hons) (UNSW), PhD (Macq)

Department of Mathematical Sciences

Head

B Moore, BSc(Hons), MSc (Sydney), PhD (Camb)

Department of Medical and Molecular Biosciences

Head and Professor

AM Simpson, BSc(Hons), PhD (Sydney)

Department of Physics and Advanced Materials

Head and Associate Professor

M Ford, BSc(Hons), PhD (S'ton)

SENIOR EXECUTIVE

VICE-CHANCELLOR AND PRESIDENT

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

DIVISION OF THE SENIOR DEPUTY VICE-CHANCELLOR AND SENIOR VICE-PRESIDENT

Senior Deputy Vice-Chancellor and Senior Vice-President

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

Jumbunna Indigenous House of Learning

Director (Acting) and Professor

L Behrendt, LLB, BJuris (UNSW), LLM, SJD (Harv), admitted to the Supreme Court of NSW

Planning and Quality Unit

Director

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

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

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

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

Alumni and Development

Director

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

Alumni Relations Office

Manager, Alumni Relations

A Brooks, BA (Comm) (UTS), GradCert (Mktg) (Monash)

Development Office

Development Managers

H Bone, BMus (Sydney), GradDipM (UTS)

E Charlton, BA (Melb)

J Fleetwood, BA(Hons) (Ulster), CPE (Northumbria)

M Smith, BA(Hons) (Sydney), MM (UTS)

Manager, Prospect Development

C McCarthy, BA, PhD (Dub)

External Engagement

Director, External Engagement

G Bhalla, BSc(Hons) (Lough), ACA (Lond)

International Engagement

Director

M Liu, BA (BFSU), MA (UNSW)

UTS International

Director

TA Chuah, BA (Macq), AFAIM

UTS Shopfront

Director and Associate Professor

P Ashton, BA(Hons), DipEd, PhD (Macq), PHA

Program Manager

P O'Loughlin, BA (UTS)

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

Deputy Vice-Chancellor and Vice-President (Research)

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

Research and Innovation Office

Director

J Francis, BA, GradDipUrbStd, GradDipEnvStd (Macq)

University Graduate School

Dean (Acting) and Professor

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

Institute for Sustainable Futures

Director and Professor

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

Centre for Local Government

Director and Professor

G Sansom, MA (Oxf), MTCP (Sydney), FPIA

DIVISION OF THE DEPUTY VICE-CHANCELLOR AND VICE-PRESIDENT (TEACHING, LEARNING AND EQUITY)

Deputy Vice-Chancellor and Vice-President (Teaching, Learning and Equity)

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

ELSSA Centre

Director

to be advised

Equity and Diversity Unit

Director

J Stoddart, CQSW, MA (UK)

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

M Evers, BA, LLB (Macq), MDR(Hons), GradCertHEd (UTS), Solicitor of the Supreme Court of New South Wales

Student Services Unit

Director

B Smout, BA(Hons) (Macq), MAPsS

University Library

University Librarian

A Byrne, BE (Elec) (Sydney), GradDipLib, GradDipAdvLib (CCAE), MA (Canberra), PhD (Sydney), FALIA

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

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

A Dwyer, BBus (CSturt)

Creative Industries Innovation Centre

Director

L Colley, MM (UTS)

Human Resources Unit

Director

J Gilmore, BA(Hons) (Sydney), MComm (EmpRel) (UWS)

Information Technology Division

Director, IT Client Services

C Cahill, GradDipInfSys (CSU)

Director, IT Infrastructure and Operations

P James

Marketing and Communication Unit

Director

J Wise, MMgmt (Mktg) (MGSM)

Registrar

Registrar

J Hartigan, BA, LLB (Sydney), MDR (UTS)

Governance Support Unit

Director

DMS Pacey, BBus, GradCertMgmt, GradDipBus (CSU)

Student Administration Unit

Director (Acting)

K Blyth, BA (Cant), MBA, GradDipMgt (Henley)

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

Commercial Unit

Commercial Director and Managing Director, accessUTS

B McRae, CA, FCPA

Facilities Management Operations

Director

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

Financial Services Unit

Chief Financial Officer

F Laezza, BBus (UTS), MBA (UOW)

Program Management Office

Director

N Oliver, BSc, FRICS

RELATED ENTITIES

accessUTS Pty Limited

(see entry under UTS Commercial, Division of the Deputy Vice-Chancellor and Vice-President (Resources))

INSEARCH Ltd

Managing Director

A Murphy, BA(Hons) (Sydney)

UTS Union Ltd

Chief Executive Officer

T O'Sullivan, BA (Sydney), LLB (ANU)

2 > SERVICES AND FACILITIES

Studying at UTS 50
- UTS Student Centres 50
- Student Administration Unit 50
- UTS International 50
- Rules and policies 51
- Prizes and awards 51
- Australian Technology Network 51
- INSEARCH Ltd 51

Services at UTS 52
- University Library 52
- IT facilities and services 52
- Student services 52
- UTS:Alumni 53

Student support 53
- Chemistry Learning Resources Centre 53
- Jumbunna Indigenous House of Learning 53
- Mathematics and ICT Study Centre 53
- Physics Learning Centre 53
- Scholarships 53
- Student Ombud 53

Campus life 54
- Child care 54
- Co-op Bookshop 54
- Environment, health and safety 54
- Equity and diversity 54
- Facilities hire 54
- Radio 2SER (107.3 FM) 54
- Students' Association 54
- Student participation in University governance 54
- Sustainability 55
- Transport 55
- UTS Union Ltd 55
- UTS Gallery and Art Collection 55
- UTS Archives — University Records 55

STUDYING AT UTS

UTS Student Centres

The five UTS Student Centres, at City and Kuring-gai campuses, 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)

or +61 2 9514 1222

fax +61 2 9514 1200

Service Desk https://servicedesk.uts.edu.au

www.sau.uts.edu.au

City campus

Communication; Engineering

Building 1 Student Centre
CB01.4 — level 4 (foyer), Building 1
15 Broadway, Ultimo

Design, Architecture and Building; Science

Building 6 Student Centre
CB06.4 — level 4, Building 6
702–730 Harris St, Ultimo

Education; Information Technology; Nursing, Midwifery and Health

Building 10 Student Centre
CB10.2 — level 2 (foyer), Building 10
235 Jones St, Ultimo

Business; Law (undergraduate)

Haymarket Student Centre
CM05.1 — level 1, block C, Building 5
cnr Quay St and Ultimo Rd, Haymarket

Business; Law (postgraduate)

Haymarket Student Centre
CM05.5 — level 5, block B, Building 5
cnr Quay St and Ultimo Rd, Haymarket

Kuring-gai campus

Kuring-gai Student Centre

KG01.5 — level 5 (foyer), Building 1
Eton Rd, Lindfield

Opening hours

UTS Student Centre opening hours are available at:

www.uts.edu.au/students/centres.html

Postal address

UTS Student Centre
University of Technology, Sydney
PO Box 123
Broadway NSW 2007

Student Administration Unit

The Student Administration Unit is responsible for the administrative processes associated with the UTS Student Centres, admission, enrolment, assessment and progression of all undergraduate and postgraduate coursework students, non-award and cross-institutional students, and administration of the timetable, student records, fees and charges. It is also responsible for collecting and distributing a wide range of information for prospective and enrolled students and promoting the University to students generally.

The Student Administration Unit also implements the rules relating to students (published in chapter 5).

Further information on all aspects of student administration is available from the UTS: Handbook at:

www.handbook.uts.edu.au/general

Further information on the Student Administration Unit is available at:

www.sau.uts.edu.au

UTS International

UTS International is the focal point for all inquiries from international students. It provides advice and assistance about visa renewal and compliance, health cover, enrolment/re-enrolment, course options, application procedures, scholarships, study abroad and international exchange.

UTS International is the largest Sydney test centre for the International English Language Testing System (IELTS) test. The IELTS test is a preferred test for entry to Australian universities.

Together with the Student Services Unit, UTS International offers a comprehensive orientation and preparation program for all new international students. The program is designed to help students adjust to their new environment and make their academic and social life at UTS as rewarding as possible. There are international student advisers in UTS International who are available to assist students with personal, practical and academic issues.

UTS International also provides advice about overseas study opportunities available to current students through the UTS global exchange program and the BUiLD international leadership program. Regular information sessions are held during each teaching semester to promote study opportunities at partner universities, global exchange application procedures and funding options. UTS International gives ongoing support to UTS students enrolled at exchange partner institutions and assists students to organise credit transfer upon their return to Australia.

UTS International provides project management support and services to faculties and institutes to facilitate their development and academic management of UTS courses offered outside Australia.

www.uts.edu.au/international

Rules and policies

UTS is committed to providing an education that enables students to reach their full intellectual, personal and career potential, and to offering a wide range of support programs and services that optimise students' academic success and employability.

This goal can only be met if all students honour their responsibilities to their studies and respect the rights of other students and staff.

The rules are published in chapter 5 and are also available at:

www.gsu.uts.edu.au/rules

The rules should be read in conjunction with the Student Charter, which outlines the rights and responsibilities staff and students have to each other and to the University community.

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

The University's policies are available at:

www.gsu.uts.edu.au/policies

Prizes and awards

Prizes are awarded each year to students in the University for meritorious work. These are made available through the generosity of private individuals and public organisations. They are offered each semester, 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.

A searchable database of prizes and awards is available at:

www.uts.edu.au/study/scholarships

A complete listing of all prizes and awards, separated by course area, is available at:

http://datasearch.uts.edu.au/study/scholarships/prizes.cfm

The University's policy and procedures for the administration of prizes are available at:

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

The University's guidelines for the acceptance of new prizes are available at:

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

University medal

A University medal may be awarded to a graduating student who has demonstrated exceptional merit.

Further information on the University medal is available in rule 13.8 of the Student and Related Rules.

The guidelines for the award of UTS medals are available at:

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

Australian Technology Network

The Australian Technology Network (ATN) is a union between five leading Australian universities who share a history of working with industry and a united vision for the future. These universities are:

- Curtin University of Technology
- Queensland University of Technology
- Royal Melbourne Institute of Technology
- University of South Australia
- University of Technology, Sydney.

Together, these universities teach more than 180,000 students, or 20 per cent of the Australian university system, with one in four international students choosing to study at an ATN university. What distinguishes ATN universities is the way they use their links with industry and the latest technology to provide professional courses.

The ATN's aim is to contribute to Australia's social and economic wealth, while championing the principles of access and equity that have ensured its members are the universities of first choice for more students.

www.atn.edu.au

INSEARCH Ltd

INSEARCH is a registered non-self accrediting higher education institution and a pathway provider to UTS. Its board of directors set high standards in corporate behaviour, teaching excellence and student care. INSEARCH is a controlled entity of UTS.

INSEARCH's vision is 'to bring university within reach of more people across the world'. INSEARCH has been educating students for over 30 years and is an important part of the UTS community. INSEARCH students have access to UTS facilities, which enables them to experience university life. The majority of INSEARCH diploma courses provide up to 48 credit points of advanced standing, which is equivalent to one year of study at UTS.

INSEARCH offers pathways to UTS in the areas of architecture, business, communication, design, education, engineering, information technology, law, nursing and science.

INSEARCH offers a range of English programs, diploma courses and now, on behalf of UTS, UTS Foundation Studies. INSEARCH offers English language courses for students wishing to improve their spoken, written and academic English skills, including:

- Direct Entry English Program (DEEP)
- Academic English Program (AEP)
- General English
- IELTS Preparation.

INSEARCH is a well-known publisher of IELTS preparation materials that are published in countries across the Asia–Pacific and the sub-continent and distributed globally. INSEARCH has partnered with Australia Network, the Asia–Pacific arm of the Australian Broadcasting Corporation, to produce *Study English–IELTS Preparation* and *Passport to English*, popular with those students preparing for their IELTS test.

www.insearch.edu.au

SERVICES AT UTS

University Library

As a leading, internationally recognised, technological university library, UTS Library supports students and academics through their learning, research and teaching. The library shows leadership 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.

As a member of both the Council of Australian University Librarians and the Libraries of the Australian Technology Network of Universities, UTS Library participates in the annual statistical collection and in benchmarking. UTS Library ranks above the median on collection data and is rated consistently high in student satisfaction and research student satisfaction surveys.

The library houses more than 37,000 online journal titles and 40,000 electronic books as well as more than 870,000 books, journals and audiovisual items in its two campus libraries.

Through its website, the library provides access to an extensive range of resources including:

- an online catalogue
- general and subject-specific databases
- UTS exam papers, lecture notes and prescribed reading
- tutorials, tours and workshops
- referencing and writing
- borrowing and renewals
- BONUS+, a resource-sharing project that enables the lending of selected library materials between various universities
- Ask a Librarian
- links to other Australian and overseas library catalogues
- links to a wealth of resources available on the internet.

The library is now on Facebook, Twitter, YouTube and Flickr.

The library aims 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 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.

The library also provides support for students to develop skills and capabilities that assist them not only with the challenges of study but also later in the workplace. UTS Library has a collection of online self-learning modules designed to enhance skills in assignment writing, project management, teamwork, ethics, academic writing and speaking, referencing, statistics, mathematics and information skills.

telephone +61 2 9514 3666

www.lib.uts.edu.au

UTSeScholarship

UTSeScholarship provides an avenue for the publication of scholarly output through UTSePress. UTSePress publishes scholarly journals, books and conference proceedings, which are peer reviewed and growing in reputation and impact. UTSiResearch provides a secure, stable, digital home for the scholarly output of the University's staff and, where appropriate, students. They are harvested by and searchable via Google Scholar. UTSeScholarship is also home to the Australian Social Sciences 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 academic and administrative areas of the University.

IT support centres are the first point of contact for staff and students with computing problems or inquiries. Customer support officers are available to assist with problems relating to any of the UTS general access computing facilities or UTS laboratory access and email accounts.

Computer laboratories for students are available at the City and Kuring-gai campuses. Students can choose from Apple Macintosh and Windows PC laboratories.

To search the IT support centre knowledge base, or to log a request, go to the Service Desk:

https://servicedesk.uts.edu.au

telephone +61 2 9514 2222

www.itd.uts.edu.au

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 and make provision for students with special needs. Visiting chaplains and worship rooms are available to students. All services are strictly confidential.

www.ssu.uts.edu.au

UTS:Alumni

UTS:Alumni develops and maintains relationships between UTS and members of its alumni community, including graduates of the University and its antecedent institutions, former staff, friends and supporters.

UTS:Alumni strives to facilitate and nurture enduring and mutually beneficial partnerships between members of the alumni community and the University.

Alumni can:

- access a range of alumni services and participate in networking activities
- access discounts and free offers
- attend events to enhance career development
- receive the bi-annual alumni magazine *Tower* and monthly electronic newsletter *e:Connect*
- join local and international alumni networks.

Around 150,000 UTS graduates can be found working across the professions, in government, private business, the arts and the community sector — many in senior leadership roles — around the globe. UTS:Alumni provides meaningful opportunities for University graduates to stay connected with UTS.

www.alumni.uts.edu.au

UTS:Development

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.

Contact the Development Office to support the work of UTS.

telephone +61 2 9514 9825

UTS:External Engagement

External engagement assists and facilitates long-term, mutually beneficial relationships with large organisations to ensure research at UTS and its graduates remain relevant to industry.

UTS works with strategic partners such as IBM, Kimberly Clark, Agilent, Deloitte and Telstra.

www.uts.edu.au/bc

STUDENT SUPPORT

Chemistry Learning Resources Centre

The Chemistry Learning Resources Centre assists students in undergraduate courses in the faculties of Business; Engineering and Information Technology; Nursing, Midwifery and Health; and Science.

www.science.uts.edu.au/clrc

Jumbunna Indigenous House of Learning

Jumbunna Indigenous House of Learning provides a range of learning support services to Indigenous students studying at UTS.

Services include the Indigenous tutorial assistance scheme; academic and cultural support; supplementary coursework assistance; help with accessing scholarships; administering the Indigenous admissions program; and the faculty liaison officer program, which is aimed at increasing the retention and completion rates of Indigenous students studying at UTS.

toll free 1800 064 312

www.jumbunna.uts.edu.au

Mathematics and ICT Study Centre

The Mathematics and ICT Study Centre offers free assistance with mathematics, statistics and basic computing to students from all faculties. The centre also assists students with common computing packages such as spreadsheets, Mathematica, Minitab and SPSS.

The centre runs subjects to assist with particular courses and also runs short bridging courses in mathematics, statistics and computing, and a volunteer peer tutoring program.

www.science.uts.edu.au/facilities/centre/maths.html

Physics Learning Centre

The Department of Physics and Advanced Materials operates a drop-in Physics Learning Centre (as demand requires) on level 13 of the Tower Building at City campus, Broadway. Academic staff members are available at certain times during the semester to assist students with their first-year physics studies.

www.science.uts.edu.au/facilities/centre/physics.html

Scholarships

UTS offers many scholarships annually to thousands of UTS students. Scholarships vary considerably in terms of their purpose, eligibility criteria and amount.

www.uts.edu.au/study/scholarships

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

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, the UTS Union, the 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. The Kids' Campus Children's Centre is situated on Kuring-gai campus.

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 Bookshop is a membership-based, not-for-profit organisation, dedicated to providing the widest range of learning resources for its members at the best possible prices.

The Co-op Bookshop has more than 50 years experience and branches located around Australia. Online shopping is available with free standard delivery in Australia. The bookshop is at both City and Kuring-gai campuses and stocks all UTS texts and recommended readings, along with a large range of fiction and non-fiction titles, software, calculators and gifts.

www.coop-bookshop.com.au

Environment, health and safety

The University is committed to providing a safe and healthy workplace for students, staff, contractors and visitors, and to adopting a socially responsible approach towards protecting and sustaining the environment. Staff and students must take reasonable care of themselves and others, cooperate with steps taken to protect health and safety and not wilfully place at risk the health, safety or wellbeing of others.

www.safetyandwellbeing.uts.edu.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, family responsibilities, 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

Facilities hire

UTS has a wide variety of facilities that are available for hire by external clients, faculties and other internal groups for purposes such as conferences, seminars, workshops, launches and private functions. Facilities are available at both City and Kuring-gai campuses.

www.facilitieshire.uts.edu.au

Radio 2SER (107.3 FM)

UTS, in conjunction with Macquarie University, operates Sydney Educational Broadcasting Ltd (radio 2SER-FM), an independent and non-commercial radio station.

2SER has been broadcasting across the Sydney metropolitan area, reaching as far as the Blue Mountains and Wollongong, since 1 October 1979.

2SER's charter is based on a commitment to social justice, lifelong learning, an independent media and the use of radio as a creative medium.

Both UTS and Macquarie University contribute an annual grant to 2SER. The station also relies upon revenue raised via programming, sponsorship, fundraising events and subscription.

In addition to a small team of paid staff, around 200 volunteers (including UTS staff and students) are involved in producing and presenting around 100 programs each week. 2SER features many music, arts and current affairs programs, as well as community-based, non-English language programs on Sundays.

2SER provides training courses for its volunteers, which cover all facets of program-making and certificate-level courses via its radio school.

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. Every UTS student has the right to stand for election to the SRC and to 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 SA also operates a second-hand textbook shop and a student newspaper, *Vertigo*, and facilitates student support by providing various information, education and action campaigns to benefit students.

www.sa.uts.edu.au

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. The following existing Council groups have at least one student member: Student/Council Liaison Group and Equity Reference 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. Student membership on the Academic Board is for a one-year term.

Faculty boards

Each of the seven faculties 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.

Sustainability

UTS is committed to sustainability and embedding it in the University's teaching and learning, research and throughout its operations.

UTS formally reported on its greenhouse gas emissions for the first time in 2009, in accordance with *National Greenhouse and Energy Reporting Act 2007* requirements. UTS also committed to an ambitious total greenhouse gas reduction target of 25 per cent by 2020-21, compared to 2007 emissions.

In 2010, the emphasis of the sustainability team was on the implementation of the University's sustainability strategies and the three-year energy audit implementation plan. Sustainability principles are also integrated into the design of new buildings associated with the City campus master plan.

www.green.uts.edu.au

Transport

Bicycle storage

Bicycle racks are located outside major buildings and are often covered by a security camera.

Parking

There is no student parking available at City campus, Broadway. Commercial parking facilities are available in Quay Street, Building 10 (Jones Street), the Entertainment Centre and the Broadway Shopping Centre. Student parking is available on the Kuring-gai campus for a fee.

The Vice-Chancellor's Operational Directive regarding UTS parking applies to all staff, students and visitors. The directive is available at:

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

Shuttle bus services

The University operates a number of shuttle bus services.

The Kuring-gai shuttle bus service is a courtesy service and is available to all UTS students and staff.

The Security Services shuttle bus service is a courtesy service that is available to all UTS students and staff. The service travels between the Haymarket, City campus buildings and student housing (Geegal, Bulga-Ngurra and Gumal Ngurra).

Timetables for shuttle bus services are available from:

www.fmu.uts.edu.au/campus/transport/security-bus.html

UTS Union Ltd

UTS Union Ltd enhances the quality of student life and broadens the learning experiences of the UTS community. It provides a range of non-academic services and facilities at all campuses including more than 100 clubs and societies, a diverse live entertainment and events calendar, food outlets, bars, a newsagency and other retail outlets, function and catering services, a member benefit program, publications, sport and fitness amenities, including a fully equipped gymnasium, and a comprehensive sport and recreation program. The union also offers sports scholarships and a wide range of grants for sporting, social and cultural purposes and provides financial assistance to UTS Child Care Inc and University events, including orientation, information and advisory days. Off campus, the union provides access to a licensed restaurant and bar at the UTS Haberfield Club.

The union 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. The union employs approximately 200 casual and permanent staff, headed by the CEO.

www.utsunion.uts.edu.au

UTS Gallery and Art Collection

The UTS Gallery is a dedicated public gallery committed to presenting innovative work by artists, designers and architects with a focus on critical practices that reflect and engage with contemporary issues. Refurbished in 2008, the gallery presents an annual exhibition program across a broad range of media, by professional practitioners from Australia and overseas — incorporating curated, solo and collaborative projects.

The UTS Art Collection performs a key role in the University community and the wider public, creating the opportunity to appreciate and interact with significant works of art. The collection comprises a diverse range of paintings, prints, photographs and sculptures primarily by late 20th century and contemporary Australian artists. The works are displayed in public spaces and rotated throughout University campuses.

www.utsgallery.uts.edu.au

UTS Archives — University Records

The UTS Archives is a repository of historical records of the University. The holdings include records of the New South Wales Institute of Technology, the Kuring-gai College of Advanced Education and its predecessors. Types of records held include photographs, official publications, files, committee records and ephemera such as posters.

University Records staff provide advice on storage, preservation and disposal of the University's records as well as reference and retrieval services. The resources of the archives are available for use by UTS staff. Members of the public who wish to access the archives need to apply to the coordinator, University Records (access to the archives by members of the public is by appointment only).

www.records.uts.edu.au

3 > TEACHING AND RESEARCH

Faculties 58
Faculty of Arts and Social Sciences 58
Faculty of Business 59
Faculty of Design, Architecture and Building 59
Faculty of Engineering and Information Technology 60
Faculty of Law 60
Faculty of Nursing, Midwifery and Health 61
Faculty of Science 61
Other academic units 62
ELSSA Centre 62
Jumbunna Indigenous House of Learning 62
University Graduate School 62
UTS Shopfront 62
Research and Innovation Office 63
accessUTS Pty Limited 63
University research strengths 63
Business innovation 63
Centre for Corporate Governance 63
Centre for Management and Organisation Studies 63
Centre for the Study of Choice 63
Quantitative Finance Research Centre 64
Communication and intelligent systems 64
Centre for Human Centred Technology Design 64
Centre for Quantum Computation and Intelligent Systems 64
Centre for Real-Time Information Networks 64
Creative and civil societies 64
Centre for Contemporary Design Practices 64
Centre for Creative Practice and Cultural Economy 64
Centre for Forensic Science 64
Centre for Research in Learning and Change 64
China Research Centre 65
Cosmopolitan Civil Societies Research Centre 65
Law Research Centre 65
Strengthening Indigenous Communities 65
Transforming Cultures 65
Future services and industries 65
Centre for Innovation in IT Services Applications 65
Centre for Intelligent Mechatronic Systems 65
Institute for Nanoscale Technology 65
Health futures 66
Centre for Health Economics Research and Evaluation 66
Centre for Health Technologies 66
Health Services and Practice 66
The ithree Institute 66
Sustainability and the built environment 66
Centre for Built Infrastructure Research 66
Centre for Environmental Sustainability 66
Centre for Technology in Water and Wastewater 66
Institute for Sustainable Futures 66
Plant Functional Biology and Climate Change Cluster 67
Cooperative Research Centres 67
Capital Markets Cooperative Research Centre 67
Cooperative Research Centre for Contamination Assessment and Remediation of the Environment 67
Cotton Catchment Communities Cooperative Research Centre 67
ARC Centres of Excellence 68
ARC Centre of Excellence for Population Ageing Research 68
ARC Centre of Excellence for Ultrahigh-bandwidth Devices for Optical Systems 68
National Centre for Groundwater Research and Training 68
ARC research networks 68
ARC Asia–Pacific Futures Network 68
ARC Financial Integrity Research Network 68
ARC Network for Parasitology 68
Other national centres 69
Australian Centre of Excellence for Local Government 69
Creative Industries Innovation Centre 69
National Centre of Excellence in Desalination 69
NSW state centre 69
Designing Out Crime Design Research Centre 69
UTS centres 70
Asia–Pacific Centre for Complex Real Property Rights 70
Australian Centre for Event Management 70
Australian Centre for Independent Journalism 70
Australian Centre for Olympic Studies 70
Australian Centre for Public Communication 70
Australian Centre for Public History 70
Centre for Australian Community Organisations and Management 71
Centre for Child and Youth: Culture and Wellbeing 71
Centre for e-Business and Knowledge Management 71
Centre for Ecotoxicology 71
Centre for Electrical Machines and Power Electronics 71
Centre for Health Communication 71
Centre for Health Services Management 71
Centre for Information and Knowledge Management 72
Centre for Local Government 72
Centre for Media Arts Innovation 72
Centre for Midwifery, Child and Family Health 72
Centre for New Writing 72
Paul Woolley Centre for Capital Market Dysfunctionality 73
Institutes 73
Institute for Interactive Media and Learning 73
Institute for Sustainable Futures 73
Other organisations 74
Australasian Legal Information Institute 74
Australian Technology Park Innovations Pty Ltd 74
APACE Village First Electrification Group 74
UTS Training and Development Services 74

FACULTIES

UTS conducts its teaching and research programs principally through the following seven faculties:

- Faculty of Arts and Social Sciences
- Faculty of Business
- Faculty of Design, Architecture and Building
- Faculty of Engineering and Information Technology
- Faculty of Law
- Faculty of Nursing, Midwifery and Health
- Faculty of Science.

Each faculty is responsible for course areas across a number of key disciplines, and all faculties offer courses in conjunction with other faculties.

Course areas

UTS offers undergraduate and postgraduate courses in the following 10 course areas:

- UTS: Business
- UTS: Communication
- UTS: Design, Architecture and Building
- UTS: Education
- UTS: Engineering
- UTS: Information Technology
- UTS: International Studies
- UTS: Law
- UTS: Nursing, Midwifery and Health
- 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 courses in three broad areas: communication, education and international studies.

UTS: Communication offers undergraduate and postgraduate study in creative writing, information and knowledge management, journalism, media arts and production, public communication (including advertising and public relations), social inquiry, and sound and music design (jointly with the Faculty of Design, Architecture and Building).

UTS: Education offers courses in primary and secondary teaching, adult and vocational education, e-learning, human resource development, organisational learning and TESOL.

UTS: 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. The Bachelor of Arts in International Studies offers language learning and culture programs in Chinese, French, German, Italian, Japanese and Spanish, and 'in country studies' in Canada (Québec), Chile, 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. It also offers a Bachelor of Arts in Global Studies and a Master in China 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 rated highly in the areas of humanities, arts and education (top band 1) in the Australian Government's Teaching and Learning Performance Fund.

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.

There are around 350 students undertaking research degrees and many of the faculty's staff are highly reputed researchers and creative practitioners. The faculty houses a number of research centres, including four of the University's key research strengths — China Studies, Creative Practice and Cultural Economy, Learning and Change, and Transforming Cultures. It also houses the Australian Centre for Independent Journalism, the Australian Centre for Public Communication, the Australian Centre for Public History, the Centre for Child and Youth: Culture and Wellbeing, the Centre for Health Communication, the Centre for Information and Knowledge Management, the Centre for Media Arts and Innovation, the Centre for New Writing and the Communication Law Centre (jointly with the Faculty of Law). The faculty is also associated with the cross-faculty Cosmopolitan Civil Societies Research Centre.

www.fass.uts.edu.au

Faculty of Business

UTS: Business provides courses that are practical and industry relevant, conducts quality applied and basic research and produces graduates who enjoy above-average rates of employment in the business and community sectors.

The Faculty of Business is the largest of the seven faculties at UTS, and conducts courses on both of the University's campuses.

UTS: Business's mission is forward-thinking, work-ready. The following ideas and beliefs inform the day-to-day operation and culture of UTS: Business:

- creation and dissemination of applied knowledge
- commitment to a vibrant, outcomes-oriented research environment
- continuous quality improvement
- close and public engagement with business, industry and the professions
- commitment to diversity
- commitment to ethical behaviour
- collegiality and mutual respect
- openness to new ideas.

The faculty has an executive council that provides advice and guidance with respect to achieving its strategic objectives. The faculty executive council comprises eminent industry leaders who provide an external perspective on the faculty's activities and a central link with the business community.

Over the course of the next decade, the faculty aims to position itself in the top Australian business faculties with regard to research outcomes, courses, as a preferred provider to employers, as being involved in successful international educational partnerships and as a key contributor to contemporary community debates.

UTS: Business has a global orientation to teaching and research, including:

- strengthening the relationship with higher education international institutions
- expanding links with the international business community through consultation, education and training
- developing business courses for overseas delivery
- encouraging overseas work experience and academic exchange for students and staff
- encouraging international students to study in the faculty.

UTS: Business currently conducts business education programs in association with Shanghai University (China).

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 and management of, and engagement across, urban developments, architecture, products, garments, spaces and visual media.

UTS: Design, Architecture and Building consists of three schools: Design; Architecture; and Built Environment.

The faculty values:

- quality outcomes and an excellent reputation in research that is socially significant while being intellectually focused on the nexus of creativity and technology
- 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, external engagement, and international, each led by an associate dean. Five schools house the academic sub-disciplines of the faculty:

- School of Civil and Environmental Engineering
- School of Computing and Communications
- School of Electrical, Mechanical and Mechatronic Systems
- School of Software
- School of 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 industry ready and well rounded in the 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 and has approximately 400 students enrolled in PhD and master's by research programs.

The faculty's research strengths and centres include:

- Centre for Built Infrastructure Research
- Centre for Electrical Machines and Power Electronics
- Centre for Health Technologies
- Centre for Human Centred Technology Design
- Centre for Innovation in IT Services and Applications
- Centre for Intelligent Mechatronic Systems
- Centre for Quantum Computation and Intelligent Systems
- Centre for Real-Time Information Networks
- Centre for Technology in Water and Wastewater
- (Faculty) Centre for Energy Policy.

www.feit.uts.edu.au

Faculty of Law

The Faculty of Law's academic aims are to:

- offer law courses with a strong intellectual core and relevance to professional practice
- emphasise the development of graduate attributes in connection with sound legal knowledge
- develop in students an ethical professional approach to work and to others.

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. The faculty has established five research networks, which represent the key areas of research strength:

- corporate, commercial and tax
- criminal justice and criminology
- health, family and communities
- international law, human rights and the environment
- IP, media and communications.

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), Communications Law Centre and the Anti-Slavery Project.

www.law.uts.edu.au

Faculty of Nursing, Midwifery and Health

UTS: Nursing, Midwifery and Health enjoys a national and international reputation for its innovative and practice-oriented programs in nursing, midwifery, health and health services 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 but often leads the way in the health care industry.

Renowned for degrees that mix practice and theory, UTS: Nursing, Midwifery and Health has an outstanding track record working with health organisations around the world. The faculty collaborates with national and international health care providers and professionals, the government and the wider community to deliver highly regarded degrees.

UTS: Nursing, Midwifery and Health stands out for its unique Bachelor of Midwifery and 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.

UTS: Nursing, Midwifery and Health also offers specialist graduate certificates, graduate diplomas and masters programs, along with higher research degrees including PhDs and postgraduate doctorate courses. Postgraduate courses are evidence-based and research students work to produce knowledge that enhances professional practice.

The faculty's academics are experienced nurses, midwives and health service managers, many of whom are internationally recognised experts in their field. The faculty has a protocol of cultural inclusivity and a supportive learning environment.

UTS offers a lively and vigorous research culture with a strong emphasis on collaboration. UTS: Nursing, Midwifery and Health is renowned for its extensive links within the health care industry. It offers a wide range of international research, consultancy and continuing professional education activities through its research centres:

- Centre for Health Services Management
- Centre for Midwifery, Child and Family Health
- WHO Collaborating Centre for Nursing, Midwifery and Health Development
- Centre for Cardiovascular and Chronic Care (a joint centre with Curtin University).

www.nmh.uts.edu.au

Faculty of Science

UTS: Science's mission is research-driven, practical and innovative. The faculty offers over 40 programs and has 2500 enrolled undergraduate students and over 200 postgraduate research students. UTS: Science has the following five departments:

- School of Chemistry and Forensic Science
- School of Environmental Sciences
- School of Mathematical Sciences
- School of Medical and Molecular Biosciences
- School of 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 exciting applications.

Students are exposed to laboratory and clinical work from day one of their first year of study. UTS recently invested over $110 million to refurbish its science facilities. Laboratory and clinical equipments are modern and up-to-date, 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 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 wide diversity in research through the following research strengths:

- Centre for Environmental Sustainability
- Centre for Forensic Science
- Plant Functional Biology and Climate Change Cluster
- Institute for Nanoscale Technology
- The ithree Institute.

UTS: Science academics also collaborate with other UTS centres, including:

- Centre for Health Technologies
- Centre for the Study of Choice
- Quantitative Finance Research Centre.

UTS: Science collaborates extensively with industry partners, which include Agilent Technologies, ANSTO, Australian Institute of Medical Scientists, Biometric Institute, Clinical Genomics, CSIRO Land and Water, National Security Science and Technology Unit, SkyCool and South East Queensland Water.

www.science.uts.edu.au

OTHER ACADEMIC UNITS

ELSSA Centre

The ELSSA Centre provides academic and professional English support to UTS students and staff. ELSSA Centre lecturers mainly work with lecturers in all faculties to develop integrated academic language and learning programs in core subjects. The ELSSA Centre collaborates with staff in faculties to foster interest in, and knowledge of, academic language and learning, through research, intellectual contributions and staff development.

The ELSSA Centre also offers additional faculty specific workshops, assistance with academic writing and speaking, vacation programs and individual assistance. The centre works closely with the University Graduate School to address the academic language needs of research students.

www.elssa.uts.edu.au

Jumbunna Indigenous House of Learning

Jumbunna Indigenous House of Learning is a central meeting place for Aboriginal and Torres Strait Islander students and scholars at UTS. Jumbunna provides educational support services for Aboriginal and Torres Strait Islander students.

In the research areas, Jumbunna's key objective is to advance knowledge and scholarship on Aboriginal and Torres Strait Islander matters, as well as the governance and social policy areas that affect Indigenous communities.

Jumbunna has a dedicated research centre that has developed a national profile with a focus on issues that support the advancement of Australian Indigenous peoples and communities. These developments have been recognised as an area of research strength at UTS in Strengthening Indigenous Communities. The research centre attracts Indigenous scholars and researchers from across the globe and offers a stimulating intellectual environment for research degree studies. The research centre strives to inform public policy areas and in formats that are accessible to Australian Indigenous communities.

www.jumbunna.uts.edu.au

University Graduate School

The University Graduate School promotes innovation and excellence in research education. It does so through developing and maintaining a University-wide approach to quality assurance in research education in the context of the broader UTS research environment, and through developing and implementing a research training agenda in conjunction with the faculties, the University Graduate School Board and the Research and Researcher Training Committee. The University Graduate School:

- leads strategic planning, policy development and quality assurance in research education
- establishes and maintains an education and training program aimed at developing the skills of research students and their supervisors
- provides central management of all stages of research degree candidature
- enables a quality experience for research students through provision of a range of services.

www.gradschool.uts.edu.au

UTS Shopfront

UTS Shopfront's award-winning community program links disadvantaged and under-resourced communities to UTS's knowledge, skills, resources and professional expertise to undertake community-initiated projects and community-engaged research with real social benefit.

Since 1996 more than 500 student and research projects have been successfully completed with over 400 community partners and more than 2000 UTS staff and students. Shopfront is a place where people with creativity and commitment work together on:

- free, community-initiated projects delivered by final-year or postgraduate students under academic supervision
- community-minded research and publications
- partnerships between the community and cultural sector, academics, government and business.

www.shopfront.uts.edu.au

RESEARCH AND INNOVATION OFFICE

The University's Research and Innovation Office (RIO) looks after all aspects of research funding, reporting, collaboration and commercialisation.

Four teams operate under the director.

The Industry Engagement and Commercialisation team manages the process of research commercialisation, and also focuses on developing the profile of UTS as a contract research organisation with industry and other clients.

The Research Development team is responsible for promoting, developing and managing UTS national and international competitive grants programs and offers support, advice and expertise at every stage of the process, including developing tenders and applications.

The Planning and Operations team provides strategic and administrative support, including developing research policy, data collection reporting plus support and management of human and animal ethics and biosafety committees.

The Contracts Execution and Grants Management team overseas the whole lifecycle of research contracts within UTS, including grants management, IP, licensing and contract execution and management.

www.research.uts.edu.au

accessUTS PTY LIMITED

accessUTS Pty Limited is a wholly owned UTS company that manages University consulting, providing professional consulting services to business, industry, the community and government. It offers expert opinion to the legal and insurance industries, technical consulting and testing services, professional consulting and training services. It draws on the extensive and diverse expertise of both UTS staff and external commercial entities. It also manages some UTS services and delivers UTS short courses and study tours.

www.accessuts.uts.edu.au

UNIVERSITY RESEARCH STRENGTHS

UTS research strengths are in six main research theme areas:

- Business innovation
- Communication and intelligent systems
- Creative and civil societies
- Future services and industries
- Health futures
- Sustainability and the built environment.

These six themes promote and encourage cross-disciplinary research that is underpinned by technology and innovation. The research strengths under these six themes range from traditional areas such as physical, biological and engineering sciences to contemporary fields including design, nanotechnology and sustainability.

The policy on research strengths is available at:

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

BUSINESS INNOVATION

This theme draws together world-leading research in discipline areas such as finance, economics, accounting, marketing and management with innovative cross-disciplinary approaches to the role of business and public policy in addressing key economic, social and environmental problems.

Centre for Corporate Governance

Corporate governance is the system by which corporations are directed and controlled. The Centre for Corporate Governance brings together researchers from accounting, finance, management and legal backgrounds to provide a comprehensive, interdisciplinary approach to one of the most critical problems faced by organisations in both the private and public sector.

Director: Professor Thomas Clarke

email Thomas.Clarke@uts.edu.au

www.ccg.uts.edu.au

Centre for Management and Organisation Studies

The Centre for Management and Organisation Studies is a multidisciplinary research group that develops theory and applied knowledge concerning management and organisations. Researchers at the centre are focused on developing a better understanding of how resource and political relations evolve to shape organisational practices and processes, their social significance and impact, and how they affect the performance of organisations.

Executive Director: Professor Siggi Gudergan

email Siggi.Gudergan@uts.edu.au

www.cmos.uts.edu.au

Centre for the Study of Choice

The Centre for the Study of Choice is a leading research centre that delivers innovative theoretical and predictive research solutions to public and private partners seeking a better understanding of human choice behaviour.

Executive Director: Professor Jordan Louviere

email Jordan.Louviere@uts.edu.au

www.censoc.uts.edu.au

Quantitative Finance Research Centre

The Quantitative Finance Research Centre (QFRC) encompasses the largest and pre-eminent concentration of research strength in quantitative finance in Australia, and is recognised as one of the leading centres for this discipline in the Asia–Pacific region. The centre focuses on financial risk management and the associated quantitative methods.

Director: Professor Erik Schlögl

email Erik.Schlogl@uts.edu.au

www.qfrc.uts.edu.au

COMMUNICATION AND INTELLIGENT SYSTEMS

UTS brings together a range of disciplines to tackle issues that are fundamental to society — how we communicate and share information. This diverse theme examines new ways to draw insight from data, understanding and leveraging the communication potential of new media and technologies, to designing real-time intelligent systems.

Centre for Human Centred Technology Design

The Centre for Human Centred Technology Design aims to bring human-centred approaches to the design of existing, new and emerging technologies for both work and leisure activities through four programs of research: software development, information systems, interaction design, and learning environments.

Director: Associate Professor Toni Robertson

email Toni.Robertson@uts.edu.au

Centre for Quantum Computation and Intelligent Systems

The vision of the Centre for Quantum Computation and Intelligent Systems is to develop theoretical foundations for quantum computation, theoretical foundations for intelligent systems and innovative technologies for intelligent systems. Its five major research programs cover quantum computation, knowledge discovery, knowledge infrastructure, decision support and innovation and infrastructure enhancement.

Director: Professor Chengqi Zhang

email Chengqi.Zhang@uts.edu.au

www.qcis.uts.edu.au

Centre for Real-Time Information Networks

The Centre for Real-Time Information Networks seeks to apply real-time information and communication technologies to engineering systems that are designed to provide social benefit in Australia. The centre's five primary research themes are real-time web engineering, networked sensor information processing, wireless communication networks, network management and architecture-based engineering.

Director: Professor David Lowe

email David.Lowe@uts.edu.au

www.crin.uts.edu.au

CREATIVE AND CIVIL SOCIETIES

This theme draws together researchers from the arts and social sciences, design and the sciences to give a unique perspective on cultures, creative practice, knowledge, and learning and cultural change. In particular, the impact of technology upon society and the characteristics that effect social cohesion and cultural change and the opportunities for creativity and creative industries.

Centre for Contemporary Design Practices

The Centre for Contemporary Design Practices orients its research around themes of transformation and change in design practices. The work of the centre is undertaken through five research nodes: media, interaction, situation; urbanism, politics, organisation; theory, culture, identity; material, technique, fabrication; and participation, relation, process.

Director: Associate Professor Charles Rice

email Charles.Rice@uts.edu.au

Centre for Creative Practice and Cultural Economy

The Centre for Creative Practice and Cultural Economy merges creative practice with cross-disciplinary areas such as cultural analysis, economics, information technology and public history. The centre explores a range of perspectives on the process of creativity from inception to production, in order to determine how meaning is made in contemporary society across a range of cultural forms.

Co-Directors: Associate Professor Paul Ashton
Associate Professor John Dale
Associate Professor Paula Hamilton

www.cpce.uts.edu.au

Centre for Forensic Science

The Centre for Forensic Science incorporates high-calibre research and research training in practical solutions for the prevention and solving of crime and terrorism. It brings together world-class academics, with a range of expertise, in the service of local and national law enforcement, security agencies and the wider community. The focus of the centre is not only to develop new investigative techniques, but to demonstrate their legal significance and explain them to juries and the public so that their impact on actual cases can be fully realised.

Director: Professor Claude Roux

email Claude.Roux@uts.edu.au

www.forensics.uts.edu.au

Centre for Research in Learning and Change

The Centre for Research in Learning and Change investigates the changing contexts and practices of contemporary life resulting from globalisation, increased mobility and new technologies. The increasing pace and reach of change make a focus on learning, adaptation and transformation of growing importance in education, work and all spheres of social life. Learning and change are seen to be mutually interdependent in their transformative effects on the practices that build societies.

Director: Professor Alison Lee

email Alison.Lee@uts.edu.au

www.rilc.uts.edu.au

China Research Centre

The mission of the China Research Centre is to analyse the diversity and complexity of China's transformation and its impact locally and globally. The centre investigates different forms of governance, social inclusion and systemic disadvantage, and local and regional dynamics, producing knowledge of contemporary China that is interdisciplinary, theoretically engaged and of relevance to Australian society and the international community.

Director: Professor Maurizio Marinelli

email Maurizio.Marinelli@uts.edu.au

www.china.uts.edu.au

Cosmopolitan Civil Societies Research Centre

The Cosmopolitan Civil Societies Research Centre is committed to the challenge of developing cosmopolitan civil societies founded on diversity, justice and peace through scholarship and engagement that is located at the complex intersection of social conflict and social cohesion. The centre addresses these issues through innovative interdisciplinary conversations, theoretical development, grounded research and policy analysis.

Director: Professor Jennifer Onyx

email Jennifer.Onyx@uts.edu.au

www.ccs.uts.edu.au

Law Research Centre

The vision of the Law Research Centre (LRC) is to foster an environment that promotes excellence in academic research serving the community and the professions, contribute to law reform and the development and maintenance of the rule of law, and assist in the creation of a just and principled society. The LRC is the home of the Australasian Legal Information Institute (AustLII), which is committed to creating, through its research and related activities, open access to legal knowledge.

Director: Professor Lesley Hitchens

email Lesley.Hitchens@uts.edu.au

Strengthening Indigenous Communities

Strengthening Indigenous Communities, within the Jumbunna Indigenous House of Learning, aims to achieve strategic research outcomes that are valuable, usable and accessible to policymakers, research units and, most importantly, Indigenous communities and individuals. The centre also aims to develop highly skilled Indigenous researchers and to encourage Indigenous people to undertake undergraduate and postgraduate study at UTS.

Director: Professor Larissa Behrendt

email Larissa.Behrendt@uts.edu.au

www.jumbunna.uts.edu.au

Transforming Cultures

The Transforming Cultures (TfC) Research Centre explores cultures in the process of transformation as well as the (technological and other) cultures that are transforming societies across the globe. TfC researchers interrogate the social and cultural technologies that are transforming individuals, cultures and the societies of which they are part and on which they act. These include technologies of the body, of communication and of transculturation.

Director: Professor Anne Cranny-Francis

email Anne.Cranny-Francis@uts.edu.au

www.tfc.uts.edu.au

FUTURE SERVICES AND INDUSTRIES

Services make up a critical component of the Australian economy. Technology allows a revolutionary approach both to the delivery of services and in traditional industries such as manufacturing. UTS researchers in areas such as robotics, IT and nano-materials are defining and supporting the next generation of Australian industry and services.

Centre for Innovation in IT Services Applications

The Centre for Innovation in IT Services Applications (iNEXT) is a world-class research environment for developing and nurturing innovation for next generation IT services and applications, with an emphasis on commercialisation. These include innovative applications with a special focus on assistive mobile health and internet-enabled business applications, high-end visualisation technologies for large and complex data, novel image processing and intelligent pattern recognition algorithms, and advanced video surveillance systems.

Director: Professor Doan Hoang

email Doan.Hoang@uts.edu.au

Centre for Intelligent Mechatronic Systems

The Centre for Intelligent Mechatronic Systems integrates the disciplines of mechanical, electrical and electronics engineering and computer systems. The centre's four main research directions are autonomous robots (operating in unstructured environments and for infrastructure maintenance, search and rescue, health care and road vehicles), electrical machines (new materials and topologies, system optimisation, variable speed control and compact, low temperature fuel cells), automotive systems (performance, comfort, fuel efficiency, road safety and emission control) and human factors (physiological and psychological aspects of human–machine and human–environment interaction).

Director: Professor Gamini Dissanayake

email Gamini.Dissanayake@uts.edu.au

Institute for Nanoscale Technology

The Institute for Nanoscale Technology brings together researchers from mathematics, physics, computational science, chemistry, microscopy, biology, materials science and engineering who are excited by the science and possibilities of light and its interaction with matter. They aim to understand, analyse, model, develop, characterise and exploit nanoscale, mesoscale and microscale materials and structures, with particular focus on developing useful optical and chemical functions in them.

Director: Professor Michael Cortie

email Michael.Cortie@uts.edu.au

www.nano.uts.edu.au

HEALTH FUTURES

UTS researchers are improving the quality and safety of health care with specific strengths in developing biotechnology and medical devices, evaluating health systems and services to improve practice and generating meaningful economic analyses to take health into the future.

Centre for Health Economics Research and Evaluation

The aim of the Centre for Health Economics Research and Evaluation (CHERE) is to contribute to the development and application of health economics and health services research through research, teaching and policy support. CHERE is recognised nationally and internationally as a centre of excellence in health economics and health services research.

Director: Professor Jane Hall

email Jane.Hall@chere.uts.edu.au

www.chere.uts.edu.au

Centre for Health Technologies

The interdisciplinary research skill-base brought together in the Centre for Health Technologies (CHT) is unique in Australia in the development of medical devices and systems. The CHT has two research streams: biomedical devices and biotechnology science. Its focus is on health and disease processes, the development of new devices, and advanced methods for the early detection, diagnosis and rehabilitation of cardiovascular disease, diabetes, neurological disorders and cancer.

Director: Professor Hung Nguyen

email Hung.Nguyen@uts.edu.au

Health Services and Practice

The Health Services and Practice (HSP) research group aims to inform health policy to improve the quality of practice and service provided by nurses, midwives and other health practitioners. The group's research is practice-based health services research that encompasses three interrelated domains of activity: individuals and their families across the lifespan and the health/illness continuum; women during pregnancy, labour and birth, the early postnatal period and children up to five years of age; and management and evaluation of health services and systems.

Director: Professor Doug Elliott

email Doug.Elliott@uts.edu.au

The ithree Institute

The Institute for Biotechnology of Infectious Diseases, which is in the process of updating its branding to 'The ithree Institute', aims to deliver the highest quality research on the biology and control of infectious diseases in humans and animals. The institute's areas of research hold the keys to interrupting the lifecycle of pathogens: diagnosis and identification (detection); transmission; survival and development (infection); immunity; and control methods (treatment). Its research is internationally competitive in the field, with proven application to the treatment and prevention of infectious diseases.

Director: Professor Ian Charles

email Ian.Charles@uts.edu.au

www.ithreeinstitute.uts.edu.au

SUSTAINABILITY AND THE BUILT ENVIRONMENT

UTS research spans areas from climate, water, energy, health and the built environment enabling us to provide holistic research approaches to environmental issues and policies.

Centre for Built Infrastructure Research

The Centre for Built Infrastructure Research (CBIR) is a multidisciplinary team of researchers from the faculties of Design, Architecture and Building; Engineering and Information Technology; and Science. CBIR's nationally and internationally renowned work focuses on finding solutions to important global problems in building structures, materials, design, management, improvement, safety and conservation.

Director: Professor Bijan Samali

email Bijan.Samali@uts.edu.au

Centre for Environmental Sustainability

The Centre for Environmental Sustainability examines the impact of natural and human induced stresses on our environment and generates information to develop sustainable natural resource management. This cross-disciplinary team undertakes research on areas including the tolerance and resilience of our natural environment to the adverse impact of human activities and natural disturbances, the requirement for the remediation and management of these issues, and modelling landscape and/or catchment processes for sustainable national resource management.

Director: Associate Professor Richard Lim

email Richard.Lim@uts.edu.au

Centre for Technology in Water and Wastewater

The Centre for Technology in Water and Wastewater undertakes research to ensure the sustainable management of our water resources in both urban and rural environments, here in Australia and internationally. This collaborative research centre links researchers, government, industry and community partners through its research programs.

Director: Professor Saravanamuth Vigneswaran

email Saravanamuth.Vigneswaran@uts.edu.au

Institute for Sustainable Futures

The Institute for Sustainable Futures creates change towards sustainable futures through independent, practical research and consulting based on knowledge leadership. In particular, the institute:

- helps governments to develop policy that supports sustainable development
- works with industry to create and implement sustainable strategies and operations
- assists community groups to articulate and support views on sustainability issues.

The institute conducts research projects that analyse, design and recommend effective solutions to clients ranging from small NGOs, commercial firms and local government, to large utilities and government agencies in Australia and internationally.

The institute brings a range of user-friendly tools and skills to organisations to help them plan and implement sustainability goals. Such tools and skills include backcasting, evaluation, innovative community

engagement mechanisms (such as citizen juries), economic assessment and the use of market-based instruments, sustainability assessment frameworks and indicator development.

The institute's researchers are frequently invited to national and international conferences, publish widely, are quoted by the media as independent and credible sources, and conduct workshops, training sessions and forums within Australia and overseas. The institute was the first institution in the world to award a PhD in sustainable futures.

Director: Professor Stuart White

email Stuart.White@uts.edu.au

www.isf.uts.edu.au

Plant Functional Biology and Climate Change Cluster

The Plant Functional Biology and Climate Change Cluster (C3) brings together a core group of expert plant physiologists, ecologists, biological and physical modellers and specialist remote sensing researchers. The goal of C3 is to develop a mechanistic understanding of the processes regulating surface–atmosphere gas exchange to improve and enhance predictions about climate change.

Director: Professor Peter Ralph

email Peter.Ralph@uts.edu.au

www.c3.uts.edu.au

COOPERATIVE RESEARCH CENTRES

Cooperative Research Centres (CRCs) bring together researchers from universities, CSIRO and other government laboratories, and private industry or public sector agencies, in long-term collaborative arrangements that support research, development and education activities.

Capital Markets Cooperative Research Centre

The Capital Markets Cooperative Research Centre was formed in 2001 to bring together the best in innovative research and technology to the capital markets domain.

email research@cmcrc.com

www.cmcrc.com

Cooperative Research Centre for Contamination Assessment and Remediation of the Environment

The Cooperative Research Centre for Contamination Assessment and Remediation of the Environment is a powerful partnership of scientific, industry and government organisations set up to devise new ways of dealing with and preventing contamination of soil, water and air.

www.crccare.com

Cotton Catchment Communities Cooperative Research Centre

The Cotton Catchment Communities Cooperative Research Centre supports research focused on producing competitive cotton farming systems, high-quality consumer-preferred cotton and increasing skills and knowledge of people working with cotton.

www.cottoncrc.org.au

ARC CENTRES OF EXCELLENCE

The Australian Research Council (ARC) Centres of Excellence are centres of expertise through which high-quality researchers maintain and develop Australia's international standing in research areas of national priority.

UTS is a participant in the following.

ARC Centre of Excellence for Population Ageing Research

The ARC Centre of Excellence for Population Ageing Research brings together researchers, government and industry to address one of the major social challenges of the 21st century. It establishes Australia as a world leader in the field of population ageing research through a unique combination of high-level, cross-disciplinary expertise drawn from economics, psychology, sociology, epidemiology, actuarial science and demography. Drawing on strong international networks and powerful industry alliances, it produces research that transforms thinking about population ageing, informs private and public sector policy and yields outcomes that improves the wellbeing of the aged and their social and economic environment.

UTS Node Leader: Professor Mike Keane

email Michael.Keane@uts.edu.au

ARC Centre of Excellence for Ultrahigh-bandwidth Devices for Optical Systems

The vision of the Centre for Ultrahigh-bandwidth Devices for Optical Systems (CUDOS) is to develop the experimental and theoretical expertise to design and build linear and nonlinear all-optical signal processing devices and to miniaturise these, leading to the 'photonic chip', believed to be the building block for the next generation of optical systems.

CUDOS's research focuses on a range of novel optics, including photonic crystals, microphotonic structures, microstructured optical fibres and nonlinear photonic materials, and relies on advanced fabrication techniques, new material systems and possibly entirely new principles.

Director (UTS node): Professor Lindsay Botten

email Lindsay.Botten@uts.edu.au

www.cudos.org.au

National Centre for Groundwater Research and Training

The National Centre for Groundwater Research and Training is a co-funded Centre of Excellence of the ARC and the National Water Commission. The centre is building Australia's research capacity in groundwater studies, a field that is vital for Australia's sustainability. The research and training undertaken by the centre aims to improve our understanding of groundwater including its interaction with other natural systems and its importance to all Australians. The centre trains the next generation of researchers and professionals in groundwater related fields; filling a significant gap in Australia's current resource management capabilities.

UTS Program Leader: Professor Derek Eamus

email Derek.Eamus@uts.edu.au

www.groundwater.com.au

ARC RESEARCH NETWORKS

The Australian Research Council (ARC) Research Networks are platforms for generating new knowledge in areas that span traditional disciplinary boundaries. Networks link researchers, research groups and others involved in innovation, nationally and internationally. UTS convenes three networks.

ARC Asia–Pacific Futures Network

The Asia–Pacific Futures Network is an international vehicle for building research capacity in the national research system to enhance understanding of Australia, its region and the world. The network brings experienced researchers working in identified research areas and themes into dynamic collaboration with government and industry through structured programs, with a view to stimulating new research directions, partnerships and training opportunities. The network's focus is on governance and security, culture and religion, media and communications.

ARC Financial Integrity Research Network

The integrity of the financial system is constantly under stress because of the development of ever more complex financial instruments, structures and strategies, and the associated research technologies that continue to accelerate worldwide. The Financial Integrity Research Network's vision is to harness the considerable strengths of Australia's internationally renowned finance, accounting and economics researchers into a research agenda to address issues concerning the integrity of the financial system. It enables Australian research in this area to match the scale and impact of similar research in other major international financial centres, and plays an essential role in placing Australia among the world's leaders in financial markets related research.

ARC Network for Parasitology

On an international scale, this network works with other countries to develop new technologies for the detection and eradication of parasites. This emphasis not only protects Australia's borders but assists its near neighbours and leads to the development of technologies with an economic benefit to Australia.

OTHER NATIONAL CENTRES

Australian Centre of Excellence for Local Government

The Australian Centre of Excellence for Local Government has been funded by the federal government to enhance professionalism and skills, showcase innovation and best practice, and facilitate a better informed policy debate. UTS leads a consortium including the University of Canberra, the New Zealand School of Government, Local Government Managers Australia and the Institute of Public Works Engineering Australia Limited.

The centre undertakes and promotes applied research to inform debate on key issues for local government in coming decades, encourages innovation and best practice across local government, fosters good governance and strategic leadership, supports action to improve local government workforce capability, and facilitates new and improved training and development programs.

Activities are grouped in six program areas:

- research and policy foresight
- innovation and best practice
- governance and strategic leadership
- organisation capacity building
- rural–remote and Indigenous local government
- workforce development.

Director: Professor Graham Sansom

email Nuha.Saad@acelg.org.au

www.acelg.org.au

Creative Industries Innovation Centre

Hosted by UTS, the Creative Industries Innovation Centre works with a consortium of leading corporate, industry and university partners across Australia who are committed to supporting a thriving creative economy.

Director: Lisa Colley

email Lisa.Colley@uts.edu.au

www.creativeinnovation.net.au

National Centre of Excellence in Desalination

The National Centre of Excellence in Desalination (NCED) leads and coordinates Australia's research in desalination technology. Through the NCED, Australia is building national capacity and capabilities in desalination with a dual focus on breakthrough fundamental research and applied research with a goal of delivering meaningful improvements at a commercial scale.

UTS Program Leader: Professor Saravanamuth Vigneswaran

email Saravanamuth.Vigneswaran@uts.edu.au

http://desalination.edu.au

NSW STATE CENTRE

Designing Out Crime Design Research Centre

Designing Out Crime Design Research Centre adopts an all-encompassing approach to preventing crime, looking at everything from the macro-level of urban planning, the design of public spaces, architecture and the micro-level of product design, visual communication, etc. This thorough, broad and yet detailed approach helps to prevent crime and has a direct impact on the quality of our environment.

Director: Professor Kees Dorst

email Kees.Dorst@uts.edu.au

www.designingoutcrime.com

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 trans-disciplinary approach to addressing complex real property rights. It achieves this by developing productive relationships 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.dab.uts.edu.au/research/centres/apccrpr

Australian Centre for Event Management

The mission of the Australian Centre for Event Management (ACEM) is 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. Its core activities include the development and delivery of applied programs in various aspects of event management, the biennial conduct of an international research conference, and consultancy services associated with the planning, operation and evaluation of events. ACEM delivers its programs in most capital cities in Australia as well as internationally (including London, Edinburgh, Singapore, Macau, Taipei and Kuching).

Director: Rob Harris

email R.Harris@uts.edu.au

www.acem.uts.edu.au

Australian Centre for Independent Journalism

The Australian Centre for Independent Journalism was established in 1990. Its goals are to stimulate the production of high-quality journalism, especially investigative 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, academic research in journalism studies and related fields, operational support of the global environmental journalism initiative, 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 the online magazines, *Reportage Online* and *Reportage Enviro*, the annual George Munster Award for Independent Journalism, a variety of industry short courses and other occasional seminars and publications.

Director: Professor Wendy Bacon

email Wendy.Bacon@uts.edu.au

www.acij.uts.edu.au

Australian Centre for Olympic Studies

The Australian Centre for Olympic Studies provides a national focus for Olympic studies in Australia. It seeks to examine the Olympic phenomenon in its broadest sense: to consider issues relating to the Olympic Games, to research the Paralympic Games and other major sporting events, and to focus on 'sport for all', which is advocated by the Olympic movement. By gathering information about the organisation of the Sydney 2000 Olympic Games, and other major international sporting events, UTS has developed a research database to assist in the organisation of similar future events.

Director: Adjunct Professor Richard Cashman

email Richard.Cashman@uts.edu.au

Associate Director: Associate Professor Daryl Adair

email Daryl.Adair@uts.edu.au

www.olympic.uts.edu.au

Australian Centre for Public Communication

The Australian Centre for Public Communication contributes to research, engages with industry and professional practice in public communication, stimulates debate about public communication issues in Australia and internationally, and facilitates ethical practice in public communication.

The centre aims to enhance the standard of professional practice and to contribute to the creation, application and extension of knowledge about public communication for the benefit of society. It provides a reference point at UTS for expertise, consultation and opinion on issues and policy for public communication, particularly public relations and advertising. The centre provides opportunities for productive relationships with the professions and their representatives in industry and the community, promoting excellence in research, scholarship, education and innovation.

Director: Professor Jim Macnamara

email Jim.Macnamara@uts.edu.au

www.acpc.uts.edu.au

Australian Centre for Public History

The Australian Centre for Public History, established in 1998, seeks to promote the practice and understanding of public history in both the academy and the community.

The objectives of the centre are to provide a variety of bodies in educational, community and professional sectors with a gateway to public history expertise and resources at UTS, to facilitate international and related endeavours, 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, and working with community groups. The centre also houses the refereed journal, *Public History Review*.

Co-directors: Associate Professor Paul Ashton

Associate Professor Paula Hamilton

email Paul.Ashton@uts.edu.au

www.communication.uts.edu.au/centres/public-history

Centre for Australian Community Organisations and Management

The Centre for Australian Community Organisations and Management (CACOM) is the first centre in an Australian university to focus attention on community or private non-profit organisations and their management.

Academic staff undertake research into community organisations, their management and the associated phenomena of philanthropy and volunteering, and community capacity building. The centre publishes the results of research through a working paper series and by organising seminars, conferences, etc.

CACOM is a member of the US-based Nonprofit Academic Centers Council (NACC). NACC is the first group entirely dedicated to the promotion and networking of centres that provide research and education in philanthropy and the non-profit sector.

email cacom@uts.edu.au

www.business.uts.edu.au/cacom

Centre for Child and Youth: Culture and Wellbeing

The Centre for Child and Youth: Culture and Wellbeing is a new interdisciplinary and collaborative University research centre. The centre targets literacy among children and youth, and has embarked on a major research project — Literate Australia.

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 pursues other projects embracing education, health, sport, family and the community.

Director: Professor Rosemary Johnston

email Rosemary.Ross.Johnston@uts.edu.au

Centre for e-Business and Knowledge Management

The Centre for e-Business and Knowledge Management is a state-of-the-art information and e-business demonstration laboratory. It provides a high-tech environment for studying and simulating e-business scenarios and real-time information management in the digital age.

The centre focuses on providing high-quality research, short courses, community engagement, trans-diciplinary relationships, consulting and training in e-business, knowledge management, ERP systems, business intelligence systems, information integration and real-time information management.

Director: Robert Lal

email Robert.Lal@uts.edu.au

www.business.uts.edu.au/ekcentre

Centre for Ecotoxicology

The Centre for Ecotoxicology is a joint venture between UTS and the NSW Department of Environment, Climate Change and Water (DECCW). The centre was set up in 1985 with the aim of promoting education, research, consultancy and information transfer in the science of ecotoxicology. Ecotoxicology is the study of the pathways, transformations, fate and impacts of chemicals, mixtures and disturbances to physical conditions in the environment and, in particular, on living species and ecosystems. This discipline involves the meeting of the chemical and biological sciences.

Research work involves consultation with industry and government in identifying areas in which investigation is needed on the impact of chemicals on native flora and fauna under Australian climatic and other environmental conditions.

Co-directors: Associate Professor Richard Lim (UTS)
Dr John Chapman (NSW DECCW)

email Richard.Lim@uts.edu.au

Centre for Electrical Machines and Power Electronics

The mission of the Centre for Electrical Machines and Power Electronics is to benefit society through the application of electrical machines, power electronics and related expertise in high-quality research and significant industrial projects.

The centre comprises a team of highly qualified experts with international and local experience. It has strong links with Australian government research organisations such as CSIRO, and works in all areas of product development, from research and design to prototype construction and testing.

The centre provides expertise in electromagnetics, magnetic materials, power electronics, control electronics, electrical engineering, fluid dynamics, vibration, mechanical engineering, and renewable energy technology. It combines industrially sponsored contract research and long-term postgraduate strategic research supported by research grants.

Director: Professor Jianguo Zhu

email Jianguo.Zhu@uts.edu.au

http://services.eng.uts.edu.au/cempe

Centre for Health Communication

The Centre for Health Communication focuses on communication that structures and supports health care services. The centre's research, training and consultative focus encompasses how clinicians, patients, administrative and other non-clinical personnel communicate with one another, how health technologies and spatial designs enable and constrain human communication, and how researchers can intervene in these processes.

The centre forges innovative partnerships on two fronts: among health care services, consumer organisations, policymaking bodies and academia, and among academic researchers in social science, nursing/midwifery, education and management. Its intent to make these interdisciplinary and cross-field connections renders the centre incomparable to endeavours elsewhere, in Sydney as well as in the rest of Australia.

Director: Professor Rick Iedema

email Rick.Iedema@uts.edu.au

www.hss.uts.edu.au/centres/health

Centre for Health Services Management

The Centre for Health Services Management provides expertise in research, consultation and education concerned with the planning, management and evaluation of health services. The centre has a particular focus on the organisation of nursing management and nursing workforce, health services planning, governance and management, and safety and quality in health care. It operates in close association with the health industry locally, nationally and internationally.

The centre's activities focus on services provided within the health sector (including aged care) and particularly how health services are provided, health service workforce and labour trends, the context in which health services are planned and delivered, the outcomes of service provision, and the development and analysis of health care policy.

Director: Professor Christine Duffield

email Christine.Duffield@uts.edu.au

www.chsm.uts.edu.au

Centre for Information and Knowledge Management

The Centre for Information and Knowledge Management aims to play a role in specific professional and community engagement activities thus promoting education and research in information and knowledge management at the national and international level.

The key activities of the centre include:

- undertaking innovative funded and contract research in relevant areas of information and knowledge management
- developing and promoting a research culture and producing quality research publications
- developing collaborations with relevant government agencies, industries and professional bodies to promote innovative and ethical information and knowledge management training and research practices
- conducting short courses, seminars, workshops and other appropriate events.

Director: Professor Gobinda Chowdhury

email Gobinda.Chowdhury@uts.edu.au

Centre for Local Government

The objective of the Centre for Local Government is to support the advancement of local government through continuing professional education and training, research and specialist consulting services. In Australia, and internationally, the centre works collaboratively with local government associations, professional institutes and state and Commonwealth government departments.

The centre is a major provider of continuing professional education for local government in New South Wales. Education and training programs are offered throughout the state and have a strong emphasis on workplace learning and high-quality, up-to-date content. In addition, the centre regularly undertakes applied research, training programs and consultancies for all spheres of government, individual councils and regional groups of councils, across a wide range of activities.

Significant contributions are made to the international development of local government through research, professional education courses and programs with partner organisations in the Asia–Pacific region and globally.

Director: Professor Graham Sansom

email Graham.Sansom@uts.edu.au

www.clg.uts.edu.au

Centre for Media Arts Innovation

The Centre for Media Arts Innovation (CMAI) focuses on the past, present and future of the media arts. Connecting historical and prospective approaches, CMAI produces and analyses the established forms of cinema, radio/sound, television/video and installation at the same time as it concentrates on the interactive and locative media that are now emerging because of digital technology. Dedicated to innovative research and community activities in the media arts, among other objectives, the centre promotes the University's partnerships with all sectors of the media arts industries.

Director: Associate Professor Norie Neumark

email Norie.Neumark@uts.edu.au

www.communication.uts.edu.au/centres/cmai

Centre for Midwifery, Child and Family Health

The intent of the Centre for Midwifery, Child and Family Health (CMCFH) is 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.nmh.uts.edu.au/cmcfh

Centre for New Writing

The Centre for New Writing develops and promotes research in the areas of new writing and Australia's literary culture. It plays an important role in the fields of creative writing practice and research; raising the University's profile in these areas.

The centre runs literary seminars, writer 'in conversations' and innovative short courses. It hosts the successful UTS CAL writer in residence program, which has been extremely beneficial for a range of students who have now been exposed to the work of two of Australia's best writers, Frank Moorhouse and Les Murray. It also hosts the 'Creative Connections' series, which brings together prominent writers with leading public figures in diverse areas outside the arts, including politics, economics, science, medicine and the law, in order to challenge perceptions about literature and the humanities and strengthen ties between writers and the public.

The centre also coordinates the annual UTS work-in-progress readings and participates in contemporary debates and discourse about writing practices. It links with writers and researchers, corporate, government and community organisations nationally and internationally in the areas of writing, editing and publishing.

Director: Associate Professor John Dale

email John.Dale@uts.edu.au

www.communication.uts.edu.au/centres/new-writing

Paul Woolley Centre for Capital Market Dysfunctionality

The Paul Woolley Centre for Capital Market Dysfunctionality is one of three such centres established (the others being at the London School of Economics and Toulouse University) to encourage research that provides insight into whether society at large is being served well by its capital markets and financial institutions.

The centre builds its research agenda around dysfunctional capital markets, which in broad terms are defined as being markets that fail to perform the functions that are normally ascribed to them by economists. 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 and macroeconomic modelling: expectations in financial markets.

The centre provides opportunities for productive relationships with the professions, entities associated with the financial services industry and the community, and promoting excellence in research, scholarship, education and innovation.

Director: Professor Ron Bird

email Ron.Bird@uts.edu.au

www.pwc.uts.edu.au

INSTITUTES

Institute for Interactive Media and Learning

The Institute for Interactive Media and Learning (IML) works in three major areas: enhancing learning and teaching through work with the Teaching and Learning Committee, faculties and individual academic staff; managing course and curriculum data and accreditation processes; and teaching postgraduate courses in interactive multimedia.

IML's work in learning and teaching focuses on improving students' learning experiences through working with faculties and groups on curriculum design and practices, the design of student learning and assessment experiences, including online experiences, and faculty teaching and learning priorities, including learning and teaching development and curriculum renewal projects. IML's activities also include academic leadership development for course and subject coordinators and support for casual academics.

Director: Associate Professor Jo McKenzie

email Jo.McKenzie@uts.edu.au

www.iml.uts.edu.au

Institute for Sustainable Futures

The entry for the Institute for Sustainable Futures appears under the 'sustainability and the built environment' research strength section.

OTHER ORGANISATIONS

Australasian Legal Information Institute

The Australasian Legal Information Institute (AustLII), a joint facility of the UTS and University of New South Wales law faculties, provides free internet access to Australasian legal materials. AustLII's broad public policy agenda is to improve access to justice through better access to information. To that end, AustLII has become one of the largest online sources of legal materials providing Australasian legal databases covering legislation, case law, law journals and other content from every jurisdiction.

www.austlii.edu.au

Australian Technology Park Innovations Pty Ltd

Australian Technology Park Innovations (ATPi) is a vibrant, world-class technology commercialisation hub that supports emerging businesses in the life sciences, internet, ICT and electronics sectors.

ATPi has a strong strategic focus on working with its shareholders to drive commercialisation of intellectual property created in their institutions. ATPi also supports start-up ventures emanating from the private sector.

www.atp-innovations.com.au

APACE Village First Electrification Group

APACE Village First Electrification Group (VFEG) is a group of UTS, community and indigenous professionals who work in partnership with communities to promote and assist in ecologically sustainable development through the transfer of appropriate technologies. Projects are designed to enable villagers to control their own futures; emphasis is placed on information, training and awareness.

www.apace.uts.edu.au

UTS Training and Development Services

UTS Training and Development Services is recognised as one of Australia's leading providers of training and consultancy services in the fields of human resource development and vocational education and training. These services relate to a range of qualifications within nationally endorsed training packages.

The centre's focus is on the provision of learning and assessment services aimed at recognising professional practice, and generally contributing to the creation, application and extension of knowledge for the benefit of individuals and their organisations.

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4 > LEGISLATION

University of Technology, Sydney, Act 1989 76
University of Technology, Sydney, By-law 2005 95

UNIVERSITY OF TECHNOLOGY, SYDNEY, ACT 1989

Part 1 — Preliminary ... 77
1 Name of Act ... 77
2 Commencement ... 77
3 Definitions ... 77
Part 2 — Constitution and functions of the University ... 77
4 Establishment of University ... 77
5 Incorporation of University ... 77
6 Object and functions of University ... 77
7 Facilities for students, staff and others ... 78
Part 3 — The Council, authorities and officers of the University ... 78
8 The Council ... 78
9 Constitution of Council ... 78
10 Chancellor ... 79
11 Deputy Chancellor ... 79
12 Vice-Chancellor ... 79
13 Visitor ... 80
14 Convocation ... 80
15 Academic Board ... 80
Part 4 — Functions of Council ... 80
Division 1 — General ... 80
16 Functions of Council ... 80
16A Controlled entities ... 81
17 Delegation by Council ... 81
17A Operation of certain Acts ... 81
17B Recommendations of Ombudsman or Auditor-General ... 81
Division 2 — Property ... 81
18 Powers of Council relating to property ... 81
19 Powers of Council over certain property vested in Crown ... 82
20 Acquisition of land ... 82
21 Grant or transfer of certain land to University ... 82
Division 3 — Commercial activities ... 82
21A Definitions ... 82
21B Guidelines for commercial activities ... 82
21C Register of commercial activities ... 83
21D Reports to Minister on commercial activities ... 83
21E Referral of matters to Ombudsman or Auditor-General ... 83
Part 4A — Duties of Council members ... 84
21F Duties of Council members ... 84
21G Removal from office for breach of duty ... 84
Part 5 — General ... 84
22 Advance by Treasurer ... 84
22A Stamp duty exemption ... 84
23 Financial year ... 84
24 No religious test or political discrimination ... 84
25 Exemption from membership of body corporate or Convocation ... 84
26 Re-appointment or re-election ... 84
27 Seal of University ... 84
28 By-laws ... 85
29 Rules ... 85
30 Recovery of charges, fees and other money ... 86
31 Repeal etc ... 86
32 Savings and transitional provisions ... 86
Schedule 1 — Provisions relating to members and procedure of the Council ... 86
Schedule 2 — Investment ... 88
Schedule 2A — Duties of Council members ... 89
Schedule 3 — Savings and transitional provisions ... 90
Historical notes ... 93
Table of amending instruments ... 93
Table of amendments ... 94

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.

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Note: Includes amendments made by the *University Legislation Amendment Act 2004* No 115.

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,

(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

8 The Council

(1) There shall 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 or any other Act.

9 Constitution of Council

(1) The Council is to consist of:

(a) 3 official members, being:

(i) the Chancellor (if the Chancellor is not otherwise a member of the Council), and

(ii) the Vice-Chancellor, and

(iii) the person for the time being holding the office of presiding member of the Academic Board (if that person is not the Vice-Chancellor) or of deputy presiding member of the Academic Board (if the presiding member is the Vice-Chancellor), and

(b) 6 external persons appointed by the Minister from, as far as practicable, the following categories:

(i) persons experienced in the field of education,

(ii) persons experienced in technology, industry, business, human services or industrial relations,

(iii) persons who are practising, or have practised, a profession,

(iv) persons who, in the opinion of the Minister, are likely to contribute to the cultural diversity of the University,

(v) persons having such other qualifications and experience as the Minister thinks appropriate, and

(c) one or more external persons (being such number as is prescribed by the by-laws)[1] appointed by the Council, and

(d) 2 persons:

(i) who are members of the academic staff of the University, and

(ii) who have such qualifications as may be prescribed by the by-laws, and

(iii) who are elected by members of the academic staff of the University in the manner prescribed by the by-laws, and

(e) one person:

(i) who is a member of the non-academic staff of the University, and

(ii) who has such qualifications as may be prescribed by the by-laws, and

(iii) who is elected by members of the non-academic staff of the University in the manner prescribed by the by-laws, and

UTS footnote

1. The prescribed number is four; see clause 31 of the University of Technology, Sydney, By-law 2005.

(f) one person:
(i) who is an undergraduate student of the University but who is not a member of the academic or non-academic staff of the University, and
(ii) who has such qualifications as may be prescribed by the by-laws, and
(iii) who is elected by undergraduate students of the University in the manner prescribed by the by-laws, and

(g) one person:
(i) who is a postgraduate student of the University but who is not a member of the academic or non-academic staff of the University, and
(ii) who has such qualifications as may be prescribed by the by-laws, and
(iii) who is elected by postgraduate students of the University in the manner prescribed by the by-laws, and

(h) one or more external persons (being such number as is prescribed by the by-laws)[1]:
(i) who are members of Convocation, and
(ii) who have such qualifications as may be prescribed by the by-laws, and
(iii) who are (as prescribed by the by-laws) elected by members of Convocation in the manner prescribed by the by-laws or appointed by the Council.

(2) The by-laws may not prescribe a number of members for the purposes of subsection (1)(c) or (h) that when added to the number of other members to be appointed or elected to the Council would exceed 22.

(3) A person appointed under subsection (1)(h) is appointed in addition to any member appointed under subsection (1)(c).

(4) The Minister may appoint a person who is a member of the Parliament of New South Wales under subsection (1)(b) but only if the person is nominated by the Council for appointment.

No more than 2 such persons may hold office at any one time as appointed members under subsection (1)(b).

(5) 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).

(6) All appointed members of the Council 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.

(7) The majority of members of the Council must be external persons.

(8) The by-laws are to prescribe the procedures for the nomination of persons for appointment as members of the Council.

(9) Schedule 1 has effect in relation to the members and procedure of the Council.

(10) A reference in this section to external persons is a reference to persons who are not members of the academic or non-academic staff of the University or undergraduate or postgraduate students of the University.

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 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 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.

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.

UTS footnote

1. The prescribed number is two; see clause 32 of the University of Technology, Sydney, By-law 2005.

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 within such limits, to such extent and on such conditions as to security or otherwise as the Governor on the recommendation of the Treasurer may approve,
(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 by gift, bequest or devise any property for the purposes of this Act and may agree to carry out the conditions of any such gift, bequest or devise, 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 shall not, except with the approval of the Minister, alienate, mortgage, charge or demise any lands of the University.

(3) Notwithstanding subsection (2), the Council may, without the approval of the Minister, lease any lands of the University 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, 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) shall be for a term not exceeding 21 years, and
  (b) shall contain a condition that the lease shall 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 approved 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 Minister on the advice of the Treasurer may approve Guidelines requiring specified processes and procedures to be followed in connection with University commercial activities.

(2) The Council may submit proposals for the Guidelines to the Minister for approval.

(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) The Minister's power to approve Guidelines is not limited by any proposals for Guidelines submitted by the Council or any failure by the Council to submit proposals for the Guidelines.

(6) Guidelines are approved by the Minister by giving notice in writing to the Council of the approved Guidelines. The power of the Minister on the advice of the Treasurer to approve Guidelines under this section includes the power to amend or rescind and replace the Guidelines from time to time.

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.

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), 9(1)(c)–(h) and (8), 10(2), 14(1), 16(1)(d) and (e), 23 and 28(1)(b) and (k) and clauses 1(1)(c) and (d) and 3 of Schedule 1.

(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 9)

1 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 member appointed under section 9(1)(b) or (c), for such term (not exceeding 4 years) as may be specified by the member's instrument of appointment,

(c) in the case of an elected member referred to in section 9(1)(d), (e), (f) or (g), for such term (not exceeding 2 years) as may be prescribed by the by-laws,

(d) in the case of a member referred to in section 9(1)(h), for such term (not exceeding 4 years) as may be prescribed by the by-laws (in the case of an elected member) or specified in the member's instrument of appointment (in the case of an appointed member).

(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 clause, 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).

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 9(1)(h), 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.

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.

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 Investment powers

(1) The Council may invest the funds of the University in any manner approved by the Minister from time to time by order in writing with the concurrence of the Treasurer.

(2) The Minister is to maintain a Register of approvals in force under this clause. The Register is to be open to inspection by any person on payment of such fee as the Minister may require.

(3) A certificate issued by the Minister certifying as to an approval in force under this clause is evidence of the matter certified.

2A Funds managers

(1) The Council may, with the written approval of the Treasurer and in accordance with that approval, engage an approved funds manager to act in relation to the management of the funds of the University.

(2) An approved funds manager is a person designated as an approved funds manager for the University in the Treasurer's approval.

(3) The Treasurer's approval may be given only on the recommendation of the Minister and may be given subject to terms and conditions.

(4) An approved funds manager may on behalf of the Council, subject to any terms and conditions of the Treasurer's approval, invest funds of the University in any investment in which the funds manager is authorised to invest its own funds or other funds.

(5) The terms and conditions of an approval under subclause (4) are to restrict the investment powers of an approved funds manager in connection with the University to the investments in which the funds of the University may be invested under clause 2.

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.

(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 Governor may make regulations containing provisions of a savings or transitional nature consequent on the enactment of the following Acts:

University Legislation Amendment Act 2004

(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.

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.

HISTORICAL NOTES

Table of amending instruments

University of Technology, Sydney, Act 1989 No 69. 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).

Table of amendments

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].
sec 7	Subst 2001 No 101, Sch 8 [3].
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.
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].
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.
sec 20	Subst 1992 No 57, Sch 2.
Part 4, Div 3 (secs 21A-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 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].
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].
Sch 2	Subst 1989 No 179, Sch 1. Am 2001 No 101, Sch 8 [17].
Sch 2A	Ins 2004 No 115, Sch 8 [12]. Am 2008 No 23, Sch 3.52; 2010 No 19, Sch 3.121 [1] [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].

The following abbreviations are used in the historical notes:

Am	amended	Reg	Regulation
Cl	clause	Regs	Regulations
Cll	clauses	Rep	repealed
Div	Division	Sch	Schedule
Divs	Divisions	Schs	Schedules
GG	Government Gazette	Sec	section
Ins	inserted	Secs	sections
No	number	Subdiv	Subdivision
p	page	Subdivs	Subdivisions
pp	pages	Subst	substituted

UNIVERSITY OF TECHNOLOGY, SYDNEY, BY-LAW 2005

Part 1 — Preliminary ... 96
1 Name of By-law ... 96
2 Application ... 96
3 Definitions ... 96
Part 2 — The Council ... 97
Division 1 — The Chancellor ... 97
4 Term of office of Chancellor ... 97
Division 2 — Elected members of Council ... 97
5 Returning Officer ... 97
6 Rolls ... 97
7 Qualification for election as member of academic staff ... 97
8 Qualification for election as member of non-academic staff ... 97
9 Qualification for election as undergraduate student ... 97
10 Qualification for election as postgraduate student ... 97
11 Call for nominations and notice of election ... 97
12 Schedule of dates for Council elections ... 98
13 Making of nominations ... 98
14 Dealing with nominations ... 98
15 Form of ballot ... 98
16 Conduct of ballot ... 98
17 Notice to accompany ballot paper ... 99
18 Contents of ballot paper ... 99
19 Method of voting ... 99
20 Voting at staff elections ... 99
21 Voting at student elections ... 99
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 ... 100
27 Secrecy of ballot to be maintained ... 100
28 Term of office of elected members of Council ... 100
29 Casual vacancy in office of elected member of Council ... 100
30 Election in anticipation of resignation ... 100
Division 3 — Appointed members of Council ... 101
31 Number of members appointed under section 9(1)(c) ... 101
32 Number of members appointed under section 9(1)(h) ... 101
33 Nominations Committee ... 101
34 Nominations procedure relating to appointments under section 9(1)(b) or (c) ... 101
35 Nominations procedure relating to appointments under section 9(1)(h) ... 101
36 Casual vacancy in office of appointed member of Council ... 102
Part 3 — Membership of Convocation ... 102
37 Graduates of University ... 102
38 Prescribed staff members of Convocation ... 102
39 Prescribed additional members of Convocation ... 102
40 Exemption from membership ... 102
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 ... 103
47 Construction of references ... 103
48 Repeal ... 103

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'His Excellency the Lieutenant-Governor, with the advice of the Executive Council, has approved the following By-law made by the Council of the University of Technology, Sydney under the *University of Technology, Sydney, Act 1989*.'

Carmel Tebbutt, MLC
Minister for Education and Training

Explanatory note

The object of this By-law is to provide for certain matters under the *University of Technology, Sydney, Act 1989*, including the following:

(a) the term of office of the Chancellor,
(b) the qualification and method of election of the members of the Council who are elected,
(c) the procedures for nomination of appointed members of the Council,
(d) membership of Convocation,
(e) rules that may be made.

This By-law repeals the University of Technology, Sydney, By-law 1995.

This By-law is made under the *University of Technology, Sydney, Act 1989*, including section 28 (the general power to make by-laws).

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.

academic staff member of the Council means a member of the Council referred to in section 9(1)(d) 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 by which ballot papers must be received by the Returning Officer for the election (as specified 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.

external persons has the same meaning as it has in section 9(10) of the Act.

Nominations Committee means the Committee established under clause 33.

non-academic staff member of the Council means the member of the Council referred to in section 9(1)(e) of the Act.

postgraduate student member of the Council means the member of the Council referred to in section 9(1)(g) of the Act.

Pro-Vice-Chancellor means a Pro-Vice-Chancellor of the University.

Registrar means the Registrar of the University.

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*.

undergraduate student member of the Council means the member of the Council referred to in section 9(1)(f) of the Act.

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) For the purposes of this By-law and the rules, a person is a senior officer of the University if the person is any of the following:

(a) the Vice-Chancellor,

(b) a Deputy Vice-Chancellor,

(c) a Pro-Vice-Chancellor,

(d) the Registrar,

(e) the holder of such other office in the University as the Council, by resolution, designates for the purposes of this subclause.

(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

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 9(1)(d) of the Act — a Roll of Academic Staff containing the names and last known addresses 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 9(1)(e) of the Act — a Roll of Non-Academic Staff containing the names and last known addresses 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 9(1)(f) of the Act — a Roll of Undergraduate Students containing the names and last known addresses 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 9(1)(g) of the Act — a Roll of Postgraduate Students containing the names and last known addresses 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.

7 Qualification for election as member of academic staff

For the purposes of section 9(1)(d) of the Act, in respect of a person seeking election as a member of the academic staff of the University, the prescribed qualification is that the person's name is entered in the Roll of Academic Staff at the close of nominations for the election.

8 Qualification for election as member of non-academic staff

For the purposes of section 9(1)(e) of the Act, in respect of a person seeking election as a member of the non-academic staff of the University, the prescribed qualification is that the person's name is entered in the Roll of Non-Academic Staff at the close of nominations for the election.

9 Qualification for election as undergraduate student

For the purposes of section 9(1)(f) of the Act, in respect of a person seeking election as an undergraduate student of the University, the prescribed qualifications are that the person's name:

(a) is entered in the Roll of Undergraduate Students, and

(b) is not entered in the Roll of Academic Staff or the Roll of Non-Academic Staff,

at the close of nominations for the election.

10 Qualification for election as postgraduate student

For the purposes of section 9(1)(g) of the Act, in respect of a person seeking election as a postgraduate student of the University, the prescribed qualifications are that the person's name:

(a) is entered in the Roll of Postgraduate Students, and

(b) is not entered in the Roll of Academic Staff or the Roll of Non-Academic Staff,

at the close of nominations for the election.

11 Call for nominations and notice of election

(1) If an election of members of the Council is necessary, the Returning Officer must publish a notice referred to in this clause on the official noticeboards on the premises of the University 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 form in which nominations must be made, and

(d) specify a date and time by which nomination papers must reach the Returning Officer, and

(e) specify how ballot papers may be obtained, and

(f) specify a date and time by which ballot papers must reach the Returning Officer, 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 Schedule of dates for Council elections

In the conduct of an election of members of the Council, the Returning Officer must allow:

(a) between the publication of the notice under clause 11(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

(b) between the close of nominations for the election and the issue of ballot papers under clause 16 — not more than 28 days, and

(c) between the issue of ballot papers under clause 16 and the close of the ballot — not less than 14 and not more than 28 days.

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. The edited statements are to be printed and distributed with the ballot papers.

(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 no more than 2 nominations of persons for election as academic staff members of the Council are accepted, the Returning Officer must declare the person or persons nominated to be elected. If more than 2 nominations are accepted, there must be a ballot.

(2) If no more than one nomination of persons for election to the Council as:

(a) the non-academic staff member, or

(b) the undergraduate student member, or

(c) the postgraduate student member,

is accepted in any of those categories, the Returning Officer must declare the person nominated to be elected. If more than one nomination is accepted in any category, there must be a ballot in the category concerned.

15 Form of ballot

A ballot for a Council election must be a secret ballot using the optional preferential system.

16 Conduct of ballot

(1) The Returning Officer must, if there is to be an election for an academic or 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 undergraduate or 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 academic or 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 undergraduate or 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.

28 Term of office of elected members of Council

For the purposes of clause 1(1)(c) of Schedule 1 to the Act, a member of Council elected under section 9(1)(d), (e), (f) or (g) 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 9(1)(d), (e), (f) or (g) of the Act occurs:

(a) if less than a quarter of that member's term of office remains, the Council is, as soon as practicable after the vacancy occurs, to appoint a person qualified to hold that office under section 9(1)(d), (e), (f) or (g) 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 a quarter 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.

(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).

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 Number of members appointed under section 9(1)(c)

For the purposes of section 9(1)(c) of the Act, the Council is to appoint 4 external persons as members of the Council.

32 Number of members appointed under section 9(1)(h)

For the purposes of section 9(1)(h) of the Act, the Council is to appoint 2 external persons as members of the Council.

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 of the Council appointed under section 9(1)(b) of the Act, and
  - (ii) one must be a member of the Council appointed under section 9(1)(c) or (h) of the Act.

(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 section 9(1)(b) or (c)

(1) At least 3 months before the term of office of a member of the Council appointed under section 9(1)(b) or (c) 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 nomination 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 9(5) and (6) 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) nominated 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 nomination or an appointment.

35 Nominations procedure relating to appointments under section 9(1)(h)

(1) At least 3 months before the term of office of a member of the Council appointed under section 9(1)(h) is due to expire, the Returning Officer is to invite the members of Convocation to propose persons who may be suitable for appointment as such a member within the time and in the manner specified in the invitation.

(2) The Returning Officer is to make such an invitation:
- (a) by publishing a notice to that effect at least once in a newspaper circulating throughout Australia, and

(b) by any other means that he or she considers appropriate.

(3) The Returning Officer is to forward all valid proposals to the Nominations Committee.

(4) The Committee is:
(a) to consider the proposals forwarded by the Returning Officer under subclause (3), and
(b) to provide comments to the Council on the suitability of all persons the subject of those proposals at least 2 months before the relevant term of office is due to expire.

(5) In providing comments to the Council pursuant to subclause (4)(b), 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 9(5) and (6) of the Act), and
(c) such other matters as the Committee considers relevant.

(6) The Council is:
(a) to determine which of the proposed persons are to be appointed by the Council, and
(b) to determine the length of appointment for each such person.

(7) The Council is to make the determinations referred to in subclause (6) at least 1 month before the relevant term of office is due to expire.

(8) The Council may make the determinations referred to in subclause (6) 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.

(9) The notice referred to in subclause (8)(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.

(10) A failure to comply with a time limit specified in this clause does not affect the validity of an appointment.

(11) For the purposes of this clause, the Returning Officer is to be the Registrar.

36 Casual vacancy in office of appointed member of Council

(1) If a casual vacancy occurs in the office of a member of Council appointed under section 9(1)(b) 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) If a casual vacancy occurs in the office of a member of the Council appointed under section 9(1)(c) or (h) of the Act, the vacancy is to be filled in accordance with the procedures set out in clause 34 or 35 (as the case may be) that apply in respect of such an office.

(3) The time limits specified in clauses 34 and 35 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), 9(1)(c)–(h) and (8), 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 each of the official noticeboards of the University.

(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.

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.

5 > RULES OF THE UNIVERSITY

Table of changes to the Rules of the University..... 107
Student and Related Rules 108
General Rules of the University 181
Responsibilities of Responsible Academic Officers..... 197

TABLE OF 2010[1] CHANGES TO THE RULES OF THE UNIVERSITY

The table below reflects changes to the Student and Related Rules and the General Rules of the University that were made in 2010[1], with recent changes appearing at the top of the table.

Further information on changes to the Student and Related Rules and the General Rules of the University is available at: www.gsu.uts.edu.au/rules/ruleschanges.html

Rule		Changes	Effect date
10.8	Appeals	10.8.1 amended	28.02.11
10.6	Repeated failure in a subject	amended	28.02.11
11	Graduate research study	11.13, 11.14 and 11.15.2 amended	01.01.11
Sch 1	Definitions	'credit recognition' added; 'recognition of prior learning' deleted; 'advanced standing' amended	01.01.11
13.2	Completion of requirements	13.2.1 amended	01.01.11
10.5	Maximum time to complete course requirements	10.5.4 amended	01.01.11
6	Recognition of prior learning	amended	01.01.11
11.18	Examination of thesis	11.18.3 amended	8.12.10
8.3	Special consideration of disruption to assessment	8.3.1 amended	8.12.10
Sch 3	Results and Grades	amended	8.12.10
4.4	Failure to pay	4.4.2(7) amended	18.08.10
16.3	Penalties	16.3.1(7) amended	18.08.10
Sch 1	Definitions	'academic transcripts', 'testamur' amended; 'Australian Higher Education Graduation Statement', 'official academic record' added	18.08.10
Sch 5	Guidelines on determining an appropriate penalty for instances of student misconduct	2, 3, 4 and 10 amended	18.08.10

Footnote

1. Early 2011 changes to the Student and Related Rules have been included.

STUDENT AND RELATED RULES

Table of 2010 changes to the Rules of the University 107

SECTION 1 — GENERAL 111
1.1 General 111
1.2 Relevant legislation 111
1.3 Application of these Rules 111
1.3.1 General 111
1.3.2 Conduct of students 111
1.3.3 Course conducted in conjunction with another university or educational institution 111
1.4 Designation 112

SECTION 2 — STUDENT REQUIREMENTS 112
2.1 General conduct 112
2.2 Identification 113
2.2.1 Student Identity Card 113
2.2.2 Student PIN access 113
2.2.3 Commonwealth Higher Education Student Support Number (CHESSN) 113
2.2.4 Tax File Number (TFN) 113
2.3 Communication 114
2.4 Relevant documentary evidence 114
2.5 Study management 114

SECTION 3 — COURSE AND SUBJECT REQUIREMENTS 115
3.1 Availability of courses and places 115
3.2 General course requirements 115
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 116
3.9 Retention of students' work 117
3.10 Appeals procedure 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 Application for admission 119
5.2 Offer of admission 119
5.3 Provisional admission 119
5.4 Acceptance of offer 120
5.5 Deferral of commencement 120
5.6 Withdrawal of offer of admission and cancellation of admission or enrolment 120
5.6.2 Appeal 120
5.7 Requirements for admission 121
5.8 General requirements for admission 121
5.8.1 Undergraduate Bachelor degree 121
5.8.2 Bachelor Honours degree 121
5.8.3 Graduate Certificate, Graduate Diploma, Masters degree by coursework 121
5.8.4 Graduate research degree 121
5.8.5 Doctoral degree by publication 122
5.8.6 Non-award course 122
5.8.7 Cross-institutional study 122
5.8.8 Study Abroad 122
5.8.9 Student exchange 122
5.9 Language requirements for admission 122
5.10 Specific course requirements for admission 122
5.11 Readmission 123

SECTION 6 — CREDIT RECOGNITION 123
6.1 General 123
6.2 Review of decision 123
6.3 Course requirements 123

SECTION 7 — ENROLMENT 124
7.1 Enrolment procedures 124
7.2 Concurrent enrolment at another tertiary education institution 124
7.3 Cross-institutional enrolment 124
7.4 Non-award subject enrolment 124
7.5 Variation of enrolment 124
7.6 Leave of absence 125
7.7 Course transfer 125
7.8 Withdrawal from a course 125

SECTION 8 — ASSESSMENT OF COURSEWORK SUBJECTS 126
8.1 Assessment requirements 126
8.2 Learning and assessment arrangements 126
8.2.1 General 126
8.2.2 Students with disability or ongoing illness 126
8.2.3 Students with carer responsibilities 126
8.2.4 Students from non-English speaking backgrounds 126
8.3 Special consideration of disruption to assessment 126
8.3.1 During the teaching period 126
8.3.2 During an examination 127
8.3.3 Absence from entire examination 127
8.4 Subject assessment results 127
8.5 Supplementary assessment in final teaching period 127
8.6 Review of final subject assessment results 127
8.6.1 Grounds for review 127
8.6.2 Review application 127
8.7 Student Assessment Review Committee 128
8.7.1 Composition 128
8.7.2 Conduct of meetings 128
8.7.3 Committee determination 128
8.7.4 Notification 128
8.8 Student misconduct 128

SECTION 9 — EXAMINATION OF COURSEWORK SUBJECTS 129
9.1 Examination timetables 129
9.2 Student responsibilities 129
9.3 Conduct of examinations 130
9.4 Special conditions for examinations 131
9.5 Special examinations 131
9.6 Disruption to examination performance 131
9.7 Absence from entire examination 131
9.8 Student misconduct during examinations 131
9.8.1 General 131
9.8.2 Academic misconduct during centrally conducted examinations 131
9.8.3 Academic misconduct during faculty-based examinations 132
9.8.4 Non-academic misconduct during examinations 132

SECTION 10 — ACADEMIC PROGRESSION 133
10.1 Application of these Rules 133
10.2 Assessment of rate of progress 133
10.3 Minimum rate of progress — undergraduate courses 133
10.4 Failure to maintain minimum rate of progress 133
10.5 Maximum time to complete course requirements 134
10.6 Repeated failure in a subject 134
10.7 Academic caution 134

10.8 Appeals ... 135
10.9 Result of appeal ... 136
10.10 Coursework Students' Exclusions Review Committee ... 136
10.10.1 Composition ... 136
10.10.2 Terms of reference ... 136
10.10.3 Procedures for the Coursework Students' Exclusions Review Committee ... 136
SECTION 11 — GRADUATE RESEARCH STUDY ... 137
11.1 Application of these Rules ... 137
11.2 Course requirements ... 137
11.3 Enrolment ... 137
11.4 Research work ... 137
11.5 Course transfer ... 137
11.6 Recognition of prior study and research ... 138
11.7 Period of candidature ... 138
11.8 Extension of candidature ... 138
11.9 Leave of absence ... 138
11.10 Failure to complete ... 138
11.11 Supervision ... 138
11.12 Thesis title ... 139
11.13 Progress reports ... 139
11.14 Candidature assessment ... 139
11.15 Thesis requirements — thesis in LOTE (languages other than English) ... 139
11.16 Oral presentation of thesis ... 140
11.17 Submission of thesis ... 140
11.18 Examination of thesis ... 140
11.19 Deposit of thesis ... 141
11.20 Discontinuation of candidature ... 141
11.21 Appeal against discontinuation of candidature ... 142
11.22 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
12.8 Higher Doctoral Degrees Committee ... 143
SECTION 13 — AWARDS AND GRADUATION ... 144
13.1 Application of these Rules ... 144
13.2 Completion of requirements ... 144
13.2.1 Coursework ... 144
13.2.2 Graduate research ... 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
SECTION 15 — UTS 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
16.1 Application ... 148
16.2 Definition of misconduct ... 148
16.3 Penalties ... 149
16.4 Designation ... 150
16.5 Procedural fairness ... 150
16.6 Allegation of misconduct ... 151
16.7 Admission of misconduct ... 151
16.8 Faculty policy ... 151
16.9 Annual report of matters related to student misconduct ... 151
16.10 Exclusion from facilities and/or participation in activities ... 151
16.11 Allegations referred to the Dean ... 152
16.12 Faculty Student Conduct Committee ... 152
16.12.1 Composition ... 152
16.12.2 Conduct of meetings ... 153
16.12.3 Role ... 153
16.12.4 Procedures ... 153
16.12.5 Committee report ... 153
16.13 Dean's decision ... 153
16.14 Vice-Chancellor's decision ... 154
16.15 Allegations referred to the Registrar ... 154
16.16 University Student Conduct Committee ... 155
16.16.1 Composition ... 155
16.16.2 Conduct of meetings ... 155
16.16.3 Role ... 155
16.16.4 Procedures ... 155
16.16.5 Committee report ... 155
16.17 Vice-Chancellor's decision ... 155
16.18 Basis for appeals ... 156
16.19 Student Misconduct Appeals Committee ... 156
16.19.1 Composition ... 156
16.19.2 Objection to membership ... 157
16.19.3 Conduct of appeals proceedings ... 157
16.19.4 Role ... 157
16.19.5 Procedures ... 157
16.19.6 Dissolution of Committee ... 157
16.19.7 Decision ... 157
16.19.8 Report ... 158
SECTION 17 — APPEALS COMMITTEES OF ACADEMIC BOARD ... 158
17.1 Constitution ... 158
17.2 Graduate Research Students' Appeals Committee ... 158
17.2.1 Composition ... 158
17.2.2 Terms of reference ... 159
17.3 Professional Experience Appeals Committee ... 159
17.3.1 Composition ... 159
17.3.2 Terms of reference ... 159
17.4 Appeals Committee (Non-disclosure) ... 159
17.4.1 Composition ... 159
17.4.2 Terms of reference ... 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
18.6.1 Availability ... 162
18.6.2 Borrowing process ... 162
18.6.3 Reciprocal borrowing ... 162
18.6.4 Service agreements ... 162
18.6.5 Closed Reserve/Electronic Reserve ... 162
18.6.6 Borrowing privileges ... 162
18.7 Offences and breaches of the Rules ... 162
18.8 Penalties, fines and fees ... 163
18.8.1 General ... 163
18.8.2 Failure to return ... 163

18.8.3 Replacement 163
18.8.4 Damage or mutilation 163
18.8.5 Incorrect return 163
18.8.6 Debts to the Library 163
18.9 Payment of fines, service fees and replacement fees 163
18.10 Reviews of decisions 164
18.11 Waiving of penalties or fees 164
SCHEDULES 164
Schedule 1 Definitions 164
Schedule 2 Relevant legislation 169
Schedule 3 Results and grades 170
Schedule 4 Guidelines relating to student misconduct and appeals 171
Schedule 5 Guidelines on determining an appropriate penalty for instances of student misconduct 174

SECTION 1 — GENERAL

1.1 General

1.1.1 These Rules shall be known collectively as the 'Student and Related Rules' and are made pursuant to Section 29 of the *University of Technology, Sydney, Act 1989* and clause 44 of the *University of Technology, Sydney, By-law 2005*.

1.1.2 The date of commencement of these Rules shall be the 25th of February 2005.

1.1.3 These Rules shall apply to all students of the University, including persons who were students prior to the specified date of commencement of the Rules and anyone who becomes a student after the date of commencement of the Rules.

1.1.4 For the purposes of these Rules, unless the contrary intention is apparent, the definitions as provided for in Schedule 1 apply. Where appropriate, specific definitions may also be contained within the relevant Section of the Rules.

1.2 Relevant legislation

1.2.1 These Rules cannot override the state or Commonwealth legislation, and to the extent that there is any inconsistency between the Rules and legislation, the latter prevails.

1.2.2 For the purposes of these Rules and for the academic administration of the University, the major known relevant legislation is set out in Schedule 2 of these Rules. Other legislation may also apply and the legislation specified may be amended from time to time or be revoked.

1.3 Application of these Rules

1.3.1 General

Subject to the provisions of Rules 1.3.2 and 1.3.3 below, these Rules apply to all students who have been admitted to a course of study by the University, and who are enrolled in a UTS course including a UTS course conducted by, or in partnership with, another institution.

1.3.2 Conduct of students

The Rules of the University that relate to the conduct of a student in various circumstances apply to the conduct of an individual that occurs while he or she is a student of the University.

1.3.3 Course conducted in conjunction with another university or educational institution

(1) The application of some or all of these Rules may be excluded in the case of students who are enrolled in a UTS course which is conducted in conjunction with another university or educational institution of an appropriate standing whether in Australia or offshore in the following circumstances:

(a) this is provided for in a formal agreement between UTS and the university or institution and that agreement also provides that the rules, documented requirements or regulations, or specified components of them, of the other university or institution are expressly made to apply to the students undertaking the UTS course;

(b) the Vice-Chancellor certifies that the rules, documented requirements or regulations of the other university or institution to be so applied are appropriate and will adequately protect the interests of UTS and the students undertaking the course;

(c) the formal agreement specified in (a) above provides for the Registrar of UTS to be supplied with a copy of the specified rules, documented requirements or regulations of the other university or institution as certified by the Vice-Chancellor. The Registrar shall maintain an up-to-date Register of such rules, documented requirements or regulations of the relevant provisions of all agreements relating to this Rule, and of the Vice-Chancellor's certification under (b) above.

(2) Students will be subject to the rules, documented requirements or regulations of the approved institution for the duration of their studies at that institution only and in the specified UTS course(s). Students who transfer to UTS to continue study in the specified course(s) will then be subject to the Rules of UTS from the time of transfer.

(3) In cases where the provision of 1.3.3(1) apply, the rules, documented requirements or regulations of the other university or other institution which have been specified to apply will have the full force and effect as Rules of UTS for the purposes of the students in the relevant courses. Responsibility for the administration of such rules, documented requirements or regulations shall be specified in the respective agreement between UTS and the other university or institution, including responsibility for each university or institution to notify the other of the application of particular rules, documented requirements or regulations to particular students, and of all changes to such rules, documented requirements or regulations.

(4) Notwithstanding anything to the contrary, the Council of UTS, on the advice of the Academic Board, may where the circumstances are sufficiently serious to warrant it, revoke or modify any specification of Rules made under Rule 1.3.3(1), above. Details of any such revocation must be kept on the Register specified in 1.3.3(1)(c) above. All agreements between UTS and another university or institution which provide for the application of rules, documented requirements or regulations under 1.3.3(1) above must also provide for their possible revocation under this clause.

1.4 Designation

1.4.1 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 Registrar.

SECTION 2 — STUDENT REQUIREMENTS

2.1 General conduct

2.1.1 Each student has individual responsibility to comply with the Act, By-law, Rules, Codes of Conduct, Policies and Procedures of the University and is required to acknowledge, by means of a signed statement or electronic confirmation, agreement to abide by the Act, By-law, Rules, Codes of Conduct, Policies and Procedures of the University.

2.1.2 Each student is required to maintain an acceptable standard of conduct at all times while on University premises, while undertaking any work in relation to his or her University course, while 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 Each student is required to maintain an acceptable standard of conduct that does not prejudice the good name or academic standing of the University.

2.1.4 Whilst on the premises of the University, 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 must comply with the conditions of participation as determined by the University and with all rules or regulations of the host institution or place of business.

2.1.6 A student participating in clinical practice, fieldwork, professional, industry or other practical experience must comply with any rules, requirements, guidelines or code of conduct relating to such participation as determined by the University.

2.1.7 A student participating in learning experiences that are part of the 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 such 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 a false, untrue or misleading statement.

2.1.9 If the Vice-Chancellor or the Vice-Chancellor's delegate considers on the basis of past conduct, threatened conduct or other 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 delegate 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 delegate with such conditions as are notified in writing by the Vice-Chancellor or delegate.

2.1.10 Failure to:

(1) comply with the University Act, By-law, Rules, Codes of Conduct, Policies and Procedures of the University; or

(2) maintain an acceptable standard of conduct; or

(3) comply with conditions set by the Vice-Chancellor or Vice-Chancellor's delegate under Rule 2.1.9 above; or

(4) comply with reasonable directives of an officer of the University; or

(5) comply with any of the other requirements specified in Rule 2.1.1 to 2.1.8 above may be considered to 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) Enrolled students shall each be issued with an 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 is obliged to return his or her Student Identity Card to the University.

(6) A student is required to 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 is required to 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 PIN access

(1) A student may be issued with a Student Personal Identification Number (PIN) that is used to control access to specific areas of the University and facilities directly related to the student's current subject enrolment.

(2) Each Student PIN 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 Student PIN, 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 Student PIN has been compromised he or she must take steps immediately to have the compromised PIN deactivated and a replacement issued.

(5) The Student PIN is to be used in accordance with the approved 'Student Personal Identification (PIN) Use and Conditions'.

(6) Misuse of a Student PIN or of 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 (refer Schedule 2), specified students will be allocated a Commonwealth Higher Education Student Support Number (CHESSN).

(2) This number will:

(a) only be activated if the student accesses Commonwealth higher education assistance;

(b) be limited in its use as provided for in relevant legislation (refer Schedule 2);

(c) have its use protected under relevant legislation (refer Schedule 2).

(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 the course and enrolment in subjects cancelled or changed to another status in appropriate circumstances.

2.2.4 Tax File Number (TFN)

(1) Under the provisions of relevant legislation (refer Schedule 2), 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 number will:
  (a) be limited in its use to the reporting of financial liability to the relevant Commonwealth offices
  (b) have its use protected under relevant legislation (refer Schedule 2).

(3) A student who is required to provide a valid Tax File Number and fails to do so, or who provides a number that is invalid or false, may have his or her registration in the course and enrolment in subjects cancelled or changed to another status in appropriate circumstances.

2.3 Communication

2.3.1 Official University notices shall be displayed by the Registrar on official noticeboards on each campus and on the official student noticeboard on the UTS website.

2.3.2 The UTS email address allocated to students at the time of first enrolment is an authoritative channel for specific official University communications with students, as specified by the Registrar from time to time. If a student uses a different email address as his or her primary address it is the student's responsibility to arrange automatic forwarding of mail from the official UTS email address to the alternate email address.

2.3.3 The use of Short Message Services (SMS) by voice or text to a telephone number provided by a student for such purposes is an acceptable channel for official University communications with students for specific purposes approved by the Registrar.

2.3.4 Notices sent by mail to the mail address provided by a student, whether standard or registered mail or by email to a student's UTS email address for matters specified by the Registrar, will be presumed by the University to have been received by the student.

2.3.5 Students have a responsibility to acquaint themselves with official University notices communicated generally via noticeboards and correspondence communicated in print or electronically to specific individual students. Failing to read, misreading or misunderstanding official information or correspondence will not be accepted as a reason for students being unaware of matters so notified.

2.3.6 Students have a responsibility to respond to official communication from the University in a timely manner.

2.3.7 Unless otherwise instructed, all correspondence to the University from a student shall be addressed to the Registrar. Students should quote their student identification number in all correspondence.

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 submitted to designated modes of electronic student administrative services or support as prescribed by the Registrar from time to time.

2.3.9 Students shall notify the Registrar of any change in their contact details as soon as possible, either in writing or by online access to a designated mode of electronic student administrative services or support as prescribed by the Registrar from time to time. The University will not accept responsibility if official communications fail to reach a student who has not notified the Registrar directly in writing or via online access 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 of disruption to assessment made under Rules 8.3.1, 8.3.2 and 8.3.3.

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 relevant official University request form as prescribed by the Registrar.

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; and

(2) disclosure of all previous academic information; and

(3) payment of fees and charges by the due date; and

(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 specified in relevant legislation (refer Schedule 2) and, in particular, international students must comply with legislative requirements relating but not limited to:

(1) any requirements relating to attendance or study mode; and

(2) any conditions for enrolment and progress through an award course; and

(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 University Council and Academic Board, pursuant to the UTS Act and By-law.

3.1.2 The University shall publish details of approved courses of study in the *UTS: Calendar* and other official publications of the University and otherwise 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 discontinue 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 shall approve in principle the languages other than English in which coursework programs of the University may be offered. Such languages will be listed in the schedule of approved course delivery languages. Where a course has been approved for delivery in a language other than English, course and subject information, Rules and other relevant information as prescribed by the Registrar must 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 official publications of the University and are authoritative as at the time of publication. The University reserves the right to discontinue 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 must be consistent with and, wherever possible, cross referenced to and linked online to the course and subject information published in the official publications of the University.

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 requirements of State or Commonwealth legislation (refer Schedule 2).

3.3.2 Where a course offered by the University requires students to undertake professional experience and practical training components that may involve direct contact with children under the age of eighteen, the following conditions will apply:

(1) all students admitted to these courses will be required to complete certain declarations and have certain 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 or refusal to undergo these checks can result in withdrawal of an offer of admission to that course and/or cancellation of enrolment in that course.

3.4 Professional experience requirements

3.4.1 A number of courses offered by the University require students to undertake practical professional experience.

3.4.2 The University and the provider of the professional experience opportunity 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 practical professional experience, a student may be summarily excluded from participating in such activities for a specified period of time as provided for in Rule 16.10 (Exclusion from facilities and/or participation in activities).

3.4.4 If a student is assessed as not ready to proceed with, or unsuitable to continue, the required professional experience, it may be determined that the student is unable to complete the course requirements. Prior to such a determination being made, the following process will apply:

(1) where the Dean has reason to believe it is necessary in relation to a student who is enrolled in a course which includes required professional experience, the Dean shall have the student's preparedness to participate in, or his or her suitability to continue to participate in, such professional experience assessed by the relevant Responsible Academic Officer, in consultation with the appropriate external supervisor (if any) as provided for in Rule 3.4.2;

(2) where the Responsible Academic Officer, in consultation with the appropriate external supervisor (if any), considers that a student so assessed is not ready to proceed with or is unsuitable to continue any part of the required professional experience on its scheduled commencement, the Responsible Academic Officer may defer or re-schedule the student's participation;

(3) The Responsible Academic Officer must advise the student in writing of the decision within three (3) business days of making it.

3.4.5 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, may refer the matter, with an appropriate recommendation, to the Vice-Chancellor, who shall take such action as he or she deems appropriate.

3.4.6 The Vice-Chancellor must advise the student in writing of any decision he or she makes within three (3) business days of making it.

3.4.7 A student may appeal to the Professional Experience Appeals Committee against any decision taken by the Vice-Chancellor pursuant to Rule 3.4.6 (refer Rule 3.10 Appeals Procedure).

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.

3.6 Changes to courses

3.6.1 When the Academic Board approves the phasing out and discontinuation of a course or approves a revision of an existing course structure, 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; and

(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; and

(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.

3.6.2 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 a transitional or revised program to be completed by the student which will satisfy the requirements of the revised version of the course. Details of this program must be provided to the Registrar who shall ensure that it is recorded and used as the basis for determining the student's academic progress and completion of course requirements.

3.6.3 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 Deans, Responsible Academic Officers or Subject Coordinators as appropriate, shall ensure that by the end of the first teaching week in the subject, students are provided with a published subject outline for each subject in which they are enrolled.

3.7.2 If it becomes necessary after teaching has commenced for the University to change subject requirements and/or assessment procedures, the change shall:

(1) be reasonable in all the circumstances;

(2) occur after the Subject Coordinator has made a serious attempt to consult with all students enrolled in that subject;

(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 apply to the Responsible Academic Officer 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. Study thus approved 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 such student 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 the 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 Rule 3.9.2(2) or Rule 3.9.2(8) above, the student shall be given notice of the intended period of retention of the student's work and the purpose, or purposes, for which the work may be retained, and the opportunity to consent or object to the use of the student's work. Notice is deemed to be sufficient if reference to Rule 3.9 and the notice under it is contained in the subject outline.

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 designated work, the University will make available the student's work for return to the student when it is no longer required pursuant to Rule 3.9.3, and will provide a reasonable opportunity to the student to collect the work.

3.10 Appeals procedure

3.10.1 A student may appeal to the Professional Experience Appeals Committee against any decision taken by the Vice-Chancellor pursuant to Rule 3.4.6.

3.10.2 An appeal must be in writing, specify and substantiate the grounds of the appeal and be lodged with the Registrar within four (4) weeks of the date of notification.

3.10.3 In normal circumstances the grounds for appeal are:

(1) procedural irregularities which are of such a nature and extent that they are likely to have had a significant negative impact on a decision in relation to the student's ability to continue or participate in the required professional experience;
(2) the existence of 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, which are of such a nature and extent to 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.

3.10.4 The Registrar shall refer the appeal to the Vice-Chancellor for any written comment that the Vice-Chancellor wishes to make. The Vice-Chancellor may seek advice from the relevant Dean and other relevant members of staff. The Vice-Chancellor shall then forward his or her comments, and the advice received, to the Registrar.

3.10.5 The Registrar shall then refer the Vice-Chancellor's comments to the student for the student to provide a written response. The student's response must reach the Registrar within ten (10) days of the date of notification. The Registrar shall then refer the student's appeal, the Vice-Chancellor's comments and the student's response to the Professional Experience Appeals Committee, constituted under Rule 17.3, for consideration and decision.

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 Commonwealth 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 course single subject tuition fees;
(4) student service fees and charges as determined by Council or the Registrar, including any components for membership of student organisations;
(5) any charge for administrative services as determined by the University;
(6) repayment of any loan made by the University;
(7) any specified amount determined under Section 18 (Use of the University Library);
(8) any specified amount determined under Section 16 (Student Misconduct and Appeals);
(9) any specified amount determined under Section 15 (UTS Equipment Loans).

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 as determined by the University;
(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).

4.1.3 In exceptional circumstances and subject to the provisions of legal and regulatory requirements the Registrar, or a member of staff designated by the Registrar, may waive liability for payment by a student of a particular fee or charge.

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 in accordance with relevant Commonwealth legislation.

4.2.2 All other fees, charges and financial obligations 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, financial obligations, debts and any other specified amount by the due date.

4.2.4 In exceptional circumstances and for good reason the Registrar (or nominee) may grant an extension of the payment due date. Applications for such an extension must be directed to the Registrar, or the officer designated by the Registrar for the receipt of such applications, must normally 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 Registrar.

4.3 Allocation of payment

4.3.1 The University will allocate payments received in accordance with the payment allocation schedule determined by the Deputy Vice-Chancellor (Resources) and advised to Council. The payment allocation schedule will be published in the appropriate official publications of the University.

4.4 Failure to pay

4.4.1 Failure to pay all fees, charges, financial obligations and any other specified amount imposed and/or required by the University to be paid by the due date for payment will be deemed to be a debt to the University.

4.4.2 If a student has not paid all due fees, charges, financial obligations, 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 Registrar may, or when required by Commonwealth legislation must:

(1) require the student to pay a penalty for late payment; 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; or
(9) cancel the student's enrolment in a course; or
(10) do any combination of those things until the indebtedness has been discharged or the repayments or payments made or alternative arrangements have been made to the satisfaction of the Registrar.

4.4.3 A student may request re-consideration of a decision taken pursuant to Rule 4.4.2. Such requests must be in writing, state the grounds for the request and be lodged with the Registrar.

4.4.4 Where the University has provided that an application for service must be accompanied by payment of an administrative charge for the

service requested and the person requesting the service fails to make such 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 subjects 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 A student who wishes to request a refund of fees must apply in writing by the date specified by the Registrar.

4.5.3 Decisions relating to eligibility for a refund, the quantum of any refund and other related matters should 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 or regulation a Commonwealth supported student may apply for a refund of a student contribution 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 Commonwealth legislation.

SECTION 5 — ADMISSION

5.1 Application for admission

5.1.1 An application for admission to a course shall be made on the prescribed form, shall be lodged in accordance with directions on that form and by the specified closing date, as published by the University from time to time.

5.1.2 Applicants for admission to a course are required to provide accurate and complete information, including disclosure of all their previous academic information and study as required on the application form. Applicants who fail to do so may have their application cancelled, the offer withdrawn and their admission and enrolment cancelled (refer Rule 5.6).

5.1.3 An applicant who has a record of failure or exclusion at this University or at another tertiary institution may be required to provide additional documentation to demonstrate why he or she should be considered for admission to a course at the University, and in particular, provide documentation of any information that is relevant to the assessment of the applicant's chances of successfully completing the course.

5.1.4 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.

5.2 Offer of admission

5.2.1 A valid offer of admission to a course can only be made in writing by the University. Except where otherwise provided for by the Rules, an offer of admission can only be made by the Registrar (or nominee). The Registrar must maintain a Register of the persons or bodies authorised to make an offer of admission.

5.2.2 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.

5.2.3 Unless stated otherwise in the offer document, an offer of admission to a course will lapse within four (4) weeks of the date of the offer unless the University is notified in the prescribed way that the offer has been accepted.

5.2.4 Any offer of admission, admission to or enrolment in a course that is made conditional upon the provision of relevant academic or personal information 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.

5.3 Provisional admission

5.3.1 An applicant who has been offered a place in an undergraduate course and

(1) whose basis for admission is other than the NSW HSC or approved course of the NSW Department of Technical and Further Education; or

(2) who has been admitted under an Educational Access or Special Admission Scheme; or

(3) who has a record of failure at UTS or another tertiary institution; or

(4) who has been admitted under the general authority accorded to Academic Board;

may be admitted to the course on a provisional basis.

5.3.2 A student who has been admitted to a course on a provisional basis will have his or her academic progress reviewed at the end of one year of enrolment in accordance with specified requirements. If progress is considered unsatisfactory, the provisional admission will be withdrawn by Academic Board and no further enrolment by that student in that course will be permitted (refer Section 10 Academic Progression).

5.4 Acceptance of offer

5.4.1 Applicants who wish to accept an offer of admission to a course must do so by the means specified in the offer document. When the 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 normally no greater than twelve (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 courses.

5.5.3 An application for deferral must be made in writing to the Registrar by the specified closing date.

5.5.4 An applicant who has had a deferral of commencement approved must re-apply in accordance with procedures as 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 Dean or nominee. Approval of extension to the period of deferral is not automatic.

5.6 Withdrawal of offer of admission and cancellation of admission or enrolment

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

(1) an applicant for admission to a course has not provided true and complete information, including:

(a) failure to disclose full details of all previous academic information and study as required on the application form; or

(b) failure to disclose full details as proof of identity and citizenship status as required on the application form;

and where the provision of untrue or incomplete information results in:

(c) contravention of any legislative provisions; or

(d) the advantage of the applicant and/or inequitable treatment of other applicants; or

(e) an incorrect assessment of the application in relation to meeting admission requirements or standards.

(2) an applicant, who has been granted approval of 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;

(3) a student, who has been re-admitted to a course with conditions relating to his or her future conduct at the University set by the Vice-Chancellor (or delegate), fails to satisfy those conditions.

5.6.2 Appeal

(1) An appeal may be lodged by an applicant against decisions made in accordance with Rule 5.6.1(1) 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 Registrar within four (4) weeks of the date of notification.

(3) In normal circumstances, the grounds for appeal are:

(a) procedural irregularities; 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 Registrar shall refer the appeal to the Senior Deputy Vice-Chancellor. The Senior Deputy Vice-Chancellor may seek the recommendation of the Dean and other relevant members of staff. The Senior Deputy Vice-Chancellor shall then forward his or her recommendation, and the advice received, to the Registrar.

(5) If the recommendation of the Senior Deputy Vice-Chancellor is that the appeal be upheld, the cancelled offer of admission and/or enrolment will be reinstated and the applicant will be advised of this by the Registrar. If the recommendation is to dismiss the appeal, the Registrar shall refer the appeal to an Appeals Committee (Non-disclosure), constituted under Rule 17.4, for consideration and decision.

(6) Where an appeal is dismissed the withdrawal of offer and cancellation of admission and enrolment will be confirmed by the Registrar.

5.7 Requirements for admission

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

(1) must satisfy the general requirements for admission to that course; and

(2) must satisfy the language requirements if applicable for that course; and

(3) may also be required to satisfy other specific requirements for the particular course.

5.7.2 Notwithstanding any of the provisions of Rules 5.8 to 5.10, Academic Board may approve admission for any applicant who, in the opinion of the Board, has reached an acceptable standard.

5.7.3 Notwithstanding any of the provisions of Rules 5.8 to 5.10, the Senior Deputy Vice-Chancellor may recommend to Academic Board approval of provisional admission for specified applicants on a case-by-case basis.

5.8 General requirements for admission

5.8.1 Undergraduate Bachelor degree

(1) Prerequisite knowledge

There are no formal course or subject prerequisites for admission to undergraduate courses. However most courses are taught on the assumption that students have attained an appropriate level of knowledge in certain subjects. Relevant information can be obtained from the Faculty offering the course.

(2) General requirements

(a) Applicants will be considered for admission on the basis of meeting the general requirements in one of the following categories:

(i) completion of the NSW Higher School Certificate (NSW HSC) course at the required level;

(ii) completion of an approved course of the NSW Department of Technical and Further Education (NSW TAFE) at the required level;

(iii) possession of equivalent qualifications to (i) and (ii) above at the required level;

(iv) mature age and attainment of a specified educational standard.

(b) Applicants may also be eligible for consideration under UTS Educational Access or Special Admission Schemes.

(3) Applications for admission to an undergraduate degree will be assessed in accordance with the University's Admissions Policy as approved by Academic Board from time to time.

5.8.2 Bachelor Honours degree

(1) The general requirement for admission to a Bachelor Honours degree is completion of a Bachelor degree in a relevant discipline at an appropriate level.

(2) Applications will be assessed in accordance with the University's Admissions Policy as approved by Academic Board from time to time.

5.8.3 Graduate Certificate, Graduate Diploma, Masters degree by coursework

(1) The general requirement for admission to a Graduate Certificate, Graduate Diploma or Masters degree by coursework is:

(a) completion of a Bachelors degree of the University of Technology, Sydney in a related field of study; or

(b) completion of an equivalent qualification; or

(c) completion of a higher qualification; or

(d) submission of such other evidence of general and professional qualifications which satisfies the relevant Faculty Board that the applicant possesses the educational preparation and capacity to pursue graduate studies.

(2) Applications for admission to graduate coursework study will be assessed in accordance with the University's Admissions Policy as approved by Academic Board from time to time.

5.8.4 Graduate research degree

(1) The minimum general requirement for admission to a Masters degree by research course is:

(a) completion of a Bachelors degree of this University; or

(b) completion of an equivalent qualification; or

(c) completion of a higher qualification; or

(d) submission of such other evidence of general and professional qualifications which satisfies the University Graduate School Board that the applicant possesses the educational preparation and capacity to pursue graduate research studies at this level.

(2) The minimum general requirement for admission to a Doctoral degree course is:

(a) completion of a Bachelor Honours degree of this University with First Class or Second Class Division 1 Honours or a Masters by research degree of this University; or

(b) completion of an equivalent qualification; or

(c) completion of a higher qualification; or

(d) submission of such other evidence of general and professional qualifications as will satisfy the University Graduate School Board that the applicant possesses the educational preparation and capacity to pursue graduate research studies at this level.

(3) Applications for admission to graduate research degrees will be assessed in accordance with the University's Admissions Policy as approved by Academic Board from time to time.

5.8.5 Doctoral degree by publication

(1) An applicant for admission to a Doctoral degree by publication must:

(a) satisfy the requirements of Rule 5.8.4(2); and

(b) provide prima facie evidence of appropriate publications which can form the body of a thesis to the satisfaction of the relevant Faculty.

(2) Applications for admission to a Doctoral degree by publication will be assessed in accordance with the University's Admissions Policy as approved by Academic Board from time to time.

5.8.6 Non-award course

(1) Application can be made for non-award study which is study that does not lead to a formal award of the University. Such study may consist of single subjects that are normally taken as part of an award course and may also consist of a set of subjects that can result in recognition by a professional accreditation authority.

(2) Applications will be assessed in accordance with the University's Admissions Policy as approved by Academic Board from time to time.

(3) An applicant who has been excluded from this University or any other tertiary institution will not be permitted to undertake non-award study during the specified period of exclusion.

5.8.7 Cross-institutional study

(1) A student from another tertiary education institution in Australia may apply to undertake a subject or subjects from this University as part of the requirements of the award course at his or her home institution.

(2) Applications for cross-institutional study require approval of the student's home institution.

(3) Applications for cross-institutional study will be assessed in accordance with the University's Admissions Policy as approved by Academic Board from time to time.

5.8.8 Study Abroad

(1) A student from a higher education institution outside Australia may apply to undertake up to one year of study at the University that may be counted towards the requirements for an award at his or her home institution.

(2) Applications for Study Abroad require approval by the student's home institution.

(3) Applications for Study Abroad will be assessed in accordance with the University's Admissions Policy as approved by Academic Board from time to time.

5.8.9 Student exchange

(1) From time to time, and as part of exchange agreements between the University and other overseas higher education institutions, applications for exchange study at the University will be received in accordance with the terms of an agreement between both universities.

(2) Applications for student exchange will be assessed in accordance with the University's Admissions Policy as approved by Academic Board from time to time.

5.9 Language requirements for admission

5.9.1 An applicant for a course where the subjects are taught or where research is to be undertaken in English is expected to be proficient in English comprehension and expression. An applicant whose prior education was not undertaken in English, may be required to take a special test and attain a designated standard in that test as set out in the University's Admissions Policy as approved by Academic Board from time to time.

5.9.2 An applicant for a course where the subjects are taught or where research is to be undertaken in a language other than English (LOTE) is expected to be proficient in comprehension and expression in the other language. An applicant may be required to take a special test in that language as set out in the University's Admissions Policy as approved by Academic Board from time to time.

5.10 Specific course requirements for admission

5.10.1 Academic Board will determine policy in relation to specific course requirements for particular courses from time to time on the advice of the relevant Faculty Board or University Graduate School Board.

5.10.2 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 and approved by Academic Board.

5.10.3 Academic Board, on the advice of the relevant Faculty Board or University Graduate School Board, may require the applicants for admission to a particular course to submit a personal statement or other questionnaire, undertake an

examination or interview, submit portfolios or other additional information. In such circumstances, such information and material may be taken into account by the staff of the relevant Faculty according to criteria approved by the Board of the relevant Faculty for the purposes of determining whether or not to make an offer of admission.

5.11 Readmission

5.11.1 A former student who has:

(1) discontinued enrolment in a course in accordance with Rule 7.8 or Rule 11.20.1; or

(2) had enrolment in a course discontinued in accordance with Rule 7.8 or Rule 11.20.2(1); or

(3) been excluded from a course for a set period in accordance with Rule 10.4.1 or Rule 16.3.1(4); or

(4) had enrolment in a course cancelled in accordance with Rule 4.4.2 (Failure to pay), Rule 2.2.4(3) failure to provide Tax File Number, or Rule 5.6 (Withdrawal of offer of admission and cancellation of admission or enrolment);

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 above, and apply for admission in accordance with standard admissions procedures.

5.11.2 Readmission to a course is not automatic.

5.11.3 An application for readmission from a former student who has previously been excluded or had enrolment discontinued due to failure to maintain satisfactory academic progress, must be submitted in accordance with standard admission timeframes that apply for commencement of study after the specified period of exclusion or discontinuation has elapsed.

5.11.4 A former student who has been excluded from further study at the University for a set period of time as a penalty for misconduct and who subsequently wishes to undertake further study at the University, whether in the same or a different course, may:

(1) be required to show cause why he or she should be readmitted; and

(2) 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 course.

5.11.5 Where a 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.

5.11.6 In cases where an application for readmission has been declined, the applicant may request review of that decision by the Senior Deputy Vice-Chancellor.

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 for 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 an application will be determined in accordance with the following criteria:

(1) the decision was based on a serious misunderstanding of the substance or content of the applicant's prior learning; or

(2) a failure of procedural fairness occurred which affected 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 and as soon as possible of all decisions and actions taken.

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 Registrar (or the person designated by the Registrar) who shall ensure that it is recorded and used as the basis for determining the student's academic progress and completion of course requirements.

SECTION 7 — ENROLMENT

7.1 Enrolment procedures

7.1.1 The Registrar may prescribe particular enrolment procedures and closing dates for completion of the enrolment procedures and may prescribe different procedures and different closing dates for enrolment for different programs or 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 Registrar (or nominee); and

(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 Registrar 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 Registrar unless:

(1) approval for late enrolment has previously been obtained from the Registrar; or

(2) they are able to show, to the satisfaction of the Registrar, 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 education institution

7.2.1 A currently enrolled undergraduate or graduate coursework student who wishes to enrol in subjects at another tertiary education institution and have these subjects credited towards the award course at the University must complete the application processes as prescribed by the Registrar.

7.2.2 A student enrolled concurrently at another tertiary education institution who wishes to vary enrolment by undertaking additional or different subjects at the host 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 educational institution.

7.3 Cross-institutional enrolment

7.3.1 A student who is enrolled in a course leading to an award at another tertiary educational institution may be permitted to enrol in subjects that will count towards an award at the other tertiary education institution.

7.3.2 Admission and enrolment in cross-institutional study requires approval of the University and of the other tertiary education 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 by undertaking additional or different subjects must lodge his or her application with the Registrar, who shall refer it to the appropriate Officer of the University for decision. The application, which must be 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 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 relevant Responsible Academic Officer 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 Registrar who shall refer it to the appropriate officer of the University for decision. 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 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 Registrar.

7.5.2 The standard schedule of dates for Variation of Enrolment is as follows:

(1) For subjects conducted in standard semester teaching periods:

(a) the last day for addition of a subject is the end of the second week of the semester;

(b) the last day for withdrawal from a subject is the census date for the semester;

(c) 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 shall be prescribed and published by the Registrar.

7.5.3 Enrolment in a subject after the last date for addition of a subject will be permitted only in exceptional circumstances and only with permission of the relevant Responsible Academic Officer.

7.5.4 Where a student wishes to withdraw from a subject in the current teaching period after the census date or other prescribed date (refer Rule 7.5.2(3)) for that teaching period as a result of illness or other circumstances beyond his or her reasonable control, the student may lodge with the Registrar a written report of the circumstances, supported by a medical certificate or other relevant evidence. The Registrar's nominee shall determine whether the withdrawal shall be permitted without academic penalty ('Withdrawn') or with academic penalty ('Withdrawn Fail').

7.5.5 If an application for withdrawal from a subject is refused by the Registrar's nominee, 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 Registrar on the recommendation of the relevant Responsible Academic Officer.

7.6 Leave of absence

7.6.1 Leave of absence requirements for graduate research students are provided for in Section 11 (Graduate Research Study).

7.6.2 An undergraduate or graduate coursework student who wishes to withdraw temporarily from a course must lodge an application for leave of absence on the appropriate form and in accordance with procedures prescribed by the Registrar.

7.6.3 Applications for leave of absence are normally made prior to the start of the first teaching period for which leave is being sought and must be received no later than the census date for the teaching period (refer Rule 7.5.2).

7.6.4 Leave of absence will not normally be granted unless the student has completed satisfactorily the requirements of at least one subject of the course.

7.6.5 Leave of absence from enrolment in a specific course shall not normally be granted for a total period exceeding two (2) years.

7.6.6 A student resuming a course after a period of approved leave of absence shall be subject to the course requirements in operation at the time of resumption of study and will be required to re-enrol as directed by the Registrar.

7.7 Course transfer

7.7.1 An undergraduate or graduate coursework student who wishes to transfer from one UTS course to another must complete the application processes prescribed by the Registrar, for approval by the relevant Responsible Academic Officer. These processes may be either:

(1) application for course transfer for nominated groups of students; or otherwise

(2) application for admission via standard admission processes.

7.7.2 Course transfer requirements for graduate research students are provided for in Section 11 (Graduate Research Study).

7.8 Withdrawal from a course

7.8.1 A student who wishes to withdraw permanently from a course must lodge an application for withdrawal in accordance with procedures prescribed by the Registrar.

7.8.2 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.

7.8.3 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 Registrar.

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 as 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 Rule 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 Disability Services Officer of the Special Needs Service.

(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 Disability Services Officer 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 the ELSSA Centre.

(2) Applications should be lodged thirty days before the centrally-conducted examinations period and thirty days before the faculty-based examination.

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 or written examination has been thus affected may request to have these factors considered.

(3) Such requests for special consideration must include relevant documentary evidence from an appropriate professional authority (refer Rule 2.4).

(4) Such requests for special consideration are to be lodged with the Registrar (or nominee)

(a) in the case of a written examination prior to the commencement of 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 such 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 to have these factors 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) Such requests must include relevant documentary evidence from an appropriate professional authority (refer Rule 2.4).

(3) Requests are to be lodged with the Registrar (or nominee) no later than two (2) 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 Registrar (or nominee) may extend the due date for submission of such 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 to have these factors 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 under these Rules.

(3) Such 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 are to be lodged with the Registrar (or nominee) by no later than two (2) days after the scheduled examination date;
   (b) in exceptional circumstances the Registrar (or nominee) may extend the due date for submission of such requests;
   (c) the Registrar (or nominee) 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 a date to be determined by the relevant Faculty Board;
   (b) 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.

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 3).

8.4.3 Final subject assessment results may 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 Registrar 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 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 in 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 Registrar (or nominee) by the published deadline.

(2) Requests for review of assessment results lodged with the Registrar (or nominee)

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; and

(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 (3) below; and

(c) one student member, appointed by the Chair of the Committee for a particular meeting/s from the panel appointed under (3) below.

(3) The Faculty Board shall appoint panels of persons, nominated by the Dean, in category (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 8.7.1(2) (a), (b) and (c) above.

(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 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 in relation to 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 and recommendations on any Faculty procedural matters and the outcomes of those recommendations.

8.8 Student misconduct

8.8.1 Student misconduct is defined in Rule 16.2 (definition of misconduct).

8.8.2 Academic or non-academic 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 Registrar and advised to students by an appropriate means, at least five (5) weeks before the commencement of an official examination period and will continue to be available until the end of the examination period.

9.1.2 Information concerning examination timetables will not be provided by the University to students by telephone.

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 Registrar (or nominee) 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 the Registrar (or nominee) immediately in the manner prescribed by the Registrar 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 consecutively in any twenty-four 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 or business commitments for which the student can provide documentary evidence which satisfies the Registrar 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;

(c) travel arrangements including those for overseas study.

(4) The Registrar (or nominee) must consider such requests and make alternative arrangements where this is appropriate and practicable. The Registrar (or nominee) 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 or 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 the Registrar 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 ten (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 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 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 above if 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, 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 academic misconduct or any other misconduct, action may be taken by the University as provided for in Rule 9.8 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 9.2 to 9.8 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.

9.3.2 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 9.2 to 9.8 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 (2) 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 (1) 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 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 student 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 fifteen (15) minutes of the examination.

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 Additional examination time will not be allowed to any student as compensation for examination time lost due to any individual circumstance. In exceptional circumstances, an examiner 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 ten (10) minutes at the start of the scheduled time of the examination may be designated by the examiner 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 Rule 9.3.1 to Rule 9.3.12 above may be considered to be an act of misconduct and may be dealt with in accordance with Rule 9.8 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 (Learning and assessment arrangements).

9.5 Special examinations

9.5.1 In special circumstances approval may be given by the Registrar for a centrally conducted examination to be held for specific students at a time other than the published time, on such conditions as the Registrar shall prescribe. These 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 Registrar.

9.5.2 Such 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;

(3) where special consideration has been approved for unavoidable absence from an entire centrally conducted 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.

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 the Registrar in addition to the Rules and requirements for examinations generally.

9.6 Disruption to examination performance

9.6.1 A student who has commenced an examination may consider that his or her performance in the examination has been significantly disrupted by illness or other circumstances beyond his or her control that occurred during the examination or on the day of the examination. Such matters may be dealt with in accordance with Rule 8.3.2 (Special consideration of disruption to assessment – during an examination).

9.7 Absence from entire examination

9.7.1 A student who does not attend an examination as a result of failure to inform him or herself of the time or place of an examination is not eligible to be considered for a special examination as defined in Rule 9.5 and will be considered to have failed the examination.

9.7.2 A student who, through illness or other circumstances beyond his or her control on the day of the examination, is absent from an entire examination, may request to have these factors taken into account, in which case the matter will be dealt with in accordance with Rule 8.3.3 (Special consideration of disruption to assessment — absence from entire examination).

9.8 Student misconduct during examinations

9.8.1 General

(1) Student misconduct is defined in Rule 16.2 (Student misconduct and appeals).

9.8.2 Academic misconduct during centrally conducted examinations

(1) If an Examination Supervisor suspects a student of academic misconduct during an examination, the Examination Supervisor shall take prompt action to prevent the continuance of the suspected academic misconduct. The student shall be allowed to complete the examination or assessment task in question.

(2) All action taken by the Examination Supervisor will be in accordance with the principles of procedural fairness outlined in Schedule 4 (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) If no further action is to be taken, the Director, Student Administration Unit (or nominee) shall notify the student and the Examination Supervisor, if possible, at the conclusion of the examination.

(5) If further action is considered necessary, the Examination Supervisor shall be instructed to inform the student at the conclusion of the examination or as soon as possible thereafter that an allegation of academic 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 academic misconduct.

(6) 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.

(7) The Director, Governance Support Unit (or nominee) shall then:
   (a) report the matter to the Registrar; and
   (b) send a copy of the report to the Dean of the Faculty responsible for the subject and the Responsible Academic Officer.

(8) The Registrar shall deal with the allegation in accordance with Rule 16.15.

9.8.3 Academic 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 academic misconduct during an examination, the Monitoring Staff Member shall take prompt action to prevent the continuance of the suspected academic misconduct. Refer Section 16 (Student Misconduct and Appeals) for definitions of misconduct.

(3) The student shall be allowed to complete the examination or assessment task in question.

(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 4).

(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 Dean who shall deal with the matter in accordance with Rule 16.11.

9.8.4 Non-academic misconduct during 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; and
   (b) must leave the examination room immediately if directed to do so; and
   (c) is subject to such other actions and penalties as provided for in Section 16 (Student Misconduct and Appeals).

(2) The Examination Supervisor or Monitoring Staff Member shall, as soon as possible, provide a written report on the alleged non-academic misconduct to the Director, Student Administration Unit (or nominee). The Director, Student Administration Unit (or nominee) shall in consultation with the Examination Supervisor or Monitoring Staff Member 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 or Monitoring Staff Member of any action to be taken.

(4) The written report on the alleged non-academic misconduct shall be submitted without delay to the Director, Governance Support Unit (or nominee) who shall then:
   (a) report the matter to the Registrar; and
   (b) send a copy of the report to the Dean of the Faculty responsible for the subject and the Responsible Academic Officer.

(5) The Registrar shall deal with the allegation in accordance with Rule 16.15.

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 handbooks.

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 fifty 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 Students who have been granted provisional admission to a course in accordance with Rule 5.3.1 and who satisfy the required minimum rate of progress in a course as specified in Rule 10.3.1 shall be permitted to re-enrol in the course and shall be eligible to have their admission to the course considered by Academic Board for confirmation.

10.3.3 Students who have been granted provisional admission to a course in accordance with Rule 5.3.1 and who fail to achieve the required minimum rate of progress in a course as specified in Rule 10.3.1 shall not be permitted to re-enrol in the course and shall have their enrolment in the course discontinued.

10.3.4 Any of the provisions of Rules 10.3.1 and 10.3.3 may be waived in particular cases by the relevant Faculty Board, which must set conditions for further enrolment. Non-compliance with such 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 as specified in Rule 10.3.1 or as specified by a Faculty in accordance with Rule 10.2.3 shall be excluded from further study at the University by the relevant Faculty Board for a period of at least one (1) 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 A student may appeal against exclusion from study at the University for the determined period in accordance with procedures outlined in Rule 10.8.

10.4.3 A student may apply for re-admission for further study at the end of the period of exclusion and must meet requirements and comply with procedures as set out in Rule 5.11.1. Re-admission 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 fifty (50) per cent in excess of normal completion time laid down for that course.

10.5.3 The calculation of the time taken by a student is a calculation of elapsed time. Periods of approved leave of absence or periods of exclusion/discontinuation from the course are counted as elapsed time.

10.5.4 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.

10.5.5 In exceptional circumstances, the relevant Faculty Board may approve an extension of the maximum time to complete course requirements for a particular student. Before it grants any such approval, the Faculty Board 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.

10.5.6 In respect of specific courses, the maximum time to complete a particular course may be reduced by resolution of the relevant Faculty Board (subject to approval by Academic Board) and where such a reduction in maximum time has been approved, the Faculty must include this information in all course prospectus and publicity material and must advise students enrolling in such a course for the first time of the approved maximum time to complete.

10.5.7 Where a student has failed to complete the requirements of a course within the maximum time the relevant Faculty Board may determine that the student be excluded permanently from that course.

10.5.8 Written notification of any such exclusion will be sent to relevant students by the Registrar.

10.5.9 A student may appeal against permanent exclusion from the course in accordance with procedures outlined 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 Rule 10.6.2 or 10.6.3, the student will be excluded from further study at the University by the relevant Faculty Board for a period of at least one (1) 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 such exclusion will be sent to the student by the Registrar.

10.6.6 Where a student has been excluded under Rule 10.6.4, the student may appeal against exclusion in accordance with procedures outlined in Rule 10.8.

10.7 Academic caution

10.7.1 A student may be placed on academic caution by the relevant Faculty Board 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 fifty 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 outlined 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 10.8.3 (3).

10.7.2 The period of academic caution shall 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 shall be advised in writing of the arrangements and requirements for academic caution.

10.7.4 During a 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 6 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 faculty 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 7.5.7;

(4) attend an ELSSA English language workshop if directed to do so by the relevant faculty Responsible Academic Officer.

10.7.5 Failure to meet any or all of the requirements as set out in Rule 10.7.4 will be taken into account in any subsequent appeal against exclusion submitted in accordance with Rule 10.8.

10.7.6 The provisions of Rule 10.7.1 may be waived by the relevant Faculty Board in particular cases.

10.8 Appeals

10.8.1 A student may appeal to the Registrar in respect of decisions of a Faculty Board under Rules 10.4.1, 10.5.7 and 10.6.4.

10.8.2 An appeal must be in writing, must specify and substantiate the grounds of the appeal and be lodged with the Registrar within four (4) weeks of the date of notification of the decision.

10.8.3 Late appeals which are submitted after the date provided in 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 In normal circumstances, the grounds on which a student may appeal against a decision of a Faculty Board in relation to exclusion or discontinuation are:

(1) procedural irregularities which have resulted in substantial unfairness to the student;

(2) mitigating circumstances, supported by documentary evidence, which directly and significantly affected the student's performance, an awareness of which might have reasonably led to a decision other than exclusion;

(3) the decision was based on factual errors of such magnitude as to invalidate the decision.

10.8.5 The Registrar shall refer the appeal to the relevant Dean.

10.8.6 The appeal shall be considered by the appropriate Course Director or other nominee of the Dean in the first instance, who shall seek the advice of other relevant members of staff.

10.8.7 The Course Director or other nominee of the Dean shall submit a report to the Responsible Academic Officer or other nominee of the Dean, with a recommendation as to whether to uphold or dismiss the appeal.

10.8.8 The Responsible Academic Officer or other nominee of the Dean will consider the report and recommendation and the following provisions will apply:

(1) Where the Course Director or other nominee of the Dean has recommended that the appeal be upheld, and the Responsible Academic Officer or other nominee of the Dean after considering the report and recommendation agrees with the recommendation, the recommendation will be forwarded to the Dean who shall make a decision.

(2) Where the Course Director or other nominee of the Dean has recommended that the appeal be upheld and the Responsible Academic Officer or other nominee of the Dean after considering the report and recommendation disagrees with the recommendation to uphold the appeal, he or she will invite the student to respond to the recommendation, as provided for in Rule 10.8.8 (3).

(3) Where the Course Director or other nominee of the Dean has recommended that the appeal be dismissed, the Responsible Academic Officer or other nominee of the Dean 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 such time as the Registrar may specify from time to time. The Responsible Academic Officer or other nominee of the Dean will consider the response and make a recommendation to the Dean as to whether to uphold or dismiss the appeal.

10.8.9 The Dean shall consider the recommendations and reports of the Course Director or other nominee of the Dean and the Responsible Academic Officer or other nominee of the Dean as provided in 10.8.8. Where the Dean disagrees with the recommendations of the Course Director or other nominee of the Dean and the Responsible Academic Officer or other nominee of the Dean to uphold the appeal, and where the University has not done so already, the Dean will invite the student to respond to the Dean's recommendation as provided in Rule 10.8.8 (3). The matter will then be referred to the Registrar for final decision.

10.8.10 In the event that the Course Director or other nominee of the Dean, or the Responsible Academic Officer or other nominee of the Dean 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. If the Dean believes that his or her involvement in the appeal would lead to a conflict of interest, he or she will be required to refer the matter to the Registrar for final decision.

10.8.11 Following the conclusion of the processes provided for in 10.8.8, 10.8.9 and 10.8.10, the Dean and/or Registrar shall reconsider the recommendation and determine the final decision. The final decision will be conveyed to the student by the Registrar.

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 re-instated;

(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 or discontinuation 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 re-admission after the period of exclusion has elapsed.

10.9.3 A student whose appeal is unsuccessful may request a review of the decision by the Coursework Students' Exclusions Review Committee.

10.9.4 The only grounds on which a student may request a review under 10.9.3 are that there were procedural irregularities in the management of the appeal.

10.10 Coursework Students' Exclusions Review Committee

10.10.1 Composition

(1) A Coursework Students' Exclusions Review Committee shall consist of:

(a) a Chair elected by and from Academic Board;

(b) Alternate Chair appointed by the Chair of Academic Board;

(c) two academic staff members with relevant expertise appointed by the Chair of Academic Board;

(d) a student of the University who has been enrolled at the University for at least two semesters, appointed by the Chair of the Committee for a particular meeting/s from a panel nominated by the Deans;

(e) up to two academic staff members with relevant expertise co-opted by the Chair for particular meetings.

(2) The Committee membership term shall be two years consistent with the term of membership for elected members of the Academic Board. Members may serve not more than two consecutive membership terms.

(3) The Academic Board shall appoint panels of persons in category (d) above every two years.

(4) Nomination of panel members in category (d) above shall be made by the Dean of each Faculty.

(5) Panel members in category (d) may be appointed for not more than two consecutive terms.

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

(7) The appointment of co-opted members in category (e) above shall be made by the Chair in consultation with the Chair, Academic Board.

(8) The quorum will be three members including either the Chair or Alternate Chair. This requirement can be satisfied by the participation of one or more members through telephone or video conferencing.

10.10.2 Terms of reference

(1) The Coursework Students' Exclusions Review Committee shall review Deans' decisions to dismiss coursework student appeals:

(a) against exclusion for failure to maintain the required minimum rate of progress pursuant to Rule 10.4.1;

(b) against exclusion from the course for failure to complete the course requirements within the approved maximum time limit pursuant to Rule 10.5.7;

(c) against permanent discontinuation from a course resulting from inability to complete course requirements pursuant to Rule 10.6.5.

(2) If the Committee finds a procedural irregularity, as provided in Rule 10.9.4, the appeal is to be referred back to the relevant Dean to be handled in accordance with these Rules.

10.10.3 Procedures for the Coursework Students' Exclusions Review Committee

(1) The Coursework Students' Exclusions Review Committee shall be convened by the Registrar as required in accordance with the relevant Standing Orders of Academic Board.

(2) Each review must be dealt with on its own terms and merits and in accordance with its own circumstances.

(3) Consistent with procedural fairness, senior administrative staff may assist the Committee, act as advisers and attend meetings as required including: Director Student Administration Unit or nominee and Director, Student Services Unit.

SECTION 11 — GRADUATE RESEARCH STUDY

11.1 Application of these Rules

11.1.1 These Rules apply to all students enrolled in graduate research courses.

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; and

(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 University Graduate School Board.

11.2.2 Students admitted to masters degrees by 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; and

(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 University Graduate School Board.

11.2.3 Students admitted to a doctoral degree by publication are required to:

(1) submit a thesis consisting of their published works, which may include a product and/or artefact; and

(2) submit an extended overview paper

which together demonstrate that the collective publications form an original and significant contribution to knowledge.

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 University Graduate School Board;

(2) 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;

(3) in cases where all or part of the research and study will be undertaken at a site external to the University, a certificate of support must be provided by the external site management stating the student will be provided with the appropriate resources and facilities to undertake the research and study and that the site management is willing to support the work of the student.

11.3.2 Students are required to enrol in the components of the course as specified by the relevant faculty and published relevant official publications of the University.

11.3.3 Students are required to enrol in and complete such prerequisite or concurrent coursework as may be considered appropriate to their individual circumstances by their supervisory panel and Responsible Academic Officer.

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 by the University Graduate School Board.

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 and Responsible Academic Officer.

11.5 Course transfer

11.5.1 A student who wishes to transfer from one graduate research degree to another shall apply to the Dean, University Graduate 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 who wishes to transfer between graduate research degree courses must demonstrate to the satisfaction of the Dean, University Graduate School and in accordance with guidelines approved by the University Graduate School Board with respect to:

(1) evidence of progress to date in the enrolled course;

(2) the way in which the research project will be re-defined to satisfy the requirements of the course into which transfer is sought;

(3) suitability of the research and study undertaken in relation to the requirements of the course into which transfer is sought;

(4) 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, University Graduate 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 taking into account the contribution of the current research and study towards the requirements of the course into which transfer has been approved.

11.6 Recognition of prior study and research

11.6.1 A student who has undertaken a course of study and research 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 course of study and research.

11.6.2 Recognition of prior study and research including the extent of any such recognition shall be approved by the Dean, University Graduate School after consideration of a report by the Responsible Academic Officer which is to include advice on:

(1) the nature, duration and quality of the prior work;

(2) the suitability of the prior work relative to the subject of the UTS graduate research course;

(3) the recommended period of candidature as a consequence of the recognition of prior study and 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) Doctoral degree by publication:

(a) one year for a full-time student;

(3) Masters degree by 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 11.7.1 above, 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, University Graduate School to complete the program in less than the normal time.

11.8 Extension of candidature

11.8.1 A student who wishes to extend the period of his or her research candidature is required to seek approval from the Dean, University Graduate School.

11.8.2 An extension of the approved period of candidature granted by the Dean, University Graduate School shall not include periods of approved leave of absence.

11.8.3 The maximum period of extension shall not normally exceed:

(1) One calendar year for a doctoral degree by research, a professional Doctoral degree and a Doctoral degree by creative works.

(2) One half calendar year for a Masters degree by research.

11.8.4 Where an extension of candidature means that a local student will exceed the maximum period for which Commonwealth support is normally provided the student may be liable for course fees for any period of time that is outside the maximum period of time normally covered by such Commonwealth support.

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 on the appropriate form no later than the census date of the first teaching period for which leave is being sought.

11.9.2 Leave of absence shall not normally be granted in the first half year of candidature.

11.9.3 Leave of absence shall not normally be granted for a total period exceeding one (1) year.

11.9.4 In exceptional and documented special or mitigating circumstances a student may request variations to the provisions of Rules 11.9.2 and 11.9.3. Any such variation will require approval by the Dean, University Graduate 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, University Graduate 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 normally have his or her candidature discontinued due to unsatisfactory progress (refer Rule 11.20.2).

11.11 Supervision

11.11.1 The criteria necessary for appointment as a supervisor of research students shall be approved by Academic Board on the recommendation of the University Graduate School Board.

11.11.2 The University Graduate School Board shall be responsible for maintaining a register of research student supervisors and for the appointment of suitably qualified staff to the register.

11.11.3 All students shall have a supervisory panel appointed by the Dean, University Graduate School, and the composition of the supervisory panel shall be in accordance with the guidelines as approved by Academic Board from time to time.

11.11.4 All members of supervisory panels shall operate in accordance with the Code of Practice for Research Supervisors.

11.11.5 Where the student undertakes a major portion of his or her research at sites external to the University, the Dean, University Graduate School may appoint an external principal supervisor or advisor.

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 title

11.12.1 The student shall submit the title of his or her thesis to the Dean, University Graduate 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 by research not later than one half year after initial enrolment.

11.12.2 Any change to the approved thesis title requires the approval of the Dean, University Graduate School.

11.13 Progress reports

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 University Graduate School Board from time to time. A report shall not be required in respect of a student who has submitted their thesis to the Faculty.

11.13.2 The principal supervisor shall submit each half year to the relevant Responsible Academic Officer a report on the student's progress and, where applicable, on the suitability of the student's research work environment.

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, University Graduate School on overall progress in accordance with the guidelines approved by the University Graduate School Board from time to time.

11.13.4 Upon receipt of a recommendation of unsatisfactory progress the Dean, University Graduate 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 a suitable progress plan and also may include details of any other action or advice the student may wish to consider; 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 11.20.2).

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 Candidature assessment

11.14.1 Each student is required to undertake 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;

11.14.2 The candidature assessment will be completed in accordance with guidelines approved by the University Graduate School Board from time to time.

11.14.3 The requirements for each candidature assessment will be determined by each faculty, subject to the approval of the Dean, University Graduate School and in accordance with guidelines as approved by the University Graduate School Board from time to time.

11.14.4 The outcome of all candidature assessments will be reported by the Responsible Academic Officer to the Dean, University Graduate School.

11.14.5 A student who satisfies the requirements of a candidature assessment will have his or her candidature in the course confirmed and will be eligible to proceed with his or her research program in accordance with guidelines as approved by the University Graduate School Board from time to time and will be subject to further review of progress as provided for in Rule 11.13.1-11.13.5.

11.14.6 A student who does not satisfy the requirements of a candidature assessment:

(1) may be permitted by the Dean, University Graduate 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 11.20.2).

11.15 Thesis requirements — thesis in LOTE (languages other than English)

11.15.1 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 previously published work 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); or

(4) in the case of a Doctoral degree by publication, the published works and an extended overview paper of normally between 5,000 and 10,000 words, which incorporates:

(a) details of sources from which the works were derived;

(b) details of the extent to which the work of others has been utilised;

(c) details of the extent to which the applicant was responsible for the initiation, conduct and direction of any joint works submitted;

(d) evidence that the publications have standing as significant contributions to knowledge;

(e) a declaration identifying any of the submitted works that have been submitted for a qualification of any tertiary institution; and

(f) all works, apart from quotations, to be presented in, or translated into English, unless otherwise approved.

11.15.2 A thesis shall comply with the following requirements:

(1) it must normally be in English; and

(2) it must reach a satisfactory standard of presentation; and

(3) that should a student wish to write a thesis in a language other than English, an application must be made to the Dean, University Graduate School via the relevant Faculty Committee within the first six months of candidature; and

(4) the Dean, University Graduate School will consider such an application on the condition that full justification must be provided by the faculty for presenting a thesis in a language other than English; and

(5) post examination, a substantial summary of the thesis (approximately 5,000-10,000 words) in English must be bound in the thesis and include an introduction, brief chapter outline and conclusion. Examiner reports for the thesis must be available in English; and

(6) 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, University Graduate School is satisfied as to the extent of the student's part in the joint work; and

(7) it must be embodied in a format as approved by the Dean, University Graduate School; and

(8) it must contain an abstract of not more than 400 words and written in a form suitable for publication; and

(9) 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

(10) 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, University Graduate School is satisfied with the graduate research student's part in the joint work.

11.16 Oral presentation of thesis

11.16.1 Doctoral research students are required to make an oral presentation of the thesis to an audience drawn from within the broad disciplinary area.

11.16.2 The oral presentation shall normally be made during the final six months prior to the submission of the thesis.

11.16.3 The oral presentation may form part of the approved examination process as provided for in procedures approved by the University Graduate School Board.

11.17 Submission of thesis

11.17.1 A student shall provide two (2) months prior notice in writing to the Dean, University Graduate School of his or her intention to submit the thesis for examination.

11.17.2 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, University Graduate School for consideration of restriction to access.

11.17.3 The student may, to the extent that it is possible, place such information in an appendix to the thesis.

11.17.4 The Dean, University Graduate School may approve such restriction indefinitely or for a specified period not normally exceeding two (2) years and may impose conditions on disclosure of such information. If the requested restriction is approved by the Dean, University Graduate School, such information shall not be disclosed to other persons unless the Dean, University Graduate School, after consultation with the Responsible Academic Officer and the student, has authorised such disclosure or the period of restriction approved by the Dean, University Graduate School has expired.

11.17.5 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; and

(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, University Graduate School identifying any parts of the thesis the student considers should have restricted distribution or disclosure and the period of any such restriction.

11.17.6 Submission of any other part of the thesis which is not 'print on paper' shall be in accordance with guidelines approved by the University Graduate School Board from time to time.

11.17.7 The thesis and other works shall be transmitted to the Dean, University Graduate 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.

11.17.8 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 University Graduate School Board.

11.18 Examination of thesis

11.18.1 Under certain circumstances the procedures and arrangements for examination of a thesis may, with the approval of the Dean, University Graduate

School be varied from those prescribed in Rules 11.18.3 to 11.18.5. 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 'cotutelle' arrangement;

(2) research degrees where part of the work is not 'print on paper' that necessitates a variation in examination procedures.

11.18.2 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 Dean, University Graduate School on advice from the Responsible Academic Officer no later than six (6) months prior to the expected thesis submission date.

11.18.3 On the recommendation of the Responsible Academic Officer the Dean, University Graduate School shall appoint examiners, which in normal circumstances shall be as follows:

(1) in the case of a Doctoral degree, at least 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 external examiners;

(3) a member of the student's supervisory panel is not normally permitted to be an examiner.

11.18.4 Where restricted distribution or disclosure of certain parts of the thesis has been approved by the Dean, University Graduate 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.

11.18.5 Should examiners or any other parties to the examination process question whether the work is that of the student, the Dean, University Graduate School will consider the matter and take action as provided for in the procedures approved by the University Graduate School Board from time to time.

11.18.6 A student may be required to undertake an oral examination of his or her thesis as provided for in procedures approved by the University Graduate School Board.

11.18.7 The reports of the examiners shall be forwarded to the Dean, University Graduate School which shall consult the Responsible Academic Officer and may decide:

(1) to recommend to the University Graduate School Board and Academic Board that the student has satisfied requirements for the award of the degree; or

(2) to recommend to the University Graduate School Board and Academic Board that, subject to minor changes being made to the thesis as required in Rule 11.18.8, 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 normally twelve (12) months for re-examination 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) in the case of a Doctoral degree by research, that the student be advised to apply for admission to another degree; or

(6) to take any other action it deems appropriate before making a decision.

11.18.8 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 (6) months of date of notification. The Responsible Academic Officer will report satisfactory completion of the changes to the Dean, University Graduate School.

11.18.9 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 11.18.7(4) and the student's candidature will be discontinued (refer Rule 11.20).

11.19 Deposit of thesis

11.19.1 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 by the Dean, University Graduate School; 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, University Graduate School on the advice of the University Librarian in regard to its preservation and maintenance.

11.19.2 Where an electronic copy of the thesis is required, it shall be provided in the format and in accordance with procedures approved by the University Graduate School Board.

11.19.3 The copy 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, University Graduate 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 (2) years.

11.20 Discontinuation of candidature

11.20.1 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 Registrar.

11.20.2 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 11.10);

(b) where a student has not satisfied progress requirements (Rule 11.13);

(c) where a student has not satisfied candidature assessment requirements (Rule 11.14)

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 (Rule 11.18.9);

(b) where a student has failed to satisfy requirements for the award of the degree (Rule 11.18.7(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.

11.20.3 Where a student's candidature has been discontinued by the University, the student shall be notified in writing by the University Graduate School as soon as reasonably possible and giving the reason for the discontinuation.

11.21 Appeal against discontinuation of candidature

11.21.1 A student whose candidature is discontinued in accordance with Rule 11.20.2 may lodge an appeal against the discontinuation of candidature with the Registrar.

11.21.2 Under normal circumstances an appeal against discontinuation of candidature must reach the Registrar within four (4) weeks of the date of official notification.

11.21.3 A student may request the Registrar to consider an extension of time to submit an appeal against discontinuation. Any such request should normally be received within three (3) weeks of the date of official notification.

11.21.4 In normal circumstances, the grounds for appeal against a decision of discontinuation of candidature due to unsatisfactory progress made pursuant to Rule 11.20.2(1) are:

(1) the existence of procedural irregularities in the candidature assessment, in the handling of progress reports or in the implementation of other requirements deemed necessary for satisfactory progress;

(2) mitigating circumstances, supported by documentary evidence, which directly and significantly affected the student's progress, an awareness of which would have reasonably led to a decision other than the discontinuation of candidature;

(3) the decision was based on factual errors of such magnitude as to invalidate the decision.

11.21.5 In normal circumstances, the grounds for appeal against a decision of discontinuation of candidature due to an unsatisfactory examination made pursuant to 11.20.2(2) are:

(1) procedural irregularities in the conduct of the examination;

(2) documentary evidence of errors or irregularities on the part of one or more of the examiners.

11.21.6 The Registrar shall refer the appeal to the Dean of the relevant Faculty. The Dean should consult the appropriate Responsible Academic Officer and other academic staff members he or she considers relevant to enable a recommendation to be prepared.

11.21.7 The recommendation of the Dean of the relevant Faculty, together with any supporting documentation, must be forwarded to the Registrar.

11.21.8 The Registrar shall then refer the Dean's recommendation to the student for the student to provide a written response to the recommendation.

11.21.9 Under normal circumstances the student's response must reach the Registrar within ten (10) days of the date of notification.

11.21.10 In exceptional circumstances the Registrar may approve an extension of time for the student to respond to the Dean's recommendation.

11.21.11 The Registrar shall then refer the student's appeal, the Dean's recommendation and the student's response to the Graduate Research Students' Appeals Committee, constituted under Rule 17.2, for consideration and decision.

11.22 Result of appeal

11.22.1 Where an appeal against discontinuation due to unsatisfactory progress is upheld:

(1) the student's candidature will be re-instated;

(2) the Dean, University Graduate 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.

11.22.2 Where an appeal against discontinuation due to unsatisfactory examination is upheld:

(1) the student's candidature will be re-instated;

(2) the Dean, University Graduate 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.

11.22.3 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 University 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 the University Council on a candidate who has to the satisfaction of the 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, or otherwise, in the opinion of the Dean of the relevant Faculty have had an equivalent connection with the University of Technology, Sydney; and
(2) hold a degree of the University of Technology, Sydney; or
(3) hold a degree from another tertiary institution, and be in the opinion of the Dean of the relevant faculty otherwise 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, University Graduate School an application together with four copies of the published work that the applicant wishes to have examined.

12.4.2 The Dean, University Graduate 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;
(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 such supporting material as the Higher Doctoral Degrees Committee requires, 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 The Higher Doctoral Degrees Committee shall appoint no fewer than three examiners, none of whom shall be staff members of the University, to examine the submitted works.

12.6.2 Each examiner shall submit to the Higher Doctoral Degrees Committee an independent report in writing and shall recommend, on the basis of the submitted work, whether the candidate's work:

(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 The Higher Doctoral Degrees Committee shall consider the reports of the examiners and shall formulate a recommendation to the University Graduate 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; or
(3) the University Graduate School Board takes other action as recommended by the Higher Doctoral Degrees Committee.

12.6.4 The University Graduate School Board shall consider the recommendation of the Higher Doctoral Degree Committee 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; or
(3) take other action as it deems appropriate.

12.6.5 The candidate shall be advised of the University Graduate School Board's action under 12.6.4.

12.7 Deposit of works

12.7.1 The provisions of Rule 11.19 (Graduate Research Study) shall apply in respect of published works submitted under this Section of the Rules and for which an award is conferred under this Section of the Rules.

12.8 Higher Doctoral Degrees Committee

12.8.1 The Higher Doctoral Degrees Committee shall consist of such persons as the University Graduate School Board may nominate and determine from time to time.

12.8.2 Any approval given or made by a majority of those members of the Higher Doctoral Degrees Committee, present and voting at a duly constituted meeting of the Committee shall, for the purposes of this Section of the Rules, be deemed to be an approval, recommendation, decision or other determination of the Higher Doctoral Degrees Committee.

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; and
   (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. Such a recommendation would normally be made within two (2) 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 University Graduate School Board shall determine those students who have completed the course requirements.

(3) The University Graduate School Board shall notify Academic Board 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 University Graduate School Board may recommend to Academic Board that the student be deemed to have completed requirements of a course. Such a recommendation would normally be made within two (2) 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 above, the Registrar 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, University equipment and materials.

13.4 Conferral of award

13.4.1 Degree, Diploma and Graduate Certificate awards are conferred by a resolution of the University 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, the University may rescind the conferral of an award, including but not limited to situations where:
   (1) the University Student Conduct Committee has determined that rescission of an award is an appropriate penalty as provided for 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.

13.5.2 In the case of 13.5.1(1) above:

(1) no action will be taken to implement the University Student Conduct Committee 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 lodgment of such an appeal has expired;

(2) if no appeal is lodged or the original decision of the University Student Conduct Committee to rescind the award is upheld, the Vice-Chancellor will notify Academic Board and Council of the decision to rescind the award.

(3) the Registrar will provide notice of the decision and reasons for the decision to the recipient of the award.

13.5.3 In the case of 13.5.1(2) above:

(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 relevant to the circumstances.

(2) the Vice-Chancellor will provide notice to the award recipient of any decision to take further action and will provide appropriate opportunities consistent with basic fairness 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 Registrar will inform the award recipient of the outcome of the Vice-Chancellor's decision.

13.5.4 In the case of 13.5.1(3) above:

(1) the student will be advised of the proposed corrective action and any relevant consequences and will be given the opportunity to comment on these prior to a recommendation being made to Academic Board under 13.5.4(2) below;

(2) the Registrar will report the matter to Academic Board for recommendation to Council that the appropriate corrective action be taken.

13.5.5 The Registrar 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 University Policy on Management and Protection of Personal Student Information.

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 the University 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 below, 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 by research, the award shall not be classified.

(3) For a Masters degree by coursework for which the award of Honours is available, the award shall be classified as:

(a) Masters degree with 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 for which the award of Honours is available, the award may be classified as:

(a) Bachelor degree with First Class Honours; or

(b) Bachelor 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 degree.

(6) For a Bachelor degree for which the award of Honours is not available, the award may be classified as:
  (a) Bachelor degree with Distinction; or
  (b) Bachelor degree with Credit; or
  (c) Bachelor degree.

(7) 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.

(8) For a Diploma, the award may be classified as:
  (a) Diploma with Distinction; or
  (b) Diploma with Credit; or
  (c) Diploma.

(9) For an Associate Diploma or 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 the official certificate of the University that attests to a particular person having satisfied requirements for and graduated with a particular award of the University.

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 by the Registrar 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 the University 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 Registrar (or nominee) 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 The University Council has determined that there shall be the following honorary awards:
  (1) Honorary Doctor of Engineering (HonDEng);
  (2) Honorary Doctor of Laws (HonLLD);
  (3) Honorary Doctor of Letters (HonLittD);
  (4) Honorary Doctor of Science (HonDSc);
  (5) Honorary Doctor of the University (HonDUniv);
  (6) Fellow of the University;
  (7) 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 Policy on University Honours approved by Council from time to time.

SECTION 15 — UTS 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 clearly stated in written form and provided to students;

(2) ensuring that borrowers present their University Student Identity Card and sign an 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 University Student Identity Card;

(d) student's full name;

(e) date of loan;

(f) due date for return of equipment;

(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 Director who shall act in accordance with Rule 15.4 below.

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, 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 loss, theft or damage of or to the equipment to the relevant University officer.

15.4 Non-compliance

15.4.1 Where a Dean or Director believes on reasonable grounds that an equipment borrower has not complied with the specific conditions of loan as specified pursuant to Rule 15.2.1(1) above or has not complied with the requirements of Rule 15.3 above, the Dean or Director 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 Registrar 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 Registrar who will deal with it in accordance with Section 16 (Student Misconduct and Appeals).

15.4.2 Where the Dean or Director believes one or more of the actions in Rule 15.4.1(1) to 15.4.1(6) are appropriate, the Dean or Director will notify and give reasons to the student and the Registrar. The Dean or Director 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 1.3.2 Conduct of students).

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 both academic misconduct and non-academic misconduct.

16.2.2 **Academic 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 to do (a) or (b) or (c) in an examination under the supervision of the Registrar or an examination, test, assignment, essay, thesis or any other assessment task under the supervision of a Faculty that a student undertakes as part of the educational requirements of the course in which the student is enrolled;

(2) using, or attempting to use, any material or equipment that is not specified on an examination paper for use in the examination;

(3) 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;

(4) contravening any provision of the Act, the By-law or a Rule dealing with student academic conduct;

(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) engaging in any other improper academic conduct.

16.2.3 **Non-academic misconduct** includes but is not limited to:

(1) contravening any provision of the University Act, the By-law or a Rule;

(2) 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;

(3) prejudicing the good name or academic standing of the University;

(4) prejudicing the good order and government of the University;

(5) a breach of confidentiality or privacy requirements or obligations in respect of the University or its staff, students or other relevant parties;

(6) interfering with the freedom of other persons to pursue their studies, carry out their functions or participate in the life of the University;

(7) 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 whilst pursuing 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;

(8) intimidating or assaulting another student, officer of the University, a visitor to the University or any other person whilst pursuing any activity related to his or her University purposes;

(9) failing to comply with any order or direction lawfully made or given under the Act, the By-law or a Rule;

(10) refusing to identify himself or herself when asked lawfully to do so by an officer of the University;

(11) failing to comply with any conditions set by the Vice-Chancellor under Rule 2.1.9 or under Rule 16.3.3;

(12) breaching the terms or conditions of a penalty imposed for student misconduct;

(13) 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;

(14) 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
(c) on any other premises to which the student has access for his or her University purposes;

(15) failing to comply with the prescribed provisions relating to the student's placement at another institution, place of learning or place of business;

(16) acting dishonestly in relation to an application for admission to the University;

(17) knowingly making any false or misleading representation about things that concern the student as a student of the University or breaching Rule 2.1.8;

(18) 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;

(19) accessing or using another student's academic work by theft or other unauthorised means;

(20) misusing any facility in a manner which is illegal or which is or will be detrimental to the rights or property of others;

(21) without limiting, in any way, (20) above 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;

(22) 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.

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 of fraud or serious academic misconduct committed by the student before the award was conferred;

(2) revocation of a recommendation to the Academic Board or the University Council that a student has satisfied the requirements for an award, effective for a period of up to twelve (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 of study whether for award or otherwise at the University;
   (e) any further applications from the student for admission to any course of study at the University will not be considered;

(4) exclusion from the University for a period of up to five (5) 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 of study at the University whether for award or otherwise during the period of any exclusion;
   (e) the student may re-apply for readmission to the course at the University at the end of the period of exclusion. Readmission is not automatic and conditions relating to the student's future conduct at the University may be set by the Vice-Chancellor;

(5) suspension from the University for a specified period not exceeding twelve (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 not be permitted to enrol in any course of study whether for award or otherwise at the University during the period of suspension;
   (c) 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 twelve (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 not be permitted to enrol in the course from which the student has been suspended during the period of suspension;
   (c) 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, for a specified period not exceeding twelve (12) months;

(8) imposing conditions on enrolment and participation in specified subjects for a specified period not exceeding twelve (12) months, in which case if there is a further act of misconduct during the specified period the Vice-Chancellor or the Dean shall refer the matter to the University Student Conduct Committee or the relevant Faculty Student Conduct Committee, as the case may be, for a recommendation on the imposition of a more severe penalty;

(9) if the misconduct constitutes academic misconduct in relation to a subject in which the student is enrolled:
   (a) a zero mark and 'Fail' result for any part or parts of the assessment of the subject;

(b) a requirement that the student re-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;

(c) a requirement that the student must undertake alternative assessment for the whole subject, for which the maximum possible mark can be no greater than a specified percentage of the total value of the assessment;

(d) a zero mark and 'Fail' result for the total assessment in 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 twelve (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 twelve (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 the 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 $5,000, 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 5), 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 of the University;

(16) a reprimand or caution.

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 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 which are set out in Schedule 5 of the Rules, and which can be amended by the Vice-Chancellor 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 deferred by the authority imposing the penalty for a period that will not normally exceed two (2) years, but may in appropriate cases continue for the duration of a student's enrolment in the course. 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.

16.4 Designation

16.4.1 The Vice-Chancellor may at any time designate the Senior Deputy Vice-Chancellor 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 which are set out in Schedule 4 of the Rules provide general guidance on procedural fairness and should usually be followed. A Conduct Committee or a Dean or the Vice-Chancellor may determine that there are sufficiently compelling circumstances to require different procedures in particular proceedings.

16.5.3 A student or an officer of the University including the Vice-Chancellor, Deans 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.

16.6 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 Dean of the relevant faculty and handled in accordance with Rule 16.11 below.

16.6.3 All other allegations of serious student misconduct must be referred to the Registrar and handled in accordance with Rule 16.15 below.

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 enquiry being undertaken by a relevant officer of the University or Committee in relation to that act of misconduct will 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 5).

16.8 Faculty policy

16.8.1 A Faculty Board may determine a policy for dealing with allegations of student misconduct other than those considered to be serious non-academic misconduct and dealt with under Rule 16.11.3. Any such policy must be consistent with University Rules and must be approved by Academic Board.

16.8.2 In dealing with an allegation of student misconduct the Dean has authority to determine whether in the first instance to deal with the matter in accordance with the approved faculty policy or to handle the matter under the procedures specified in these Rules.

16.9 Annual report of matters related to student misconduct

16.9.1 Each year the Dean of each Faculty will provide the Registrar with a written report on the recommendations of the Faculty Student Conduct Committees and on all actions he or she has taken in relation to student misconduct.

16.9.2 Each year the Registrar will provide the Vice-Chancellor, for the information of Academic Board and Council, with a report on all student misconduct matters, including decisions made in relation to the recommendations of the University Student Conduct Committee and the Faculty Student Conduct Committees.

16.9.3 The Vice-Chancellor 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

16.10 Exclusion from facilities and/or participation in activities

16.10.1 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 believes:

(1) the student is suspected of having committed an act of misconduct in, or in relation to 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.

16.10.2 For the purpose of Rule 16.10 facilities and participation in activities includes but is not limited to classes, laboratories, computer laboratories, Library, practicums, clinical practice or fieldwork excursions.

16.10.3 Guidelines on Exclusion of Students from Facilities and/or Participation in Activities consistent with this Rule should 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 16.10 in various circumstances and situations.

16.10.4 Unless sooner revoked, an exclusion from facilities and/or participation in activities ceases to have effect:

(1) in the case of the exclusion of a student from a class, at the end of the session of the class during which the student was excluded; or where appropriate, for a period up to seven (7) days from the day on which the alleged incident occurred;

(2) in the case of the exclusion of a student from a fieldwork excursion, at the end of the excursion;

(3) in any other case, at the expiration of seven (7) days from the day on which the alleged incident occurred.

16.10.5 An officer of the University who excludes a student from facilities and/or participation in activities under this Rule must notify the relevant Dean, the Librarian or the Registrar of the exclusion not later than seven (7) days after the exclusion takes place and at the same time send a copy of the notice to the student.

16.10.6 If the incident occurs in a classroom, or during a practicum, clinical practice, fieldwork excursion or in a faculty facility, the Dean will decide whether the notified incident should be treated as an allegation of student misconduct and handled in accordance with Rule 16.11.

16.10.7 If the incident occurs in the Library, the Librarian will decide whether the notified incident should be treated as an allegation of student misconduct for referral to the Registrar to be handled in accordance with Rule 16.15.

16.10.8 If the Dean or the Librarian decides to treat the notified incident in another way, the notification and details of the subsequent action by the Dean or 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 5).

16.10.9 In all other cases, the Registrar will determine the appropriate action in accordance with the Rules.

16.10.10 The student will be notified of all decisions and action taken.

Part C — Allegations of misconduct handled at the faculty level

16.11 Allegations referred to the Dean

16.11.1 Where the Dean receives an allegation of misconduct, the Dean may obtain further details of the allegation of misconduct and make such other enquiries as he or she believes necessary.

16.11.2 If after considering all the information, the Dean 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 Dean may determine not to take further action in relation to the allegation in which case the Dean must notify the Registrar and provide sufficient information on the allegation to be retained by the Registrar on a confidential file.

16.11.3 Where the Dean believes an alleged act of student misconduct within the Faculty involves serious non-academic misconduct, the Dean shall refer the allegation to the Registrar to be handled in accordance with Rule 16.15. Before doing so, in cases where the allegation is made by an officer of the University, the Dean shall consult with that officer.

16.11.4 If the Dean decides to deal with the matter in accordance with a Faculty policy determined in accordance with Rule 16.8.1, the student must agree in writing to it being so dealt with prior to the commencement of any proceedings. If the student does not so agree, the matter is to be handled in accordance with Rule 16.11.5.

16.11.5 The Dean must, in writing and as soon as possible:

(1) notify the student of the allegation; and

(2) provide the student with a copy of the relevant Rules and Guidelines; and

(3) draw the attention of the student to the student's right to admit the alleged misconduct; and

(4) draw the attention of the student to any relevant approved Faculty Policy that the Dean has determined may be applied to the matter and invite the student to consider having the matter dealt with in accordance with the Faculty Policy as provided for in Rule 16.8 above; and

(5) give the student a reasonable period, being a period of not less than seven (7) days, to seek advice about available options; and

(6) ask whether the student admits or denies any or all of the allegations.

16.11.6 Where the student admits the allegation, the Dean must:

(1) deal with the matter in accordance with the Faculty Policy in those cases where the student has agreed to the matter being handled in this manner; or

(2) deal with the matter in accordance with the Rules as follows:

(a) where the Dean believes the alleged misconduct to involve serious academic misconduct refer the matter to a Faculty Student Conduct Committee for recommendation as to the penalty or penalties it considers appropriate; or

(b) impose one or more of the penalties set out in Rule 16.3.1(7) to Rule 16.3.1(16), in accordance with the Guidelines on Determining an Appropriate Penalty for Instances of Student Misconduct (refer Schedule 5); or

(c) impose no penalty because the Dean believes no penalty is warranted;

(3) advise the student in writing of the Dean's decision and the student's right of appeal in cases where the Dean has imposed a penalty.

16.11.7 Where the student denies the allegation of misconduct, or neither admits nor denies the allegation of misconduct by the time specified, the Dean must refer the allegation to the relevant Faculty Student Conduct Committee to make appropriate recommendations to the Dean.

16.12 Faculty Student Conduct Committee

16.12.1 Composition

(1) A Faculty Student Conduct Committee will comprise four members:

(a) two members of the University staff drawn from a panel of staff approved by the relevant Faculty Board; and

(b) two members who are students of the University drawn from a panel of student members approved by the relevant Faculty Board from a panel nominated by the relevant Faculty Board, and who

(i) have attended a university for at least one year; and

(ii) are not full-time (continuing or fixed term) members of the University staff.

16.12.2 Conduct of meetings

(1) One staff member will be appointed by the relevant Faculty Board to chair meetings of a Faculty Student Conduct Committee.

(2) An alternate Chair may be appointed by Faculty Board from the approved panel of staff to act where the designated Chair is unavailable. In such a case the alternate Chair will assume the role of Chair and has a casting vote.

(3) All members of a Faculty Student Conduct Committee must be present at all of its meetings.

(4) A decision of a Faculty Student Conduct Committee requires a simple majority. In the case where the vote is tied, the Chair has an additional casting vote.

16.12.3 Role

(1) Where an alleged act of misconduct has been referred by the Dean to the Faculty Student Conduct Committee the Committee must:

(a) inquire into any alleged act of misconduct; and

(b) make recommendations to the Dean as to 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 Faculty Student Conduct Committee the Committee must make recommendations to the Dean as to the penalty or penalties it considers appropriate for the admitted act of misconduct, in accordance with Rule 16.3.1.

16.12.4 Procedures

(1) A Faculty Student Conduct Committee will determine its own procedures consistent with Rule 16.5.

(2) The Responsible Academic Officer (or nominee) will present to a Faculty Student Conduct Committee evidence on which the allegation of misconduct is based, outline the concerns the Faculty has about the alleged misconduct and make submission 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 Responsible Academic Officer (or nominee).

(4) A Faculty Student Conduct Committee may at any time ask the Responsible Academic Officer (or nominee) or the student to present additional evidence or address specific issues.

(5) In preparing its recommendations, a Faculty Student Conduct Committee must have due regard for the Guidelines on Determining an Appropriate Penalty for Instances of Student Misconduct (refer Schedule 5).

(6) In appropriate cases the Committee may also consider any other precedent case of student misconduct that the Committee believes is similar to the case under consideration. When it does so the Committee will provide the student with sufficient general information on the precedent cases to enable the student to make representations as to the relevance and appropriateness of any such precedent, and to refer to any others.

16.12.5 Committee report

(1) A Faculty Student Conduct Committee must prepare a written report containing its factual findings on any inquiry, its recommendations and its reasons.

(2) A Faculty Student Conduct Committee must provide its written report to the Dean and the student.

(3) The student may, within seven (7) days of receiving the report, make written representations to the Dean about the recommendations of the Faculty Student Conduct Committee.

16.13 Dean's decision

16.13.1 In coming to a decision the Dean must consider:

(1) the written report of a Faculty Student Conduct Committee;

(2) the student's written representations under Rule 16.12.5(3) (if any); and

(3) any other previous case of student misconduct which the Dean believes is similar to the case he or she is considering, to assist with consistency in decision-making.

16.13.2 The Dean may rely on the findings of fact of a Faculty Student Conduct Committee.

16.13.3 The Dean may accept any or all of a Faculty 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.

16.13.4 If the Dean is considering a penalty that is more severe than that recommended by the Faculty Student Conduct Committee, the Dean 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.

16.13.5 The student must make any such representation within seven (7) days of receiving the details from the Dean.

16.13.6 Where the Dean believes one or more of the penalties specified in Rules 16.3.1(7) to 16.3.1(16) is appropriate, the Dean:

(1) must make the decision as to penalty;

(2) must in writing and as soon as possible notify the student of the decision; and

(a) if the Dean has accepted all the recommendations of a Faculty Student Conduct Committee, the Dean need only tell the student that this was so; or

(b) give reasons for the decision;

(3) must provide the Registrar with 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 4).

16.13.7 Where the Dean believes one or more of the penalties specified in Rules 16.3.1(1) to 16.3.1(6) is appropriate, the Dean must:

(1) refer the matter to the Vice-Chancellor for decision on the appropriate penalty;

(2) provide the Vice-Chancellor with a written report, which includes the Faculty Student Conduct Committee's report and the Dean's recommendations;

(3) provide a copy of his or her report to the student at the same time.

16.13.8 Where the matter has been referred to the Vice-Chancellor in accordance with Rule 16.13.7, the student may, within seven (7) days of receiving the Dean's report, make written representations to the Vice-Chancellor about the recommendations of the Faculty Student Conduct Committee and / or the Dean.

16.14 Vice-Chancellor's decision

16.14.1 The Vice-Chancellor may impose any of the penalties in Rule 16.3.1 or no penalty.

16.14.2 The Registrar must, in writing and as soon as possible, notify the student of the Vice-Chancellor's decision and give reasons.

16.14.3 The Registrar may notify any other person of the decision and reasons in accordance with the Guidelines relating to Student Misconduct and Appeals (refer Schedule 4).

Part D — Allegations of misconduct handled centrally

16.15 Allegations referred to the Registrar

16.15.1 Where the Registrar receives an allegation of misconduct, the Registrar may obtain further details of the allegation of misconduct and make such other enquiries as he or she believes necessary.

16.15.2 If after considering all the information, the Registrar 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 Registrar may determine not to take further action in relation to the allegation in which case the Registrar will retain sufficient information on the allegation on a confidential file.

16.15.3 Where the alleged misconduct involves academic misconduct during a centrally conducted examination, the Registrar 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 academic misconduct; or

(b) issue a formal warning; or

(c) 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, refer the matter to the Vice-Chancellor for consideration as specified in Rule 16.15.6; or

(d) refer the allegation to the University Student Conduct Committee;

(4) advise the student in writing of the decision under (3) above.

16.15.4 Where the alleged misconduct involves non-academic misconduct, the Registrar 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) 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, refer the matter to the Vice-Chancellor for consideration as specified in Rule 16.15.6; or

(d) refer the allegation to the University Student Conduct Committee;

(4) advise the student in writing of the decision under (3) above.

16.15.5 Where an allegation is to be referred to the University Student Conduct Committee, the Registrar must in writing and as soon as possible:

(1) notify the student of the allegation; and

(2) provide the student with a copy of the relevant Rules and Guidelines; and

(3) draw the attention of the student to the student's right to admit the alleged misconduct;

(4) ask whether the student admits or denies any or all of the allegations, and

(5) give the student a reasonable period, being a period of not less than seven (7) days, to seek advice about available options and reply to the allegation.

16.15.6 Where the student admits the allegation, the Registrar must refer the matter to the Vice-Chancellor who must:

(1) where the Vice-Chancellor 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 5); or

(3) impose no penalty because the Vice-Chancellor believes no penalty is warranted.

16.15.7 Where the student denies the allegation, or neither admits nor denies the allegation of misconduct by the time specified, the Registrar must refer the allegation to a University Student Conduct Committee.

16.16 University Student Conduct Committee

16.16.1 Composition

(1) A University Student Conduct Committee will comprise four members:

(a) A person with a legal qualification, normally but not necessarily 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 a university for at least one year; and

(ii) are not full-time (continuing or fixed term) members of the University staff.

(2) The Academic Board will from time to time approve panels of persons 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 Registrar will appoint panels to constitute a committee.

16.16.2 Conduct of meetings

(1) All members of a University Student Conduct Committee must be present at all its meetings.

(2) A decision of a University Student Conduct Committee requires a simple majority. In the case where the vote is tied, the Chair has an additional casting vote.

16.16.3 Role

(1) Where an alleged act of misconduct has been referred by the Registrar 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 as to 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:

(a) make recommendations to the Vice-Chancellor as to the penalty or penalties it considers appropriate for the admitted act of misconduct, in accordance with Rule 16.3.1.

16.16.4 Procedures

(1) A University Student Conduct Committee will determine its own procedures consistent with Rule 16.5.

(2) The Registrar (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 submission 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 Registrar (or nominee).

(4) A University Student Conduct Committee may at any time ask the Registrar (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 for Rule 16.3.2.

(6) In appropriate cases the Committee may also consider any other precedent case of student misconduct that the Committee believes is similar to the case under consideration. When it does so the Committee will provide the student with sufficient general information on the precedent cases to enable the student to make representations as to the relevance and appropriateness of any such precedent, and refer to any others.

16.16.5 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 and the student.

(3) The student may, within seven (7) days of receiving the report, make written representations to the Vice-Chancellor about the recommendations of the University Student Conduct Committee.

16.17 Vice-Chancellor's decision

16.17.1 In coming to a decision the Vice-Chancellor must consider:

(1) the written report of a University Student Conduct Committee;

(2) the student's written representations under Rule 16.16.5(3) (if any); and

(3) any other previous case of student misconduct which the Vice-Chancellor believes is similar to the case he or she is considering, to assist with consistency in decision-making.

16.17.2 The Vice-Chancellor may rely on the findings of fact of a University Student Conduct Committee.

16.17.3 The Vice-Chancellor 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.

16.17.4 If the Vice-Chancellor is considering a penalty which is more severe than that recommended by the University Student Conduct Committee, the Vice-Chancellor 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.

16.17.5 The student must make any such representations within seven (7) days of receiving the details from the Vice-Chancellor.

16.17.6 The Registrar must, in writing and as soon as possible, notify the student of the Vice-Chancellor's decision, and

(1) if the Vice-Chancellor 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's reasons for the decision.

16.17.7 The Registrar may notify any other person of the decision and reasons in accordance with the Guidelines relating to Student Misconduct and Appeals (refer Schedule 4).

Part E — Student misconduct appeals

16.18 Basis for appeals

16.18.1 A student has a right of appeal to a Student Misconduct Appeals Committee in respect of a decision of the Vice-Chancellor under Rules 16.14, 16.15.6(2) or 16.17 or of the Dean under Rule 16.13.6.

16.18.2 An appeal must be in writing, must specify and substantiate the grounds of the appeal and be lodged with the Registrar within thirty (30) days after notice of the decision is provided to the student.

16.18.3 The grounds on which a student may appeal against a decision of the Vice-Chancellor or of a Dean in response to the findings and recommendations of a Faculty Student Conduct Committee or University Student Conduct Committee or to the penalty or penalties imposed are:

(1) that the decision was based on a serious misunderstanding of these Rules;

(2) that the decision was based on a serious 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 hearing 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.

16.18.4 The Vice-Chancellor 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.

16.19 Student Misconduct Appeals Committee

16.19.1 Composition

(1) A Student Misconduct Appeals Committee will consist of:

(a) a person with legal qualifications as the Chair of the Committee; and

(b) a student of the University who has attended a university for at least two years and who is not a full-time (continuing or fixed term) member of the University staff; and

(c) a person with expertise in academic matters and knowledge of the University or universities.

(2) The Council will from time to time approve panels of persons 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 (University or Faculty 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 Registrar will nominate three persons from the approved panels to constitute the Student Misconduct Appeals Committee.

(5) The Registrar will notify the student of the three persons who have been nominated.

(6) Within seven (7) days of the date of notification, the student may exercise his or her right to object to the inclusion of any person.

(7) If the student does object and if the Registrar in his or her absolute discretion is satisfied that cause exists, the Registrar will nominate another person or persons. Should the approved panel for a category be exhausted, the Registrar may nominate a person in the category who is not on the approved panel. This process will continue until a Committee can be convened.

16.19.2 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.

16.19.3 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 question of law.

(3) Subject to (2) above, 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 Appeals Committee.

16.19.4 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 16.18.3; and
   (b) ensuring 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 (1) or (2) above.

16.19.5 Procedures

(1) A Student Misconduct Appeals Committee will determine its own procedures consistent with these Rules, including Rule 16.5. 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 Dean and the relevant Faculty Student Conduct Committee, or by the Vice-Chancellor 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 Dean or the Vice-Chancellor or the relevant Student Conduct Committee, the Appeals Committee should in normal circumstances refer the matter back for re-consideration 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 (6) weeks of the day upon which the appeal was referred to it.

(6) Notwithstanding the provisions of Rule 16.19.5(5), and subject to the approval of the Chancellor, Vice-Chancellor and Registrar, 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 (6) months from the day on which the appeal was referred to it or such other period, as may be warranted in exceptional circumstances.

16.19.6 Dissolution of Committee

(1) Where, in the opinion of the Registrar, a Student Misconduct Appeals Committee is not progressing an appeal expeditiously, the Registrar 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 Registrar dissolves a Student Misconduct Appeals Committee under Rule 16.19.6(1), another Committee will be constituted in accordance with Rules 16.19.1, 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 Registrar so determines.

16.19.7 Decision

(1) A Student Misconduct Appeals Committee may:
   (a) for any reason, refer a matter back to the Vice-Chancellor, Dean, the University Student Conduct Committee or the relevant Faculty 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 16.19.7(1)(b).

(2) A decision of a Student Misconduct Appeals Committee is final.

16.19.8 Report

(1) A Student Misconduct Appeals Committee must prepare a written report containing its factual findings, reasons and decision and provide its report to the Registrar within six (6) weeks from the date of referral of the matter to the Committee or such other time as has been approved in accordance with Rule 16.19.5(6).

(2) The Registrar 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 Registrar to notify any other person of the decision and reasons in accordance with the Guidelines relating to Student Misconduct and Appeals (refer Schedule 4).

(4) The Registrar will provide a report to Council each year of the appeals that have been heard and of the outcomes and will make available to Council any particular decisions and reports that Council may request.

SECTION 17 — APPEALS COMMITTEES OF ACADEMIC BOARD

17.1 Constitution

17.1.1 Appeals Committees shall be constituted in accordance with Rules 17.2 to 17.4 below for the purposes of a student's right of appeal under the following Rules:

- Rule 5.6.2 Withdrawal of offer and cancellation of admission and/or enrolment
- Rule 3.4.7 (of Rule 3.4 Professional experience requirements);
- Rule 11.21 Appeal against discontinuation of candidature (Graduate research study).

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 the Academic Board from panel members nominated by the Deans under Rule 17.2.1(3) below;

(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) below.

(2) The Academic Board shall appoint panels of persons in categories (b) and (c) above 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 above 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 11.20.2(1) or unsatisfactory examination pursuant to Rule 11.20.2(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 the 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) below;
   (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) below..

(2) When an appeal is lodged the Chair, Academic Board, in consultation with the Senior Deputy Vice-Chancellor shall constitute a Professional Experience Appeals Committee as required in Rule 17.3.1(1) above 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) above 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 Vice-Chancellor 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 Senior Deputy Vice-Chancellor shall constitute an Appeals Committee (Non-disclosure) as required in Rule 17.4.1(1) above.

(3) The Chair, Academic Board shall appoint persons in categories (a) and (b) above 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 5.6.2.

17.5 Procedures for Appeals Committees

17.5.1 Appeals Committees shall be convened by the Registrar 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 The Academic Board shall approve sets of procedural guidelines to be followed by the respective Appeals Committees established under Rules 17.2 to 17.4 above, and such guidelines shall be subject to review by the Governance Committee of Council, which may recommend amendments to the Academic Board.

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 Consistent with procedural fairness, senior administrative staff may assist Appeals Committees, act as advisers and attend meetings as required including: Director, Student Administration Unit or nominee and Director, Student Services Unit or nominee. In providing such expert 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 Registrar, an Appeals Committee, constituted under Rules 17.2, 17.3 or 17.4, is not progressing an appeal expeditiously, the Registrar 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 Registrar dissolves an Appeals Committee under Rule 17.6.1, another Appeals Committee comprised in accordance with Rules 17.2 to 17.4, may 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 requires a simple majority of the members deciding the appeal.

17.7.2 If a member of an 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 Appeals Committee.

17.7.3 An Appeals Committee 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.

17.7.4 The Chair of an Appeals Committee must normally provide the Registrar with the Committee's minutes within five (5) days of the meeting at which a decision is made. An extension of this time limit by no more than five (5) days is possible and subject to agreement between the Chair and the Registrar. The minutes must contain the record of the decision taken and the reasons for the decision.

17.7.5 A decision of an Appeals Committee is final and must be reported to the Academic Board for information.

17.8 Notification of decision

17.8.1 The Registrar must provide notice of the Committee's decision and reasons for the decision to the student.

17.8.2 The Registrar 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 University Policy on Management and Protection of Personal Student Information.

SECTION 18 — USE OF THE UNIVERSITY LIBRARY

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 Student Identity Card) which includes a barcode for the purposes of facilitating loans; or

(2) the official staff identification card issued by the University which includes a barcode for the purposes of facilitating loans; or

(3) other registration cards issued by the UTS Library.

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.

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.

Insearch Ltd is a wholly owned subsidiary of UTS and provides accredited language and academic programs which may lead to university study.

18.2 General

18.2.1 The Rules relating to Use of the University Library apply to the use of the Library of the University of Technology, Sydney. 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 the University Library is hereinafter called the UTS Library.

18.2.2 The UTS Library is provided primarily for the use of current students, staff, professors emeriti and members of the Council of the University.

18.2.3 The University Librarian may approve other clients or categories of clients. Persons granted UTS Library use under the Rules relating to Use of the University Library 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.

18.2.4 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 relating to Use of the University Library 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 relating to Use of the University Library 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 the locations and facilities identified in Rule 18.2.1 or in the UTS 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 and in printed publications.

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, calendars, examination papers;
   (b) items marked as 'Not For Loan';
   (c) Reference Collection items;
   (d) Microform Collection items;
   (e) CD-ROM Collection items;
   (f) rare books, valuable books, and books vulnerable to mutilation which are stored in closed access;
   (g) Higher degree theses;
   (h) 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) present items for borrowing at the service desk together with their ID Card or use a self-service loan machine if available;

(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 Closed Reserve/Electronic Reserve

Only members of UTS as described in Rule 18.2.2 and students and staff of Insearch Ltd are eligible to use Closed Reserve/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 Closed 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 the Rules relating to Use of the University Library, 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 16.10 (Exclusion from facilities and/or participation in activities); or

(2) refer the matter to the Registrar to be handled in accordance with Rule 16.15 (Student Misconduct and Appeals).

18.7.3 Where a staff member of the University breaches the Rules relating to Use of the University Library, 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 Rules relating to staff discipline; 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 the Rules relating to Use of the University Library, 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, other than those provided for under Rules 18.7.2, 18.7.3 or 18.7.4 breaches the Rules relating to Use of the University Library, 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 (1) 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 four (4) 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 Failure to pay.

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 fourteen (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 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 thirty (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 fourteen (14) days of lodgment 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.

SCHEDULES

SCHEDULE 1 — DEFINITIONS

academic adviser means a member of academic staff 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 of the University as defined in Part 3, Section 15 of the University of Technology, Sydney Act 1989.

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 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 misconduct see Rule 16.2 (Student Misconduct and Appeals) for specific definitions.

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 that provides an accurate statement of the official information held by the University and which satisfies the University's responsibilities to the student and other third parties (including other universities) for adequate and appropriate representation of relevant information about a student's academic and academic-related activities at the University. (Also see official academic record)

admission means the process of applying for, being made an offer to, accepting the offer of admission and being admitted to a course or program of study at the University.

advanced standing see credit recognition.

applicant means a person who has applied to the University of Technology, Sydney or its agent for admission to a course of study at the University.

assessment means the process whereby student competency in particular subject matter 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, papers, 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.)

assessor means a member of the academic staff, professional or clinical associates nominated for each subject, by the relevant Responsible Academic Officer and approved

by each Faculty Board. Assessors work with Subject Coordinators to ensure formal examination papers and other assessment items are appropriate and Assessors act as second marker for assessment items.

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 means the official University printed document that provides an accurate description of the official information held by the University about the nature, level, context and status of the studies that were pursued and completed by a student in a course as well as information, as approved from time to time by the relevant Commonwealth Government department, about the Australian Higher Education System. (Also see official academic record)

award means an academic award of the University.

award course means a set of requirements, subjects and/or supervised research which when satisfactorily completed by a student normally qualifies that student for a formal award of the University. (See course category.)

Bachelor degree means a course of study with a required entry standard of a senior secondary certificate of education or equivalent, including diplomas or advanced diplomas, mature age or other special entry provisions. A Bachelor degree may be one of the following types:

- a three-year degree;
- a professional degree of three or more years which equips students with the practical skills and techniques necessary to apply their skills effectively in a professional context;
- a combined degree which consists of components of two degrees and to graduate with both degrees in a shorter time than required to complete both degrees independently;
- a graduate entry degree is a minimum of two years in duration and is specifically for the admission of those who already hold a bachelor degree, sometimes in a specified discipline.

Bachelor Honours award means an award that recognises either:

- completion of a Bachelor Honours degree; or
- in the case of a Bachelor degree of four years or more, a high level of achievement and performance in the degree as a whole and usually some research training.

Bachelor Honours degree means a course of study that requires the completion of a Bachelor degree at a high level of achievement followed by satisfactory completion of an additional year of full time study (or equivalent) which involves some research training.

borderline result means a final mark of 45–49% in a subject where 50% is judged as a pass; or an equivalent marginal fail in a subject for which marks are not awarded.

census date is the date used to calculate student load and financial liability for the purpose of reporting to the Commonwealth Government; also the last date by which a student can withdraw from a subject without incurring financial liability or consuming student learning entitlement for that subject, where financial liability means either a tuition fee or student contribution amount.

centrally conducted examination means an examination scheduled and conducted under the authority of the Registrar by the Student Administration Unit in the official examination periods as approved by Academic Board.

cotutelle arrangement means an initiative, sponsored by the French Government, for collaborative research and supervision of Doctoral degree students with a French university. This arrangement may lead to the student being awarded a Doctoral degree from both universities in recognition of the collaborative arrangement.

course means a program of study into which students are admitted. (See also award course and non-award course.)

course category means a grouping of courses of study at a common academic level for the purposes of internal administration, external reporting and consistency across the Australian higher education sector.

The following categories of courses are award courses i.e. lead to a formal award of the University:

- Diploma;
- Advanced Diploma;
- Bachelor degree;
- Bachelor (Honours) degree;
- Graduate Certificate;
- Graduate Diploma;
- Masters Degree;
- Masters (Honours) degree;
- Doctoral degree;
- Higher Doctoral degree.

The following categories of courses are non-award courses, i.e. do not lead to a formal award of the University:

- non-award single subject study;
- professional registration courses;
- cross-institutional study;
- international exchange study.

Course of Study (a term required by the Commonwealth Government department that funds higher education) is used to identify a course or a group of courses that lead to a single award. Students who transfer from one course to another course within a single Course of Study are not considered to be commencing students for government administrative or reporting requirements.

course transfer means the process by which UTS students can transfer from one program of study to another related program of study.

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 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.

Director, Governance Support Unit means the officer of the University reporting to the Registrar who has general responsibility for, amongst 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 reporting to the Registrar who has general responsibility for student administrative matters including, amongst other things, centrally conducted examinations.

Director, Student Services Unit means the officer of the University reporting to the Deputy Vice-Chancellor (Teaching, Learning and Equity) who has general responsibility for a range of support services for students including, amongst other things, student counselling services, student housing and student residences.

Disability Services Officer means officers of the University reporting to the Director of Student Services who have responsibility for consulting with students who have disabilities (including ongoing illnesses) in relation to their needs, university procedures and services available. Where students request learning and assessment arrangements, the DSOs make recommendations to the relevant Academic Liaison Officers (ALO).

Doctoral degree means a course of study and research with a required entry level of a Masters by research degree, a Bachelor degree with First or Second Class Division 1 Honours or equivalent qualifications and/or experience and where the research component is at least two-thirds of the total course.

Doctoral degree by publication means a Doctoral degree awarded to established researchers who have a substantial reputation and standing in their respective fields on the basis of their record of academic publication.

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 student load of a student undertaking a course on a full-time basis. At UTS for students enrolled in coursework programs, 1 EFTSL is equivalent to 48 credit points. (See also full-time student and part-time student.)

examination see centrally conducted examination, faculty-based examination, thesis examination.

examination periods means the official examination periods as approved by Academic Board for centrally conducted examinations and which are to be displayed in the University Calendar and other relevant official publications.

Examination Supervisor means a person appointed by the Director, Student Administration Unit to oversee and direct centrally conducted examinations. (See also 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 or any information technology or information transfer system, to which a student has access at or away from University premises for his or her University purposes.

faculty means the group of academic, technical and administrative staff within specific academic disciplines with responsibility for curriculum, instruction, supervision and research within those disciplines.

faculty-based examination means an examination conducted by a faculty or other designated unit, and includes examinations for courses and subjects conducted offshore.

Faculty Board means the group of appointed and elected academic staff, technical and administrative staff and students who are charged with advising Academic Board, the Dean of the faculty and other senior officers of the faculty on matters pertaining to the educational work of the faculty, and with exercising such responsibilities and powers as are assigned to it by the University Council 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 student load considered to be full time.

The minimum full-time load is 75% of the standard full-time load. (See equivalent full-time student load (EFTSL).)

- Coursework students are considered to be full-time if their student load is equal to or greater than 36 credit points for a full academic year or equal to or greater than 18 credit points for a half year.
- Graduate research students are considered to be full-time if their student load is equal to or greater than 0.75 EFTSL for an academic year or equal to or greater than 0.375 for a half year. The normal load for a full-time graduate research student is 1.0 EFTSL for a full academic year and 0.5 EFTSL for a half year.

grading of awards means the recognition of different levels of academic achievement within specific course awards through the classification of the award.

graduand means a student who has satisfied the requirements for an academic award prior to the conferral of that 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 with a required entry standard of a Bachelor degree or equivalent qualifications and/or experience. Graduate Certificates normally require six months of full-time study and consist of coursework subjects.

Graduate Diploma means a course of study with a required entry standard of a Bachelor degree or equivalent qualifications and/or experience. Graduate Diplomas normally require one year of full-time study and consist of coursework subjects. Some Graduate Diplomas are completed concurrently with a Bachelor degree as part of a combined award.

graduate coursework student means a student enrolled in a Graduate Certificate, Graduate Diploma or Masters by coursework degree.

graduate research student means a student enrolled in a Masters degree by thesis or a Doctoral degree.

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 may be in the form of either a Fellowship of the University or Doctoral degree taking account of the totality of the contributions being recognised.

intellectual property see the University policy on Intellectual Property.

international student means a student who is not a citizen or permanent resident of Australia and includes those who have student visas, provisional residency, temporary residency, bridging visas, etc.

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.

Masters by coursework degree means a course of study at the Masters or Masters (Honours) level with a required entry standard of a Bachelor degree or equivalent qualifications and/or experience and which comprises coursework, project work and research in varying combinations and where any research component is less than two-thirds of the total course.

Masters by research degree means a course of study at the Masters or Masters (Honours) level with a required entry standard of a Bachelor degree or equivalent qualifications and/or experience and which comprises coursework, project work and research in varying combinations and where the research component is at least two-thirds of the total course.

misconduct can be either academic misconduct or non-academic misconduct. See Rule 16.2 (Student Misconduct and Appeals) 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 as the agent of that officer of the University.

non-academic misconduct See Rule 16.2 (Student misconduct and appeals) for specific definitions.

non-award course means a program of study that does not lead to a formal award of the University. It may consist of single subjects that are normally taken as part of an award course. It may lead to recognition by a professional accreditation authority.

non-award student means a student enrolled in a non-award course (See course category.)

officer of the University means an employee or an authorised agent 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 physical noticeboard located on each campus and at each major precinct where official notices in printed form are displayed and the official UTS noticeboard web site where official notices are displayed in electronic form.

official publications of the University are defined pursuant to clause 46(2) of the By-law.

From time to time the Registrar shall designate the version of each official publication which is the authorised published version of the official publication (where 'published' means published in a form including electronic versions).

The official publications of the University shall be:

(a) the *UTS: Calendar* as published from time to time;

(b) the *UTS: Handbook* as published from time to time.

part-time student means a student who is undertaking a student load considered to be less than full time (see equivalent full-time student load (EFTSL).)

Part-time load is load less than 75% of the standard full-time load.

Coursework students are considered to be part-time if their student load is less than 36 credit points for a full academic year or less than 18 credit points for a half year.

Graduate research students are considered to be part-time if their student load is less than 0.75 EFTSL for an academic year or less than 0.375 for a half year. The normal load for a part-time graduate research student is 0.5 EFTSL for a full academic year and 0.25 EFTSL for a half year.

plagiarism See Rule 16.2.2(3) (Student Misconduct and Appeals) for specific definition.

prescribed form means the official UTS form required by the University for specific purposes. (See form.)

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.

register means a formal or official collection of items of information in either hard copy or electronic form and which has been designated by the University as being for a specific and defined purpose.

Registrar means the senior officer of the University whose responsibilities include student administrative matters, centrally conducted examinations, student records and management of student information. Other officers of the University have authority to undertake certain duties specified in the Rules as being the Registrar's responsibility, and in doing so act as agents of the Registrar. On occasion documents are required to be lodged with the Registrar however the substantive decisions on the matters are made by other officers of the University. Forms, applications,

other correspondence and communications that are required to be lodged with the Registrar can be directed by post to the Registrar or lodged at the UTS Student Centres.

Responsible Academic Officer (RAO) means a person appointed as such by the Vice-Chancellor or the Senior Deputy Vice-Chancellor 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 (a) to review final assessment results for subjects that are the responsibility of the Faculty and (b) to approve the release and publication by the Registrar 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 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 defined otherwise and for specific purposes) means a person who has been admitted to an award course or a non-award course and has an active enrolment in subjects or time-based study in that course. 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.

Study Abroad means a period of study (up to one year) which may be undertaken at the University by a student from a higher education institution outside Australia and that may be counted towards the requirements for an award at their home institution.

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. (See also attendance mode.)

subject means a self-contained unit of study that is approved by a Faculty Board and is recognised as a component of an award course. A subject is normally allocated a specified number of credit points as a measure of the workload for that subject. (See also credit point.)

Subject Coordinator means a member of the academic staff nominated by Responsible Academic Officers and appointed by Faculty Boards for each subject in accordance with the Duties and Powers of Faculty Boards as approved by Council.

subject outline means an 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, amongst 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 University Graduate 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 certificate of the University that attests to a particular person having satisfied the requirements for and graduated from a particular award course of the University at a particular time. (Also see official academic record)

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 the use of time as the basic measurement of the duration of a course or a subject. It is used primarily for graduate research degrees. The current standard time periods applicable to graduate research study are: half years and years.

undergraduate student means a student enrolled in a Bachelor degree or Bachelor (Honours) degree.

University means the University of Technology, Sydney; also referred to as UTS.

university means a university other than the University of Technology, Sydney (UTS).

University Graduate 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.

SCHEDULE 2 — RELEVANT LEGISLATION

The following legislation, as amended, is relevant to various Sections of these Rules including the specific parts of the Rules indicated below:

- *Migration Act 1958* (Cwlth)
  Student requirements — Rule 2.5.2
- *Education Services for Overseas Students Act 2000* (ESOS) (Cwlth)
  Student requirements — Rule 2.5.2
  Student requirements — Rule 2.2.4 Tax File Number (TFN)
- *Commission for Children and Young People Act 1998* (NSW)
  Legislative requirements — Rule 3.3
- *Higher Education Support Act 2003* (Cwlth)
  Schedule 1 — Definitions: census date
  Student requirements — Rule 2.2.3 Commonwealth Higher Education Student Support Number (CHESSN)
- *Privacy Act 1988* (Cwlth)
  Student requirements — Rule 2.2.3 Commonwealth Higher Education Student Support Number (CHESSN)
  Student requirements — Rule 2.2.4 Tax File Number (TFN)
- *Privacy and Personal Information Act 1998* (NSW)
- *Health Records and Information Privacy Act 2002* (NSW)
- *Disability Discrimination Act 1992* (Cwlth)
  Special conditions for examinations and assessment — Sections 8 and 9

SCHEDULE 3 — 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 the Academic Board.
2. Not applicable.

SCHEDULE 4 — 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 UTS 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, Faculty Student Conduct Committees and Student Misconduct Appeals Committees, but also extends, as necessary, to the Vice-Chancellor, Senior Deputy Vice-Chancellor, Deans, Responsible Academic Officer and the Registrar.

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 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 Registrar 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 need 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, allowing some latitude if necessary, 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 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 re-hear 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 re-hears the matter (i.e. treats it as a fresh investigation) in full, 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, allowing some latitude if necessary, 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 adequate 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 need 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 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 Registrar (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 Registrar's agreement. The Registrar 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 had 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 4.20.1, the Registrar will notify the Student Misconduct Appeals Committee Chair of the result of the inquiry body's re-consideration 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 5 — 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, Deans, Faculty Student Conduct Committees, 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

Whilst 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 (see 3.15 Schedule 4 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 whether academic or non-academic misconduct;
6. penalties imposed for previous similar cases to ensure consistency in decision-making;
7. the consequences of the penalty for the individual student (see section 4 below 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, Deans 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 non-academic 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 academic misconduct committed by the student before the award was conferred	16.3.1(1)	• very serious instances of academic misconduct, including fraud and which may 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 the Academic Board or the University Council that a student has component of a course found proven after a for a period of up to twelve (12) months	16.3.1(2)	• fraud • major plagiarism in a subject or major satisfied the requirements for an award, effective student has been determined to have satisfied requirements for the relevant award
Permanent exclusion from the University	16.3.1(3)	Extremely serious instances of misconduct, may involve serious criminal behaviour and serious repeat instances of misconduct.
Exclusion from the University for a period of up to five (5) years	16.3.1(4)	• fraud • 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 academic misconduct including extensive plagiarism, exam malpractice • repeat cases of academic and/or non-academic 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 twelve (12) months	16.3.1(5)	• damage to University property or misuse of University facilities • disruption to University activities and/or freedom of other persons • academic misconduct including plagiarism, exam malpractice • repeat cases of academic and/or non-academic 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 twelve (12) months	16.3.1(6)	• academic misconduct including plagiarism, exam malpractice, repeated cheating in assessment • repeat cases of academic misconduct
Withholding of academic results for the relevant teaching period, and/or official academic records, including deferral or withdrawal of permission to graduate for a specified period not exceeding twelve (12) months	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.

Penalty	Rule	Examples of types of instances of misconduct
Imposing conditions on enrolment and participation in specified subjects for a specified period not exceeding twelve (12) months; during which time if there is a further instance of misconduct, the Vice-Chancellor or the Dean shall refer the matter to the University Student Conduct Committee or the Faculty Student Conduct Committee, as the case may be, for a recommendation on the imposition of a more severe penalty.	16.3.1(8)	• inappropriate behaviour • misuse of facilities
If the misconduct constitutes academic misconduct in relation to a subject in which the student is admitted or enrolled: • a zero mark/fail result for the results of any form or forms of assessment in the subject • a requirement that the student re-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 alternative assessment for the whole subject, for which the maximum possible mark can be no greater than a specified percentage of the total value of the assessment • a zero mark/fail result for the results of the total assessment in the subject.	16.3.1(9)	Academic misconduct (e.g. plagiarism, cheating) in relation to a subject in which the student is enrolled. May be appropriate for first offence of academic misconduct, plagiarism if deemed unintentional (e.g. student has not understood academic requirements). 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 twelve (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 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 twelve (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 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.

Penalty	Rule	Examples of types of instances of misconduct
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 $5,000 with maximum fines for particular types of offences	16.3.1(14)	Non-academic misconduct including: • inappropriate behaviour • misuse of facilities • wilfully disobeying direction • library offences (see 3.6 below for notes on Monetary penalties)
Imposition of specified conditions on attendance at specified classes or use of specified facilities 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 or caution	16.3.1 (16)	• first minor instance of misconduct • usually imposed with other penalties • a caution is a formal warning to the student that any future instance of misconduct will be treated most seriously and will result in a more severe penalty • a formal reprimand by the Vice-Chancellor for misconduct is communicated to the student in a letter. The letter of reprimand is placed on the student's confidential file and remains confidential. It does not appear on a student's official academic records either internal or external.

3. Issues specific to each type of penalty

3.1 Exclusion from the University

See 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 subject exemptions in recognition of prior learning, i.e. for the subjects completed prior to the period of exclusion.

3.2 Exclusion from specified class/specified facility

See Rules 16.3.1(10) and (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

See Rule 16.3.1(5)

Students who are suspended from the University for a specified period not exceeding twelve (12) months will retain any credit points gained prior to the period of suspension.

3.4 Suspension from a course of the University

See 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

See 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 (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 (13).

Fines may be appropriate for incidents such as:

- inappropriate and/or disruptive behaviour on campus (up to $1,000 maximum);
- contravening prescribed standards of acceptable conduct (up to $1,000 maximum);
- endangering the safety and/or security of people and/or property (up to $2,000 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 $1,000 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 $5,000 on recommendation of the University Student Conduct Committee);
- 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 non-academic misconduct. A fine cannot be imposed for academic misconduct;
- 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 Registrar;
- fines of less than $2,000 can be imposed by the Vice-Chancellor for proven or admitted misconduct, without reference to the University Student Conduct Committee;
- fines of greater than $2,000 can only be imposed by the Vice-Chancellor for extremely serious misconduct, on the recommendation of the University Student Conduct Committee.

3.7 Awarding of zero marks

See 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

See 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. Conduct Committees, the Vice-Chancellor and Deans 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 re-apply 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 under Rules 16.3.1(6) and (7) 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.

- **Financial penalties**

  Severe monetary penalties will have a greater impact on some international students and on students from economically disadvantaged groups.

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, in the form of submission of a formal letter of apology to the Vice-Chancellor, this should 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. In determining whether a student acted intentionally in committing an act of misconduct, any subsequent demonstration of contrition on the part of the student should also be considered (see point 5 above).

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 16.18.4, a student may apply to the Vice-Chancellor for a stay of decision. The Vice-Chancellor 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 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 are 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 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 (6) weeks from the date of referral of the matter to the Committee.

10. Records of misconduct on transcripts

- For suspensions and exclusions from a course or from the University official academic records show the period of suspension or exclusion (in the same way that academic exclusions and leave of absence are shown on a transcript).
- 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.

GENERAL RULES OF THE UNIVERSITY

Table of 2010 changes to the Rules of the University 107

G1 — RULES RELATING TO COUNCIL, THE CHANCELLOR, DEPUTY CHANCELLOR AND VICE-CHANCELLOR 182
1. Chancellor or Deputy Chancellor to preside at ceremonial occasions 182
2. Powers of Chancellor in relation to University committees 182
3. Presiding member 182
4. Ordinary meetings of Council 182
5. Special meetings of Council 182
6. Notice of meeting of Council 182
7. Business at meetings 182
8. Meeting may be adjourned 183
9. Failure to give, or receive, notice of meeting 183
10. Out of pocket expenses 183
11. Vice-Chancellor 183
12. Powers of Vice-Chancellor in relation to Council committees and boards 183
13. Acting Vice-Chancellor 183
14. Powers and authorities of Acting Vice-Chancellor 183
15. Repealed 183
15A. Repealed 183
16. Repealed 183

G2 — RULES ON ELECTION OF CHANCELLOR AND DEPUTY CHANCELLOR 184
Division 1 — Election of Chancellor and Deputy Chancellor 184
Call for nominations 184
Schedule of dates for elections for Chancellor or Deputy Chancellor 184
Making of nominations 184
Dealing with nominations 184
Conduct of the ballot 184
Election in anticipation of resignation 185
Division 2 — Repealed 185

G3 — RULES RELATING TO THE ACADEMIC BOARD AND FACULTY BOARDS 185
Part 1 The Academic Board 185
Division 1 — Constitution of the Academic Board 185
Term of office of elected member of Board 185
Conduct of elections 186
Casual vacancy in office of elected member of Board 186
Leave of absence of elected member of Board 186
Division 2 — Presiding member (Chair) and deputy presiding member .....
Chair 186
Term of office, etc., of Chair 186
Deputy Chair 186
Terms of office, etc., of Deputy Chair 187
Absence of Chair 187
Absence of the Chair and Deputy Chair 187
Election of Chair and Deputy Chair 187
Division 3 — Functions and powers of the Board 187
Division 4 — Relationship between Board and Council 188
Reference to Council of certain matters by Board 188
Council to obtain views of Board on certain matters 188
Division 5 — Board committees 188
Committees 188
Part 2 Faculty Boards 188
Part 3 Elections 188
Conduct of elections 188
Call for nominations and notice of election 188
Schedule of dates for elections 188
Making of nominations 189
Dealing with nominations 189
Form of ballot 189
Requirements for electronic voting system 189
Conduct of ballot by post 189
Conduct of ballot by attendance at polling booth 190
Conduct of ballot by electronic voting system 190
Procedure on close of ballot 190
Informal vote 191
Nomination of scrutineers 191
Determination of result of ballot 191
Secrecy of ballot to be maintained 192

G4 — RULES RELATING TO STAFF DISCIPLINE AND APPEAL COMMITTEES 192
Division 1 — Staff 192
Application of Division 192
Breach of discipline defined 192
Inquiries into alleged breaches of discipline 192
Suspension pending completion of inquiries etc. 192
Vice-Chancellor to issue show cause notice 193
Penalties 193
Vice-Chancellor to dismiss certain matters 193
Vice-Chancellor to give notice of decision 193
Right of appeal to the Council 193
Division 2 — Appeals 193
Appeal Committee 193
Determination of appeals 193

G5 — REPEALED 194

G6 — REPEALED 194

G7 — RULE ON INTELLECTUAL PROPERTY 195

G8 — THE SEAL AND THE UNIVERSITY EMBLEM 195
Division 1 — The seal 195
Custody of seal 195
Use of seal 195
Fixing of seal 195
Register of use of seal 195
Division 2 — The University emblem 195
Use of emblem 195
Delegation of authority to approve use of emblem 195

G9 — REGISTER OF DELEGATIONS 196

G10 — WITNESSING AND WITNESSED STATEMENTS 196

G11 — REPEALED 196

G12 — REPEALED 196

G1 — RULES RELATING TO COUNCIL, THE CHANCELLOR, DEPUTY CHANCELLOR AND VICE-CHANCELLOR

These Rules are made pursuant to s 28(1)(c), (d), (e), (f) and (j) and s 29(1) of the Act.

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 member of Council (being a member who is not a member of the staff of the University or a student) appointed by the Council, is to preside at ceremonial occasions[1].

(4) In the absence of the Chancellor, Deputy Chancellor and the member appointed in accordance with subclause (3), the Vice-Chancellor is 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 the Council in accordance with this Rule, has a deliberative vote and, in the event of an equality of votes, a casting vote.

4. Ordinary meetings of Council

The Council is to meet in ordinary session not less than six times in each year and at such other times as the Council decides.

5. Special meetings of Council

(1) A special meeting of the Council:

(a) may be convened by:

(i) the Chancellor or, in the absence of the Chancellor, the Deputy Chancellor; or

(ii) the Vice-Chancellor; or

(b) is to be convened by the Registrar if the Registrar receives a written request of not less than five members of the Council setting forth the purpose for which the meeting is required to be convened.

(2) A special meeting required to be convened under subclause (1)(b) is to be held within 14 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 the 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 posted or delivered by the Registrar to each member of the 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 Registrar, as the Executive Committee of Council, may suspend the requirements of the previous paragraph by directing the Registrar to take action with respect to any of the following:

- advise members of a Council meeting with shorter notice than prescribed in the paragraph above;
- advise only Council members and other required attendees of the meeting place;
- advise Council members that a meeting will be held in closed session.

7. Business at meetings

A member of the Council must not initiate any matter for discussion, or move any motion in respect of any matter initiated, at a meeting of the Council unless:

(a) notice in writing has been given to the Registrar, 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

(b) the Council or the person presiding at that meeting otherwise permits.

Footnote

1. In 1999, Council determined (resolution number COU/99/42) procedures for appointment of a member of Council, to be known as Pro-Chancellor, to preside over graduations and other ceremonial occasions in certain circumstances.

8. Meeting may be adjourned

The person presiding at a meeting of the 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 the 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 the Council incurs out of pocket expenses whilst engaged on University business, the Registrar may authorise the payment of the whole or any part of the expenses so incurred to that member.

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 the Council for implementing the decisions of the Council.

(2) Subject to the Act, the By-law, the Rules and the resolutions of the Council, the Vice-Chancellor is to be responsible for:

(a) promoting the interests and furthering the development of the University; and

(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 the staff of the University and the welfare and discipline of students.

12. Powers of Vice-Chancellor in relation to Council committees and boards

(1) Subject to the By-law, the Rules and any direction by the Council, the Vice-Chancellor is to be ex officio a member of every committee or board of the Council, with the exception of the Audit and Risk Committee, and in the absence of the presiding member, may preside at any meeting of a committee or board of the Council other than the Finance Committee.

(2) The authority of the Vice-Chancellor to preside at a meeting of a committee does not extend to a meeting at which the Chancellor or Deputy Chancellor is present if the Chancellor or Deputy Chancellor desires to preside.

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 the 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 the Council.

15. Repealed

15A. Repealed

16. Repealed

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:

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 clause 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;

(vii) contain such other information relating to the election as the Returning Officer thinks fit.

(c) The notice referred to in this clause 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 three months and no later than one month before the date of the expected vacancy.

Schedule of dates for elections for Chancellor or Deputy Chancellor

(2) In the conduct of an election for Chancellor or Deputy Chancellor the Returning Officer must allow:

(a) between the notification to Council members, under clause 1(a) above, 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; and

(b) between the date and time specified for the receipt of nominations and the issue of ballot papers — not more than three days;

(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.

Making of nominations

(3) (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 printed and distributed with the ballot papers.

Dealing with nominations

(4) (a) The Returning Officer must, within two 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 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 nomination is accepted for a position the Returning Officer must conduct a ballot.

Conduct of the ballot

(5) (a) The ballot must be a secret ballot using the optional preferential system.

(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 the By-law — clauses 17, 18, 19 and clauses 22 to 27 inclusive.

Election in anticipation of resignation

(6) (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;

(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 — Repealed

G3 — RULES RELATING TO THE ACADEMIC BOARD AND FACULTY BOARDS

These Rules are made by the Council under section 29(1) of the Act and clause 41 of the By-law (Part 4, Division 1).

Part 1 — The Academic Board

Division 1 — Constitution of the Academic Board

1. (1) The 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 the Council.

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

(a) Senior Deputy Vice-Chancellor; 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 the Council.

(3) The elected members of the Academic Board comprise:

(a) members elected by and from the academic staff of each Faculty on the basis of one member for every 30 EFT (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.

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 twelve 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 clause 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 twelve months or more, the Returning Officer is, as soon as practicable after the vacancy occurs, to conduct an election in accordance with clause 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 subclause (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 clause 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 the 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 5 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 office 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 the 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 5 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:

(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.

Election of Chair and Deputy Chair

12. The election of the Chair and the Deputy Chair of the 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 the Board

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

(2) Subject to the By-law, the Rules and the resolutions of the 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, the Board:

(i) 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;

(ii) 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

(iii) 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 clause 13, the Board:

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

(i) 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

(ii) 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.

(b) Shall determine the accreditation of proposed or existing award courses on their academic merit, and the removal of the accreditation of award courses.

(c) 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.

(d) Shall determine academic policies.

(e) 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.

(f) Shall set the conditions for the granting of fellowships, scholarships and prizes within the University.

(g) 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.

(h) 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 Board and Council

Reference to Council of certain matters by Board

15. If the Academic Board does not approve without amendment any recommendation of a Faculty Board or another Board, the Academic Board is, if so required by the Faculty Board or other Board, to transmit the recommendation to the Council together with any observations the Academic Board thinks fit.

Council to obtain views of Board on certain matters

16. (1) If the Council does not accept without amendment a recommendation from the Board relating to teaching, scholarship or research within the University, the Council must seek further advice from the Board before making a final decision.

(2) This clause does not apply if, in the judgment of the Chair of the Board and the Chancellor:

(a) the matter is one of urgency on which it is necessary for an immediate decision to be made by the Council; or

(b) the area of difference between the Council and the Board is not one of principle or major significance.

Division 5 — Board committees

Committees

17. (1) The 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 the 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 5 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 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 Rule.

(3) The Returning Officer's decision is, subject to the Act and 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 clause on the official noticeboards on the premises of the University 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 clause 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 clause 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 clause.

Schedule of dates for elections

21. In the conduct of an election, the Returning Officer must allow:

(a) between the publication of the notice under clause 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

(b) between the close of nominations for the election and the commencement of the ballot — not more than 28 days, and

(c) 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 clause 20(2).

(2) A nomination must be signed or endorsed by 2 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 4 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 Registrar in accordance with clause 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 Registrar may approve an electronic voting system for use where the Registrar is satisfied that the system:

(a) will provide a voter with instructions on how to vote;

(b) will allow a voter to indicate his or her preferences of candidate or candidates;

(c) gives a voter an opportunity to correct any mistakes before submitting his or her vote;

(d) allows a voter to make an informal vote;

(e) will not allow a person to find out how a particular voter cast his or her vote;

(f) will not allow a voter to vote more than once for any ballot; and

(g) 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 clause 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 clause 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 clause 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 clause 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 clause 29.

Conduct of ballot by attendance at polling booth

27. (1) Where the Returning Officer has determined under clause 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 clause 19(4), and
(c) display at the polling booths the edited statements provided by candidates in accordance with clause 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 sub-clause (1)(a).

Conduct of ballot by electronic voting system

28. (1) Where the Returning Officer has determined under clause 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 clause 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 sub-clause (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 clause 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 clause 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 clause 26(1)(a) or clause 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 clause, 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 clause:

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 clause.

(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 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:

(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 subclause (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 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 — RULES RELATING TO STAFF DISCIPLINE AND APPEAL COMMITTEES

These Rules are made pursuant to clause 44 of the By-law (Part 4, Division 3)

Division 1 — Staff

Application of Division

1. This Division applies to and in respect of all members of staff of the University other than:

(a) members of staff who are designated by the Rules as being casual staff or temporary staff; and

(b) members of staff whose conditions of employment are governed by an industrial award or industrial agreement which contains disciplinary provisions.

Breach of discipline defined

2. A member of staff is to be regarded as having committed a breach of discipline if he or she:

(a) contravenes any provision of the Act, the By-law or a Rule; or

(b) wilfully disobeys or disregards any order or direction lawfully made or given under the Act, the By-law or a Rule; or

(c) is convicted by a court of an offence that is of a kind that may reasonably be regarded as constituting a serious impediment to the discharge by the member of staff of his or her functions or the discharge by other members of staff of their functions; or

(d) is guilty of disgraceful or improper conduct; or

(e) is grossly or persistently inefficient, negligent or careless; or

(f) is incompetent in the discharge of his or her functions.

Inquiries into alleged breaches of discipline

3. The Vice-Chancellor may (whether as a consequence of the making of a complaint or otherwise) cause inquiries to be made in relation to any breach of discipline that is alleged to have been committed by a member of staff.

Suspension pending completion of inquiries etc.

4. (1) The Vice-Chancellor may suspend from office any member of staff in respect of whom inquiries are being made in relation to a breach of discipline that is alleged to have been committed by the member of staff.

(2) A member of staff may be suspended from office either with pay or without pay.

(3) If a member of staff is suspended from office without pay, the period of suspension is not to exceed seven days.

(4) Whether the member of staff is suspended with pay or without pay, the suspension ceases to have effect (unless sooner revoked) when the matter is dismissed or determined under this Division.

(5) A member of staff is entitled to receive any pay withheld pursuant to this clause if the Vice-Chancellor dismisses the matter or otherwise determines that it would be inappropriate, having regard to the circumstances of the case, that the member of staff be denied that pay.

Vice-Chancellor to issue show cause notice

5. If, after completion of any inquiries, the Vice-Chancellor believes that a member of staff may have committed a breach of discipline, the Vice-Chancellor:
   (a) must cause notice of that fact to be served on the member of staff; and
   (b) must give the member of staff a reasonable opportunity (being a period of not less than seven days) within which to make written representations to the Vice-Chancellor in relation to the alleged breach of discipline; and
   (c) must take into account any written representations made by the member of staff during that period.

Penalties

6. (1) If, after having taken into account any written representations made by the member of staff, the Vice-Chancellor is satisfied that the member of staff has committed a breach of discipline, the Vice-Chancellor may direct that the member of staff:
   (a) be dismissed; or
   (b) be demoted in office; or
   (c) be suspended from office without pay for a period not exceeding 30 days; or
   (d) be denied any incremental progression of salary to which he or she might otherwise be entitled or eligible; or
   (e) be fined an amount not exceeding one month's salary; or
   (f) be cautioned or reprimanded; or
   (g) be excluded from specified facilities of the University either indefinitely or for a specified period; or
   (h) be subjected to any two or more of the penalties referred to in paragraphs (b)–(g).

   (2) In considering a penalty the Vice-Chancellor may take into consideration a staff member's previous disciplinary record.

Vice-Chancellor to dismiss certain matters

7. If the Vice-Chancellor is satisfied that the member of staff has not committed a breach of discipline or (after having completed inquiries into the matter and having heard the member of staff's representations in respect of the matter) is not satisfied that the member of staff has committed a breach of discipline, the Vice-Chancellor must dismiss the matter and inform the member of staff accordingly.

Vice-Chancellor to give notice of decision

8. The Vice-Chancellor must cause notice of any decision under clause 6, and of his or her reasons for the decision, to be given:
   (a) to the member of staff concerned; and
   (b) if the decision involves the making of a direction under clause 6(a), (b) or (c) — to the Council,

   within seven days after the decision is made.

Right of appeal to the Council

9. (1) A member of staff may appeal to the Council against a decision of the Vice-Chancellor under clause 6.
   (2) Such an appeal must be made in writing and lodged with the Registrar within 30 days after notice of the decision is given to the member of staff.
   (3) The Vice-Chancellor may, on the application of the member of staff concerned or otherwise, direct that any action to be taken as a consequence of a direction under clause 6 be stayed:
      (a) until the time for making an appeal against the direction, or the decision to which it relates, has expired; or
      (b) if an appeal against the direction or decision is made within that time — until the appeal has been finally determined.

Division 2 — Appeals

Appeal Committee

10. The Council is to establish an Appeal Committee for the purpose of hearing appeals under this Division.

Appeals to be referred to Appeal Committee for hearing

11. (1) The Registrar is to refer any appeal made under this Division to the Appeal Committee for hearing.
   (2) The Appeal Committee must hear any such appeal and prepare a recommendation for submission to the Council as to what action should be taken in respect of the appeal.

Determination of appeals

12. (1) The Council must determine an appeal having due regard to the recommendations of the Appeal Committee.
   (2) The Registrar must cause notice of the Council's decision on an appeal to be given to the appellant as soon as practicable after the decision is made.

13. Upon receipt of a notice of appeal under clause 9 of these Rules, the Registrar shall notify the Chancellor of the receipt of the notice and the nature of the appeal.

14. An appeal brought under this provision shall be investigated by an Appeal Committee comprised of:
    (a) the Chancellor or, if the Chancellor declines to be a member, the Deputy Chancellor or, if each of those persons declines to be a member, a member of the Council (other than an official member) nominated by the Chancellor;
    (b) a member of the Council, other than an official member, selected by the Chancellor;
    (c) a person nominated by the appellant.
15. Where an appellant has not, within 14 days of lodging a notice of appeal with the Registrar (or, where the appellant has been served with a notice under clause 17, within 14 days after the date of service of the notice) nominated to the Registrar a person who has consented to be nominated as a member of the Appeal Committee which will investigate that appellant's appeal, the Council shall nominate a person who is not an officer of the University or a member of the Council to be a member of that Appeal Committee.
16. The person who is a member of an Appeal Committee by reason of clause 14(a) is the Chair of that Appeal Committee.
17. As soon as an Appeal Committee comprised in accordance with clause 14 (and clause 15 where applicable), has been formed in relation to an appeal, the Registrar shall forward the notice lodged under clause 9(2) of these Rules in relation to that appeal to the Chair of the Appeal Committee.
18. (1) The duties of an Appeal Committee are to investigate the appeal referred to it under clause 17, to report and to make recommendation to the Council on the appeal.
    (2) An Appeal Committee shall:
        (a) hold its first meeting as soon as practicable after the date on which the notice of appeal is forwarded to it under clause 17 but in any event not later than 21 days after that date except where Council may determine otherwise; and
        (b) subject to clause 14, hold such subsequent meetings as it considers necessary and convenient to enable it to perform its duties.
    (3) An Appeal Committee shall not investigate an appeal unless all members of the Appeal Committee are present.
    (4) The Council may make Rules regulating, or providing for the regulation of, the procedure to be followed by Appeal Committees, provided that the procedures shall not contravene the rules of natural justice.
19. Where, in the opinion of the Council, an Appeal Committee is not investigating an appeal expeditiously, it may, by notice in writing served on the members of the Appeal Committee and the appellant, dissolve that Committee.
20. Where the Council dissolves an Appeal Committee under clause 19, another Appeal Committee comprised in accordance with clause 14, may be formed to investigate the appeal, but no person who was a member of the dissolved Appeal Committee may be a member of that other Appeal Committee unless the Council so resolves.
21. Notice in writing of the date upon and time and place at which an appellant may appear before an Appeal Committee shall be given to the appellant at a reasonable time before that date.
22. (1) An Appeal Committee shall make its report to the Council upon the appeal within two months of the day upon which the notice of appeal was referred to it.
    (2) Notwithstanding the provisions of subclause (1), if the Council approves, in a particular case, of the time within which the report of an Appeal Committee shall be made to it being extended to not more than six months from the day upon which the notice of appeal was referred to it, the Appeal Committee shall make its report to the Council within that period.
    (3) Where an Appeal Committee makes a report to it in relation to an appeal by a member of staff against a decision of the Vice-Chancellor, the Council may:
        (a) affirm or quash that decision; and/or
        (b) propose any other action against the member of staff that could have been taken against that person by the Vice-Chancellor

G5 — REPEALED

G6 — REPEALED

G7 — RULE ON INTELLECTUAL PROPERTY

This Rule is made under clause 44 of the By-law.

1. The Council may make Policies from time to time that provide for some or all of the following:
   (a) ownership and commercial exploitation of University Intellectual Property Rights;
   (b) payment to Staff Members and/or Students in connection with the creation and commercial exploitation of University Intellectual Property Rights;
   (c) disclosure by Staff Members and Students of University Intellectual Property Rights; and
   (d) any other matter concerning Intellectual Property Rights.
2. Any Policy binds the University, Staff Members and Students, and, at the request of the University, Staff Members and Students will do all those things, including the execution of assignments, licences or other agreements or documents, necessary to give effect to such a Policy. The University reserves the right to alter Policies from time to time as it deems necessary for the good management of the University.
3. In this Rule:

   Intellectual Property Rights means all intellectual property rights, including but not limited to:
   (a) patents, copyright, design rights, trade marks, rights in circuit layouts, plant variety rights and any right to have confidential information kept confidential; and
   (b) any registration, application for or right to apply for registration, of any of those rights;

   Staff Member means each employee of the University;

   Student means each person enrolled or otherwise participating in a course, research project or other program offered by the University;

   Policy means a policy made under clause 1 of this Rule; and

   University Intellectual Property Rights means Intellectual Property Rights created by a Staff Member in the course of that Staff Member's employment by the University and/or by a Student, in the course of that student's participation in a course, research project or other program in respect of which he or she has elected to be bound by the relevant Policy.
4. Words denoting the singular include the plural and vice versa.

G8 — THE SEAL AND THE UNIVERSITY EMBLEM

Division 1 — The seal

Custody of seal

1. Unless the Council otherwise directs, the seal of the University is to be kept in the custody of the Registrar.

Use of seal

2. 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; and
   (b) to the testamurs or certificates issued to a person as evidence that an award has been conferred on that person by the Council; and
   (c) to such other documents as the Council approves.

Fixing of seal

3. The fixing of the seal of the University to any document is to be authenticated on that document by the signature of:
   (a) the Chancellor, the Deputy Chancellor or some other member of the Council appointed by the Council for that purpose either generally or for a limited period; and
   (b) the Vice-Chancellor; and
   (c) the Registrar.

Register of use of seal

4. A register of the use of the seal of the University is to be maintained by the Registrar in which must be recorded:
   (a) the authority for the affixing of the seal; and
   (b) the nature of the document to which the seal is affixed; and
   (c) the date of authentication of the document; and
   (d) the signatures appearing on the document.

Division 2 — The University emblem

Use of emblem

5. The emblem of the University must not be used, depicted or displayed otherwise than in such manner and circumstances as the Council may by resolution approve.

Delegation of authority to approve use of emblem

6. The 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 the Council from time to time.

G9 — REGISTER OF DELEGATIONS

This Rule is made pursuant to Part 4, Division 1(17) of the Act. A register of delegations approved by Council is to be maintained by the Registrar in which must be recorded the following details of each delegation:

(a) the relevant Council resolution number and meeting date;
(b) the exact terms of the relevant Council resolution;
(c) whether the exercise of the delegation is to be reported to Council;
(d) Corporate Records file number;
(e) Council resolutions to rescind any delegation.

G10 — 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 Registrar from time to time, may for the University's requirement only, attest such document or thing or statement.

G11 — REPEALED

G12 — REPEALED

RESPONSIBILITIES OF RESPONSIBLE ACADEMIC OFFICERS

Responsible Academic Officers (RAOs) are appointed by the Vice-Chancellor or Senior Deputy Vice-Chancellor on advice from the Dean. Responsible Academic Officers usually include Associate Deans, Heads of School and Heads of Department.

The term Responsible Academic Officer is used extensively in the Student and Related Rules.

RAOs are responsible for:

(a) nominating Subject Coordinators and Assessors for each subject offered within their administration. Nominations are submitted to the faculty board for approval;

(b) recommending to the Registrar that external staff be appointed Subject Coordinators and Assessors in cases where non-casual academic staff are unavailable;

(c) resolving cases where Subject Coordinators or Assessors declare a relationship with a candidate that might affect their role;

(d) resolving significant differences of opinion between Subject Coordinators and Assessors about the form and content of examination papers;

(e) 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;

(f) determining requests from Subject Coordinators to change assessment criteria for a subject after Week 3 of the semester. Note: such requests should be made only in the most exceptional circumstances. Any changes might constitute grounds for an appeal by students who have been disadvantaged by the changes;

(g) determining requests from Subject Coordinators to conduct formal examinations for subjects with fewer than ten students or where the examination is of less than 1.5 hours duration (not including reading time). Student Administration will not normally conduct a formal examination in these circumstances;

(h) appointing a nominee for any Subject Coordinator who is not available to answer questions from supervisors or students during formal examinations;

(i) resolving appeals from academic staff against decisions by Academic Liaison Officers on alternative assessments/arrangements for students with disabilities;

(j) providing recommendations to the Registrar on grades for all students, including those required to complete a supplementary formal examination;

(k) approving Withheld (W) results;

(l) considering recommendations from Student Assessment Appeal Committees about students who have appealed against their final assessment grade;

(m) requesting extensions of time from the Registrar for all T and W results not resolved within the prescribed period;

(n) considering reports from Subject Coordinators about students' academic misconduct and determining whether allegations should be referred to the Dean;

(o) determining requests from students to re-enrol in a subject which they have failed at least twice;

(p) appointing academic advisers for students who are on probation;

(q) appointing Academic Liaison Officers;

(r) ensuring that staff within their administration comply with University policy regarding students who request alternative assessments;

(s) determining cases where students, who do not satisfy the prescribed attendance requirements for a subject, may be refused permission to be considered for assessment, to attempt an assessment task, or to sit for examination in a subject.

> INDEX

A

Aboriginal and Torres Strait Islander
  people, see Indigenous people
academic
  dress, in Rules, 146
  progression, in Rules, 133
Academic
  Administration Committee, 24
  Board, 12, 23
    appeals committees of, in Rules, 158
    committees of, 24
    constitution of, in Rules, 185
    election, in Rules, 186
    in Act, 80
    in By-law, 103
    in Rules, 185
    Standing Orders for, 27
    student participation in, 55
accessUTS Pty Limited, 63
  board, 31
  staff, 47
accommodation, see housing
act, see University of Technology, Sydney, Act
addresses, see contacts
admission, see also Student Administration Unit
  in Rules, 119
  international students, see UTS International
Alumni and Development, 53
  staff, 46
APACE Village First Electrification Group, 74
appeals
  committees
    in Rules, 192
    of Academic Board, 24
  procedure, in Rules, 148
  student misconduct and, in Rules, 148
ARC Centres of Excellence, 68
  for Population Ageing Research, 68
  for Ultrahigh-bandwidth Devices for Optical Systems, 68
  National Centre for Groundwater Research and Training, 68
ARC research networks, 68
  Asia–Pacific Futures Network, 68
  Financial Integrity Research Network, 68
  Network for Parasitology, 68
archives, see UTS Archives
art, see UTS Gallery and UTS Art Collection
Asia–Pacific
  Centre for Complex Real Property Rights, 70
  Futures Network, 68
assessment, see also examinations
  of coursework subjects, in Rules, 126
Audit and Risk Committee, 14
Australasian Legal Information Institute, 74
Australian
  Centre for
    Event Management, 70
    Independent Journalism, 70
    Olympic Studies, 70
    Public Communication, 70
    Public History, 70
  Centre of Excellence for Local Government, 69
  Technology Network, 51
  Technology Park Innovations Pty Ltd, 74
awards, 51
  and graduation, in Rules, 144

B

bicycle storage, 55
Board
  of Studies for Indigenous Education, 26
  of Studies of the Institute for Sustainable Futures, 27
boards, see also faculty boards
  of controlled and other entities associated with UTS, 31
bookshops
  Co-op Bookshop, 54
  second-hand bookshop, see Students' Association
bridging courses, see student support
BUiLD international leadership program, 50
building identification system, 4
business innovation, research strength, 63
by-law, see University of Technology, Sydney, By-law

C

calendar of dates
  for 2011, 5
  for 2012, 7
campus
  inquiries, 50
  libraries, 52
  locations, 4
  shuttle bus, 55
Capital Markets Cooperative Research Centre, 67
careers, see Student Services Unit
catering, see UTS Union
Centre for
  Australian Community Organisations and Management, 71
  Built Infrastructure Research, 66
  Child and Youth: Culture and Wellbeing, 71
  Contemporary Design Practices, 64
  Corporate Governance, 63
  Creative Practice and Cultural Economy, 64
  e-Business and Knowledge Management, 71
  Ecotoxicology, 71
  Electrical Machines and Power Electronics, 71

Environmental Sustainability, 66
Forensic Science, 64
Health Communication, 71
Health Economics Research and Evaluation, 66
Health Services Management, 71
Health Technologies, 66
Human Centred Technology Design, 64
Information and Knowledge Management, 72
Innovation in IT Services Applications, 65
Intelligent Mechatronic Systems, 65
Local Government, 72
staff, 46
Management and Organisation Studies, 63
Media Arts Innovation, 72
Midwifery, Child and Family Health, 72
New Writing, 72
Quantum Computation and Intelligent Systems, 64
Real-Time Information Networks, 64
Research in Learning and Change, 64
Technology in Water and Wastewater, 66
the Study of Choice, 63
ceremony, see graduation
Chancellor, 41
in Act, 79
in By-law, 97
in Rules, 182
chaplaincy, see Student Services Unit
Chemistry Learning Resources Centre, 53
CHESSN, see Commonwealth Higher Education Student Support Number
child care, 54
UTS Child Care Inc Board, 31
China Research Centre, 65
City campus
contact, 4
inquiries, 50
library, 52
location, 4
shuttle bus, 55
clubs and societies, see UTS Union
commercial activities, in Act, 82
Commercial Activities Committee, 14
committee structure, 11
committees
of Academic Board, 24
Academic Administration Committee, 24
Appeals Committees, 24
Board of Studies for Indigenous Education, 26
Board of Studies of the Institute for Sustainable Futures, 27
Courses Accreditation Committee, 25
Executive Committee, 24
in Standing Orders, 30
Research and Research Training Committee, 25
Teaching and Learning Committee, 26
University Graduate School Board, 26
of Council, 14
Audit and Risk Committee, 14
Commercial Activities Committee, 14
Equity Reference Group, 14
Finance Committee, 14
Governance Committee, 15
Honorary Awards Committee, 15
in Standing Orders, 18
Nominations Committee, 15
Physical Infrastructure Committee, 15
Remuneration Committee, 15
Student/Council Liaison Group, 15
Vice-Chancellor's Committee, 30
Commonwealth Higher Education Student Support Number, in Rules, 113
communication, see also email
and intelligent systems, research strength, 64
in Rules, 114
complaints, see also equity and diversity
Student Ombud, 53
computer, see IT facilities and services
contacts, 4
controlled entities, in Act, 81
convocation
in Act, 80
in By-law, 102
cooperative research centres, 67
Capital Markets Cooperative Research Centre, 67
Cooperative Research Centre for Contamination Assessment and Remediation of the Environment, 67
Cotton Catchment Communities Cooperative Research Centre, 67
Co-op Bookshop, 54
Cosmopolitan Civil Societies Research Centre, 65
Cotton Catchment Communities Cooperative Research Centre, 67
Council, 12, 13
appointed members of, in By-law, 101
business at meetings, in Rules, 182
committees and groups, 14
constitution of, in Act, 78
duties of members, in Act, 84
elected members of, in By-law, 97
former members of, 18
functions of, in Act, 80
members of, 13
nominations, in By-law, 97
notice of meetings, in Rules, 182
presiding member
in Act, 87
in Rules, 186
rules relating to, in Rules, 182
Standing Orders for, 16
student participation in, 54
term of office of elected members, in By-law, 100
counselling, see Student Services Unit
course areas, 58
Courses Accreditation Committee, 25
CRCs, see cooperative research centres
creative and civil societies, research strength, 64
Creative Industries Innovation Centre, 69
staff, 47
cross-institutional study, in Rules, 122

D

dates
for 2011, 5
for 2012, 7
deans, 42
deferment of commencement, in Rules, 120

definitions, in Rules, 164
delegation by Council, in Act, 81
Deputy Chancellor
in Act, 79
in Rules, 182
Deputy Vice-Chancellor and Vice-President
(Corporate Services), 47
(International and Development), 46
(Research), 46
(Resources), 47
(Teaching, Learning and Equity), 46
Designing Out Crime Design Research Centre, 69
Development Office, see also UTS:Development
staff, 46
disabilities, people with, see Student Services Unit
discrimination, see equity and diversity
donations, see UTS:Development

E

elections
Academic Board, in Rules, 186
Chancellor and Deputy Chancellor, in Rules, 184
Council, in By-law, 97
Faculty Boards, in Rules, 188
of students to Council and Academic Board, 54
Students' Representative Council, see Students' Association
ELSSA Centre, 62
staff, 46
email
in Rules, 114
support, see IT facilities and services
emblem, 2
in Rules, 195
emergency procedures, see environment, health and safety
emeritus professors, 20
energy, see sustainability
English language requirements, see also UTS International
in Rules, 127
enrolment, see also Student Administration Unit
in Rules, 124
environment, health and safety, see also sustainability, 54
equipment, in Rules, 147
equity and diversity, 54
Equity
and Diversity Unit, 54
staff, 46
Reference Group, 14
establishment of University, 4
in Act, 77
examinations of coursework subjects, in Rules, 129
exchange, see UTS International
in Rules, 122
Executive Committee, 24
external engagement, 53

F

facilities hire, 54
Facilities Management Operations, staff, 47
faculties, 58
boards and committees, 32
faculty
boards, 32
election of, in Rules, 188
student participation in, 55
Faculty of Arts and Social Sciences, 58
board and committees, 32
dean, 42
staff, 42
Faculty of Business, 59
board and committees, 32
dean, 42
staff, 43
Faculty of Design, Architecture and Building, 59
board and committees, 33
dean, 42
staff, 43
Faculty of Engineering and Information Technology, 60
board and committees, 33
dean, 42
staff, 44
Faculty of Law, 60
board and committees, 35
dean, 42
staff, 44
Faculty of Nursing, Midwifery and Health, 61
board and committees, 36
dean, 42
staff, 45
Faculty of Science, 61
board and committees, 37
dean, 42
staff, 45
fees and charges, see Student Administration Unit
in Rules, 118
fellows of the University, 20
Finance Committee, 14
financial assistance
Jumbunna Indigenous House of Learning, 53
scholarships, 53
Student Services Unit, 52
Financial
Integrity Research Network, 68
Services Unit, staff, 47
fitness centre, see UTS Union
functions, see facilities hire
future services and industries, research strength, 65

G

gallery, see UTS Gallery
General Rules of the University, 181
global exchange program, see UTS International
governance, 12
Governance
Committee, 15
Support Unit, staff, 47
grades, see results
graduate research study, see also University Graduate School
in Rules, 137
graduation, in Rules, 144
grievances, see equity and diversity
guidelines for
prizes, 51
University medal, 51
gymnasium, see UTS Union

H

harassment, see equity and diversity
health
  futures, research strength, 66
  service, see Student Services Unit
Health Services and Practice, 66
higher doctoral degree requirements, in Rules, see also University Graduate School, 143
honorary awards
  emeritus professors, 20
  Fellows of the University, 20
  Honorary Doctors of Business, 21
  Honorary Doctors of Design, 21
  Honorary Doctors of Engineering, 21
  Honorary Doctors of Laws, 21
  Honorary Doctors of Letters, 21
  Honorary Doctors of Science, 21
  Honorary Doctors of the University, 22
  Honorary Master of Arts, 22
  Honorary Masters of the University, 22
  in Rules, 146
  UTS Distinguished Service Award, 22
Honorary Awards Committee, 15
housing
  service, see Student Services Unit
  shuttle bus to, 55
  student, 55
Human Resources Unit, staff, 47

I

identification, in Rules, 113
IELTS test, 50
Indigenous people, see also Jumbunna Indigenous House of Learning
  Board of Studies for Indigenous Education, 26
  tutorial assistance scheme, 53
Information Technology Division, 52
  staff, 47
inquiries, 4
  UTS Student Centres, 50
INSEARCH Ltd, 51
  board, 31
  staff, 47
Institute
  for Interactive Media and Learning, 73
    staff, 46
  for Nanoscale Technology, 65
  for Sustainable Futures, 66
    Board of Studies, 27
    staff, 46
  for the Biotechnology of Infectious Diseases, see The ithree Institute
institutes
  Institute for Interactive Media and Learning, 73
    staff, 46
  Institute for Nanoscale Technology, 65
  Institute for Sustainable Futures
    staff, 46
  The ithree Institute, 66
intellectual property, in Rules, 195
international, see UTS International
International English Language Testing System, see IELTS test
IT facilities and services, 52

J

Jumbunna Indigenous House of Learning, 53, 62
  staff, 46
  Strengthening Indigenous Communities, 65

K

Kuring-gai campus
  contact, 4
  inquiries, 50
  library, 50
  location, 4
  shuttle bus, 55

L

language, see also UTS International
  requirements for admission, in Rules, 122
Law Research Centre, 65
leave of absence, in Rules, 125
legislation
  in Rules, 169
  University of Technology, Sydney, Act 1989, 76
  University of Technology, Sydney, By-law 2005, 95
library, see University Library
locations, 4
logo, 2

M

Marketing and Communication Unit, staff, 47
Mathematics and ICT Study Centre, 53
medal, University, 51
misconduct
  and appeals, in Rules, 148
  during examinations, in Rules, 129

N

National
  Centre for Groundwater Research and Training, 68
  Centre of Excellence in Desalination, 69
Nominations Committee, 15
non-award study, see also Student Administration Unit
  in Rules, 122

O

object and functions of the University, in Act, 77
occupational health and safety, see environment, health and safety
offer of admission, see also Student Administration Unit
  in Rules, 119
organisational structure, 10
orientation, see UTS International and UTS Union

P

parking, 55
Paul Woolley Centre for Capital Market Dysfunctionality, 73
Physical Infrastructure Committee, 15
Physics Learning Centre, 53
PINs, in Rules, 113
plagiarism, see misconduct
Planning and Quality Unit, staff, 46
Plant Functional Biology and Climate Change Cluster, 67
policies, 51
  prizes, 51
  research strengths, 63
  University honours, 20
postgraduate
    scholarships, 53
    students, see University Graduate School
    study, in Rules, 137
principal officers of the University, 41
prizes, see also scholarships, 51
Program Management Office, staff, 47

Q

Quantitative Finance Research Centre, 64

R

radio 2SER, 54
  Sydney Educational Broadcasting Ltd Board of Directors, 31
readmission, in Rules, 123
recognition of prior learning, in Rules, 123
records, see University Records
recycling, see sustainability
refunds
  of student contribution debt, in Rules, 119
  of tuition fees and charges, in Rules, 119
register of delegations, in Rules, 196
Registrar, 47
Remuneration Committee, 15
research, 63
  centres, 63
  institutes, 73
  scholarships, see also University Graduate School, 53
  strengths, 63
    business innovation, 63
    communication and intelligent systems, 64
    creative and civil societies, 64
    future services and industries, 65
    health futures, 66
    sustainability and the built environment, 66
Research
  and Innovation Office, 63
    staff, 46
  and Research Training Committee, 25
Responsibilities of Responsible Academic Officers, 197
results and grades, in Rules, 128, 170
retail shops, see UTS Union
rules, 51
  of the University, 105
    General Rules of the University, 181
    Student and Related Rules, 108
  relating to
    Council, the Chancellor, Deputy Chancellor and Vice-Chancellor, 182
    students, 108
    the Academic Board and Faculty Boards, 185
  table of changes to rules, 107

S

safety, 54
scholarships, 53
  Indigenous, see Jumbunna Indigenous House of Learning
  international, see UTS International
  research, see University Graduate School
  sports, see UTS Union
seal
  in Act, 84
  in Rules, 195
security, see environment, health and safety
Senior Deputy Vice-Chancellor and Senior Vice-President, 46
senior executive, 46
Service Desk, see IT facilities and services
Shopfront, see UTS Shopfront
shops, see Co-op Bookshop and UTS Union
shuttle bus, 55
SMS communication with students, in Rules, 114
special needs service, see Student Services Unit
sport, see UTS Union
staff
  discipline, in Rules, 192
  faculties
    Arts and Social Sciences, 42
    Business, 43
    Design, Architecture and Building, 43
    Engineering and Information Technology, 44
    Law, 44
    Nursing, Midwifery and Health, 45
    Science, 45
  others
    accessUTS Pty Limited, 47
    Alumni and Development, 46
    Alumni Relations Office, 46
    Centre for Local Government, 46
    Chancellor, 45
    Commercial Unit, 47
    Creative Industries Innovation Centre, 47
    Deans, 42
    Development Office, 46
    Division of the Deputy Vice-Chancellor and Vice-President (Corporate Services), 47
    Division of the Deputy Vice-Chancellor and Vice-President (International and Development), 46
    Division of the Deputy Vice-Chancellor and Vice-President (Research), 46
    Division of the Deputy Vice-Chancellor and Vice-President (Resources), 47
    Division of the Deputy Vice-Chancellor and Vice-President (Teaching, Learning and Equity), 46
    Division of the Senior Deputy Vice-Chancellor and Senior Vice-President, 46
    ELSSA Centre, 46
    Equity and Diversity Unit, 46
    External Engagement, 46

Facilities Management Operations, 47
Financial Services Unit, 47
Governance Support Unit, 47
Human Resources Unit, 47
Information Technology Division, 47
INSEARCH Ltd, 47
Institute for Interactive Media and Learning, 46
Institute for Sustainable Futures, 46
International Engagement, 46
Jumbunna Indigenous House of Learning, 46
Marketing and Communication Unit, 47
Planning and Quality Unit, 46
principal officers, 45
Program Management Office, 47
Registrar, 47
Research and Innovation Office, 46
Student Administration Unit, 47
Student Ombud, 46
Student Services Unit, 46
University Graduate School, 46
University Library, 46
UTS International, 46
UTS Legal Services, 47
UTS Shopfront, 46
UTS Union, 47
Vice-Chancellor and President, 46
Standing orders
for the Academic Board, 27
for the Council of the University of Technology, Sydney, 16
strategic plan, 12
Strengthening Indigenous Communities, 65
student
administration, 50
centres, 50
exchange, see UTS International
in Rules, 122
housing, 52
ID, in Rules, 113
inquiries, 50
misconduct and appeals, in Rules, 148
participation in University governance, 54
services, 52
support, 52
Student
Administration Unit, 50
staff, 47
and Related Rules, 108
Charter, 51
Council Liaison Group, 15
Ombud, 53
staff, 46
terms of reference, 53
Services Unit, 52
staff, 46
Students'
Association, 54
Representative Council, 54
study abroad, see UTS International
in Rules, 122
subject
assessment, in Rules, 126
examination of, in Rules, 129
failure in, in Rules, 134
sustainability, 55
and the built environment, research strength, 66
environment, health and safety, 54
Institute for Sustainable Futures, 66
staff, 46
Sydney Educational Broadcasting Ltd Board of Directors, 31

T

tax file number, in Rules, 113
Teaching and Learning Committee, 26
testamurs, in Rules, 146
The ithree institute, 66
thesis requirements, in Rules, 139
timetable, see Student Administration Unit
Transforming Cultures, 65
transport, 55

U

undergraduate
bachelor degree, admission, in Rules, 121
students, see Student Administration Unit
union, see UTS Union Ltd
University
Graduate School, 62
Board, 26
staff, 46
honours, policy on, 20
Library, 52
staff, 46
Medal, 51
in Rules, 146
of Technology, Sydney, Act 1989, 76
of Technology, Sydney, By-law 2005, 95
Records, 55
UTS
Archives, 55
Art Collection, 55
Child Care Inc Board, 31
Distinguished Service Award, 22
ePress, 52
eScholarship, 52
Gallery, 55
Haberfield Club, see UTS Union
International, 50
staff, 46
iResearch, 52
Legal Services, staff, 47
profile, 4
Shopfront, 62
staff, 46
strategic plan, 12
Student Centres, 50
Training and Development Services, 74
Union Ltd, 55
board, 31
staff, 47

UTS:
Alumni, see also Alumni and Development, 53
Business, see Faculty of Business
Communication, see Faculty of Arts and Social Sciences
Design, Architecture and Building, see Faculty of Design, Architecture and Building
Development, see also Development Office, 53
Education, see Faculty of Arts and Social Sciences
Engineering, see Faculty of Engineering and Information Technology
External Engagement, 53
staff, 46
Information Technology, see Faculty of Engineering and Information Technology
International Studies, see Faculty of Arts and Social Sciences
Law, see Faculty of Law
Nursing, Midwifery and Health, see Faculty of Nursing, Midwifery and Health
Science, see Faculty of Science

V

variation of enrolment, in Rules, 125
Vice-Chancellor and President, 12, 46
in Act, 79
in Rules, 182
rules made by, in By-law, 103
Vice-Chancellor's Committee, 30
vision, see strategic plan, 12
visitor to the University, in Act, 80

W

withdrawal
from a course, in Rules, 126
offer of admission, in Rules, 120
witnessing and witnessed statements, in Rules, 196
workplace health and safety, see environment, health and safety

Z

zero marks, in Rules, 178