

APPROVED RULE CHANGES

Pursuant to the UTS By-law (Part 4, clause 44), the following rule changes have been made by UTS Council.

At its 24/4 meeting on 14 August 2024, Council approved the following amendments to the UTS Rules:

5.3 Report from Academic Board

COU/24-4/81

Council resolved to:

- .1 receive and note the report as detailed in Document 5.3 - *Report from Academic Board*;
- .2 approve the changes to the Research Delegations as detailed in **Attachment 1**;
- .3 approve the changes to Section 11 of the UTS Student Rules as detailed in **Attachment 2**;

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THE APPROVED AMENDMENTS TO THE UTS RULES ARE PROVIDED BELOW [new text **bold underlined**, text to be deleted in **~~bold and strikethrough~~**]

UTS STUDENT RULES

Section 11 – Graduate Research

11.1 Application of these Rules

11.1.1 This section of the Rules applies to all students enrolled in graduate research courses.

11.1.2 Admission requirements for graduate research courses are provided for in [section 5](#) (Admission).

11.1.3 **All research degrees at UTS are governed by a series of rules, policies, guidelines, procedures and frameworks.** In section 11 of the Rules:

'Policy' means the [Graduate Research and Supervision Policy](#), and

Procedures' means the [Graduate Research Candidature Management Thesis Preparation and Submission Procedures](#) as approved by the Graduate Research School Board from time to time.

11.2 Course requirements

11.2.1 Students admitted to Doctoral degrees are required to:

(1) undertake a program of study and supervised research which demonstrates the capability for substantial independent research and which has made an original and distinct contribution to knowledge in one or more fields of investigation, scholarship or professional practice;

(2) undertake any mandatory or program-related training elements;

(3) undertake a research component which is to comprise no less than two-thirds of the total course requirement; and

(4) submit a thesis, which may include a product and/or artefact, in a format according to requirements specified by the Graduate Research School Board.

11.2.2 Students admitted to Masters degrees (Research) are required to:

(1) undertake a program of study and research which demonstrates application of an advanced body of knowledge in a range of contexts for research and scholarship;

(2) undertake any mandatory or program-related training elements;

(3) undertake a research component which is to comprise no less than two-thirds of the total course requirement; and

(4) submit a thesis, which may include a product and/or artefact, in a format according to requirements specified by the Graduate Research School Board.

11.3 Enrolment

11.3.1 Prior to initial enrolment:

(1) students who have been admitted to a graduate research course are required to certify that they can devote sufficient time to ~~the~~ advanced study and research such that they are able to complete the ~~program-course~~ within the approved period of candidature determined by the Graduate Research School Board;

(2) students must comply with the requirements in [Rule 2.5.2](#);

(3) the relevant faculty is required to certify that it will provide appropriate resources and facilities for students to undertake their research and is responsible for providing appropriate supervision in line with ~~University policy~~ the Policy and Procedures; and

(4) any research to be undertaken at a site external to the University must be in accordance with ~~policy~~ the Policy and/or procedures approved by the Graduate Research School Board or other appropriate UTS authorities from time to time.

11.3.2 Students are required to enrol in the components of the course specified by the relevant faculty and published in the *UTS: Handbook*.

11.3.3 Students are required to enrol in and satisfactorily complete such prerequisite or concurrent coursework considered appropriate to their individual circumstances by the principal supervisor on the recommendation of the Responsible Academic Officer.

11.4 Research work

11.4.1 Students must agree on a Graduate Research Study Plan with their supervisor as outlined in the **Policy and the** Procedures.

11.4.2 All work undertaken as part of a graduate research course will be carried out at approved locations and conditions in accordance with the **Policy and the** Procedures.

11.4.3 Students are expected to participate in such colloquia, research seminars and other work of the University as may be considered appropriate by their supervisory panel.

11.7 Period of candidature

11.7.1 Students must complete a research degree and submit a thesis for examination in accordance with the following timeframes:

(1) Doctoral degree: not less than two years (**or 2.0 EFTSL**) and not more than four years of full time (**or 4.0 EFTSL**) (or equivalent part time enrolment) **as outlined in the Procedures**.

(2) Masters degree (Research): not less than one year (**or 1.0 EFTSL**) and not more than two years of full time (**or 2.0 EFTSL**) (or equivalent part time enrolment) **as outlined in the Procedures**.

11.7.2 Notwithstanding the provisions of Rule 11.7.1, students with prior study and research recognised as contributing to the requirements of the current course may be required by the Dean, Graduate Research School to complete the program in less than the normal time.

11.8 Extension of candidature

11.8.1 Students who need more time to complete their degree than the timeframes specified in Rules 11.7.1(1) and 11.7.1(2) must, with the recommendation of the principal supervisor, seek approval from the Responsible Academic Officer for an extension of the candidature period. Approval will only be considered in exceptional circumstances. The application for extension must include evidence to support the exceptional circumstances.

11.8.2 An extension of the approved period of candidature granted by the Responsible Academic Officer shall not include periods of approved leave of absence.

11.8.3 Regardless of the student's study load, the Responsible Academic Officer may approve a maximum period of extension:

(1) Doctoral degree: one ~~calendar year~~ **EFTSL** approved for up to six months **(0.5 EFTSL)** at a time

(2) Masters degree (Research): up to six months **(0.5 EFTSL)** in total.

11.8.4 In exceptional circumstances, students may request variations to the application of Rules 11.8.3(1) and 11.8.3(2). Any variation will require documentary evidence and recommendations from the principal supervisor and the Responsible Academic Officer prior to seeking approval from the Dean, Graduate Research School.

11.8.5 Where an extension of candidature results in a domestic student exceeding the maximum Commonwealth funded period of candidature, the student may be liable for candidature overtime fees for the period of extended time.

11.8.6 Students who have reached the end of candidature as specified in Rules 11.7.1(1) and 11.7.1(2) and have not applied for an extension of candidature within the timeframe specified by the Procedures or submitted a thesis for examination will have their candidature discontinued as specified in Rule 11.23.2(1)(a) (refer Rule 11.10).

11.8.7 Students who have reached the maximum extended period of candidature as specified in Rules 11.8.3(1) and 11.8.3(2) and have not submitted their thesis at the end of this approved period will have their candidature discontinued as specified in Rule 11.23.2(1)(a) (refer Rule 11.10).

11.9 Student leave

11.9.1 Students who wish to suspend studies temporarily from a course must lodge an application for leave of absence in accordance with the Procedures.

11.9.2 Leave of absence will only be granted after the first six months **(0.5 EFTSL)** of candidature.

11.9.3 Leave of absence shall not be granted for a total period exceeding one year **(1.0 EFTSL)**. For transfer students, this one-year period includes any leave of absence period undertaken in previous research degrees which students transferred from.

11.9.4 In exceptional circumstances, students may request variations to the application of Rules 11.9.2 and 11.9.3. Any variation will require documentary evidence and recommendations from the principal supervisor and the Responsible Academic Officer prior to seeking approval from the Dean, Graduate Research School.

11.9.5 Students resuming a course after leave of absence shall be subject to course requirements in operation at the time of their return and are required to be enrolled as directed by the Dean, Graduate Research School.

11.9.6 In addition to public holidays identified in the University calendar, students are entitled to a maximum of 20 working days of annual leave. The annual leave is not accruable and must be taken within a year. Requests for annual leave are negotiated with the principal supervisor.

11.10 Failure to complete

11.10.1 Students who do not submit a thesis for examination within the approved period of candidature, including any approved extension, will have their candidature discontinued due to unsatisfactory progress (refer Rule 11.23.2).

11.11 Supervision

11.11.1 Students shall have a supervisory panel recommended by the relevant faculty, appointed by the Responsible Academic Officer and approved by the Dean, Graduate Research School. The composition of the supervisory panel shall be in accordance with the ~~Graduate Research and Supervision~~ Policy as approved by Academic Board from time to time.

11.11.2 The criteria necessary for appointment as a supervisor of students shall be approved by the Graduate Research School Board and reported to Academic Board from time to time.

11.11.3 The Graduate Research School ~~shall be~~ **is** responsible for maintaining a register of suitably qualified supervisors who are recommended by the relevant faculty and approved by the Dean, Graduate Research School.

11.11.4 All members of supervisory panels shall operate in accordance with **the Policy and** the Procedures ~~and the Graduate Research and Supervision Policy~~.

11.11.5 Where students undertake ~~a major portion~~ **any of their** research at sites external to the University, the Dean, Graduate Research School may appoint, in addition to the supervisory panel, an external supervisor or adviser upon the recommendation of the Responsible Academic Officer **for students studying and/or researching at a site external to UTS. Where the location of research is outside of Australia, the [Guidelines to counter foreign interference in the university sector](#) apply.**

11.11.6 Where students have a candidate program agreement to present a thesis in a language other than English, the principal supervisor must be competent in that language.

11.11.7 Where students seek to change the supervisory panel, the request must be approved by the Responsible Academic Officer. Where a student is dissatisfied with the determination of the Responsible Academic Officer, they may appeal the decision to the Dean, Graduate Research School within the timeframe and in accordance with the process stated in the Procedures.

11.12 Thesis topic

11.12.1 Students shall submit their thesis topic to the Responsible Academic Officer for approval in accordance with the timeframes set out in the Procedures.

11.12.2 Any change to the approved thesis topic must be recommended by the principal supervisor and approved by the Responsible Academic Officer in accordance with the process set out in the Procedures.

11.12.3 The approved thesis topic must comply with all relevant legislative requirements including without limitation those prescribed under Rules [2.5.2](#) and [3.3](#).

~~11.13 Review of progress~~11.13 - 11.14 (Repealed)

~~11.13.1 All students, including students on leave of absence, are required to submit to the relevant faculty reports to enable review of progress. Reports are to be submitted and reviewed in accordance with and at times specified by the Procedures. Students will be notified of the outcome in accordance with the Procedures.~~

~~11.13.2 Failure by students to submit a review of progress report to the relevant faculty at times specified by the Procedures will normally be deemed as unsatisfactory progress for that time period.~~

~~11.14 Review of unsatisfactory progress~~

~~11.14.1 Grounds for review~~

~~Students may apply to have an unsatisfactory progress report reviewed by the Dean, Graduate Research School. The grounds on which students may request a review are that there were procedural irregularities of a type and to an extent that are likely to have had a significant negative impact in the determination of the unsatisfactory progress report.~~

~~11.14.2 Review application~~

~~(1) An application for review of an unsatisfactory progress report must be in writing and should specify and substantiate the grounds for a review. It must be lodged with the Dean, Graduate Research School within 10 working days of notification of the unsatisfactory progress report.~~

~~(2) Requests for a review of an unsatisfactory progress report will be considered by the Dean, Graduate Research School. The Dean, Graduate Research School may seek the advice of the Responsible Academic Officer and other relevant academic staff members.~~

~~(3) In exceptional circumstances, students may request the Dean, Graduate Research School to consider an extension of time to submit an application for review of an unsatisfactory progress report. Any such request must be received by the appeal deadline with evidence to support the exceptional circumstances.~~

~~(4) Where students do not specify procedural irregularities of a type and to an extent that are likely to have had a significant negative impact in the determination of the outcome, the Dean, Graduate Research School has a right to dismiss the review and the outcome of review of progress remains unsatisfactory.~~

~~(5) Once the Dean, Graduate Research School has reviewed the request, the outcome is final, and no further review is available.~~

11.14.3 Notification

~~The Dean, Graduate Research School will notify the student in writing of the final decision.~~

11.15 Candidature stage assessment

11.15.1 Students are required to undertake candidature stage assessments:

(1) to ensure that they are equipped with the knowledge and skills to conduct their research program and complete the degree and future research activities;

(2) to demonstrate that they have made sufficient progress in their study and in the development of their research skills to make it likely that they will complete within the prescribed time; and

(3) to ensure that they are conducting research within the University's expectations regarding research integrity and research management practices.

11.15.2 The candidature stage assessments will be completed in accordance with the Procedures.

11.15.3 The requirements for each candidature stage assessment will be determined by each faculty, subject to the approval of the **Dean**, Graduate Research School **Board** and in accordance with the Procedures.

11.15.4 The Responsible Academic Officer is responsible for sending candidature stage assessment outcomes to the student and Graduate Research School as specified by the Procedures.

11.15.5 Students who satisfy the requirements of a candidature stage assessment will be eligible to proceed with their research program in accordance with the Procedures ~~and will be subject to further review of progress as provided for in Rule 11.13.~~

11.15.6 Students who do not satisfy the requirements of a candidature stage assessment:

(1) may be permitted by the Responsible Academic Officer to undertake a candidature stage re-assessment by a prescribed date; or

(2) with the Responsible Academic Officer's support, may be permitted to apply for a course transfer as provided for in Rule 11.5; or

(3) may have their candidature discontinued due to unsatisfactory progress (refer Rule 11.23.2).

11.16 Review of an unsatisfactory candidature stage assessment

11.16.1 Grounds for review

Students may apply for a review of an unsatisfactory candidature stage assessment by the Responsible Academic Officer. The grounds on which students may request a review are that there were procedural irregularities of a type and to an extent that are likely to have had a significant negative impact in the determination of the unsatisfactory candidature stage assessment.

11.16.2 Review application

(1) An application for review of an unsatisfactory candidature stage assessment must be in writing, specify and substantiate the grounds for a review and be lodged with the Responsible Academic Officer within 10 working days of notification of the unsatisfactory candidature stage assessment.

(2) In exceptional circumstances, students may request the Responsible Academic Officer to consider an extension of time to submit an appeal against unsatisfactory candidature assessment. Any such request must be received with evidence to support the exceptional circumstances and within 10 working days of notification of the unsatisfactory candidature stage assessment.

(3) Where students do not specify procedural irregularities of a type and to an extent that are likely to have had a significant negative impact in the determination of the outcome, the Responsible Academic Officer has a right to dismiss the review and the outcome of candidature stage assessment remains unsatisfactory.

(4) Once the Responsible Academic Officer has reviewed the request, the outcome is final, and no further review is available.

11.16.3 Notification

The Responsible Academic Officer will notify the student in writing of the final decision.

11.17 Thesis requirements

11.17.1 The nature and format of a thesis shall reflect international practices in the discipline or field and provide evidence of completion of substantial research in the form of:

(1) a written document which may include work published or publishable as a result of the student's candidature at the University as appropriate; or

(2) a written document which also includes artefacts, exhibition, performance or portfolio of professional or creative work relevant to the discipline.

11.17.2 A thesis shall comply with the following requirements:

(1) it must be in English, with the exception of a thesis written under a collaborative agreement (refer to Rules 11.11.6 and 11.17.3);

(2) it must reach a satisfactory standard of presentation in accordance with the Procedures;

(3) it must consist of the students' own account of their work, except that, in special cases, work done conjointly with other persons may be accepted provided the Responsible Academic Officer is satisfied as to the extent of the student's part in the joint work;

(4) it must be embodied in a format as approved by the Graduate Research School Board;

(5) 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

(6) it may include work previously published by the student only if it bears on the subject of the thesis. Joint publications will be acceptable provided the Dean, Graduate Research School is satisfied with the graduate research student's part in the joint work.

11.17.3 In the event that students have a candidate program agreement to present a thesis in a language other than in English, the following requirements must be complied with:

(1) justification for presenting the thesis in a language other than English must be included in the approved candidature agreement;

(2) the thesis must comply with the Rules;

(3) following the examination, an extended abstract of 500–1000 words in English must be included in the thesis; and

(4) examiner reports for the thesis must be available in English.

11.18 Oral presentation of thesis

11.18.1 Students are required to make an oral presentation of the thesis to an audience drawn from within the broad disciplinary area, as part of their candidature stage assessments.

11.18.2 Notwithstanding Rule 11.18.1, an oral presentation may form part of the approved examination process as provided for in the Procedures and/or in a collaborative degree agreement. If an oral presentation is part of the examination process, timing of the presentation will be set in consultation with the principal

supervisor and Responsible Academic Officer, and approved by the Dean, Graduate Research School.

11.19 Submission of thesis for examination

11.19.1 Students shall provide two months prior notice in writing to the Dean, Graduate Research School of their intention to submit the thesis for examination.

11.19.2 Prior to submitting a thesis for examination, students may indicate that the thesis contains restricted or confidential information that they do not wish to be disclosed freely and may apply to the Responsible Academic Officer for consideration of restriction to access, with the support of the principal supervisor.

11.19.3 Students must submit their thesis and documents as specified by the Procedures to the Responsible Academic Officer. The examination process and approval are set out in the Procedures.

11.19.4 Submission of any other part of the material which gives evidence of a scholarly or creative work must be in accordance with the Procedures.

11.19.5 The thesis must be provided to the Graduate Research School by the relevant faculty with a certificate signed by the principal supervisor and the Responsible Academic Officer certifying that the thesis has been completed and is ready for examination.

11.19.6 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 Thesis Examination Committee.

11.19.7 The grounds on which students may request a review are that there were procedural irregularities of a type and to an extent that are likely to have had a significant negative impact in the decision not to certify that a thesis is ready for examination.

11.19.8 An application for review by the Thesis Examination Committee must be in writing, specify and substantiate the grounds for a review, and be lodged with the Graduate Research School within 10 working days of notification that a thesis is not ready for examination. In exceptional circumstances, students may request the Thesis Examination Committee to consider an extension of time to submit an application for review. Any such request must be received within 10 working days of notification that a thesis is not ready for examination, with evidence to support the exceptional circumstances.

The outcomes of a review are:

(1) the student is permitted to submit the thesis for examination; or

(2) the thesis is deemed not ready for submission and the student must revise the thesis in accordance with a timeframe recommended by the Thesis Examination Committee; or

(3) the thesis is deemed not ready for submission and the student's candidature is discontinued (Rule 11.23.2).

11.19.9 Requests for a review will be considered by the Thesis Examination Committee.

(1) Where students do not specify procedural irregularities of a type and to an extent that are likely to have had a significant negative impact in the determination of the outcome, the Thesis Examination Committee has a right to dismiss the review. The thesis will be deemed as not ready for examination and the student's candidature will be discontinued (Rule 11.19.8(3)).

(2) Once the Thesis Examination Committee has reviewed the request, the outcome is final, and no further review is available.

11.19.10 The Thesis Examination Committee will notify the student in writing of the final decision.

11.20 Examination of thesis

11.20.1 Under certain circumstances, the procedures and arrangements for examination of a thesis may be varied, with the approval of the Thesis Examination Committee. These circumstances include but are not limited to:

(1) theses produced as a result of research candidature conducted jointly with another university as part of a collaborative degree;

(2) research degrees where the material which gives evidence of a scholarly or creative work necessitates a variation in examination procedures.

11.20.2 In cases where a variation of thesis examination procedures and arrangements is required, the proposed procedures and arrangements must be documented and submitted for approval to the Thesis Examination Committee on advice from the Responsible Academic Officer within two months of the expected thesis submission date.

11.20.3 Students may be required to undertake an oral examination of their thesis as provided for in the Procedures.

11.20.4 The reports of the examiners shall be submitted to the Graduate Research School, which shall forward the reports to the Responsible Academic Officer.

The Responsible Academic Officer will draft a thesis examination resolution for approval by the Thesis Examination Committee, or appropriate approval body, in accordance with the Graduate Research Final Examination Procedures.

11.20.5 Students who do not require re-examination must submit their final thesis for graduation within six months of receiving the final examination outcome.

Any revisions to the thesis that do not require resubmission for re-examination, must be completed to the satisfaction of the Responsible Academic Officer within the

notified time period as indicated in the final examination outcome documentation. The Responsible Academic Officer will report satisfactory completion of the revisions to the Dean, Graduate Research School.

11.20.6 If students who have been given the opportunity to submit a revised thesis for re-examination fail to do so in the specified period (refer Rules 11.7.1 and 11.8.1), they will be deemed to have failed to satisfy requirements for the award of the degree and their candidature will be discontinued (refer Rule 11.23.2(2)).

11.20.7 A thesis submitted for re-examination can only be submitted once in accordance with the submission for examination process and thesis requirements as outlined in the Procedures.

11.21 Student misconduct

11.21.1 Student misconduct is dealt with in [Rule 16.2](#).

11.21.2 Student misconduct that occurs in relation to a graduate research course will be dealt with in accordance with the provisions of [section 16](#) (Student misconduct and appeals).

11.22 Graduation

11.22.1 The final thesis and documents specified by the Procedures must be submitted to the Responsible Academic Officer.

11.22.2 UTS research outputs and scholarly works undertaken at UTS are available online, worldwide and free of charge, supporting the principles of international open access. When submitting a thesis for graduation, students may request restricted access in exceptional circumstances in line with the [Open Access Policy](#). If restricted access is required, students must apply for approval of a thesis embargo (hereafter embargo) to the Responsible Academic Officer with the recommendation of the principal supervisor. The embargo period may be for a specified period not exceeding two years and may include conditions on disclosure of information (refer Procedures and Open Access Policy). At the end of two years, students may re-apply for approval of an embargo for a further period of up to two years only.

11.22.3 Students are required to deposit a digital copy of their final thesis with the University Library for permanent retention, subject to the Procedures.

(1) Any material which gives evidence of artefacts, exhibition, performance or portfolio of professional or creative work must be recorded or produced in a format approved by the Thesis Examination Committee on the advice of the University Librarian in regard to its preservation and maintenance.

11.22.4 A digital copy must be provided in accordance with the Procedures.

11.22.5 The copy of the thesis deposited with the University Library will be made publicly available online at the discretion of the University Librarian. If an embargo has been approved, the thesis will be made available once the embargo period has expired which shall not normally exceed two years.

11.23 Withdrawal or discontinuation of candidature

11.23.1 A student who wishes to withdraw permanently from candidature in a research course must lodge an application for withdrawal in accordance with the Procedures.

(1) If withdrawal occurs prior to thesis submission, the result for the thesis component will be recorded as withdrawn.

(2) If withdrawal occurs after the thesis has been submitted for examination, the result for the thesis component will be recorded as fail.

11.23.2 The University may discontinue a student's candidature in a research course in certain circumstances including but not limited to:

(1) unsatisfactory progress:

(a) where a student has not submitted a thesis for examination within the approved period of candidature as specified in Rule 11.7 (refer Rule 11.8.3 and 11.10);

~~(b) where a student has not satisfied progress requirements (refer Rule 11.13);~~

~~(be)~~ where a student has not satisfied candidature stage assessment requirements (Rule 11.15);

~~(cd)~~ where the principal supervisor and the Responsible Academic Officer decline to certify that a thesis is ready for examination (refer Rule 11.19.6);

~~(de)~~ where a student is absent without leave for a period exceeding six months.

(2) unsatisfactory examination:

(a) where a student has not resubmitted a revised thesis for re-examination in the required time period (refer Rule 11.20.6);

(b) where a student has failed to satisfy requirements for the award of the degree;

(c) where students have not made necessary revisions and submitted their final thesis for graduation within six months of receiving the final examination outcome (refer Rule 11.20.5).

(3) student misconduct determined under [section 16](#) (Student misconduct and appeals).

(4) supervisory arrangement ceases and an appropriate alternative cannot be identified.

(5) when a student's project is no longer viable and an appropriate alternative cannot be identified.

Where a student's candidature in a research course is discontinued based on Rule 11.23.2(1), 11.23.2(3), 11.23.2(4) or 11.23.2(5), the result for the thesis component will be recorded as withdrawn.

Where a student's candidature in a research course is discontinued based on Rule 11.23.2(2), the result for the thesis component will be recorded as a failure.

11.23.3 Where a student's candidature has been discontinued by the University, the student shall be notified in writing by the Graduate Research School as soon as reasonably possible and giving the reason for the discontinuation.

11.24 Appeal against discontinuation of candidature

11.24.1 Students whose candidatures are discontinued in accordance with Rule 11.23.2 may lodge an appeal against the discontinuation of candidature with the Dean, Graduate Research School.

11.24.2 An appeal against discontinuation of candidature must be in writing and reach the Dean, Graduate Research School within 20 working days of the date of official notification.

11.24.3 In exceptional circumstances, students may request the Dean, Graduate Research School to consider an extension of time to submit an appeal against discontinuation. Any such request must be received by the appeal due date with evidence to support the exceptional circumstances.

11.24.4 The grounds for appeal against a decision of discontinuation of candidature due to unsatisfactory progress made pursuant to Rule 11.23.2(1) are:

(1) procedural irregularities of a type and to an extent that are likely to have had a significant negative impact in the candidature assessment ~~and/or the review of progress~~;

(2) mitigating circumstances, supported by documentary evidence, which directly and significantly affected the student's **assessment progress**, which were not known at the time and which would have reasonably led to a decision other than the discontinuation of candidature; and/or

(3) the decision was based on factual errors of such magnitude as to invalidate the decision.

Where students do not specify one of the grounds for appeal contained in Rule 11.24.4, the Appeals Committee has a right to dismiss the appeal.

Once the Appeals Committee has reviewed the request, the outcome is final and no further review is available.

11.24.5 The grounds for appeal against a decision of discontinuation of candidature due to an unsatisfactory examination made pursuant to Rule 11.23.2(2) are:

(1) procedural irregularities of a type and to an extent that are likely to have had a significant negative impact in the conduct of the examination; and

(2) documentary evidence of errors or irregularities on the part of one or more of the examiners.

Where students do not specify one of the grounds for appeal contained in Rule 11.24.5, the Appeals Committee has a right to dismiss the appeal.

Once the Appeals Committee has reviewed the request, the outcome is final and no further review is available.

11.24.6 At any time during the appeal process (up until the Appeals Committee convenes), students shall have the right to discontinue the appeal by notifying the Dean, Graduate Research School in writing. If students exercise their right to discontinue the appeal, the decision of the Dean, Graduate Research School to discontinue the students shall stand.

11.24.7 The appeal steps are outlined in the [Graduate Research Candidature Management Thesis Preparation and Submission Procedures](#).

11.24.8 Upon receiving the Responsible Academic Officer's response to the appeal against discontinuation of candidature, the student's response must reach the Dean, Graduate Research School within 10 working days of the date of notification.

11.24.9 In exceptional circumstances, students may request the Dean, Graduate Research School to consider an extension of time of up to 10 working days to submit a response to the Responsible Academic Officer's recommendation. Any such request must be received by the appeal deadline with evidence to support the exceptional circumstances.

11.25 Result of appeal

11.25.1 Where an appeal against discontinuation due to unsatisfactory **assessment progress** is upheld:

- (1) the student's candidature will be reinstated; and
- (2) the Dean, Graduate Research School will, upon advice from the Responsible Academic Officer, determine the period of candidature remaining and any other requirements for the student to complete the course.

11.25.2 Where an appeal against discontinuation due to unsatisfactory examination is upheld:

- (1) the student's candidature will be reinstated; and
- (2) the Thesis Examination Committee will, upon advice from the Responsible Academic Officer, determine the steps and processes necessary for the re-examination to be conducted in an appropriate timeframe or for the examination to be repeated as appropriate.

11.25.3 Where an appeal against discontinuation is dismissed, the discontinuation of candidature will be confirmed to the student, the Responsible Academic Officer and the Dean, Graduate Research School.