



Variation of Course Requirements Procedure

Authority Source: Academic Quality Standards Committee

Approval Date: 15/05/2024

Publication Date: 28/05/2024

Review Date: 15/05/2029

Effective Date: 15/05/2024

Custodian: Future Students

Contact: Future Students

Accessibility: Public

Status: Published

In developing this procedure the University had regard to the provisions of section 40B(1)(b) of the Human Rights Act 2004 (ACT).

1. PURPOSE:

This procedure sets out conditions for granting approval for an individual student to be able to graduate from a Course with a variation(s) to the requirements stipulated for that course by Academic Board. This may include the completion of an alternative unit (or units) in lieu of a unit (or units) of study required as part of a course or course component, or a variation to the maximum permitted duration of study in a Course.

2. SCOPE:

The scope of this Procedure is the same as the Policy.

3. PROCEDURE:

- 3.1. A Variation of Course Requirements (VCR) must be requested by the Faculty using the [appropriate process](#), except in the case where credit (including cross-institutional study and exchange programs) is the basis for the variation. In this case the variation is handled as part of the [Credit Procedures](#).
- 3.2. The Associate Dean (Education) or the appropriate Dean has the authority with the Faculty to determine the outcome of VCR applications.
- 3.3. The Faculty Board has the authority to approve a recommendation for a VCR to extend the maximum course duration, within which all the academic requirements for a course must be successfully completed.
- 3.4. A decision to grant a VCR to an individual student can be used as a precedent for other students when a course enters teach out. The precedent can apply either to the substantive course or a replacement course specified as part of transition arrangements. The use of such a precedent, including the number of affected students, must be reported to the Academic Quality and Standards Committee (AQSC).
- 3.5. A student may appeal against a VCR decision under the [Student Grievance Resolution Policy](#) on the

grounds set out in the Student Grievance Resolution Policy.

4. ROLES AND RESPONSIBILITIES:

| Who | Responsibilities |
|---|---|
| Academic Board | <ul style="list-style-type: none">• Authorising VCRs which breach the minimum amount of University study as specified in the Course Procedure: Course and Courses Procedure.• Noting yearly VCRs where exceptions to University policy is authorised. |
| Appropriate Dean and Associate Dean (Education) (ADE) | <ul style="list-style-type: none">• Approving VCRs, following consultation with course convenor.• Approving VCRs that do not comply with University policy, provided that such VCRs do not breach the minimum amount of University study requirements specified in the Course Procedure: Course and Courses Procedure.• Directing the course convenor to provide a written rationale for recommending cases that fall outside policy. |
| Faculty Board | <ul style="list-style-type: none">• Approving VCRs for a student where the request is to extend the maximum period of time to complete the academic requirements of the course.• Deciding and monitoring quality assurance measures for the authorisation of VCRs within their Faculty. |
| Student Connect | <ul style="list-style-type: none">• Monitoring applications for compliance with University policy.• Recording in detail all authorised VCRs on the Student Management System.• Communicating decisions to students on their VCR applications.• Arranging for Academic Board to note annually any VCRs which authorise an exception to University policy. |

5. GOVERNING POLICY AND LEGISLATION:

- 5.1. This Procedure is governed by the *Variation of Course Requirements Policy*.
- 5.2. This Procedure is governed by the following legislation:
 - 5.2.1. [Australian Qualifications Framework](#)
 - 5.2.2. Higher Education Standards Framework (Threshold Standards 2021)
 - 5.2.3. University of Canberra (Courses and Awards) Statute 2010
 - 5.2.4. [University of Canberra Courses and Awards \(Courses of Study\) Rule 2023](#)

6. SUPPORTING INFORMATION:

- 6.1. This Procedure is supported by the following information:

- 6.1.1. [Course Policy](#)
- 6.1.2. [Course Procedure: Courses and Course Components](#)
- 6.1.3. [Credit Procedures](#)
- 6.1.4. [Student Grievance Resolution Policy](#)
- 6.1.5. [Study Abroad and Exchange Programs Policy](#)
- 6.1.6. [Study Aboard and Exchange Programs Procedure](#)

7. DEFINITIONS:

| Terms | Definitions |
|---------------------------|--|
| Course Component | A major, minor, or other set of units that are a requirement within a Course. |
| Appropriate Dean | As defined in the <i>University of Canberra (Courses of Study) Rules 2023</i> . |
| Cross-Institutional Study | Where a UC student is permitted to enrol in units at an equivalent institution, and the completed units will be counted towards a course at UC. |
| Exchange Program | Where a UC domestic or international student is provided with the opportunity to study at an overseas institution under an international exchange agreement. Units completed in an exchange program contribute to the completion of a UC qualification. [See the Study Abroad and Exchange Programs Policy and Procedures .] |
| Faculty Delegate | Staff member/s assigned by the Faculty to determine the need for a VCR, undertake consultation with stakeholders and liaise with the ADE to obtain approval. |
| Teach out | Where a course has been closed to new admissions. No new students may enrol or re-enrol in the course, but existing students have the opportunity to complete their studies. |