Business Process for managing waivers of rules and policies applying to courses

Legend: Y (Yes); N (No); S (Submit waiver request to the University); DCS (Dean of Coursework Studies); DGRS (Dean, Graduate Research School); ELC (English Language Competence); UG (Undergraduate); PG (Postgraduate); CAB (Chair of Academic Board)

Notes to Faculties submitting a rule waiver:
- Grounds for waivers must be in line with the University Policy on Waiver of rules and policies applying to courses
- Grounds and reasons provided must be aligned
- Reasons must be academically sound if justification is sought on educational grounds

Request for rule / policy waivers generated by Faculty or relevant office

Unit Rule

Additional Points / units

Concurrent Admission

ELC

Other Admissions

Other Waivers

Variation to approved unit set (e.g. prerequisites, complementary units, enrolled in a higher level unit concurrently with a lower level unit; Concurrent)

Unit Substitution

Up to 2 units

Faculty approval (Delegation)

More than 2 units contributing to course requirements

Approval by: DCS or nominee

Or in the case where the additional units requested do not contribute to course requirements, approval must be sought from the CAB

Approval by: Chair of Academic Board

All documents to be Trimed

Notes to Faculties submitting a rule waiver:
- Grounds for waivers must be in line with the University Policy on Waiver of rules and policies applying to courses
- Grounds and reasons provided must be aligned
- Reasons must be academically sound if justification is sought on educational grounds

Faculty can approve up to 2 substitution units (Authorised by policy). For more than 2 substitute units, a rule waiver must be submitted for consideration by the DCS

Approval by Faculty Associate Dean (Teaching and Learning)

(Delegation) Approval by DCS or nominee

Y

N

Y

N

S

S

Recommended by Dean of CS / GRS, where relevant

Approval by: Chair of Academic Board