

Variation of Course Requirements Procedure

Section 1 - Purpose

(1) 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.

Section 2 - Scope

(2) The scope of this Procedure is the same as the Policy.

Section 3 - Policy

(3) Refer to [Variation of Course Requirements Policy](#).

Section 4 - Procedure

(4) A Variation of Course Requirements (VCR) must be requested by the Faculty using the [Variation to Course Requirements Form](#), 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 Procedure](#).

(5) The Associate Dean, Education (ADE) or the appropriate Dean has the authority with the Faculty to determine the outcome of VCR applications.

(6) 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.

(7) 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).

(8) A student may appeal against a VCR decision under the [Student Grievance Resolution Policy](#) on the grounds set out in that Policy.

Section 5 - Roles and Responsibilities

Who	Responsibilities
Academic Board	<ul style="list-style-type: none">Authorising variation of course requirements which breach the minimum amount of University study as specified in the Course Procedure - Courses and Course Components.Noting yearly variation of course requirements where exceptions to University policy is authorised.

Who	Responsibilities
Appropriate Dean and Associate Dean, Education	<ul style="list-style-type: none"> Approving variation of course requirements, following consultation with Course Convener. Approving variation of course requirements that do not comply with University policy, provided that such variation of course requirements do not breach the minimum amount of University study requirements specified in the Course Procedure - Courses and Course Components. 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 variation of course requirements 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 variation of course requirements within their Faculty.
Student Connect	<ul style="list-style-type: none"> Monitoring applications for compliance with University policy. Recording in detail all authorised variation of course requirements on the Student Management System. Communicating decisions to students on their variation of course requirements applications. Arranging for Academic Board to note annually any variation of course requirements which authorise an exception to University policy.

Section 6 - 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 University of Canberra (Courses and Awards (Courses of Study)) Rules 2023 .
Cross-Institutional Study	Where a University of Canberra student is permitted to enrol in units at an equivalent institution, and the completed units will be counted towards a course at the University.
Exchange Program	Where a University of Canberra 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 University qualification. See the Global Learning (Outbound Mobility) Policy .
Faculty Delegate	Staff member/s assigned by the Faculty to determine the need for a variation of course requirements, undertake consultation with stakeholders and liaise with the Associate Dean, Education (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.

Status and Details

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Custodian	Michelle Lincoln Deputy Vice-Chancellor
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