



UOW
COLLEGE

COURSE VARIATION REQUEST PROCEDURE

Approved by:	General Manager	Date:	24 June 2015
Date Effective:	24 June 2015	Date of Next Review:	25 May 2016
Document No:	PR-UOWC-07.1	Revision:	2
Custodian:	Student Services Manager		
Supporting Documents, Procedures & Forms:	Appeal Procedure Course Variation Request Form Delegations of Authority – Part B – UOWC Academic Delegations International Student Transfer Between Providers Policy International Student Transfer Between Providers Procedure Student Grievance Policy		
References & Legislation:	<u><i>Education Services for Overseas Students Act 2000 (Cth)</i></u>		



Contents

1	Purpose of Procedure	3
2	Scope of Procedure	3
3	Definitions	3
4	Course Variation Request Flowchart	5
5	Roles & Responsibilities	6
6	Version Control Table	7



1 Purpose of Procedure

- 1.1 This procedure aims to ensure that all student requests to vary their course/s are managed in an efficient, timely, and consistent manner.
- 1.2 The procedure assists UOW College students to submit requests that may have implications on their enrolment at UOW College and or the University of Wollongong. It also ensures that the academic, financial and/or student visa implications are communicated to the student and all relevant College and UOW staff.
- 1.3 This procedure and the Course Variation Request Form (CVRF) are to be used in order to process requests from students wishing to vary their course in some way.

2 Scope of Procedure

- 2.1 This procedure applies to all UOW College students.
- 2.2 Course variations processed using this form include, but are not limited to:
 - a. Letters of Release,
 - b. Transfers between courses,
 - c. Leaves of Absence,
 - d. Cessation of studies,
 - e. Deferrals, etc.
- 2.3 The CVRF is available to relevant staff via the Shared Document Library on the UOW Enterprises Intranet.
- 2.4 Course variation requests for a Letter of Release, whilst processed on the CVRF, will be processed in line with the International Student Transfer between Providers Policy and Procedure.

3 Definitions

Word/Term	Definition (with examples if required)
Defer/Deferment	To temporarily delay or postpone the commencement of studies.
Leave of Absence	A period of approved leave from the College.
Letter of Release	A letter that formally advises a student that they have been granted a



UOW
COLLEGE

	release from a course of study. A letter of release is issued by the provider of the course the student wants to transfer from.
Staff	Full-time, fixed term, part-time, sessional and casual employees of UOW Enterprises.
Students	Any person who is enrolled in any course or program offer at, or in conjunction with, the College. For vocational, this may be referred to as learner.



4 Course Variation Request Flowchart





5 Roles & Responsibilities

Student Advisor

- 5.1 Student Advisors are responsible for the identification and communication to the student, and any relevant staff, of all academic, financial and other implications of a student's course variation request.
- 5.2 Student Advisors are required to advise students of course variation request requirements, including the need for any supporting documentation, and to refer students to policy or legislative documents, where relevant.
- 5.3 Student Advisors are to assist students to complete a Course Variation Request Form (CVRF) which is then signed by both the student and Student Advisor. Should a student not be able to be present for the compiling of the CVRF, approval for submission via email is permitted. Student Advisors are to attach the email approval to the completed CVRF when submitting to the General Manager or Delegate.
- 5.4 Student Advisors are able to approve a Leave of Absence for the student following consultation and approval from the relevant Head of Program for a period of up to 10 working days. This authority is provided for under the Delegations of Authority – Part B – UOWC Academic Delegations.
- 5.5 For approved course variations, the Student Advisor is responsible for informing all relevant College administrative staff, and/or UOW administration where appropriate. In addition to this if a student is studying under a sponsorship arrangement the Student Advisor must also notify the sponsor of the outcome.
- 5.6 Where a course variation request is denied it is the responsibility of the Student Advisor to inform the student of their rights of appeal, and is to refer the student to Student Grievance Policy and Appeal Procedure.

General Manager / Head of Program

- 5.7 The General Manager, and in some instances the relevant Head of Program, has the delegated authority under the Delegations of Authority – Part B – UOWC Academic Delegations to approve student course variations.



- 5.8 Please refer to the Delegations of Authority – Part B – UOWC Academic Delegations for the listing of specific authorities.

Administration Officers

- 5.9 It is the responsibility of the relevant Administration Officer to ensure that any required adjustment to a student's records on PRISMS are made within the required timeframes as outlined by section 19 of the Education Services for Overseas Students Act 2000 (Cth).
- 5.10 Administration Officers are also responsible for ensuring that any required variations are also recorded on the student's file.

Finance Officer

- 5.11 It is the responsibility of the Finance Officer to ensure that any required adjustment to a student's fees is made with adjustments recorded on the student's file and provided to the student and relevant staff.

6 Version Control Table

Version Control	Date Effective	Approved By	Amendment
1	24 June 2015	General Manager	New Procedure.
2	21/07/2016	Compliance Officer	Minor change only – College branding and document formatting updated.