

UNIT SUBSTITUTION POLICY



1. Unit substitutions will only be granted in exceptional circumstances or where it is not possible to complete the required unit during the normal duration of the course due to circumstances outside the student's control, such as the scheduling or the location of the units.
2. Unit substitutions will not be granted for units in which the student has received below a passing grade.
3. Unit substitutions will only be granted in cases where the academic integrity of the degree is not compromised.
4. Unit substitutions may be approved in writing as follows:
 - by the Major Co-ordinator only in the case of onshore undergraduate students;
 - by the Course Co-ordinator only in the case of postgraduate students
 - by the Associate Dean, International only in the case of TNE programs
5. The relevant Faculty Officer must be informed in writing of the unit substitution approval and will arrange for the recording of the substitution on the student's academic record held on the USRS. For the purpose of this section the 'relevant Faculty Officer' is:
 - The Undergraduate Student Course Advisor in the case of onshore undergraduate students;
 - The Faculty Officer – Postgraduate in the case of postgraduate students
 - The Associate Dean, International or nominee in the case of students in TNE programs
6. Students granted a unit substitution must contact the relevant Faculty Officer for enrolment advice. For the purpose of this section the "relevant Faculty Officer" is the same as outlined in Section 5 above.
7. If prior approval is not recorded for a unit substitution, the Faculty is not obligated to recognise the substituted unit as counting towards major or degree requirements.