

UNIVERSITY OF NEW ENGLAND

Relaxing Clause Procedures

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Responsibility for review:	Office of the Secretariat
Related policies or other documents:	General Rules

- 1) The Head of School, after consultation with the Academic Director, completes a copy of the 'Relaxing Clause Application Form' and together with a copy of the student's Academic Record.
- 2) When the 'Relaxation Clause Application Form' has been considered and endorsed by the Head of School, the Head of School will send the form with a copy of the student's academic record to the Director, Student Administration & Services.
- 3) When the Director, Student Administration & Services has checked the history of the student's case and details, he/she will endorse the proposal and submit the documentation to the Secretary to Academic Board. Prior to submission to the Academic Board the Director, Student Administration & Services will ensure any actions required, including authorising changes to the student's details on the Student Database, are undertaken. This includes making necessary notes to a student's academic record or removing a student from graduation listings.
- 4) Upon receipt of the documentation from the Student Centre, the Secretary to Academic Board will place the request on the Agenda of the next scheduled meeting of the Standing Committee of Academic Board. [Meeting dates for the Standing Committee of Academic Board are available at: <http://www.une.edu.au/secretariat/meeting-dates.php>]
- 5) If the decision of the Standing Committee of Academic Board is that the relaxing clause should be applied, the matter will be referred to a meeting of Council for approval. The Secretary to Academic Board will advise the Director, Student Administration & Services that the proposal has been submitted to Council. No action is to be taken by the Faculty or Student Centre until Council has made its decision and that decision has been conveyed in writing to the Student Centre by the Secretary to Council. On receipt of this advice, the Director Student Administration & Services will advise the PVC and Dean, Course Coordinator and student in writing of the outcome and make any necessary changes to the student's academic record.
- 6) If the decision of the Standing Committee of Academic Board is that the relaxing clause *not* be applied, the Secretary to Academic Board will advise the Director, Student Administration & Services in writing. No action is to be taken by the Student Centre or Faculty until advised by Academic Board. On receipt of this advice the Director, Student Administration & Services will advise the PVC and Dean, Course Coordinator and student in writing of the outcome.

**THE UNIVERSITY OF NEW ENGLAND
RELAXING CLAUSE APPLICATION FORM**

Student Name:

Student Number:

Course:

Year Enrolled:

Rule to be Relaxed:

[Please ensure a copy of the student's full academic record is attached.]

Detailed reason for invoking the relaxing clause:

Please provide an extensive detailed explanation for this request.

Achievement of Learning Outcomes

I confirm that this student has achieved the learning outcomes for the course.

Signature of Course Coordinator

Date:

Signature of Head of School:

Date:

(after consultation with the Academic Director)

[Double Degree students may require signatures of both Heads of Schools.]

Signature of Director, Student Administration & Services:

Date:

Date of endorsement by Standing Committee of Academic Board:

Date:

Date of approval by Council:

Date: