STANDARD OPERATING PRINCIPLES
FOR APPROVAL OF CONCURRENT STUDIES

Abstract
The Standard Operating Principles set the principles for approving concurrent studies for undergraduate and postgraduate students in the Faculty of Engineering and Information Technology.

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<th>SoP approved</th>
<th>[29/07/2011]</th>
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<td>Approved by</td>
<td>Faculty Board 11/03(29/07/2011)</td>
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<td>Implementation Officer</td>
<td>Responsible Academic Officers</td>
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<td>Relevant to</td>
<td>Faculty of Engineering and IT students and academic staff</td>
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<td>Related documents</td>
<td>Concurrent Study Application form</td>
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<td>Subject exemption application for concurrent study</td>
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1. Purpose
UTS students have the possibility to undertake concurrent studies at another Australian tertiary education institution, provided that they follow Rule 7.2: Concurrent enrolment
at another tertiary education institution. Responsible Academic Officers in the Faculty of Engineering and IT approve concurrent studies and have requested that a set of guidelines be approved to provide students with clear information on what type of concurrent studies is supported by the Faculty, as well as to ensure that concurrent studies applications are assessed consistently and fairly across the Faculty.

2. Scope
These Standard Operating Principles apply to all undergraduate and postgraduate Engineering and IT students and to the Responsible Academic Officers when assessing and approving requests for concurrent studies.

These Standard Operating Principles do not apply to students who are applying to be international exchange students at a UTS exchange partner university (i.e. outbound exchange students). The standard University procedures to approve subject for outbound exchange programs apply to those students.

These Standard Operating Principles do not apply to students who are applying for ‘Study Abroad’ at an overseas institution which does not have a formal exchange agreement with UTS. The standard University procedures to approve subject for ‘Study Abroad’ programs apply to those students.

3. Definitions
Concurrent studies: subject(s) undertaken, with the approval of a Responsible Academic Officer, at another tertiary education institution by student enrolled in a UTS course and which will be credited towards the student’s UTS award course.

4. Principles
4.1 All concurrent studies must be undertaken in accordance with University Rule 7.2 Concurrent enrolment at another tertiary education institution

7.2.1 A currently enrolled undergraduate or graduate coursework student who wishes to enrol in subjects at another tertiary education institution and have these subjects credited towards the award course at the University must complete the application processes as prescribed by the Registrar.

7.2.2 A student enrolled concurrently at another tertiary education institution who wishes to vary enrolment by undertaking additional or different subjects at the host institution must make application to the Responsible Academic Officer and in sufficient time to provide for consideration of the application according to the requirements of both the University and the other tertiary educational institution.

4.2 Applications for concurrent studies at other Australian Universities will be considered and approved by the Responsible Academic Officer on their merit.
4.3 The following general principles will normally apply when assessing application for concurrent studies:

- Subjects must be substantially different from subjects offered at UTS.
- Subjects must relate to the major field of study being undertaken at UTS.
- Only elective subjects will normally be credited.
- A maximum of 24cp of subjects (total throughout course) may be undertaken as concurrent studies.
- Concurrent study is generally not approved in courses of less than or equal to 96cp, or when students have been granted RPL so that the total requirement for completion of the UTS course is less than or equal to 96cp.
- Concurrent study is generally not approved unless the student has completed satisfactorily the requirements of at least one subject of the course.
- Timetabling/ scheduling or reducing time to complete a program will not normally be taken into consideration when assessing applications.
- Subjects must be undertaken at an Australian tertiary education institution.

5. Roles and responsibilities

**Accountable Officer**  
A/Dean (Teaching and Learning)

**Implementation Officer**  
Responsible Academic Officers

**Faculty Board**  
Approves the Standard Operating Principles

**Responsible Academic Officers**  
Assess and approve applications for concurrent studies in line with the Faculty Standard Operating Principles; Advise the A/Dean (Teaching and Learning) on issues that may arise from the implementation of the principles.

6. Acknowledgements

N/A

7. Version control and change history

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