

VARIATION OF COURSE REQUIREMENTS

Please read the instructions on the reverse before completing this form.



UNIVERSITY OF
CANBERRA

Australia's Capital University

STUDENT DETAILS

Student ID Title Surname First Name

Are you an international student? YES NO

Course Code Course Name

Name of Major to which the unit(s) belong(s) (if applicable)

NOTE: If your address has changed, please update your details on OSIS under 'Addresses' before submitting this request

TO COUNT THE FOLLOWING UNITS				IN LIEU OF			
Unit Code	Unit Name	Credit Points	Level	Unit Code	Unit Name	Credit Points	Level

Course Convener's approval

Signature: _____

Print Name: _____

Date: _____

Reason for Variation: _____

VARIATION OF COURSE REQUIREMENTS INSTRUCTIONS

WHAT IS A VARIATION OF COURSE REQUIREMENTS?

A Variation of Course Requirements (VCR) is an authorisation given to an individual student to modify the course requirements specified in the Determination of Course Particulars (DCP).

PRINCIPLES

1. A variation of course requirements is to be approved only if it is considered that the substitute unit is consistent with the course objectives and substantially satisfies the knowledge and skills expected to be gained through the unit to be replaced.
2. A variation of course requirements must not put at risk any professional standing of that course.
3. Variation of course requirements may be approved where a student wishes to:
 - (a) replace a unit listed in the DCP of their course on the basis of credit for a unit not listed in the DCP. The unit being replaced in the DCP must be specified.
 - (b) be exempted from undertaking a unit which is required by their course DCP, because they have completed an equivalent unit but are not eligible to be awarded credit for it. A substitute unit needs to be taken to enable the student to achieve the required credit points for the course.
 - (c) seek an extension of the maximum period within which all the academic requirements specified in the DCP for their course must be successfully completed.
4. A variation of course requirement that does not comply with University policy must be approved by the Pro Vice-Chancellor (Education). Examples are:
 - (a) substituting a Undergraduate unit for a Postgraduate unit;
 - (b) reducing the total number of credit points required by the DCP for a course.

(Academic Board has agreed that course completion is permissible where a student is 1 or 2 credit points short of the total number of credit points required for their course as a result of the course having been restructured. It is not necessary to seek individual approvals in these cases but it is necessary to note the reason for the credit point shortfall on the student's record.)

For further information, please go to the VCR policy web page: <https://guard.canberra.edu.au/policy/search.php?q=variation>

LODGING YOUR APPLICATION

Submit your application, signed by your Course Convener, to the Student Centre in Building 1B150.