

Combined Board of Postgraduate Studies for Sydney Medical School, Faculties of Dentistry, Nursing and Midwifery, and Pharmacy Policy - Deferring an Offer to Admission into a Postgraduate Course

This policy was adopted by the Combined Board of Postgraduate Studies for Sydney Medical School, and the Faculties of Dentistry, Nursing and Midwifery and Pharmacy on 2 December 2009. This policy is relevant to all postgraduate students in the Sydney Medical School and Faculty of Dentistry and all postgraduate research students in the Faculty of Nursing and Midwifery and the Faculty of Pharmacy.

Policy

The Combined Board of Postgraduate Studies for the Sydney Medical School, Faculties of Dentistry, Nursing and Midwifery & Pharmacy aims to ensure that all offers of admission made by the Board to postgraduate research degrees and postgraduate coursework courses are made on both a sound academic judgement and with the understanding that the candidature will be properly resourced and managed. It is concerned that deferring an offer of admission may affect both the currency and relevance of the application.

To manage requests to defer, the chair of the Research Subcommittee or Coursework Subcommittee of the Board, on the recommendation of the relevant postgraduate coordinator or course coordinator, may permit a student to defer an offer of admission by a maximum of two semesters. Requests to defer an offer of admission by more than two semesters will only be permitted in exceptional circumstances.

Procedure

1. Applicants must apply in writing to Student Services or the International Office (who will forward the request to Student Services), stating:
 - their name,
 - the degree and commencement date for which the offer to admission had been made,
 - their reasons for requesting to defer.
2. Student Services will forward the request to the relevant postgraduate coordinator or course coordinator for consideration.

3.1. In the case of a request for deferral of one or two semesters from the date of commencement on the original offer to admission:

The postgraduate coordinator or course coordinator will make a recommendation for approval or rejection to the Chair of the Research Subcommittee or Coursework Subcommittee of the Board. If rejection is recommended the postgraduate coordinator or course coordinator will provide a statement to explain why the request should be rejected. The request will be considered by the Chair of the Research Subcommittee or Coursework Subcommittee of the Board who will make the final decision.

3.2. In the case of a request for deferral of more than two semesters the date of commencement on the original offer to admission:

The postgraduate coordinator or course coordinator may make a recommendation for rejection or, in exceptional circumstances, approval to the Chair of the Research Subcommittee or Coursework Subcommittee of the Board. If approval is recommended the postgraduate coordinator or course coordinator will provide a statement to explain why this request should be considered exceptional. The request will be considered by the Chair of the Research Subcommittee or Coursework Subcommittee of the Board who will make the final decision.

4. Student Services will inform domestic applicants or distance international students of the outcome.

Student Services will notify the International Office of the outcome for international applicants.