



## Enrolment Policy

**Authority Source:** Academic Board

**Approval Date:** 11/02/2013

**Publication Date:** 06/03/2013

**Review Date:** 06/03/2016

**Effective Date:** 11/02/2013

**Custodian:** Deputy Vice-Chancellor and Vice-President, Students and Partnerships

**Contact:** Director.SA@canberra.edu.au

**Accessibility:** Public

**Status:** Published

In developing this policy the University had regard to the provisions of section 40B(1)(b) of the Human Rights Act 2004 (ACT).

### PURPOSE:

This policy sets out the requirements for commencing and continuing students wishing to enroll in University of Canberra units.

### SCOPE:

This policy applies to all Domestic and International Undergraduate, Postgraduate and Non-Award students undertaking a University of Canberra coursework course and units. Policy relating to higher degree by research students can be found in the Gold Book. Terms such as admission and enrolment in this policy apply to both award and non-award studies.

### PRINCIPLE:

#### **Student Identification Number**

1. All students admitted to the University will be allocated a unique Student Identification Number (Student ID).
2. The student will retain the same student number for admission to any course at the University.
3. The Student number must be quoted by the student in all correspondence with the University. If you do not quote a student number, the University's response might be delayed.

#### **Student Identification Card**

4. All students admitted to the University may request a Student Identification Card (Student ID Card).
5. The Student ID Card authorises a student to access University services and facilities as determined by the University, including the authority to attend classes, receive teaching materials, sit examinations and borrow educational materials from the University.
6. Students are required to keep their Student ID Card secure at all times.
7. A fee will be charged to replace a lost Student ID Card.

## **Personal Data**

8. All students admitted to a course will be issued with a University email address.
9. The student email address uses the student's identification number and has the format of [U100000\(student ID\)@uni.canberra.edu.au](mailto:U100000(student ID)@uni.canberra.edu.au)
10. This email address is initiated during the student's commencing teaching period.
11. The student's University email address will be used by both staff and students for all UC correspondence during and after a student commences studies at the University.
12. Students are required to check their University email account regularly for official UC correspondence. Such material may be provided by email where appropriate.
13. Students are required to notify Student Administration of any change to any personal data held by the University. Students are required to provide appropriate documentation for such changes.
14. Students are responsible for ensuring the accuracy of their personal data held by the University.
15. A student's failure to advise the University of any change to their personal data will not be accepted as grounds of appeal against University decisions.
16. A student's failure to regularly check their University email account for official University correspondence will not be accepted as grounds of appeal against University decisions.

## **Eligibility for Enrolment**

17. Students may not enrol into units unless an offer of place in an appropriate course has been made and accepted by the student

## **Commonwealth Supported Places (CSPs)**

18. All domestic undergraduate students are deemed Commonwealth Supported students by the University unless otherwise notified. If a student chooses not to be Commonwealth Supported they must notify the University in writing on or before the census date of the relevant teaching period. The University is not obliged to offer a fee paying place to a student who is eligible for a Commonwealth Supported Place.
19. Some domestic postgraduate students will be deemed Commonwealth Supported students. These students will be made specific offers to a Commonwealth Supported place where these places are available. All other domestic postgraduate students will be offered a fee paying place.
20. Students choosing not to be Commonwealth Supported will be required to pay tuition fees by the census date of each teaching period, and may be eligible for the FEE-HELP Assistance Scheme.
  - 20.1. To meet the requirements for Commonwealth Support a student must:  
Complete all relevant Commonwealth Support HELP Scheme applications. A student may complete an application using an online application form, or by completing a hard copy application form and providing it to Student Administration on or before the census date of the relevant teaching period.
  - 20.2. Students must pay their prescribed student contribution amount on or before the census date, if the option to pay upfront has been chosen on their HELP form.
21. The University will provide all domestic students with a Commonwealth Assistance Notice (CAN) detailing their enrolment within 28 days of the census date for each teaching period. If students believe the information on the CAN is incorrect, the student will have up to 14 days from the date on the CAN to contact Student Administration to resolve any errors.
22. Failure to submit a HELP Application Form or to pay the student contribution amount or tuition fees

(as the case may be) by the census date will result in the discontinuation of a student's course enrolment.

### **Responsibility for Correct Enrolment**

23. Students are responsible for ensuring that they are correctly enrolled in units by the census date for each enrolled teaching period.

24. Students are responsible for ensuring that they are correctly enrolled in units which will contribute to the completion of the course in which the students are enrolled.

25. Units must be entered correctly by unit code, and must form part of the course in which the student is enrolled – unless an exemption has been sought and approved for the unit/s.

### **Adding and Withdrawing Units**

26. Students who wish to add a unit to their enrolment should do so electronically via their MyUC account by following the instructions for adding a unit enrolment. Units can be added up to the date advertised for the relevant teaching period. Students wishing to add units after this date and prior to the census date will need the approval from the Unit Convener for the unit they wish to enrol into.

27. Students are expected to “self-enrol” in majors/ minors via the student management system; this applies to required majors/minors and elective majors/minors (this does not normally apply to students enrolled in offshore courses and contract courses). To have recognition of the completion of a major/minor the student must be enrolled in the major/minor; enrolment in majors/minors must be completed by the end of the enrolment period for the last semester of study prior to course completion. Ideally, students will enroll into their major/minor as early as possible. Some units may require enrolment in the major/minor in order to enroll in a particular unit.

28. Students wishing to withdraw from a unit up to the census date should do so electronically via their MyUC account, following the instructions for removing a unit enrolment. If a student notifies the University of withdrawal from a unit by 12 midnight on the census date for the relevant teaching period, they will receive a “withdrawn-early” grade for that unit and the debt will be remitted. The unit enrolment will not appear on the student's transcript.

29. Students withdrawing from a unit between census date and the end of week 8 of semesters 1 and 2 (or week 5 for Winter Term) will be liable for fees and will be given a “withdrawn-late” grade against that unit, which will appear on the student's Academic Transcript. If a student wishes to have the withdrawn-late grade removed from their transcript, they must apply for a remission of debt.

30. Students withdrawing from a unit after week 8 of semesters 1 and 2 (or Week 5 for Winter Term) will be liable for fees and will be given a “withdrawn-fail” grade against that unit, which will appear on the student's Academic Transcript. If a student wishes to have the withdrawn-late grade removed from their transcript, they must apply for a remission of debt (see the Grade Point Average (GPA) Policy).

31. For non-standard teaching periods, the teaching period will be split into three distinct periods so that the census date is set as the last day of the first third, the “withdrawn-late” date will be the last day of the second third and the “withdrawn-fail” date will be any date thereafter. Students should note that this will be countered towards their Grade Point Average (GPA).

### **Unit Breaches and Waivers**

32. Each Unit may have specific rules attached to that unit. The unit rules determine whether a student is eligible to enrol into the unit. Should a unit breach upon enrolment, the student will be required to complete a Waiver of Unit Rules form online via MyUC if they wish to enrol in that unit. The Unit Convener will consider such requests to waive a unit rule, within the constraints of the relevant University policy.

33. Invalid unit enrolment (a unit that has not met the rule/s) will be removed by the University unless permitted under clause 26 above. Students who enrol in a unit in anticipation of passing its prerequisite must withdraw from the unit if the prerequisite is not subsequently passed, unless the prerequisite is not met until after the census date of the period of unit enrolment, or permitted under clause 31 above.

34. The following grades will not satisfy prerequisite requirements: PX, NW, NX, NC, NS and NN.

### **Unit Load**

35. A student who is enrolled in less than 9 credit points per semester is deemed a part time student for that teaching period. For Winter Term, a student who is enrolled in less than 6 credit points is deemed a part time student for that teaching period.

36. A student who is enrolled in 9 credit points or more per semester is deemed a full time student for that teaching period. For Winter Term, a student enrolled in 6 credit points or more is deemed a full time student for that teaching period.

37. The maximum full time student load is 24 credit points for the year. A full-time study load for a teaching period is 12 credit points in semester 1 and semester 2, and 6 credit points for Winter Term. Students who wish to enrol in more than a normal full time unit load for a teaching period must have the approval of the Course Convener or Associate Dean (Education).

38. Some units may have unit load quotas. Where the unit load quota has been met additional students may be refused enrolment.

### **Late Enrolment**

39. Enrolment in units closes at 12 midnight on the date advertised for the relevant teaching period. Students wishing to change their unit enrolments after this date may be charged a late enrolment fee.

40. For Domestic Students, unit additions will also be conditional upon the student paying an increased HECS-HELP or tuition fee charge or accepting an increased HECS-HELP or tuition fee liability. For International Students, unit additions will also be conditional upon the student paying an increased tuition fee charge.

41. Late enrolment into units after the census date for the relevant teaching period will require written permission from the relevant Associate Dean (Education). Late enrolment applications will only be approved in exceptional circumstances and require approval from the Director Student Connect or delegate.

### **Re-Enrolment Requirements**

42. To retain their enrolment at the University a student must be enrolled in at least one unit each calendar year, unless the student has an approved Leave of Absence or has deferred their offer.

43. A student who has not been enrolled in a unit during a calendar year will be discontinued after the census date in Semester 2 of the relevant year and will be sent correspondence notifying them of their discontinuation.

44. A student who has been discontinued for non-enrolment over the calendar year ceases to be a student of the University and must apply for admission to a course in accordance with the University's Admissions regulations should they wish to resume their studies.

### **Enrolment after Exclusion**

45. Enrolment after exclusion is not automatic. Students may apply to be reinstated into their course after their exclusion period has lapsed. Students should supply the University with either evidence or extenuating circumstances operating at the time of their exclusion, and/or action they have taken to increase the likelihood of success in the course.

## **Refusal of Enrolment**

46. The University reserves the right to refuse a student enrolment in any unit offered by the University.
47. The University may refuse enrolment for a student who is indebted to the University by reason of non-payment of any fee or charge.

## **Leave of Absence**

48. A student may be granted a Leave of Absence from their course. The period for a Leave of Absence is normally 6-12 months. Students wishing to apply for a Leave of Absence must do so in writing to Student Administration and Planning, specifying the teaching periods in which they require leave and giving reasons for the application. Applications will be decided by the Manager of the Enrolments & Fees area of Student Administration. To be eligible students must have completed one unit (see the Admission Policy).
49. Fee paying overseas students studying onshore in Australia on an international student visa are not normally permitted to take a Leave of Absence. Leave of Absence may be approved due to compelling circumstances, and students will be required to apply through the Student Equity and Support Unit (SEASU), providing supporting documentation and copies of booked flight tickets with their application.
50. The deadline for applying for a Leave of Absence is 5pm on the census date for the current teaching period. Where a Leave of Absence is applied for after the census date and there are unit enrolments in the particular teaching period, then the application will be treated as applications for withdrawal after census date for that teaching period under clauses 29 or 30 above.
51. Applications for Leave of Absence requiring more than one calendar year will need documentation detailing compelling circumstances and will require approval from the Manager of the Enrolments and Fees area of Student Administration.
52. Students granted Leave of Absence will be notified in writing when the Leave of Absence has expired and will re-enrol as continuing students when they resume their course.

## **Non Award Units**

53. The University recognises that occasions may arise in which a student while enrolled in a Commonwealth Supported Place will wish to study a unit which will not contribute to the completion of that course. Such units must be studied as non-award studies and the applicable fees will apply.

## **LEGISLATION:**

This policy is governed by University legislation including:

- Higher Education Support Act (2003)
- University Fees Rules 1995
- Fees Statute 1995
- Admissions Statute 1995
- Admission Rules 2010
- Courses and Awards (Courses of Study) Rules 2010
- Privacy Act 1998 (Cth)
- Territory Records Act 2002

## **SUPPORTING INFORMATION:**

Documents related to this policy are:

- *University of Canberra Student Guide to Policies*
- *Higher Education Support Act 2003*
- *Higher Education Legislation Amendment (Student Services and Amenities) Bill 2010*
- [Higher Degrees by Research \(HDR\) Enrolment and Changes to Candidature Policy](#)
- [Domestic Student Contributions and Tuition Fees Policy](#)
- [International Student Fee Policy](#)
- *Completion within Expected Duration of Study – International Policy*
- *University Policy on Withdrawal from Units*

## DEFINITIONS:

Terms	Definitions
Academic Year	The period from the first day of the teaching period of any year to the day preceeding the first day of the teaching period of the following year, both inclusive.
Award Course	A program of study formally approved/accredited by Academic Board which involves a student undertaking a set of units which when satisfactorily completed will qualify a student for an award of the University.
Census Date	The last day to withdraw from a unit without academic and/or financial penalty. For semesters 1 and 2, the census date is usually the Friday of week 4 of semester and for Winter term it is usually the Friday of week 3.
Course	A course is the structured program of studies in which a student is enrolled. Successful completion of all academic requirements of a course is the normal prerequisite for the granting of a University award.
Domestic Student	A student is considered a Domestic Student if they are either a Australian Citizen, a New Zealand citizen, or Australian Permanent Resident Visa holder.
Enrolment	The process of completing all required procedures including the payment of all fees and charges, or completion of all Government HELP Assistance Forms for the course to be undertaken by the student and/or the status which results from the completion of the process.
International Student	A student is considered an International Student if they are not an Australian Citizen, an Australian Permanent Resident Visa Holder, or a New Zealand Citizen. Holders of a Diplomatic Visa and all other visa types are considered International Students.
Leave of Absence	An approved leave from study by a student after enrolling into a course.
Non Award Course	A program of study which does not lead to an award of the University and which comprises a unit which is from an award course at the University.

Non Award Unit	A unit undertaken at the University that does not contribute to an award.
Postgraduate Student	A student enrolled in a postgraduate course at the University of Canberra e.g. Grad Cert, Grad Dip, Masters, Professional Doctorate, PhD.
Remission of Debt	Remission of debt resulting from a successful appeal against a student's enrolment after the census date of each teaching period.
Student	A person, including a candidate enrolled into a higher education research program, currently enrolled into a Course or Unit at the University.
Teaching Period	A defined teaching and study period for the completion of units for a particular course.
UC College Student	A student enrolled in a course at the University of Canberra College.
Undergraduate Student	A student enrolled in a Diploma Bachelor Degree or Associate Degree at the University of Canberra.
Unit	A component of a course having a specific designated code and title in which students enrol and complete specific work requirements.
Unit Breach	A student that fails to successfully enrol into a unit due to failure of unit rules.