

ENROLMENT POLICY

Approved by Academic Board: 7 August 2015
Revised by Academic Board: 26 May 2017

Related documents

Admissions Policy

Appeals Policy

Course Progress Policy

Education Services for Overseas Students Act 2007

Privacy Policy

Regulation 2: General Academic Provisions, Determinations

Statement of Rights, Responsibilities, and Conduct of Members of the University

University Calendar

1. Rationale and Objectives

- 1.1 Admission of a student into a course of study establishes a contract between the student and the University. This policy defines the terms of the contract and how the student and the University fulfil their responsibilities under that contract in relation to enrolment requirements and procedures subsequent to admission to a course of study.

2. Scope

- 2.1 This policy applies to all students enrolled in a course of study at the University.

3. Definitions

- 3.1 The fulltime study load in a calendar year is defined as:
- a) eight standard undergraduate units for an undergraduate course of study;
 - b) six standard postgraduate units for a postgraduate course of study;
 - c) fulltime enrolment in a thesis and up to two postgraduate units for a higher degree by research by minor thesis;
 - d) fulltime enrolment in a thesis for a higher degree by research by thesis alone.
- 3.2 A standard unit of study as defined in the Determinations to Regulation 2 belongs to the study period within which at least 50% of the delivery of the unit occurs. A non-standard

unit of study may belong to two consecutive study periods. There are four main study periods in each calendar year:

- a) Semester 1 commences on the Monday falling on or between 21 and 27 February and includes twelve weeks of study and a non-study period of two weeks;
- b) Semester 2 commences on the Monday falling on or between 25 and 31 July and includes twelve weeks of study and a non-study period of two weeks;
- c) The Winter Study Period commences on the Monday following the final teaching day of Semester 1 and ends on the Sunday before the first day of Semester 2;
- d) The Summer Study Period commences on the Monday following the final teaching day of Semester 2 and ends on the Sunday before the first day of Semester 1 in the following year.

3.3 The dates of each study period are published by the Vice-Chancellor at least twelve months in advance of the commencement of that study period.

3.4 The course advisor is the Coursework Coordinator in the case of students enrolling in coursework awards ('coursework students') and the Research Coordinator in the case of students enrolling in a higher degree by research ('research students').

4. Responsibilities

4.1 A student must:

- a) Abide by the Statement of Rights, Responsibilities and Conduct of Members of the University;
- b) Be enrolled through a College of the University;
- c) Be enrolled in units of study or on leave of absence for the duration of the course;
- d) Take responsibility for understanding the requirements of the course of study;
- e) Notify the University of any change in name, contact details, or other circumstances which may affect enrolment.

4.2 The University must:

- a) Publish definitive information in plain language on the University website about the requirements of each course of study;
- b) Provide the student with accurate and timely information about enrolment, course progress, and results;
- c) Ensure an appropriately qualified course advisor is available to assist the student with course progression and completion;
- d) Ensure that units of study are available to enable the student to complete the course of study;

- e) Ensure that reasonable measures are taken to provide the student with a rich educational experience in a safe environment;
- f) Provide a student with a student identification card on request;
- g) Ensure that information on students is collected and treated in accordance with the University's Privacy Policy, including where this information is required to be submitted to the Australian Government for compliance and reporting purposes.

5. Enrolment

- 5.1 Students are responsible for applying to enrol for each academic study period prior to the cut-off date published by the University. The University is under no obligation to accept late enrolments.
- 5.2 The decision to enrol a student who has previously been admitted to a course of study at the University is executed by the student's course advisor on behalf of the Academic Board.
- 5.3 The course advisor is responsible for ensuring the student's enrolment meets the requirements of the course of study.

6. Enrolment Variation

- 6.1 Application to vary enrolment must be made by the student on the Enrolment Variation Form and be approved by the student's course advisor.
- 6.2 An enrolled student may only enrol in additional units after the commencement of a study period and prior to the census date of the additional units with the approval of the student's course advisor and of the College delivering the units.
- 6.3 A student who withdraws from a unit before or on its census date does not pay tuition fees for the unit, and the unit is permanently removed from the student's academic record.
- 6.4 A student who withdraws from a unit after its census date but before or on the last date to withdraw without academic penalty pays the tuition fees for the unit, and the unit is recorded with the result 'Withdrawn' on the student's academic record.
- 6.5 A coursework student who withdraws from a unit after the last date to withdraw without academic penalty pays tuition fees for the unit, and the unit is recorded with the result 'Fail' on the student's academic record.
- 6.6 A research student who withdraws from a unit after the last date to withdraw without academic penalty pays tuition fees for the unit, and the unit is recorded as 'Withdrawn' on the student's academic record.
- 6.7 A student may withdraw from a course of study at any time by submission of an Enrolment Variation Form. If the withdrawal is submitted prior to the census date of the first unit of study to be attempted by the student, the enrolment in the course may be removed from the student's academic record. If the withdrawal is submitted after this date, the withdrawal from the course of study is recorded on the student's academic record.

6.8 An international student on an overseas student visa who applies to withdraw from a course of study must be informed that on withdrawal from the course the University must notify the relevant government Department and cancel the student's Confirmation of Enrolment which may lead to cancellation of the student's visa.

7. Course Variation and Course Extension

7.1 In exceptional circumstances a student may seek leave of the Academic Board as provided by the Regulation governing the award in which the student is enrolled:

- a) to complete the requirements of the award through a variation of the course of study approved by the Academic Board (course variation);
- b) to extend the maximum time for completion of the requirements of the award (course extension).

7.2 A student may only apply for a course variation in advance of undertaking that variation.

7.3 A student may only apply for a course extension prior to expiration of the maximum time permitted by the Regulation governing the award in which the student is enrolled. If the maximum time has expired, the person may be eligible to apply for re-admission and seek credit for previous study.

7.4 The academic dean of the student's home College must be satisfied that exceptional circumstances apply, including through the provision of evidence. Sensitive or personal information about the student's circumstances must remain confidential to the academic dean unless the student permits otherwise.

7.5 An application for course variation or course extension must:

- a) be made using the application form published on the University website
- b) be lodged with the Director of Academic Services by the academic dean of the student's home College
- c) include a statement certified by the academic dean of the student's home College that exceptional circumstances apply
- d) in the case of a course variation, state clearly the precise variation to the approved course of study that is sought and demonstrate how the variation fulfils the course outcomes of the award as prescribed by the Academic Board;
- e) in the case of a course extension, state clearly the proposed length of the extension and how the student's scholarly attainment at completion of the course of study remains current.

7.6 Within fourteen days of receipt of the application, the Director of Academic Services must forward the application with a recommendation to the Chair of the Academic Board that:

- a) recommends approval of the application; or
- b) recommends disapproval of the application; or
- c) recommends an alternative course of action.

If the Director of Academic Services intends to recommend option b) or c) then the Director must consult the academic dean of the student's home College prior to forwarding the application to the Chair of the Academic Board.

7.7 Within seven days of receipt of the application letter and letter of recommendation, the Chair of the Academic Board must provide a letter to the student, the academic dean of the student's home College, and the Director of Academic Services that:

- a) approves the course variation or course extension and gives precise details of what has been approved; or
- b) disapproves the course variation or course extension; or
- c) approves an alternative course of action and gives precise details of what has been approved.

7.8 The Director of Academic Services must submit an annual report on course variations and course extensions to the Academic Board, ensuring that the report does not directly or indirectly identify a student or a student's circumstances and including details of:

- a) the number of applications for course variation received, arranged by award;
- b) the number of applications for course extension received, arranged by award;
- c) the outcomes of the applications received;
- d) any recommendations for improvement to this Policy or the Regulations governing the awards of the University.

8. Study Load

8.1 A coursework student may enrol in a load that is greater than full-time in a study period with the approval of the student's Coursework Coordinator. Approval may only be given by the Coursework Coordinator if:

- a) the student has demonstrated capacity to complete an overloaded enrolment by successful completion of units previously attempted; and
- b) the total load undertaken by a student in a calendar year does not exceed 10 standard units for an undergraduate student, or 8 standard units for a postgraduate student, or equivalent in the case of a student concurrently enrolled in undergraduate and postgraduate courses.

8.2 A coursework student may only enrol in a load that exceeds the limits of section 7.1 of this policy with the prior approval of the Learning and Teaching Committee.

8.3 An international student who is required by the conditions of a visa to study full-time may be enrolled in a load that is less than full-time in a study period with the approval of the student's Coursework Coordinator. Approval may only be given if the student has been determined to be at risk of unsatisfactory progress in accordance with the Course Progress Policy. Approval of a request to underload must be reported to the Director of Quality and Standards.

9. Leave of Absence

- 9.1 A student who has been admitted to an award of the University of Divinity is entitled to a maximum of one year of leave of absence from the course of study for that award.
- 9.2 Leave of absence is a period in which a student remains enrolled in a course of study but does not undertake any study. Approved leave of absence is excluded when determining whether or not a student is within the maximum time permitted for completion of an award.
- 9.3 Leave of absence may only be granted for a period of either one or two semesters in length. Students who wish to be absent from study for shorter periods of time may not apply for leave of absence but should consult their lecturer or supervisor and course advisor about an alternative course of action, or apply for special consideration.
- 9.4 A student who has been granted leave of absence may not be enrolled in any units during the approved period of leave of absence.
- 9.5 An application for leave of absence:
- a) must be made using the application form published on the University website
 - b) must be lodged with the person authorised to approve the application prior to the census date of the semester in which the leave is to be taken;
 - c) in the case of an international student on an overseas student visa must state how the proposed leave of absence complies with visa conditions and ESOS requirements;
 - d) by a coursework student is approved by the Coursework Coordinator of the student's home College;
 - e) by a research student is approved by the Director of Research.
- 9.6 If a research student in receipt of a Research Fee Scholarship or Research Stipend Scholarship is granted leave of absence, then all scholarship payments are suspended for the duration of the period of leave sought
- 9.7 If leave of absence is granted, the leave must be recorded on the student's academic record and the end date of the course of study amended accordingly.
- 9.8 Leave of absence is automatically cancelled if a student subsequently enrolls in any unit of study that is delivered during the period of approved leave.
- 9.9 Students are responsible for arranging timely re-enrolment on completion of the period of approved leave and for ensuring that the course of study is completed within the required time period.

10. Leave - Other Types

- 10.1 A student who is not an international student on an overseas student visa and has been admitted to an award of the University of Divinity may be approved for a period of leave from study other than leave of absence in the following circumstances:

- a) Parental leave (up to twelve months), where a medical certificate or other appropriate evidence is provided prior to or within one month of the leave being taken;
 - b) Jury leave (up to twelve weeks), where a person is empanelled for jury service for a period longer than five days and evidence of the same is provided prior to or within one month of the leave being taken;
 - c) Emergency services leave (up to four weeks), where a person is a volunteer with an emergency service organisation (such as the Country Fire Authority or State Emergency Service) and is called for duty for a period longer than five days and evidence of the same is provided prior to or within one month of the leave being taken.
- 10.2 Approved leave taken in these circumstances is excluded when determining whether or not a student is within the maximum time permitted for completion of an award and does not reduce the student's entitlement to leave of absence.
- 10.3 Approval for a period of leave from study other than leave of absence is made by writing a letter of application to the person authorised to approve the application.
- 10.4 An application for a period of leave from study other than leave of absence:
- a) for a coursework student is approved by the Director of Academic Services on the recommendation of the Coursework Coordinator of the student's home College.
 - b) for a research student is approved by the Director of Research.
- 10.5 A student who has been granted a period of leave from study other than leave of absence may not be enrolled in any units during the approved period of leave.
- 10.6 An approved period of leave must be recorded on the student's academic record and the end date of the course of study amended accordingly.
- 10.7 Students are responsible for arranging timely re-enrolment on completion of the period of approved leave and for ensuring that the course of study is completed within the required time period.
- 11. Course transfer**
- 11.1 A student may transfer from one course to another at the end of a study period provided that:
- a) the transfer is approved by the course advisor for the current course at the student's home College; and
 - b) the student has successfully applied for admission to the new course.
- 11.2 When a course transfer is approved, the units from the old course of study may be transferred to the new course of study provided that the applicable Regulation and Determinations permit the units to count towards the new course of study.

11.3 A student may only transfer enrolment from one College to another if both Colleges are notified and the student's course of study is available at the new College. The student record must be updated to reflect the student's new College.

12. Lapse of Candidature

12.1 A research student who has not submitted a thesis for examination by the final day of enrolment allowed under the applicable Regulation and Determinations may submit a thesis for examination within two years of the final day of enrolment provided that the student:

- a) has not been able to submit a thesis by the end of the prescribed period of candidature; and
- b) has exhausted all leave of absence provisions; and
- c) has made satisfactory progress during candidature.

12.2 A research student who makes use of the provision in section 10.1 is regarded as having lapsed candidature in good standing. The student's academic record must show the enrolment as 'incomplete' until either the thesis is submitted for examination, or the expiry of two years from the final day of enrolment, whichever is earlier.

12.3 A research student whose candidature has lapsed in good standing is not entitled to library access or research supervision after the final day of candidature.

12.4 A research student whose candidature has lapsed in good standing may apply for admission to the same course of study with the same project without prejudice at any time up to two years from the date of the lapse of candidature. Candidates wishing to return to the same project between two and five years after the lapse of candidature may apply for admission, but are required to comply with provisions for confirmation of candidature regardless of any prior enrolment or confirmation process.

12.5 A research student whose candidature has lapsed in good standing may apply for admission to the same course of study after five years from the date of lapse of candidature in which case the application is treated as a new admission application.

13. Appeals

13.1 A person may appeal any decision made under this Policy in accordance with the University's *Appeals Policy*.

14. Date of Next Review

This policy is to be reviewed no later than 31 December 2021.