

# Enrolment Procedure Manual

## Foreword

(1) This manual supports the [Governance Rule](#), Schedule 2 – Delegation of Academic Matters of the Governance Rule and the [Awards and Graduation Policy](#). In the event of an inconsistency between lower level policy documents and a Rule or Schedule to the Rule, the Rule made by Council prevails to the extent of the inconsistency.

(2) In the event of an inconsistency between an Academic Senate policy document and a Faculty policy, procedure or guideline, the policy document of Academic Senate prevails to the extent of the inconsistency.

## Application of this Procedure Manual

(3) This manual applies to all students enrolling in enabling, undergraduate or postgraduate coursework courses at the University of Newcastle (University) or through a partner institution.

(4) This manual applies to enabling, undergraduate and postgraduate students enrolling in courses and programs at the University.

(5) The manual provides clear and concise information for staff and students of the University, including:

- a. clearly defined procedures for enrolment;
- b. clear guidelines relating to full time and part time study loads;
- c. processes to support student progression; and
- d. transparent and accountable processes for amendment, review and relaxation of provisions for enrolment.

(6) This manual does not apply to Higher Degree by Research programs. Policies and procedures which apply to Higher Degrees by Research are located in the [Policy Library](#).

(7) This manual generally applies to the Joint Medical Program (JMP). In the event of an inconsistency between this manual and the policies and procedures specific to the JMP, then the policies and procedures of the JMP prevail to the extent of the inconsistency.

## Communication with Students

(8) The University's primary method of communication with students is electronic, through the student's University of Newcastle email account and/or the student's nominated preferred email account as recorded in myHub. Students may re-direct their University email to a personal account, but University staff will primarily use the student email account.

(9) All students are expected to check their student email account frequently.

## Further Information for Staff and Students

(10) For assistance or further information about the procedure manual, please email [academicpolicy@newcastle.edu.au](mailto:academicpolicy@newcastle.edu.au).

# Section 1 - Enrolment

## Enrolment

(11) Students are permitted to enrol at the University if they have:

- a. received and accepted a current offer of admission;
- b. completed the prescribed enrolment process including acceptance of the Terms and Conditions of Enrolment; and
- c. provided sufficient proof of identification (and visa information for international students) as specified by the Academic Registrar.

(12) Students may enrol solely in courses that form part of the program to which they have been admitted. Enrolment in courses that do not form part of the program must be taken non-award on a full fee paying basis.

(13) Failure to enrol by the date set by the Academic Registrar may lead to cancellation of a student's place within the program.

(14) A student who has passed a course is not permitted to re-enrol in that course within the same program, unless otherwise specified in their program requirements.

(15) Where a student has contravened clause 14, and subsequently enrolls in a successfully completed course in the same program, the second enrolment in the course will be removed and the associated fees refunded.

(16) A student who wishes to re-enrol a course that they have already successfully completed may do so:

- a. in a different program of study, after having been admitted via the University's under the prescribed admission process; or
- b. as non-award study.

## Maintaining Enrolment

(17) To maintain enrolment a student will need to enrol annually, or seek leave of absence (LOA). Information about LOA and programs which do not guarantee LOA is detailed in Section 5 of this Manual.

(18) To enrol, or to maintain enrolment, the student must complete the enrolment process and pay the relevant fees and charges by no later than their due date.

(19) Students will be administratively withdrawn from their program if they do not enrol or seek leave. The timelines for administrative withdrawal are outlined in Table 1 - Timelines for Administrative Withdrawal:

**Table 1 - Timelines for Administrative Withdrawal**

Program	Students will be administratively withdrawn after the commencement of the:
Open Foundation, Newstp and Yapug	Third standard term of non-enrolment
Bachelor of Medical Science and Doctor of Medicine	First standard term of non-enrolment
Bachelor of Midwifery	First standard term of non-enrolment

<b>Program</b>	<b>Students will be administratively withdrawn after the commencement of the:</b>
Undergraduate programs within the Faculty of Health and Medicine. Bachelor of Biomedical Science Bachelor of Environmental and Occupational Health and Safety Bachelor of Medical Radiation Science (Honours) (Diagnostic Radiography) Bachelor of Medical Radiation Science (Honours) (Radiation Therapy) Bachelor of Medical Radiation Science (Honours) (Nuclear Medicine) Bachelor of Nursing Bachelor of Nutrition and Dietetics (Honours) Bachelor of Occupational Therapy (Honours) Bachelor of Oral Health Therapy Bachelor of Pharmacy (Honours) Bachelor of Physiotherapy (Honours) Bachelor of Podiatry Bachelor of Public and Community Health	Second standard term of non-enrolment
All undergraduate end-on honours programs	First standard term of non-enrolment
Master of Clinical Psychology	First standard term of non-enrolment
All programs in teach out (listed here)	Second standard term of non-enrolment for semester based programs Third standard term of non-enrolment for trimester based programs
All other active programs	Third standard term of non-enrolment for semester based programs Fourth standard term of non-enrolment for trimester

(20) Students who have been administratively withdrawn from a program must reapply for admission in accordance with the University's admission process if they wish to recommence study at the University.

## **Course Withdrawal**

(21) Where a student wishes to withdraw from a course, the student must amend their enrolment in the student enrolment system. The course withdrawal will take effect from the date of the action in the student enrolment system.

(22) A student who withdraws from a course prior to the census date for the course will not incur financial or academic penalty.

(23) A student who withdraws from a course after the census date for the term but before the final day of term, will incur financial liability for the course, but will not incur an academic penalty.

(24) A student cannot withdraw from a course after the final day of the term in which the course is offered.

(25) Where completion of a course requires the student to participate in a placement, the final date for withdrawal from the course will be clearly specified in the Course Outline. If a student wishes to withdraw from a course that requires participation in a placement, after commencement of the placement, the student must seek permission from the Head of School. Withdrawals without permission of the Head of School will incur an academic penalty.

## **Late Enrolment**

(26) A student cannot self-enrol in a course after the end of the second week of a term.

(27) Where the student will not be academically disadvantaged by enrolling late the relevant Course Co-ordinator may, upon receipt of an application from the student, approve the student's enrolment in the course after the end of the second week of the term, but before the census date for that term. Any outstanding fees and charges must be paid before the enrolment can be processed.

(28) In exceptional circumstances, the relevant Faculty Pro Vice-Chancellor may approve a student's enrolment in a course after the census date for that term.

## **Conditions of Enrolment for On-Shore On-Campus International Students**

(29) Applicants who are not Australian or New Zealand citizens or permanent residents of Australia, are responsible for:

- a. the cost of their tuition and support;
- b. all other expenses associated with their study;
- c. enrolling on a full-time basis; and
- d. complying with their student visa conditions.

(30) Students will be issued with an electronic Confirmation of Enrolment (COE) upon acceptance of an offer of admission and payment of a deposit. Students must retain a copy of their Confirmation of Enrolment (COE) and ensure its currency throughout their enrolment at the University of Newcastle.

(31) International applicants who are under 18 years of age must satisfy the relevant Commonwealth government department requirements that suitable welfare and accommodation arrangements have been made for them.

(32) The University will provide welfare and accommodation arrangements for students under the age of 18 years who are unable to independently satisfy the Commonwealth government's welfare and accommodation requirements, subject to the following conditions:

- a. the student must live in a University approved [Homestay](#) and their parents must enter into a contractual agreement with a University approved Guardian. Under these circumstances the University will accept responsibility for the student's welfare and complete the Confirmation of Appropriate Accommodation and Welfare (CAAW) form.
- b. the duration of the University's responsibility for welfare and accommodation arrangements will routinely commence one week prior to the Confirmation of Enrolment (COE) start date and will cease when the:
  - i. student turns 18 years of age;
  - ii. student leaves the country; or
  - iii. University no longer approves the welfare arrangements.

(33) If a student wishes to transfer to another provider prior to their 18th birthday, the University will negotiate a suitable date to terminate its responsibilities for welfare and accommodation arrangements to the student.

(34) International students studying in Australia on a Student Visa who have their offer of admission or enrolment to the University terminated for any reason will be reported to the relevant Commonwealth government departments in accordance with [Education Services for Overseas Students Act 2000](#) and [National Code of Practice for Providers of Education and Training to Overseas Students 2018](#) requirements.

## **Section 2 - Standard and Non-Standard Terms**

(35) The Academic Calendar comprises both standard and non-standard terms.

(36) The standard terms within a calendar year are:

- a. two semesters;
- b. three trimesters; and
- c. three UON Singapore trimesters.

(37) The non-standard terms within a calendar year are the summer term and the winter term. More than one summer term may be scheduled.

## Section 3 - Census Dates

### Standard terms census dates

(38) The census dates for all standard terms will be the Friday of week four.

### Non-Standard terms census dates

(39) The census dates for any non-standard terms (summer or winter) will vary depending on the length of the term. The census date will be published from the commencement of the enrolment period for the term.

## Section 4 - Study Loads

### Standard terms study loads

(40) To complete a program in minimum duration students must enrol in a full-time (100%) study load across the year. Study loads for the standard terms are outlined below.

**Table 2 - Standard term study loads**

Standard terms	Full time study load to complete in minimum duration (100% study load)	Full time study load (less than 100% study load) - see Note 1	Part time study load
Semester	40 units	30 units	20 units or fewer
Trimester	30 units	20 units (with a total of at least 60 units across the year)	20 units or fewer (with a total of less than 60 units across the year)

Note 1: Government departments or authorities may specify different minimum units for full time study.

Note 2: The Program and Course Approval Committee may approve Program specific exceptions to Table 2.

### Non-standard terms study loads

(41) The full time study load for any non-standard terms (summer or winter) is 10 units per non-standard term.

### International student study loads

(42) Subject to clauses 43 and 44, international students must enrol in a 100% (full-time) study load in standard terms to ensure they complete their program within the minimum duration and the duration of their Confirmation of Enrolment (COE).

(43) Permission may be granted to enrol in less than a 100% (full-time) study load (listed in Table 2) in exceptional circumstances and must be confirmed in writing by the University.

(44) International students may study a reduced study load without permission in their final term of study if they have less than a 100% study load remaining within their program. No approval is required in these circumstances.

### Exceeding full time study loads

(45) Students in their first term of study at the University are not permitted to exceed the full time study load.

(46) Students in their second or subsequent term of study at the University may be permitted to exceed the full time study loads in a term, within the conditions or approval requirements outlined in Table 3 – Exceeding Full Time Study Loads:

**Table 3 - Exceeding Full Time Study Loads**

Term	Study load requested by student	Conditions / Approval
Semester	50 units	Permitted where the student has successfully completed 40 units in the previous term. Program Convenor approval is required where the student has: 1. undertaken and successfully completed 30 units or fewer in the previous term; or 2. failed or withdrawn from any courses in the previous term. The Assistant Dean (Teaching and Learning) may approve the requested study load in the absence of the Program Convenor.
Semester	60 units	Program Convenor approval is required in all cases. The Assistant Dean (Teaching and Learning) may approve the requested study load in the absence of the Program Convenor.
Trimester	40 units	Permitted where the student has successfully completed 30 units in the previous term. Program Convenor approval is required where the student has: 1. undertaken and successfully completed 20 units or fewer in the previous term; or 2. failed or withdrawn from any courses in the previous term. The Assistant Dean (Teaching and Learning) may approve the requested study load in the absence of the Program Convenor.
Trimester	50 units	Program Convenor approval is required in all cases. The Assistant Dean (Teaching and Learning) may approve the requested study load in the absence of the Program Convenor.
Simultaneous Semester and Trimester study	More than 40 units	Program Convenor approval is required in all cases. The Assistant Dean (Teaching and Learning) may approve the requested study load in the absence of the Program Convenor.

## Section 5 - Leave of Absence

### General Provisions

(47) A Leave of Absence provides a means for students to take approved leave from a program, subject to approval.

(48) Programs of the University are continually under review. During a leave of absence a program may therefore be revised, discontinued, or may cease to be accredited. In these circumstances, the University will make every attempt to provide the original program. However, where this is not possible, the University reserves the right to offer the

student a place in an equivalent or near-equivalent program.

(49) Applications for leave of absence should be submitted as follows:

- a. domestic, online and offshore students – ProgramAdvice@newcastle.edu.au;
- b. students studying at UoN Singapore – Singapore-ProgramAdvice@newcastle.edu.au.

(50) Students will be advised of the outcome of their application for leave of absence via their student email account.

(51) Where a student is placed on enforced leave or is suspended from their program of study, the Faculty, or the University of Newcastle itself, the enforced leave or suspension will override any request for leave of absence.

(52) Students who do not re-enrol following the leave of absence will have their enrolment in the program cancelled. Students will be required to re-apply for admission to the same or alternative program through UAC or other relevant admissions process should they wish to return to study at the University.

(53) The student may lodge an appeal within five (5) working days of notice of the determination of the application for leave of absence.

(54) An appeal may only be on the basis of at least one of the following grounds:

- a. evidence of a breach of this procedure;
- b. evidence that the determination was affected by a conflict of interest (refer to [Conflict of Interest Policy](#)); and/or
- c. new information has become available that could not reasonably have been provided by the student earlier, and it is probable that this information would have affected the determination.

(55) An appeal on the grounds of outcome alone will not be considered.

(56) An appeal must be made in writing and the grounds of appeal must be clearly set out.

(57) An appeal is to be made to an Appeal Officer, to be determined as follows:

Original decision maker	Appeal officer
Admission teams and Academic Program Advisors in Student Central	Academic Registrar
Program Convenor	Relevant Faculty Pro Vice-Chancellor
Head of School	Relevant Faculty Pro Vice-Chancellor
Faculty Pro Vice-Chancellor	Deputy Vice-Chancellor (Academic)

## Leave of Absence for Domestic and Offshore Coursework Students

(58) Subject to the program eligibility listed in Table 4, a student will be eligible for a leave of absence for up to one academic year provided that:

- a. they have completed a minimum of ten units of study, or were enrolled beyond census date in their first term of study;
- b. taking a leave of absence will not impact on the student's ability to complete their studies within the maximum time for completion as outlined in the [Maximum Time Completion of Programs Schedule](#) for their program;
- c. the student is enrolled in an active program.

**Table 4 - Domestic and Offshore Coursework Student Eligibility for Leave of Absence by Program**

<b>Program</b>	<b>Leave of absence availability or conditions</b>
Enabling programs - Open Foundation, Newstep and Yapug	No leave of absence available. Enabling students must discontinue their studies and reapply to the University if they wish to re-commence studies.
All undergraduate end-on honours (1 year full time or part time equivalent) programs	Students must submit an application for leave of absence.
All undergraduate programs in the Faculty of Health and Medicine (listed here)	Students must submit an application for leave of absence.
All programs in teach out (listed here)	Students must submit an application for leave of absence.
All other active programs	Automatic approval of 1 year leave of absence. Students must submit an application for leave of absence greater than 1 year.

(59) Students seeking leave of absence greater than one academic year or students enrolled in an excluded program (listed here) must submit an application for leave of absence, including any supporting documentation, prior to the commencement of the term of study in which they wish to begin their period of leave of absence.

(60) Programs excluded from automatic leave of absence are listed here. Students in any of the listed programs must enrol each standard term, or submit an application for leave of absence, or their enrolment will be cancelled.

(61) The relevant Program Convenor or, in the case of the Bachelor of Medical Science and Doctor of Medicine (Joint Medical Program), the Dean of Medicine, will be responsible for assessing and approving applications for leave of absence for programs listed here.

### **Leave of Absence for International On-Shore Students**

(62) An international on-shore student may be eligible for a leave of absence provided that they:

- a. have completed a minimum of ten units of study;
- b. have demonstrated compassionate or compelling circumstances (see clause 63); and
- c. are not enrolled in a program listed here unless the leave of absence is endorsed by the relevant Program Convenor.

(63) Compassionate or compelling circumstances may include, but are not limited to:

- a. illness that prevents the student from participating in class - supported by a medical certificate (compassionate);
- b. psychological issues - supported by documentation from a medical practitioner/counsellor (compassionate);
- c. death or injury of a close family member or friend - supported by appropriate documentation, which may include funeral notice, death certificate, medical certificate, evidence of relationship with deceased (compassionate);
- d. hardship or trauma - for example sudden loss of employment; family breakdown; severe disruption to domestic arrangements; impact of crime or accident; impact of natural disasters (compassionate);
- e. unavoidable commitments within the term - for example cultural or religious commitments in which the student is a direct participant; documented military commitments (compassionate/compelling);
- f. enrolment conflict or course availability issues (compelling);
- g. student has been requested by the Faculty Progress and Appeals Committee to take a leave of absence for a



determined period as a result of the Show Cause process. The requirement to take a leave of absence must include other strategies throughout this period if student does not return home.

(64) Applications for leave of absence made by international students will only be approved where the student has demonstrated grounds that comply with the compassionate/compelling circumstances as per Clause 63 and where the leave is deemed to be in the best interest of the student's welfare.

## **Section 6 - Fees**

(65) By census date for each term in which a student holds enrolment, students in a Commonwealth Supported Place (CSP) must pay their entire student contribution amount upfront OR meet the Tax File Number requirements to access a HECS-HELP loan. Failure to do so will result in the cancellation of the student's enrolment, in accordance with government legislation.

(66) Domestic postgraduate coursework students studying in a non-Commonwealth Supported Place, international students and students studying non-award courses must pay the tuition fees for the program and/or courses to the University or its partner organisations by the due date. Failure to pay the tuition fees by the due date in the relevant term may result in the cancellation of the student's enrolment.

(67) Failure to pay non-tuition fees by the due date may result in a student being unable to access results or documentation relating to their study.

(68) Details of University Officers who may defer, waive, reduce or refund fees and charges, and the conditions and limitations of these authorities are outlined in the University's [Delegations of Authority](#) Schedule.

(69) Where a student undertakes a postgraduate course as part of an undergraduate program, the usual undergraduate course fee for the academic subject area will apply.

## **Section 7 - Relaxing Provision**

(70) To provide for exceptional circumstances arising in any particular case, the Deputy Vice-Chancellor (Academic) on the recommendation of the relevant Pro Vice-Chancellor may relax any provision of this procedure manual.

## Status and Details

<b>Status</b>	Historic
<b>Effective Date</b>	19th November 2019
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<b>Approval Authority</b>	Academic Senate
<b>Approval Date</b>	6th November 2019
<b>Expiry Date</b>	1st December 2019
<b>Responsible Executive</b>	David Donnelly Associate Director, Student and Academic Administration 4921 5389
<b>Enquiries Contact</b>	Bridene Doherty Senior Manager, Student Administration 0249215923 <hr/> Student Central

## Glossary Terms and Definitions

**"Academic Senate"** - The Academic Senate of the University as described in the University of Newcastle Act 1989.

**"Enabling program"** - A tertiary preparation program offered to domestic students.

**"University"** - The University of Newcastle, a body corporate established under sections 4 and 5 of the University of Newcastle Act 1989.

**"Working day"** - Any day other than Saturday, Sunday, or a public holiday in Newcastle, on which business may be conducted.

**"Applicant"** - Where referring to a student, an applicant is an individual seeking entry to a program or course offered by the University or its partner organisation/s. For all other uses of this term, the generic definition applies.

**"Census date"** - The date in each term on which a student / candidate enrolled in a course is deemed to be financially liable for the course.

**"Confirmation of Enrolment (CoE)"** - Means the document issued through the Australian Government's relevant department and associated systems, by authorised officers of the University that confirms that an international student is eligible to enrol in a course. The CoE is required under Commonwealth Legislation for the student visa.

**"Course"** - When referring to a course offered by the University, a course is a set of learning activities or learning opportunities with defined, assessed and recorded learning outcomes. A course will be identified by an alphanumeric course code and course title. Course types include core courses, compulsory courses, directed courses, capstone courses and electives. For all other uses of this term, the generic definition applies.

**"Student"** - A person formally enrolled in a course or active in a program offered by the University or affiliated entity.

**"Officer"** - Has the meaning given in the Corporations Act 2001 (Cth), or any replacing legislation.

**"Postgraduate"** - Any qualification being at the level of Graduate Certificate or above.

**"Program"** - When referring to learning, a program is a sequence of approved learning, usually leading to an Award.

For all other uses of this term, the generic definition applies.

**"Program Convenor"** - The academic staff member with overall responsibility for the management and quality of a program.

**"Staff"** - Means a person who was at the relevant time employed by the University and includes professional and academic staff of the University, by contract or ongoing, as well as conjoint staff but does not include visitors to the University.

**"Term"** - When referring to an academic period, term means a period of time aligned to an academic year for the delivery of a course in which students enrol and for which they are usually charged fees for example semesters, trimesters, summer, winter or full-year term. The academic year for a term is determined by the academic year in which the course commences, not concludes. For all other uses of this term, the generic definition applies.

**"Undergraduate"** - Refers to any qualification up to and including the level of a Bachelor Honours degree.

**"Unit"** - When referring to an academic unit, unit means the proportional amount of academic credit allotted to a course. This term is used to define the requirements for a program award of the University and indicate a student's enrolment load. For all other uses of this term, the generic definition applies.

**"Administrative withdrawal"** - Occurs when a student's place in a program is cancelled due to a period of non-enrolment.