

# Rule Governing Admission and Enrolment

## Section 1 - INTRODUCTION

(1) This Rule is made by Council in accordance with the provisions of the [University of Newcastle Act 1989 \(NSW\)](#) and are part of the legislative framework established by Council to manage, in this instance the admission and enrolment at the University. Related Rules and other policy documents are listed under Supporting Information. The purpose of this Rule is to prescribe the provisions established by the University of Newcastle to manage admission and enrolment.

(2) This Rule:

- a. is an essential foundation for delegations operated by University officers and bodies in relation to admission and enrolment at the University;
- b. represent the University's commitment to promoting legislative compliance; and
- c. ensure that there is consistency in the management of admissions and enrolments across the University.

(3) Policies and Procedures supporting this Rule are developed in accordance with the University of Newcastle Policy Framework.

(4) In the event of an inconsistency between lower level policy documents and a Rule(s) or Schedule to the Rule(s), the Rule(s) made by Council prevails to the extent of the inconsistency.

(5) 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.

## Section 2 - Audience

(6) This Rule applies to all applicants applying for admission to programs of the University and all students enrolled in a course at the University.

## Section 3 - Policy

### Admission - General

(7) Academic Senate is authorised to approve policies and procedures for:

- a. admission; and
- b. special admission, including equity admissions.

(8) Academic Senate is authorised, on the recommendation of Faculty Board, to approve:

- a. Faculty participation in special admission pathways; and
- b. Faculty Admission and Selection Criteria.

(9) The Program and Course Approval Committee is authorised, on behalf of Academic Senate, to approve the recommended studies and/or assumed knowledge which applicants would usually possess prior to admission to a program.

(10) The Faculty Pro Vice-Chancellor may determine an applicant's eligibility to be considered for admission to a program offered by that Faculty, during a period of exclusion or suspension from another program, or Faculty at the University.

(11) An applicant who has been excluded or suspended from the University or any other tertiary institution will not be admitted to any program during a period of exclusion or suspension.

## Admission - Requirements

(12) To be considered for admission to the University, applicants will be required to:

- a. have met the relevant English language proficiency requirements as set out by Academic Senate;
- b. have satisfied the academic requirements prescribed by Academic Senate for admission to any program;
- c. have met any other additional admission requirements that may be prescribed in the Rules, the Schedule or the Faculty Admissions and Selection Criteria; and
- d. be a minimum of 16 years of age at 1 March of the year of admission. Applicants under the age of 16 years may apply directly to the Vice-Chancellor for consideration.

(13) In addition to Clause 12, international applicants will be required to meet any additional requirements as set out in the relevant section of the Admission and Enrolment Procedure Manual - Coursework, as approved by Academic Senate.

(14) The Academic Registrar (or nominee) is authorised, in consultation with the Faculty, to approve the re-admission of a student who has been absent without leave from a coursework program to the same or an equivalent coursework program under the program requirements operating at the time of re-admission.

## Admission - Offers

(15) Where the applicants have met the admission requirements, the listed officers of the University are authorised to make an offer of admission to:

Activity	Authorised Officers
an enabling program	Director, English Language Foundation Studies Centre Deputy Vice-Chancellor (Academic)
an undergraduate or postgraduate coursework program (domestic applicants only)	Academic Registrar (or nominee) Deputy Vice-Chancellor (Academic)
an undergraduate or postgraduate coursework program (international applicants only)	Director, International Enrolments and Partnerships (or nominee) Deputy Vice-Chancellor (Academic)
an undergraduate or postgraduate coursework program offered by UoN Singapore	Academic Registrar (or nominee) Pro Vice-Chancellor (Singapore) Deputy Vice-Chancellor (Academic)
an undergraduate honours program	Faculty Pro Vice-Chancellor Deputy Vice-Chancellor (Academic)
a Higher Degree by Research program	Faculty Pro Vice-Chancellor Dean of Graduate Research Senior Deputy Vice-Chancellor (Research and Innovation)

(16) Where the applicants have not met all admission requirements, the listed officers of the University are authorised to:-

<b>Activity</b>	<b>Authorised Officers</b>
waive the English language proficiency requirements for an undergraduate or postgraduate coursework applicant (subject to the provisions listed in the English Language Proficiency Procedure)	Deputy Vice-Chancellor (Academic)
waive the English language proficiency requirements for a Research Higher Degree applicant (subject to the provisions listed in the English Language Proficiency Procedure)	Senior Deputy Vice-Chancellor (Research and Innovation)
waive the academic requirements for an undergraduate or postgraduate coursework applicant (subject to the provisions listed within the Special Circumstances Admission Scheme)	Deputy Vice-Chancellor (Academic)
waive the additional admission requirements for an undergraduate or postgraduate coursework applicant (subject to the provisions listed in the Special Circumstances Admission Scheme)	Deputy Vice-Chancellor (Academic)

(17) The President of Academic Senate is authorised to consider and determine the outcome of an appeal against a decision on the waiving of English language proficiency requirements.

(18) The Vice-Chancellor is authorised to consider and determine the outcome of an appeal against a decision on the waiving of academic or additional admission requirements.

### **Admission - Internal Transfer**

(19) Academic Senate is authorised to approve policies and procedures to support the internal transfer of students from one program to another. The availability of internal transfer will be subject to the availability of places in the program.

(20) Notwithstanding anything to the contrary contained in this Rule, the Deputy Vice-Chancellor (Academic) or Senior Deputy Vice-Chancellor (Research and Innovation) or Pro Vice-Chancellor (Singapore), as appropriate, are authorised to, on the advice of the Faculty Pro Vice-Chancellor offering a program, permit a student to transfer to another program, on payment of such fees and charges as may be prescribed by the University.

### **Admission - Deferment**

(21) Academic Senate is authorised to approve policies and procedures for deferment of admission.

(22) Applicants offered admission to a program may be permitted to defer the offer of admission according to the deferment policies and procedures made by Academic Senate.

### **Admission - Concurrent Enrolment**

(23) Academic Senate is authorised to approve policies and procedures for concurrent enrolment.

(24) The Faculty Pro Vice-Chancellor is authorised, on behalf of Academic Senate, to approve applications for concurrent enrolment.

(25) Students may seek concurrent enrolment at undergraduate, postgraduate or research level or a combination of these.

## **Enrolment - General**

(26) A student may only enrol in courses that conform to the requirements of their program as prescribed by Academic Senate.

(27) An applicant may only enrol at the University if they have:

- a. satisfied the requirements for admission to a program;
- b. a current offer of admission to a program in accordance with the selection criteria and approved procedures;
- c. completed the prescribed enrolment procedures including acceptance of the Terms and Conditions of Enrolment and acceptance of the Terms and Conditions of Computing, which forms part of that enrolment procedure; and
- d. provided sufficient proof of identification (and visa information for international students) as specified by the Academic Registrar.

(28) Students who have satisfied the requirements listed in Clause 27 are deemed to have accepted the privileges and obligations of membership of the University and may obtain or request a University of Newcastle Student Identification card.

## **Re-enrolment**

(29) To continue in a program, a student will re-enrol annually, or seek leave of absence.

(30) To re-enrol, or to maintain enrolment, the student will complete the prescribed procedures and pay the fees and charges no later than the date set by the Academic Registrar.

(31) Failure to enrol by the date set by the Academic Registrar may lead to the student being required to pay a late enrolment fee and/or the cancellation of their place within the program.

## **Enrolment Status**

(32) A student will only be considered to be currently enrolled at the University if they are enrolled in a course.

(33) Academic Senate is authorised to determine:

- a. the maximum full time load for a program; and
- b. the standard full-time load for any term.

(34) The Faculty Pro Vice-Chancellor is authorised to approve a student's enrolment in courses exceeding the maximum full time load imposed for a program or term.

(35) The President of Academic Senate is authorised to approve a student's enrolment in a postgraduate course as part of an undergraduate program.

(36) A student will not be permitted to count towards an award, any course (including gaining credit for any course) that is substantially equivalent to one that the student has previously counted towards the same award.

(37) A student who has failed the same course twice will be required to seek permission from the Faculty Pro Vice-Chancellor offering the course to re-enrol for a third or subsequent attempt.

(38) A student who has passed a course will not be permitted to undertake that course again, unless permitted by the Faculty Pro Vice-Chancellor. A student with a Commonwealth Supported Place (CSP), will incur full fees for any such enrolments

## **Enrolment - Non-Award**

(39) Academic Senate is authorised to approve policies and procedures for non-award and cross institutional enrolment.

(40) The Faculty Pro Vice-Chancellor offering the course is authorised to, on the recommendation of the Head of School, determine that the course may be made available for non-award or cross institutional enrolment.

(41) The Academic Registrar is authorised to permit a person to enrol non-award or cross institutionally in any course deemed available by the Faculty Pro Vice-Chancellor, on the payment of such fees and charges as may be prescribed by the University.

## **Enrolment - Variation**

(42) Withdrawal from course(s)

- a. A student wishing to withdraw from a course is required to give notice in writing to the Academic Registrar. The withdrawal will take effect from the date of receipt by the University of such a notice.
- b. A student who withdraws from a course after the census date for the term will incur financial liability for the course.
- c. A student who withdraws from a course after the prescribed date for the course will incur an academic penalty.
- d. In courses which contain a placement the relevant Head of School is authorised to set a date, different from the University's census date for that term, after which permission of the Head of School is required for a student to withdraw from the course without incurring an academic penalty. That date and its significance must be clearly specified in the Course Outline for the course.
- e. The Faculty Pro Vice-Chancellor (or nominee) is authorised, on the advice of the Head of School, to permit a research higher degree student to withdraw from a coursework requisite within their program.

## **Late Enrolment in a Course**

(43) A student may not add a course with additional admission criteria for entry after the commencement of the term.

(44) A student may not enrol in a course after the end of the second week of a term.

(45) The relevant Course Coordinator may, in exceptional circumstances, and upon receipt of a written application from the student, approve the student's enrolment in a course after the end of the second week of the commencement of the term, but before the census date for that term.

(46) The Faculty Pro Vice-Chancellor offering the course is authorised to approve a student's enrolment in a course after the census date for that term, if that student has been impacted by an administrative error or has had documented adverse circumstances affecting their ability to enrol.

## **Enrolment - Student Progression**

(47) Students undertaking studies at the University will be subject to regular progress reviews, these are described in the Rules Governing Awards and Programs and the Rule Governing Research Higher Degrees.

(48) Students who have conditions placed on their enrolment including enrolment, course or load restrictions must adhere to those conditions or they may be subject to further penalties including suspension or exclusion.

## **Leave of Absence**

(49) Academic Senate is authorised to approve policies and procedures relating to leave of absence.

(50) The Faculty Pro Vice-Chancellor is authorised to approve a second consecutive leave of absence from a coursework program for a period of one academic year in accordance with the policies and procedures approved by Academic Senate.

(51) The Dean of Graduate Research is authorised to approve a second consecutive leave of absence from a research higher degree for a period of one academic year in accordance with the policies and procedure approved by Academic Senate.

(52) The Academic Registrar (or nominee) is authorised, on the recommendation of the International Student Support Unit, to grant international students studying in Australia on a student visa a leave of absence on the basis of compassionate or other compelling grounds, in accordance with the policies and procedures approved by Academic Senate.

## Enforced Leave

(53) The Vice-Chancellor, Deputy Vice-Chancellor (Academic) and Senior Deputy Vice-Chancellor (Research and Innovation) are authorised under the Student Conduct Rule to apply restrictions if a student is deemed to require Enforced Leave.

## Limits on Admission and Enrolment

(54) The Program and Course Approval Committee is authorised, on behalf of Academic Senate, to approve limits on the enrolment within courses to only those admitted to a specific program, referred to as 'Enrolment Limited by Program Enrolment'.

(55) In respect of any of the following matters, the listed officers of the University are authorised to impose a limit on the number of persons who may in any year:

Activity	Authorised Officers
be admitted to a program (and in such circumstances, may also determine the manner of selection of those persons to be admitted to a program)	Deputy Vice-Chancellor (Academic) for enabling, undergraduate and postgraduate coursework awards Senior Deputy Vice-Chancellor (Research and Innovation) for research awards
be enrolled in a course (and where entry to a course is to be restricted, may determine the manner of selection of those persons to be enrolled)	Head of School (limited to area of responsibility)
be enrolled at a particular location or in a mode of study (and where enrolment to a particular location or mode is to be restricted, may determine the manner of selection of those persons to be enrolled)	Deputy Vice-Chancellor (Academic) for enabling, undergraduate and postgraduate coursework awards Senior Deputy Vice-Chancellor (Research and Innovation) for research awards
be enrolled as either full-time or part-time students (and where enrolment load is to be restricted, may determine the manner of selection of those persons to be enrolled)	Deputy Vice-Chancellor (Academic) for enabling, undergraduate and postgraduate coursework awards Senior Deputy Vice-Chancellor (Research and Innovation) for research awards

## Fees

(56) Council, in accordance with the [University of Newcastle Act 1989 \(NSW\)](#), is authorised to impose fees, charges and fines and will also set the tuition fee principles and fee limits.

(57) The Vice-Chancellor is authorised, on behalf of Council, and in accordance with the principles and fee limits set by Council, to:

- a. approve or alter any tuition fees; and
- b. approve or alter any miscellaneous fees and charges.

(58) In respect of tuition fees or miscellaneous fees and charges owed to the University of Newcastle by the student, authorised officers of the University may under appropriate circumstances, defer, waive, reduce or refund fees and charges, to permit the admission or continued enrolment of a student. The fee types and limits are outlined in the University's Delegations Policy.

(59) The Academic Registrar is authorised to set the due date for fees and charges.

(60) Students must pay any prescribed fees for the program and/or course(s) to the University or its partner organisation by the due date. Failure to pay the fees due by the due date in the relevant term may result in an inability to enrol or cancellation of enrolment.

(61) Where a student has received approval to undertake a postgraduate course as part of an undergraduate program, the usual undergraduate course fee for the academic subject area, will apply.

### **Suspension or termination of Admission or Enrolment**

(62) The Deputy Vice-Chancellor (Academic), Academic Registrar or, in the case of research higher degrees, the Research Training Sub-Committee, are authorised to determine the appropriate course of action when grounds for review (Clause 63) have been identified. These may include but will not be limited to:

- a. withdrawal of offer of admission;
- b. suspension of admission or enrolment; and
- c. termination of admission or enrolment

(63) Grounds for review:

- a. failing to accept their offer of admission by the date specified;
- b. having supplied false information, false or falsified documentation to the University or a third party. This may result in disciplinary action under the Student Conduct Rule.
- c. not complying with the Terms and Conditions of Admission and/or the Terms and Conditions of Enrolment and/or the Terms and Conditions of Computing.
- d. failing to pay fees and charges payable to the University or partner institution;
- e. is found guilty of misconduct and is excluded/dismissed on grounds listed in the Student Conduct Rule;
- f. is suspended or excluded under the Academic Progression provisions;
- g. failing to enrol or re-enrol by the date specified;
- h. exceeding the maximum time for obtaining an award; or
- i. international students studying in Australia, who have not completed in the minimum time as stated on their Confirmation of Enrolment and do not have a valid compassionate or compelling circumstance or have not participated in a registered intervention strategy, may not be permitted to continue their studies as the University reserves the right to refuse a Confirmation of Enrolment extension application.

### **Relaxing Provision**

(64) To provide for exceptional circumstances arising in any particular case, the Chancellor and Vice-Chancellor, on the recommendation of a Deputy Vice-Chancellor may relax any provision of this Rule.





## Status and Details

<b>Status</b>	Historic
<b>Effective Date</b>	11th December 2015
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<b>Approval Authority</b>	University Council
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<b>Responsible Executive</b>	Mark Hoffman Deputy Vice-Chancellor (Academic) and Vice President
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