



University of
South Australia

Enrolment

POLICY NO: A-48.10

DATE OF APPROVAL: November 2004

AMENDMENTS:

- Director: Student and Academic Services – December 2004
- Director: Student and Academic Services – 8 June 2005
- Academic Board – 25 November 2005
- Director: Student and Academic Services – 14 March 2006
- Director: Student and Academic Services – 1 July 2006
- Director: Student and Academic Services – March 2008
- Director: Student and Academic Services – November 2008
- Director: Student and Academic Services – January 2009
- Director: Student and Academic Services – November 2009
- Director: Student and Academic Services – 4 January 2011
- Director: Student and Academic Services – January 2012

REFERENCE AUTHORITY: Director: Student and Academic Services

CROSS REFERENCES:

- *Higher Education Support Act 2003*
- *Health Practitioner Regulation National Law* (the National Law)
- *Occupational Therapy Practice Act 2005* (SA)
- *Education Services for Overseas Students (ESOS) Act 2000*
- *Migration Regulations 1994*
- *National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007* (The National Code 2007)
- A-13: Recognition of prior learning
- A-18: Selection and entry to programs
- A-36: Student mobility
- A-46: Confidentiality of students' personal information
- A-47: Student fees and loans
- C-17: Student grievances resolution
- RES 10: Higher degrees by research

CONTENTS:

Preamble

Definitions

1. General principles
2. Responsibilities
3. Types of enrolment
4. Amendment to enrolment
5. Leave of absence
6. Withdrawal and cancellation of enrolment

7. Requirements specific to international students

Preamble

This policy outlines the responsibilities of the University of South Australia and students in meeting obligations and requirements for enrolling in courses and programs at the University.

The policy describes:

- the requirements and process of enrolment
- the different types of enrolment available at the University of South Australia
- the requirements of, and process for, making changes to enrolment, taking leave, or withdrawing from or cancelling courses and/or programs

The policy also outlines specific provisions for international students studying in Australia on a student visa as required by the [National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007 \(The National Code 2007\)](#), including the requirement to complete within the duration of the program, extension to program duration, and transfer between registered providers.

Definitions

The Act

The *Higher Education Support Act (HESA) 2003*, and *Ministerial Guidelines and Regulations* issued under its authority.

Census date

The census date is the date within each study period by which a student's enrolment must be finalised and applicable fees and charges are incurred. It is the last day on which a student can withdraw from a course and have it deleted from their academic record.

Commonwealth supported place

A Commonwealth supported place (CSP) is a higher education place for which the Commonwealth makes a financial contribution under the Act. Domestic undergraduate places at the University are generally Commonwealth supported. Postgraduate coursework places can be offered on a full fee-paying basis or as Commonwealth supported places.

Commonwealth supported student

A Commonwealth supported student is eligible for and enrolled in a Commonwealth supported place. To be eligible for a Commonwealth supported place, a student must be a domestic student as defined in this policy, and in the case of holders of an Australian permanent visa and New Zealand citizens, must be resident in Australia for the duration of their studies. Commonwealth supported students do not pay tuition fees, but instead are charged a student contribution amount towards the cost of their program.

Confirmation of Enrolment

The Confirmation of Enrolment (CoE) is a form issued by the University to international students studying in Australia on a student visa, for student visa purposes.

Corequisite

A course which must be completed prior to, or studied concurrently with, another course. Corequisites are listed on the course home page. See also 'prerequisite'.

DEEWR

Department of Education, Employment and Workplace Relations (Commonwealth)

DIAC

Department of Immigration and Citizenship (Commonwealth)

Domestic students

Consistent with the Act, domestic students are Australian citizens, New Zealand citizens or holders of an Australian permanent visa.

Holders of an Australian permanent visa and New Zealand Citizens are required to be resident in Australia for the duration of their studies in order to be eligible for enrolment as a Commonwealth supported student (see definition of Commonwealth supported student).

Equivalent Full-Time Student Load (EFTSL)

This is the measure used by the Department of Education, Employment and Workplace Relations (DEEWR) under the Act to determine a student's enrolled load. In accordance with DEEWR requirements, the University sets a unit value for each of its courses. One 'EFTSL' is the amount of student load determined by the University to be equal to full-time load for one student for one year, and is expressed at the University as 36 units.

Enabling program

An enabling program (e.g. a foundation year) is defined under the Act as a course of instruction that enables a person to subsequently undertake a program leading to a higher education award. An enabling program cannot be a higher education award program in and of itself.

Enrolled student

A student who has approved leave or load recorded on the student record system against a program, or on a single course basis, at the census date of at least one study period in an academic year.

Exempt student

As defined in the Act, exempt students are exempt from the payment of student contribution amounts or tuition fees for specified courses. Courses for which students are exempt are those:

- a. consisting wholly of unsupported work experience in industry (WEI) (see clause 3.7)
- b. that form part of the requirements of a program for which the student has been awarded an exemption scholarship
- c. for which the student has been awarded a Merit Based Equity Scholarship (a form of scholarship issued prior to 2000)
- d. for which a higher degree by research student is in a Research Training Scheme place
- e. for which a higher degree by research student is receiving a fee-relief scholarship.

Expected completion date

The date by which a student intends to finish their award. If a student's circumstances change while studying, they can return to myEnrolment and change the date.

Expected duration

The duration of the program as registered with the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS), and specified on the student's Confirmation of Enrolment. For the University's purposes, the expected duration will be based on the calendar year.

Full-time load

The standard annual full-time load is 36 units or 1.0 EFTSL (Equivalent Full-Time Student Load). A student undertaking at least 75% of a full-time load for the academic year will be full-time for that year. A student who is undertaking at least 75% of a full-time load, for either the first half or second half of the year, will be full-time for that half year.

Full-time student

In accordance with the Department of Education, Employment and Workplace Relations, a full-time student is undertaking at least 75% of a full-time load in an academic program. The normal annual full-time load is 36 units.

HDR

Higher degree by research.

International student

Students who are not domestic students as defined in this policy. It includes students who are in Australia on a temporary visa (including a temporary protection visa) and are studying in Australia, or studying overseas via online or distance education (but not studying as part of a program offered with an offshore partner).

myEnrolment

The online system used by onshore students to enrol in coursework courses.

Package of programs

This is where a prerequisite program is combined with a principal program of study. For example, students may need to undertake an English language program and/or another prerequisite program to meet the entry requirements for a principal program.

Pathway provider

A registered provider that delivers a prerequisite program which enables the student to meet the University's entry requirements

Preliminary or qualifying program

A preliminary or qualifying program is defined in the Act as any higher education award program that is an entry requirement for a subsequent award program at the same level (where level refers to undergraduate or postgraduate). Preliminary or qualifying programs include:

- a. Bachelor programs that are an entry requirement for a subsequent graduate-entry Bachelor or Honours program
- b. Diploma programs that are an entry requirement for a subsequent Bachelor program
- c. Graduate Diploma and Graduate Certificate programs that are an entry requirement for a subsequent Masters program.

An honours program is not a preliminary or qualifying program for a postgraduate program because it is classified as an undergraduate program and is therefore considered to be at a different level for the purposes of this definition.

Prerequisite

A course or group of courses which must be completed with a pass grade prior to commencement of the advanced or later year course. Prerequisites are listed on the course home page. See also 'corequisite'.

Single course enrolment

Single course enrolment refers to either non-award enrolment or audit enrolment, both of which are defined in this policy.

The Transition Act

The Higher Education Support (Transitional Provisions and Consequential Amendments) Act 2003, and Ministerial Guidelines and Regulations issued under its authority.

Offshore student

An offshore student is one who is studying a UniSA program in an offshore location under a collaborative agreement with a partner organisation, business or educational institution.

1. General Principles

1.1 Every student undertaking a program of study at the University must be enrolled before commencing that program of study.

1.2 An enrolled student remains enrolled until:

- a. the student notifies the University of their withdrawal from the program, or is deemed to have withdrawn in accordance with clause 6 of this policy, or
- b. the student is precluded from completing their studies or suspended from the University in accordance with this policy or any other university policy, statute or by-law, or
- c. the higher degree by research student has submitted their thesis for examination, or
- d. the student has completed their program of study.

1.3 The University will not enrol Australian citizens in offshore programs.

1.4 Student registration

- a. Students who have received an offer to study in a program which is subject to student registration requirements with a registration board must be registered with the relevant registration board for the duration of the program. A student in a program leading to professional registration may not remain active in the program (even if not enrolled in courses) in any year without a current student registration. This includes students on leave from their program.
- b. Students without a current student registration will have their enrolment in the program cancelled.
- c. See clause 6.6 for non-compliance with these requirements.

1.5 Limited or provisional registration

Students enrolled in a postgraduate program subject to provisional or limited registration under the National Law, must hold the relevant registration in order to undertake a placement. In some programs, limited or provisional registration may be an entry requirement to the program.

1.6 The internal transfer of students between programs will be in accordance with the University's entry requirements as specified in policy *A-18: Selection and Entry to Programs* and the *Academic Regulations for Higher Degrees by Research* for higher degree by research students.

1.7 Each course taught at the University has three critical dates attached to it (a census date, withdraw date and withdraw-fail date - see Definitions and clause 6.2). Critical dates that fall on a public holiday or weekend will remain in effect and will not be altered to a different date. Online transactions completed on those days (withdrawals and/or payments) will take effect from the actual date on which they were made. All critical dates are published by the University and are available at <http://www.unisa.edu.au/future/study/keydates.asp>.

1.8 Students are entitled to apply for leave of absence from their program for specified periods, in accordance with conditions set out in clause 5 of this policy. Higher degree by research students are entitled to apply for leave of absence in accordance with the *Academic Regulations for Higher Degrees by Research*.

1.9 Commonwealth supported students admitted to a program are not eligible to receive Commonwealth support for courses that do not contribute to their program requirements, but may enrol as non-award students for such courses. Commonwealth supported students who enrol in a course in addition to their program requirements without applying to do so as non-award students will have Commonwealth support reversed for that course and will have their enrolment amended to non-award and be charged the non-award tuition fee.

1.10 Tuition fee-paying domestic and international students who are admitted to a program of the University may enrol in courses in addition to their program requirements. In these instances the enrolment will be part of the student's program enrolment (not a non-award enrolment) and the student will be charged the pro-rata program tuition fee for the course, not the non-award fee.

- 1.11 A student who is precluded from a program will not be permitted to enrol as a non-award student in a course that forms part of that program.
- 1.12 Once an award student has passed a course, regardless of their final grade, they are not permitted to re-enrol in the same (or equivalent replacement) course as part of that award program. Students who enrol in the same course twice (having passed the first attempt) will have that course enrolment cancelled and be refunded any fees or charges incurred for that course.
- 1.13 Students who fail to pay their fees and charges by the due date may have their enrolment in future study periods cancelled. In accordance with University of South Australia Statute 6, a student will not be permitted to re-enrol in the following academic year, be issued with a Confirmation of Enrolment, obtain an academic transcript, or graduate until all outstanding fees and charges from the current year are repaid.
- 1.14 The provision of any forged or false documents, statements or claims in support of any claim in relation to a student's enrolment in a course or program of study at the University of South Australia is serious academic misconduct which can result in suspension or expulsion from the University. It is also a criminal offence.
- 1.15 All types of enrolment will be managed in accordance with clause 3 below.

2. Responsibilities

2.1 University's responsibilities

- 2.1.1 To ensure that clear and accurate information, specifying the requirements for every program, is available to every student.
- 2.1.2 In the case of international students, to identify the program in which the student is to be enrolled and any conditions on his or her enrolment, via a written agreement.
- 2.1.3 In the case of students enrolled in a program of study subject to student registration requirements under the *Health Practitioner Regulation National Law* or a State health practitioner Act:
 - a. to provide the relevant National Board with particulars of all students undertaking an approved program of study that qualifies them for general registration under the National Law [s88(2)]
 - b. to provide written notice of the registration to the student, in accordance with the National Law [s89(5)]
(For students enrolling in occupational therapy, please refer to registration requirements in clause 2.2.5 b.)
 - c. where a student withdraws from the program, to notify the National Board of a student's withdrawal from an approved program of study, in accordance with the National Law [s93(2)]
 - d. to cancel the enrolment of any student whose student registration is refused or removed by a registration board.
- 2.1.4 To provide an accessible online enrolment and student record system that enables students to enrol in courses, amend their enrolment and provide and amend student personal information, within the specified timelines set out in the University's academic calendar.
- 2.1.5 To ensure that every student signs (electronically or on paper) the student declaration. (See clause 2.2.2 below.)
- 2.1.6 To provide an alternate method of enrolment and student personal information collection and amendment for those students who cannot access electronic resources.

- 2.1.7 To enrol offshore students, higher degree by research students and students without access to online services into the student record system, following completion of paper enrolment forms (for coursework students) or automatically for higher degree by research students.
- 2.1.8 To correct any enrolment or student record errors made by the University, and ensure that, where possible, a student is not disadvantaged by such an error.

2.2. Students' responsibilities

- 2.2.1 In the case of domestic and international students admitted to a coursework program, to enrol online. If a student is unable to access electronic resources, they must register with Campus Central and the University will ensure that they can enrol using a paper enrolment form and are provided with information equivalent to that available online.
- 2.2.2 To sign the student declaration whereby a student acknowledges their responsibilities in managing their enrolment and the University's role in protecting student information. Specifically, the student declaration includes the requirement for students to:
- ensure their enrolments meet the program requirements. This includes not enrolling in courses that do not count towards the program.
 - successfully complete required corequisites and prerequisites, and enrol in courses that meet their program requirements. For higher degree by research students, provide the necessary documentation (including making satisfactory progress against agreed milestones) to enable staff to update their enrolment. Failure to comply with any of these conditions may result in cancellation of enrolment.
 - amend their enrolment by the critical dates referred to in clauses 1.7 and pay any fees or charges that are incurred as a result of their enrolment by the due date specified on the invoice.
 - provide the University with permission to test any work submitted, using text comparison software, for instances of plagiarism. This will involve the University or its contractor copying the student's work and storing it on a database to be used in future to test work submitted by others. Students will be reminded of this requirement each time they submit any academic work. Further information on this matter can be obtained from the Learning & Teaching Unit.
Note: in instances where the student does not own the work, or there are national security concerns (e.g. students completing a project in an employer-reserved Masters program), the assessment tasks can be excluded from testing via the text comparison software.
 - provide the University with permission to release student personal information obtained by the University in accordance with policy [A-46: Confidentiality of students' personal information](#).
- 2.2.3 To successfully complete within the expected completion date/duration of the program.
- 2.2.4 In the case of international students studying in Australia on a student visa, to ensure that they do not enrol in more than 25 percent of their total program by distance and/or online mode of study, in accordance with The National Code 2007.
- 2.2.5 In the case of students wishing to enrol in a program which requires student registration with a National or State registration board:
- to understand and fully comply with all the requirements of the relevant registration board
 - for students enrolling in occupational therapy, to apply for registration to the State Occupational Therapy Board prior to enrolling in the program,
 - for students withdrawing from occupational therapy, to notify the State Occupational Therapy Board of the withdrawal
 - to notify the National Board of any offences, convictions or suspensions or cancellations of registration, in accordance with s130 the National Law.

- e. to immediately notify the University when notified by a registration board of any suspension or change to the conditions of registration

See clauses 6.5 and 6.6 for non-compliance with these requirements

2.2.6 To provide accurate and complete information to the University during the application and enrolment process. To update student personal information as and when it changes, including any change of address. International students should note that this is a visa requirement.

2.2.7 To correct any enrolment or student record errors within 14 days of the issuance of the relevant notice e.g. Commonwealth Assistance Notice or Enrolment Confirmation Notice.

3. Types of Enrolment

3.1 Students may enrol in courses at the University:

- a. as part of a program of the University to which they have been admitted
- b. as part of a program of another Australian university, through a cross-institutional arrangement
- c. as part of a program of an overseas university, through an exchange agreement
- d. as part of a program of an overseas university, through a study abroad arrangement
- e. on a single-course basis, as a non-award student
- f. on a single-course basis, as an audit student.

The various types of enrolment at the University are outlined below.

3.2 Non-award enrolment

3.2.1 Non-award enrolment is a type of single course enrolment where students enrol in one or more courses, but completion of the course does not count towards a program.

3.2.2 Assessment tasks must be completed and results for courses undertaken on a non-award basis will be recorded on the student record system and the student's transcript.

3.2.3 Non-award students:

- a. incur tuition fees and are not eligible for Commonwealth support
- b. are not required to satisfy any academic entrance requirements for the non-award course enrolment
- c. may not enrol in more than nine units in any study period, and may not normally complete courses totalling more than one quarter of the total units of any program.
- d. will have access to University information technology resources and will have automatic borrowing rights with the University library
- e. will be enrolled onto the student record system by University staff.

3.2.4 Non-award enrolment will be subject to the approval of the relevant Course Coordinator.

3.2.5 Courses undertaken on a non-award basis will not normally advantage an applicant in selection for admission to a program, but may be approved as credit towards the requirements of a program, at the discretion of the Program Director.

3.3 Audit enrolment

3.3.1 Audit enrolment is a type of single course enrolment in which attendance in a course is for information only. Audit students may attend lectures, but attendance at tutorials and practical sessions will be subject to the permission of the Course Coordinator. Completion of the course does not count towards a program.

3.3.2 Audit students do not complete assessment tasks and will have a grade of 'AU' recorded on the student record system and the student's transcript.

3.3.3 Audit students:

- a. incur tuition fees and are not eligible for Commonwealth support
- b. are not required to satisfy any academic entrance requirements for the audit course enrolment
- c. may enrol for more than one course in any study period
- d. will not have access to University information technology resources, and will not have automatic borrowing rights with the University Library
- e. will be enrolled onto the student record system by University staff.

3.3.4 Audit enrolment cannot be used to gain credit towards future enrolment in an award program.

3.4 Cross-institutional enrolment (incoming and outgoing)

3.4.1 Incoming cross-institutional enrolment means enrolment by a student in one or more UniSA courses that will be credited to their program at another registered provider (the 'home provider'), as agreed to by the University and the home provider. The University bears the cost of providing the course, and charges student contribution amounts or tuition fees. Incoming cross-institutional enrolments are included in the University's load calculations and reporting.

3.4.2 All incoming cross-institutional enrolments must contribute to the requirements of a student's program at the home provider, and must be authorised by both the home provider and the University.

3.4.3 For courses which require clinical or field placements, the Course Coordinator must confirm that a placement will be available for the student before approving an application to enrol in the course. Where the program has professional registration requirements (for example, student, limited or provisional registration), students applying to enrol in these courses will be required to provide evidence of the applicable registration with the relevant registration board.

3.4.4 Applications for incoming cross-institutional enrolment must be made on the appropriate form and lodged with Campus Central no later than two weeks prior to the commencement of teaching for the relevant study period. Late applications will be subject to approval by the relevant Course Coordinator.

3.4.5 Incoming cross-institutional students will be enrolled onto the student record system by University staff.

3.4.6 Outgoing cross-institutional enrolment means enrolment by a University of South Australia student in one or more courses at another registered provider (the 'host provider') that will be credited to their program at the University, as agreed to by the University and the host provider. Outgoing cross-institutional enrolments are recorded and reported by the host provider.

3.4.7 Outgoing cross-institutional students seeking to enrol at another registered provider must have their application approved first by their Program Director, and then subsequently by the host provider. Following completion of their studies at the host provider, the student must apply for credit towards the University of South Australia program in which they are enrolled. Credit for cross-institutional study will not be graded and therefore does not contribute towards the calculation of a student's grade point average (GPA).

3.4.8 A student's status at their home provider will determine their status at the host provider. That is, students who are Commonwealth supported at their home provider will be Commonwealth supported at the University of South Australia. Similarly, fee-paying students at their home provider will be charged the relevant tuition fee for the cross-institutional course at the University of South Australia. Where a domestic undergraduate student is fee-paying at their home provider but fee-paying places for domestic undergraduate students are not available at the University of South Australia, the student

will be enrolled either as a Commonwealth supported student (if they are eligible and they consent) or they will be enrolled as a non-award student.

- 3.4.9 A student can only be enrolled as a Commonwealth supported student for a cross-institutional course if the student's home and host provider are both universities. Where this is not the case, the student will be enrolled either as a non-award student or as defined by a contract between the two registered providers.
- 3.4.10 International students wishing to enrol on a cross-institutional basis must ensure that any relevant visa requirements are met.
- 3.4.11 International students must be enrolled in at least one internal course in every study period at the University before enrolling in any cross-institutional study with another registered provider.

3.5 Exchange enrolment

- 3.5.1 Exchange enrolments are reciprocal arrangements which enable students from the University of South Australia and from an overseas registered provider to exchange places for a short period of study (usually one study period) while continuing to pay fees at their home provider. Incoming and outgoing exchange students do not pay tuition at the provider they are visiting. Arrangements for exchange enrolments will be in accordance with the University policy [A-36: Student mobility](#)

3.6 Study abroad enrolment

- 3.6.1 Study abroad enrolments are individual arrangements to study at an overseas institution for one or more periods of study, without a reciprocal exchange.
- 3.6.2 **Incoming study abroad** students are international students who choose to study at the University of South Australia while enrolled in an award program at an overseas institution. These students are charged international tuition fees by the University of South Australia.
- 3.6.3 **Outgoing study abroad** students are enrolled University of South Australia students who undertake a short-term enrolment at an overseas institution that is not part of an exchange program. Outgoing study abroad students are charged fees by the institution they are visiting and not by the University of South Australia for the equivalent period.
- 3.6.4 Incoming and outgoing study abroad students must be enrolled in a minimum of 13.5 units in either Study Period 2 or Study Period 5 (i.e. per half year). The maximum number of units allowed in either Study Period 2 or Study Period 5 (i.e. per half year) is 18 units, with a maximum of 36 units per academic year.

3.7 Enrolment in Work Experience in Industry (WEI) courses

- 3.7.1 In accordance with the Act, student load calculation will not include courses consisting wholly of Work Experience in Industry (WEI). Clauses 3.7.2 – 3.7.4 below set out the considerations which apply in determining whether a course is a WEI course.
- 3.7.2 Courses that involve industry components in which the University directs learning and performance are **not deemed to be WEI courses**. Students will be charged tuition fees or a student contribution amount for such courses. The University is deemed to be directing learning if all of the following are performed by University staff or persons engaged on behalf of the University:
 - a. ongoing and regular input and contact with students
 - b. oversight and direction of work during their performance
 - c. definition and management of the implementation of educational content and course objectives
 - d. definition and management of the assessment of student learning and performance

- e. definition and management of the standard of learning and performance to be achieved by the student during the industry placement.

3.7.3 Courses that involve industry components, in which learning and performance are supported but not directed by the University, are deemed to be **supported WEI courses**. Students may be charged tuition fees or a student contribution amount for such courses. Courses are deemed to be supported WEI courses if not all of the functions listed in clause 3.7.2 above are performed by University staff, or persons engaged on behalf of the University, but all of the following are performed by University staff, or persons engaged on behalf of the University:

- a. interaction between the supervisor and the student, which may include site visits
- b. organisation of student placements
- c. ongoing monitoring of student work and progress
- d. assessment of student learning and performance during the industry placement.

3.7.4 Courses that involve industry components, in which learning and performance are neither supported nor directed by the University, are deemed to be **unsupported WEI courses** (i.e. University staff, or persons engaged on behalf of the University do not perform all of the functions listed in clauses 3.7.2 or 3.7.3). Enrolments in such courses will not be included in calculating student load for Commonwealth Grant Scheme purposes. As such, students in these courses will not be charged tuition fees or a student contribution amount.

3.8 Combined Higher Education / Vocational Education and Training (VET) Program

3.8.1 A combined higher education/VET program is one in which a student is enrolled, either sequentially or concurrently, in courses that are accredited as part of a program leading to a higher education award, and courses that are accredited as part of a program leading to a VET award.

3.8.2 Students enrolled in courses accredited as part of a program leading to a higher education award in a combined higher education/VET program are considered students of the University, and are subject to the University's policies, statutes and by-laws governing that enrolment.

3.8.3 Students enrolled in courses accredited as part of a program leading to a VET award in a combined higher education/VET program are considered students of the VET provider, and are subject to the policies, statutes and by-laws governing that enrolment.

3.8.4 A student is not eligible to be Commonwealth supported, and is not eligible for FEE-HELP, while undertaking a course that is accredited as part of a program leading to a VET award, even if enrolled in a combined higher education/VET program.

3.9 Research enrolment

3.9.1 Research enrolment refers to student enrolment in a higher degree by research program, including PhD, Masters by Research and Professional Doctorate programs that contain more than 66% research.

3.9.2 Higher degree by research students will be enrolled onto the student record system by staff in the Graduate Studies office.

4. Amendment to Enrolment

4.1 Enrolments must be finalised by the census date for each study period, other than for students in a bridging program for overseas professionals. Students will be liable for the full tuition fee or student contribution amount (and any subsequent fees or charges) based on their enrolment load at the census date for each study period.

- 4.2 Amendment to enrolment after the census date will only be allowed in the following circumstances:
- a. post-census correction to enrolment as defined in the University policy [A-47:Student Fees and loans](#), or
 - b. special circumstances as defined in the University policy [A-47:Student Fees and loans](#), or
 - c. students who are enrolled in a bridging program for overseas professionals (e.g. the ARNTP program) are able to amend their enrolment up to and including their notified payment date.
- 4.3 Students cannot add a course to their enrolment for a study period beyond the Add Deadline (one per study period) without the written approval of the Course Coordinator on the relevant form.

5. Leave of Absence

- 5.1 The following clauses do not relate to higher degree by research students (HDR). The procedures for applications for leave of absence for HDR students will be in accordance with the [Academic Regulations for Higher Degrees by Research](#).
- 5.2 International and domestic students have the same entitlement to leave of absence; however, student visa conditions determined by the Department of Immigration and Citizenship (DIAC) may restrict the ability of international students to take advantage of the University's leave of absence provisions. Requirements specific to international students are outlined in clause 7 below.
- 5.3 A student who is enrolled in a program at the University and has attempted all the assessment components of at least one course may apply for leave of absence for up to 12 months from that program. For international students this will be subject to the requirements of their visa (see clause 7 below).
- 5.4 A student who is enrolled in a program which requires student registration with a registration board must maintain their registration with the relevant board while they are on leave of absence from the program. Non-compliance with this requirement will result in the student's enrolment in the program being cancelled (see clause 6.6).
- 5.5 Students on leave will continue to have access to University services such as student email and the Library as appropriate, and will be subject to the University's policies, statutes and by-laws governing that access.
- 5.6 Applications for leave of absence in a study period must be lodged before the withdrawal date for that study period (see clause 6). The end of the period of leave of absence must coincide with the end of a study period.
- 5.7 An application for an initial leave of absence of up to 12 months is to be made on the appropriate form and lodged with Campus Central for approval. Campus Central will notify the student of any known possible adverse consequences. Students will be notified of approved leave via the student portal and in writing.
- 5.8 In special circumstances and only as approved by the Program Director, leave of absence may be granted for:
- a. an extension to an initial period of leave beyond 12 consecutive months, or
 - b. a student who has not completed at least one course, or
 - c. applications for leave after the withdrawal date of that study period.

6. Withdrawal and cancellation of enrolment

6.1 Withdrawal prior to census date

- 6.1.1 Domestic students who withdraw on or before the census date do not incur tuition fees or student contribution amounts for that course. International and offshore students may incur fees for withdrawals, as set out in their letter of offer.

6.2 Withdrawal after census date

- 6.2.1 The **Withdraw date** (which is after the census date) is the last day on which a student can withdraw from a course and have it recorded as 'withdrawn' (W) on their academic record. The full cost of tuition fees and student contribution amounts is charged for all withdrawals made after the census date, including up to and after the withdraw date. A 'W' notation does not contribute towards the calculation of a student's grade point average (GPA).
- 6.2.2 The **Withdraw-fail date** (which is after the withdraw date) is the last day on which a student can withdraw from a course and have it recorded as 'withdraw-fail' (WF) on their academic record. Withdrawals made after the nominated withdraw-fail date are recorded as fail grades on the academic record and give no indication that the student withdrew rather than failed their assessment. The full cost of tuition fees and student contribution amounts is charged for all withdrawals made after the census date, including up to and after the withdraw-fail date. A 'WF' notation contributes a grade point of 1.5 towards the calculation of a student's grade point average (GPA).

- 6.3 Students who fail to enrol in a course by the census date and subsequently fail to correct their enrolment record within 14 days of the issuing of a Commonwealth Assistance Notice (for Commonwealth supported or assisted students) or an Enrolment Confirmation Notice (for all other students) will not have a result recorded against that course despite any attempt at assessment. Students wishing to undertake the course and have a grade recorded will be required to enrol in that course in a future study period.

6.4 Deemed withdrawal

- 6.4.1 A **commencing student** must enrol in and receive a grade (including WF, but not a W) for at least one course required for that program within their first study period, or have leave approved under the special provisions of clause 5.8 of this policy. A commencing student who fails to enrol, or withdraws without penalty, or who fails to have leave approved, is deemed to have withdrawn from that program.
- 6.4.2 **Continuing students** who have neither enrolment load at any census date within two successive academic years, nor leave approved for any period of study within the same academic years, will be deemed to have withdrawn from that program.
- 6.4.3 A student who is deemed to have withdrawn from their program has discontinued their enrolment under the Act.
- 6.4.4 A student has also discontinued their enrolment if they have completed a program, unless that program is an enabling program, or a preliminary or qualifying program.
- 6.4.5 A student who takes leave of absence or an extension of leave of absence without approval from the Program Director, or who actively terminates their program/s of study, is deemed by the University to have withdrawn from their studies, and therefore to have discontinued their enrolment under the Act.
- 6.4.6 A student who is deemed to have withdrawn from their program, and therefore to have discontinued their enrolment under the Act will have their student record annotated accordingly. The student will be required to re-apply for admission if they subsequently wish to resume study.

- 6.4.7 In special circumstances, and only as approved by the relevant Division Director:
- a. a period of approved leave may be granted retrospectively, therefore extending the time before which a student is deemed to have withdrawn
 - b. program withdrawal may be reversed.

6.4.8 Where appropriate, the University will advise students choosing to withdraw from a program that they will also be deemed to have discontinued their enrolment under the Act. The consequences of discontinuing their enrolment will also be explained.

6.5 Where a student withdraws, or is deemed to have withdrawn, from a program which requires student registration with a registration board both the student and the University have certain reporting responsibilities. (See clauses 2.1.3 and 2.2.5.)

6.6 Cancellation of enrolment in programs which require student registration with a registration board

6.6.1 Students enrolling in a program which requires student registration with a registration board must fully comply with all the requirements of the relevant registration board. Non-compliance will result in the student's enrolment in the program being cancelled. (See clause 2.2.5.)

6.6.2 A student may appeal the University's decision to cancel their enrolment in the program, provided that the registration process has commenced, and the board has confirmed that the registration is likely to be successful. The appeal should be made in writing to the Division Director within five working days from the date specified in the letter notifying the student of the cancellation of their enrolment. The letter should outline the extenuating circumstances which prevented the student from being aware of the registration board requirements.

6.6.3 Where an appeal against the University's decision to cancel a student's enrolment is successful, the student will only be re-instated after the registration board has confirmed that the student's registration has been achieved.

6.6.4 Where an appeal against the University's decision to cancel a student's enrolment is not successful, or despite a successful appeal, student registration with the registration board is not achieved, the student will need to re-apply through SATAC for admission into the program in the following year.

6.7 Cancellation of student registration by a registration board

6.7.1 Where a registration board suspends a student's registration, refuses initial registration, or for any other reason the student does not hold student registration with a board, the University will cancel that student's enrolment in the program. The student may appeal the decision to cancel their student registration status in accordance with the relevant legislation (i.e. the National Law and *Occupational Therapy Practice Act 2005*). Re-enrolment or reinstatement in the program will be contingent on student registration being achieved.

6.7.2 Where student registration is cancelled, the University may offer the student enrolment in another program for which registration is not required, provided that a place is available and the student meets that program's entry requirements.

7. Requirements specific to international students

The following clauses only apply to international students studying in Australia on a student visa, in accordance with the National Code 2007.

7.1 International students must enrol in accordance with their study plan. Failure to do so will result in the University cancelling the Confirmation of Enrolment (CoE), which may affect the student's visa.

7.2 Completion within program duration

- 7.2.1 International students are required to complete their study within the expected duration of the program, as specified on their CoE.
- 7.2.2 International students may enrol in online and/or distance modes of study; however the online and/or distance component may not exceed 25% of the student's total program. Students who exceed 25% of their total enrolment in online and/or distance mode will have their CoE cancelled, which may affect the student's visa.
- 7.2.3 International students must be enrolled in at least one course which requires attendance at a university campus in each study period. Failure to do so will result in the University cancelling the CoE, which may affect the student's visa.
- 7.2.4 Where an international student has only one course remaining to complete their program, and that course is available by distance or online mode of study, the student may choose to return to their home country and complete the final course by distance or online study. Where this occurs, the University will cancel the CoE, which may affect the student's visa.

7.3 Extension to program duration

- 7.3.1 An extension to the duration of an international student's program, as specified on the student's CoE, must be approved by the Program Director and will only be considered on the grounds of:
- compassionate or compelling circumstances (e.g. illness where a medical certificate states that the student was unable to attend classes, or where the registered provider was unable to offer a prerequisite unit), or
 - an outcome of academic review in accordance with Section 10 of the University's *Assessment Policies and Procedures Manual*, or
 - an approved leave of absence (see clause 7.5: Leave of Absence for international students, or the [Academic Regulations for Higher Degrees by Research](#) for higher degree by research students), or
 - failure of the final course/s in the final study period or failure of occasional courses throughout the program.
- 7.3.2 Where an extension to the duration of a student's program has been granted under clause 7.3.1 above, a record of the variation and the reasons for the variation will be recorded on the student's file.
- 7.3.3 Where an extension to the duration of a student's program has been granted, the University will issue a new CoE and notify DIAC of the approved variation.
- 7.3.4 Where a student does not complete within the duration of the student's program as specified on the CoE, and an extension has not been approved, the University will not issue a new CoE.

7.4 Transfer between registered providers

- 7.4.1 In accordance with The National Code 2007, international students are not permitted to transfer between providers prior to completing six months of their principal program of study except where:
- the original registered provider has ceased to be registered or the program of study in which the student is enrolled has ceased to be registered on the Commonwealth Register of Institutions and Courses for Overseas students (CRICOS), or
 - the original registered provider has provided a written letter of release, or
 - the original registered provider has had a sanction imposed on its registration by the Australian Government or state or territory government that prevents the student from continuing his or her principal program of study, or
 - any government sponsor of the student considers the change to be in the student's best interest and has provided written support for that change.

7.4.2 Grounds for transfer

- a. In addition to the circumstances in which transfer between providers is permitted, as set out in clause 7.4.1 above, the University will consider granting a letter of release, as supported by documentary evidence, where:
 - i. the student is unlikely to succeed in their program of study, notwithstanding support strategies implemented by the University, as supported by the Program Director, or
 - ii. the transfer will not be to the detriment of the student or their future studies (such as where the intended program of study will not provide adequate preparation for further study, or where it does not meet the University's entry requirements), or
 - iii. a student has a package offer and does not complete a prerequisite course, or
 - iv. it is in the interests of the student's welfare, such as where a relative relocates and the student remaining alone in Adelaide is not an option, or
 - v. there are compassionate and compelling circumstances.
- b. Where there are grounds for granting a transfer as set out in clauses 7.4.1 and 7.4.2 a above, a transfer will only be granted where:
 - i. a student has a valid offer from the receiving provider, and
 - ii. where the student is under 18:
 - the student has provided written confirmation that their parent or legal guardian supports the transfer, and
 - the receiving provider has provided written confirmation that they will accept responsibility for approving the student's accommodation, support and general welfare arrangements.

7.4.3 Grounds for refusal

- a. A request for transfer will be refused and a letter of release will not be granted to a student where:
 - i. the transfer may jeopardise the student's progression through a package of programs (i.e. where students may need to undertake an English language program and/or another prerequisite program to meet the entry requirements for a principal program of study at the University of South Australia), or
 - ii. the commencement date on the letter of offer from the transferring provider has passed (i.e. after the program of study into which the student wishes to transfer has already begun), or
 - iii. the student wishes to transfer to another sector (e.g. VET) or another level (e.g. from Bachelor to Diploma), or
 - iv. the student has changed their mind, or
 - v. the University is of the view that the student is trying to avoid being reported to DIAC for failure to meet the pathway provider's academic progression rules.

7.4.4 Lodgement of request

- a. A request to transfer from the University to another provider is to be lodged with the Director: UniSA International, together with the following documentation:
 - i. a written statement detailing the reasons for their request to transfer to another provider and how the student will benefit from the transfer, supported by documentary evidence,
 - ii. a copy of the offer letter from the other provider confirming that the student has been accepted, and
 - iii. if the student is under 18 years of age, written confirmation that the student's parent/legal guardian, or the registered provider who has with responsibility for the student under the *Migration Regulations* 1994, supports the transfer.
- b. The Director: UniSA International will assess the request within 10 working days of receiving the application.

7.4.5 Request approved

- a. Where the University approves a transfer to another registered provider, a letter of release will be issued at no cost to the student and the CoE will be cancelled. The letter of release will refer the student to DIAC to seek advice on whether a new visa is required.
- b. Where the University approves a transfer to another registered provider, any refund of program fees paid to the University will be made in accordance with the University's refund policy outlined in the University policy [A-47: Student Fees and loans](#), and [Guidelines on payment and refund of fees for International students](#).
- c. A copy of the letter of release will be retained on the student file.

7.4.6 Request refused

- a. Where a request for transfer is refused, the student will be advised in writing of this decision, the reasons for the decision and of the student's right of appeal.
- b. A copy of this advice will be retained on the student file.

7.4.7 Appeals

- a. A student who is dissatisfied with the decision to refuse a request for transfer may lodge a written appeal to the Director: Student and Academic Services within 20 working days of the date specified in the letter notifying the student of the decision. Such appeals must be supported by relevant documentary evidence.
- b. The Director: Student and Academic Services will review the decision to refuse the request for transfer within a reasonable timeframe, taking into account the length of the student's visa and the student's enrolment in future courses/or programs.
- c. The student will be advised of the outcome of the appeal in writing.
- d. The decision of the Director: Student and Academic Services is final and no further avenues of appeal exist within the University.
- e. Students have the right to appeal through external avenues which include but are not limited to:
 - i. the Office of the State Ombudsman
 - ii. the Office of the Training Advocate

Information about these organisations can be found on their respective websites.

7.5 Leave of absence for international students

- 7.5.1 In accordance with The National Code 2007, international students are not permitted to take leave of absence except on the grounds of 'compassionate or compelling circumstances' (i.e. circumstances that are beyond the control of the student and have an impact upon the student's academic progress or wellbeing), as supported by documentary evidence).

- 7.5.2 Examples of compassionate or compelling circumstances include, but are not limited to:
- a. serious illness or injury as supported by a medical certificate
 - b. bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided)
 - c. major political upheaval or natural disaster in the home country requiring emergency travel, which has impacted on the student's studies
 - d. where the University is unable to offer a prerequisite course
 - e. inability to begin studying on the program's commencement date due to a delay in receiving a student visa.
- 7.5.3. International students studying in Australia on a student visa wishing to take a leave of absence must complete a Leave of Absence form. The form must be signed by the student, the International Student Officer and the Program Director, and lodged with Campus Central along with supporting documentation.
- 7.5.4 A leave of absence may affect an international student's visa status, e.g. a student may be required to leave Australia during the leave of absence. International students seeking leave of absence are advised to contact the Learning and Teaching Unit in the first instance to ascertain any student visa implications.