



# **ADMISSION AND ENROLMENT MANUAL**

**(COURSEWORK STUDENTS)**

POLICY AND PROCEDURES

# Contents

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# INTRODUCTION

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## **ADMISSION AND ENROLMENT MANUAL (COURSEWORK STUDENTS)**

This manual is a compilation of policies and procedures relating to the admission and enrolment of coursework students at Curtin University.

The full title of the manual is *Admission and Enrolment Manual (Coursework Students) - Policy and Procedures*. It can be referred to and cited as the *Admission and Enrolment Manual*.

Upon approval, the *Admission and Enrolment Manual* rescinds and replaces the *Admission and Enrolment Manual (Coursework Students) – Consolidated Policies and Procedures*.

The commencement date for the policies and procedures in the *Admission and Enrolment Manual* will be 1 January 2017. Any future amendments or revisions by the appropriate approval authorities will be effective from the date of such approval.

## **APPROVAL DETAILS**

Endorsed: Academic Services Committee

Approved: Academic Board (Policy)

Chair, Academic Services Committee (Procedures)

# SCOPE OF POLICY AND PROCEDURES

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Refer to the individual policy and procedures for details regarding the scope.

# POLICY

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## ADMISSION AND ENROLMENT

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### 1. PURPOSE

To provide a framework for the admission and enrolment of coursework students at Curtin University.

### 2. POLICY STATEMENTS

- 2.1 Procedures for selecting applicants will be open, consistent, fair and transparent.
- 2.2 Selection for admission and enrolment will be based on merit and will comply with the relevant legislative requirements.
- 2.3 The University, when making decisions about admission and enrolment, may take into account the assessed educational disadvantage that a particular applicant has experienced.
- 2.4 The University may attach conditions to any offer of admission or enrolment.
- 2.5 Curtin's courses are delivered and assessed in the English language. Academic Board will approve the prescribed University-wide minimum standard of English competency requirements.
- 2.6 It is the responsibility of the student to check that their enrolment is correctly recorded on the student records system at all times, particularly prior to each census date.
- 2.7 Academic Board or any sub-committee with authorised responsibility will deal with admission and enrolment related issues in accordance with all applicable rules, including but not limited to Rule 4.1 of the *Enrolment Rules (General)* to *Statute 12 Enrolment*.
- 2.8 Subject to any legislative requirements, compliance with the University's policies and procedures regarding reasonable notice of changes to students, and the University's commitment to ensuring the availability of core units and other course requirements to enable course completion by students within allowable timeframes, the University reserves the right to:
  - impose limitations on admission to any course;
  - impose limitations on enrolment in any unit;
  - withdraw any unit or course which it offers or change the availability of a unit or course; and
  - make further decisions to limit admission and enrolment as detailed under the Curtin Act and relevant Statute and Rules.
- 2.9 Any power of the Academic Registrar in the policies and procedures contained within the *Admission and Enrolment Manual* may be provided to an authorised officer. (See relevant *Schedule of Authorisations*)
- 2.10 Appropriate complaint, grievance and appeal provisions will be available in respect of admission and enrolment decisions. If an applicant or student considers that they have been unfairly or improperly treated in respect of an admission or enrolment decision, they have the right to lodge a complaint.
- 2.11 Any student that is not satisfied with the result or conduct of any formal internal appeal process, may access an external right of complaint or appeal.

### **3. RESPONSIBILITY FOR IMPLEMENTATION, COMPLIANCE MONITORING, MEASURING AND CONTINUAL IMPROVEMENT**

These management positions are responsible for implementation and compliance monitoring of the policy in their work areas:

- Deputy Vice-Chancellor, Academic – Implementation and Compliance Monitoring, Measuring and Continual Improvement

### **4. SCOPE OF POLICY**

All categories of student admission and enrolment with the exception of:

- all pre-higher education admission and enrolment;
- admission and enrolment in research degrees;
- admission and enrolment in doctorates (including by coursework); and
- enrolment in units delivered via Open Universities Australia not leading to completion of an award course (unless otherwise specified).

### **5. DEFINITIONS**

*(Note: Commonly defined terms are located in the [Curtin Common Definitions](#). Any defined terms below are specific to this document)*

### **6. SUPPORTING PROCEDURES**

- University English Competency Requirement
- Admission
- Eligibility for Admission
- Selection for an Offer
- Authority to Make an Offer
- Acceptance of an Offer
- Conditional Offers
- Deferred Admission
- Changing Courses
- Special Consideration Admission
- Admission Consideration for Humanitarian Visa Holders
- Admission Appeals
- Enrolment
- Study Load
- Withdrawal
- Leave of Absence
- Cross-Institutional Enrolment
- Not for Degree Enrolment
- Degree by Incorporation
- Maintaining Continuity of Enrolment
- Enrolment Appeals
- Admission and Enrolment: Consideration for Elite Athletes
- Admission and Enrolment: Provision of False or Misleading Information
- Admission and Enrolment: Revocation, Cancellation and Refusal

### **7. RELATED DOCUMENTS/LINKS**

[Curtin University Act 1966 \(WA\)](#)

[Statute No. 10 – Student Disciplinary Statute](#)

[Statute No. 12 - Enrolment](#)

[Made Pursuant to Statute No. 12 - Enrolment Rules \(General\)](#)

[Higher Education Support Act \(2003\)](#)

[Higher Education Standards Framework \(Threshold Standards\) 2015](#)

[Education Services for Overseas Students \(ESOS\) Act](#)

[Competition and Consumer Act](#)

[Course Approval and Quality Manual](#)

<b>Policy Compliance Officer</b>	<a href="#">Jon Yorke</a> , Academic Registrar
<b>Policy Manager</b>	Deputy Vice-Chancellor, Academic
<b>Approval Authority</b>	Academic Board
<b>Review Date</b>	1 <sup>st</sup> April 2022

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New	Approved	25/11/2016	Academic Board	AB215/16	Attachment A to Item 11.3
	Administratively Updated	13/01/2017	Director, Legal and Compliance Services		Administrative changes to links

# PROCEDURES

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## UNIVERSITY ENGLISH COMPETENCY REQUIREMENT

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### 1. Legislation/Enterprise Agreement/Policy Supported

- 1.1 Admission and Enrolment Policy

### 2. Procedural Details

#### English Standard Equivalents (The English Standard List)

- 2.1 Qualifications from other institutions or results from alternative forms of English competency testing may be approved by the Academic Registrar, upon recommendation of the University Admissions Committee, as equivalent to the prescribed University English competency requirement. In assessing any qualification or test result for equivalence, the Academic Registrar will take into account the views of Curtin experts in English language testing appointed for this purpose by the Deputy Vice-Chancellor, Academic.
- 2.2 All equivalents will be published in a document titled the “Qualifications Accepted as Satisfying Curtin University’s Minimum English Entry Requirements”. This document is generally referred to as the ‘English Standard List’.
- 2.3 All approvals will be referred to the Academic Services Committee for noting at the next available meeting following approval.

#### Compliance with Minimum Standards

- 2.4 Individual Faculties or Schools may set minimum English competency requirements above the levels approved by Academic Board at their discretion, but are not permitted to allow entry at a lower level without approval of the Deputy Vice-Chancellor, Academic upon recommendation by the University Admissions Committee.

#### English Competency above Minimum Standards

- 2.5 The Faculty Pro Vice-Chancellor may approve English competency above the University minimum upon recommendation of the relevant Head of School. The approval will be finalised sufficiently in advance to enable all prospective students to be notified of the requirement and allow time for marketing and publicity materials to be adjusted to reflect the requirement.
- 2.6 All decisions on higher English competency requirements will be documented and a copy of the approval forwarded to the University Admissions Committee for noting.

#### English Competency below Minimum Standards

- 2.7 Upon recommendation of the University Admissions Committee, the Deputy Vice-Chancellor, Academic may approve admission of a student with an English competency below the minimum requirements.
- 2.8 Any admission for a student with English competency below the minimum requirement will require a full rationale and justification by the Faculty Pro Vice-Chancellor (or authorised officer). This will be provided to the Manager University Admission Centre at least one month before a decision is required on any individual student case. In exceptional circumstances, a shorter timeline may be agreed by the University Admissions Committee.
- 2.9 Requests will be referred to the University Admissions Committee who will make a recommendation to the Deputy Vice-Chancellor, Academic.

### 3. Definitions

- 3.1 Refer to Schedule 1 of this manual for relevant definitions.



#### 4. Scope of Procedures

- 4.1 All categories of student admission and enrolment with the exception of:
- all pre-higher education admission and enrolment;
  - admission and enrolment in research degrees;
  - admission and enrolment in doctorates (including by coursework); and
  - enrolment in units delivered via Open Universities Australia not leading to completion of an award course (unless otherwise specified).

#### 5. Related Documents/Links/Forms

5.1 [Credit for Recognised Learning Manual](#)

5.2 [Course Approval and Quality Manual](#)

<b>Policy Compliance Officer</b>	<a href="#">Jon Yorke</a> , Academic Registrar
<b>Policy Manager</b>	Deputy Vice-Chancellor, Academic
<b>Approval Authority</b>	Chair of the Academic Services Committee
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# ADMISSION

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## 1. Legislation/Enterprise Agreement/Policy Supported

- 1.1 Admission and Enrolment Policy

## 2. Procedural Details

### Specific (Inherent) Requirements

- 2.1 Students, staff and education counsellors will consider the specific requirements (mental, physical and emotional) for completing the course, prior to application or admission into that course.
- 2.2 The Head of School is responsible for defining and publishing in applicable documentation specific (inherent) requirements.

### Terminology

- 2.3 Students are **admitted** to a course and **enrol** in units that form part of a course.
- 2.4 Once admitted to a course, whilst not technically correct, it is common usage to refer to a student as being enrolled in the course.

### Domestic Students (UG and PG Coursework)

- 2.5 Applications for admission to an award course of the University will be made in accordance with processes and timelines approved and published by the Academic Registrar.

### International Students (UG and PG Coursework, Onshore and Partner)

- 2.6 Subject to compliance with any legislative or University policy and procedural requirements specified by the Academic Registrar, applications for admission to an award course of the University by International Onshore and Partner students (excluding Curtin Sarawak and Curtin Singapore) will be made in accordance with processes approved and published by the Deputy Vice-Chancellor, International.

### Curtin Sarawak

- 2.7 Subject to compliance with any legislative or University policy and procedural requirements specified by the Academic Registrar, applications for admission to an award course of the University at Curtin Sarawak will be made in accordance with processes approved and published by the Pro Vice-Chancellor, Curtin Sarawak in consultation with the Deputy Vice-Chancellor, International.

### Curtin Singapore

- 2.8 Subject to compliance with any legislative or University policy and procedural requirements specified by the Academic Registrar, applications for admission to an award course of the University at Curtin Singapore will be made in accordance with processes approved and published by the Pro Vice-Chancellor, Curtin Singapore in consultation with the Deputy Vice-Chancellor, International.

### Open Universities Australia (OUA) Domestic Students

- 2.9 Applications for admission to an award course of the University by domestic students studying through OUA will be made in accordance with processes approved and published by the Academic Registrar.

### Application Fee

- 2.10 Applications for admission may be subject to payment of an application fee.

### Summary of Approval Authorities

- 2.11 A summary of approval authorities for the functions associated with admission and offers is below.

Category	Set minimum English standards	Set Course eligibility standards	Approve Application Process	Assess individual applications ##	Select an Applicant for Offer ##	Make an Offer or provide authority ##
<b>DOMESTIC</b> UG	Academic Board	Faculty Pro Vice-Chancellor	Academic Registrar	Academic Registrar	Academic Registrar in consultation with Faculty Pro Vice-Chancellor /HoS as appropriate	Academic Registrar
<b>DOMESTIC</b> PG Coursework	Academic Board	Faculty Pro Vice-Chancellor	Academic Registrar	Faculty Pro Vice-Chancellor	Academic Registrar	Academic Registrar
<b>INTERNATIONAL</b> Onshore and Partner UG and PG Coursework entry (excluding Curtin Sarawak and Curtin Singapore)	Academic Board	Faculty Pro Vice-Chancellor	Deputy Vice-Chancellor International #	Deputy Vice-Chancellor International in consultation with Faculty Pro Vice-Chancellor /HoS as appropriate	Deputy Vice-Chancellor International in consultation with Faculty Pro Vice-Chancellor /HoS as appropriate	Deputy Vice-Chancellor International
<b>INTERNATIONAL</b> Curtin Sarawak UG and PG Coursework entry	Academic Board	Faculty Pro Vice-Chancellor	Pro Vice-Chancellor Curtin Sarawak in consultation with the Deputy Vice-Chancellor, International #	Deputy Vice-Chancellor International in consultation with Faculty Pro Vice-Chancellor /HoS as appropriate	Deputy Vice-Chancellor International in consultation with Faculty Pro Vice-Chancellor /HoS as appropriate	Deputy Vice-Chancellor International
<b>INTERNATIONAL</b> Curtin Singapore UG and PG Coursework entry	Academic Board	Faculty Pro Vice-Chancellor	Pro Vice-Chancellor Curtin Singapore in consultation with Deputy Vice-Chancellor International #	Deputy Vice-Chancellor International in consultation with Faculty Pro Vice-Chancellor /HoS as appropriate	Deputy Vice-Chancellor International in consultation with Faculty Pro Vice-Chancellor /HoS as appropriate	Deputy Vice-Chancellor International

*# Subject to compliance with any legislative or University policy and procedural requirements specified by the Academic Registrar.*

*## Or as authorised by relevant approval authority.*

2.12 Unless otherwise indicated, Faculty Pro Vice-Chancellor means relevant Pro Vice-Chancellor for the Faculty in which course exists. HoS means Head of School for the course. Conditional offers have the same approval authority as provided in the table at 2.11 above.

### 3. Definitions

3.1 Refer to Schedule 1 of this manual for relevant definitions.

### 4. Scope of Procedures

4.1 All categories of student admission or enrolment with the exception of:

- all pre-higher education admission and enrolment;
- admission and enrolment in research degrees;
- admission and enrolment in doctorates (including by coursework); and
- enrolment in units delivered via Open Universities Australia not leading to completion of an award course (unless otherwise specified).

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<b>Policy Manager</b>	Deputy Vice-Chancellor, Academic
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# ELIGIBILITY FOR ADMISSION

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## 1. Legislation/Enterprise Agreement/Policy Supported

- 1.1 Admission and Enrolment Policy
- 1.2 Course Approval and Quality Manual

## 2. Procedural Details

### Minimum Standard Admission Requirements

- 2.1 Minimum standards for admission to award courses of the University will be determined by Academic Board on the advice of the University Admissions Committee.
- 2.2 Minimum standards will comprise:
  - a prescribed minimum University English competency requirement ('minimum English standard'); and
  - prescribed minimum academic qualifications or results.
- 2.3 Minimum standards will be set separately for undergraduate and postgraduate coursework entry.
- 2.4 A range of qualifications have been assessed as equivalent to the approved University minimum English standard.

### Minimum Standard Lists

- 2.5 The Manager, University Admission Centre is responsible for maintaining a register of:
  - University English standard equivalents recorded on the 'English Standard List', "Qualifications Accepted as Satisfying Curtin University's Minimum English Entry Requirements"; and
  - University academic qualifications recorded on the 'Qualifications Standard List', "Qualifications Accepted as Meeting Minimum Eligibility Requirements for Undergraduate Study at Curtin University".

### Minimum Academic Qualifications for PG Coursework Entry

- 2.6 Subject to compliance with University-wide minimum standards, the relevant Faculty Pro Vice-Chancellor has responsibility for determining the acceptable minimum academic qualifications required for postgraduate coursework entry and these will be set in accordance with procedures outlined in the *Courses Approval and Quality Manual*.

### Further Academic Pre-Requisites

- 2.7 Individual courses may have specific pre-requisites over and above any University-wide minimum standards and these will be set in accordance with procedures outlined in the *Courses Approval and Quality Manual*.

### Publication of English Competency Requirements and Eligibility Requirements

- 2.8 Details of the University English competency requirement for undergraduate and postgraduate entry and the eligibility requirements specified for particular courses will be published on the University website and in relevant publications.

### Eligibility does not Constitute Selection

- 2.9 Eligibility for admission does not constitute selection for admission and does not guarantee an offer of a place in a course.

## 3. Definitions

- 3.1 Refer to Schedule 1 of this manual for relevant definitions.

#### 4. Scope of Procedures

4.1 All categories of student admission or enrolment with the exception of:

- all pre-higher education admission and enrolment;
- admission and enrolment in research degrees;
- admission and enrolment in doctorates (including by coursework); and
- enrolment in units delivered via Open Universities Australia not leading to completion of an award course (unless otherwise specified).

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# SELECTION FOR AN OFFER

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## 1. Legislation/Enterprise Agreement/Policy Supported

- 1.1 Admission and Enrolment Policy

## 2. Procedural Details

- 2.1 Only applicants who meet the prescribed minimum entry requirements may be selected for an offer of a place in an award course.

### Assessment of Merit

- 2.2 Unless otherwise approved by the relevant committee, and subject to any adjustment for special consideration, merit will be assessed using any or all of the following (but not limited to):

- the student's calculated or notional Australian Tertiary Admission Rank (ATAR) or equivalent;
- previous academic results;
- written submission;
- referee reports;
- portfolio presentation;
- interview; and
- Undergraduate Medicine and Health Sciences Admission Test (UMAT).

- 2.3 The particular minimum criteria to be used will be specified for each course.

### Selection into an Undergraduate Course (Domestic Students – Commonwealth Supported)

- 2.4 Applicants may be selected to receive an offer, in descending order of merit, until either:

- the available places in the course is reached (for example course quota); or
- (where applicable) the prescribed University minimum ATAR (eligibility score) or equivalent is reached.

- 2.5 Subject to the above provisions, the final decision on selection into a course rests with the Academic Registrar in consultation with the relevant Faculty Pro Vice-Chancellor.

### Selection into a Course – All Other Categories including postgraduate and International undergraduate and postgraduate, Onshore and Offshore

- 2.6 Applicants may be selected to receive an offer, in descending order of merit, until the limit of available places in the course is reached.

- 2.7 Subject to the above provisions, the final decision on selection into a course rests with the relevant authority.

- 2.8 Notwithstanding any of the provisions of this procedure, an applicant may be considered for conditional entry to a course.

## 3. Definitions

- 3.1 Refer to Schedule 1 of this manual for relevant definitions.

## 4. Scope of Procedures

- 4.1 All categories of student admission or enrolment with the exception of:

- all pre-higher education admission and enrolment;
- admission and enrolment in research degrees;

- admission and enrolment in doctorates (including by coursework); and
- enrolment in units delivered via Open Universities Australia not leading to completion of an award course (unless otherwise specified).

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# AUTHORITY TO MAKE AN OFFER

## 1. Legislation/Enterprise Agreement/Policy Supported

1.1 Admission and Enrolment Policy

## 2. Procedural Details

2.1 To be admitted to an award course, a student will be made a formal offer of a non-conditional place in the course.

### Authority to Make an Offer

	DOMESTIC UG and PG Coursework Entry	INTERNATIONAL Onshore and Partner UG and PG Coursework Entry (including Curtin Sarawak and Curtin Singapore)
Academic Registrar (or authorised officer)	✓	
Deputy Vice-Chancellor, International		✓

2.2 It is the responsibility of the Deputy Vice-Chancellor, International to ensure that all offers to International students intending to study in Australia on a student visa, comply with the requirements of the *Education Services for Overseas Students Act 2000* and the *National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007*.

### Age Requirements

2.3 Admission and enrolment of individuals under 16 years of age at the time of course or unit commencement is subject to the consent and approval of the Pro Vice-Chancellor of the relevant Faculty and may be contingent on further conditions or limitations depending on the subject matter of the course or unit.

2.4 Individuals under 16 years of age at the time of course or unit commencement, will provide the written consent of their parent or legal guardian to be admitted and enrol, and will consent in writing to the University providing information to their parent or legal guardian upon request. Where exceptional circumstances exist, the Academic Registrar may approve consent to be provided by an alternative appropriate party.

2.5 Admission and enrolment for under 18 international onshore students is further subject to adherence to ESOS legislation.

## 3. Definitions

3.1 Refer to Schedule 1 of this manual for relevant definitions.

## 4. Scope of Procedures

4.1 All categories of student admission or enrolment with the exception of:

- all pre-higher education admission and enrolment;
- admission and enrolment in research degrees;
- admission and enrolment in doctorates (including by coursework); and
- enrolment in units delivered via Open Universities Australia not leading to completion of an award course (unless otherwise specified).

## 5. Related Documents/Links/Forms

5.1 [Credit for Recognised Learning Manual](#)

5.2 Education Services for Overseas Students (ESOS) Act 2000

5.3 [National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007](#)

<b>Policy Compliance Officer</b>	<a href="#">Jon Yorke</a> , Academic Registrar
<b>Policy Manager</b>	Deputy Vice-Chancellor, Academic
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# ACCEPTANCE OF AN OFFER

## 1. Legislation/Enterprise Agreement/Policy Supported

1.1 Admission and Enrolment Policy

## 2. Procedural Details

2.1 On receipt of a formal non-conditional offer of a place in an award course, an applicant may either:

- accept the offer;
- apply to defer commencement; or
- take no action, in which case the offer will lapse after the specified period.

### Acceptance of Offer

2.2 To accept an offer, an applicant will comply with any or all specified instructions and deadlines.

2.3 If an offer of a place is accepted in accordance with the specified instructions and by the specified deadline, the applicant will be admitted to the course unless admission is not possible due to reasons of revocation, cancellation and refusal (see procedure *Admission and Enrolment: Revocation, Cancellation and Refusal*).

## 3. Definitions

3.1 Refer to Schedule 1 of this manual for relevant definitions.

## 4. Scope of Procedures

4.1 All categories of student admission or enrolment with the exception of:

- all pre-higher education admission and enrolment;
- admission and enrolment in research degrees;
- admission and enrolment in doctorates (including by coursework); and
- enrolment in units delivered via Open Universities Australia not leading to completion of an award course (unless otherwise specified).

## 5. Related Documents/Links/Forms

5.1 [Credit for Recognised Learning Manual](#)

5.2 [Admission and Enrolment: Revocation, Cancellation and Refusal Procedure](#)

<b>Policy Compliance Officer</b>	<a href="#">Jon Yorke</a> , Academic Registrar
<b>Policy Manager</b>	Deputy Vice-Chancellor, Academic
<b>Approval Authority</b>	Chair of the Academic Services Committee
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# CONDITIONAL OFFERS

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## 1. Legislation/Enterprise Agreement/Policy Supported

- 1.1 Admission and Enrolment Policy

## 2. Procedural Details

### Conditional Offers

- 2.1 An offer of admission may be made on a conditional basis where the applicant does not meet the standard conditions of entry at the point of application and is not eligible to be admitted under the provisions of special consideration entry.
- 2.2 Applications for conditional entry will be assessed on an individual basis and a conditional offer will be made in cases where the University is satisfied that the applicant has the ability to meet the required conditions and succeed in the chosen course of study.
- 2.3 The specific conditions for entry and the date(s) by which they will be met will be agreed in writing between the University and the applicant prior to enrolment.

### Conditions under which a Conditional Offer may be made

- 2.4 Conditional offers will require the applicant to satisfy or complete specific entry requirements, prior to the commencement of the course or upon approval by the Academic Registrar, within the first study period, such as:
  - Demonstration of English competence as per the University's minimum requirements;
  - Successful completion of a previous qualification relevant to the course; or
  - Verification of documentation to be provided by applicants.

### Approval Authority

- 2.5 The approval authority for conditional offers for Domestic students is as outlined in the table at 2.11 'Summary of Approval Authorities' in the procedure *Admission*.

### Assessing an Application for a Conditional Offer

- 2.6 In assessing an application, consideration may be given to an applicant's previous attempts to meet the University's Minimum Entry Standards – including such factors as the level of study taken, results, course weighted average if available and, in the case of applications for postgraduate coursework entry, relevant work experience on both a quantitative and qualitative basis.
- 2.7 An applicant may be required to undertake further assessment to support their application. This may take the form of an examination, challenge test, interview or other means of evaluation. A fee may be charged for this assessment.
- 2.8 All reasonable efforts will be made to ensure that applications are assessed in a consistent and equitable manner and that the applicant has demonstrated an ability to succeed in University study.

### Applications and Offer Procedure

- 2.9 Applications for conditional offers will be made in accordance with the processes, payment of fees and timelines published from time to time by the Academic Registrar.
- 2.10 A Letter of Conditional Offer will, as a minimum standard include the following:
  - The agreed conditions of offer;
  - An acceptance of offer date, where applicable, after which the offer will lapse; and
  - A statement that failure to meet the agreed conditions will result in the offer being withdrawn or enrolment cancelled.

### 3. Definitions

3.1 Refer to Schedule 1 of this manual for relevant definitions.

### 4. Scope of Procedures

4.1 All categories of student admission or enrolment with the exception of:

- all pre-higher education admission and enrolment;
- admission and enrolment in research degrees;
- admission and enrolment in doctorates (including by coursework); and
- enrolment in units delivered via Open Universities Australia not leading to completion of an award course (unless otherwise specified).

### 5. Related Documents/Links/Forms

5.1 Admission Procedure

<b>Policy Compliance Officer</b>	<a href="#">Jon Yorke</a> , Academic Registrar
<b>Policy Manager</b>	Deputy Vice-Chancellor, Academic
<b>Approval Authority</b>	Chair of the Academic Services Committee
<b>Review Date</b>	1 <sup>st</sup> April 2020

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# DEFERRED ADMISSION

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## 1. Legislation/Enterprise Agreement/Policy Supported

- 1.1 Admission and Enrolment Policy

## 2. Procedural Details

- 2.1 Subject to the provisions set out below, an applicant who has received an offer for admission into a Curtin award course may apply to defer commencement of their studies if they have not studied past the census date in their first study period.
- 2.2 International Onshore students will comply with the conditions of their student visa and relevant legislation in relation to deferred offers.

### Conditions for Deferred Entry

- 2.3 The Academic Registrar will determine which courses are open for deferred admission after consultation with the Faculty Pro Vice-Chancellor.
- 2.4 The deferred admission option is available:
- only in respect of the course to which the student requesting deferment has been admitted (i.e. deferred admission is non-transferable from one course to another);
  - only within available study periods, (i.e. the normal course timetable, no special admission arrangements are available); and
  - on the provision that the student will accept unconditionally any course changes that the University implements during the period of deferment.
- 2.5 A deferral period of not more than 12 calendar months may be approved. Any exceptions will be determined by the Academic Registrar (or authorised officer) on a case by case basis.
- 2.6 Deferral requests for the Bachelor of Medicine, Bachelor of Surgery will only be considered in the event of exceptional and unforeseen circumstances, following an offer of a place and are considered by the Medical Admissions/Selection Committee on a case by case basis.
- 2.7 Requests for deferred admission will be made in the manner and within the timelines prescribed by the Academic Registrar.

### Limitation

- 2.8 Deferral of commencement of study is valid for the issued offer only, including relevant liability, campus, and course details. An applicant who defers the commencement of their studies and subsequently applies for another course, changes residency status or wishes to transfer to another location may not transfer their deferred status to the newly issued offer, but will apply for deferral separately.

## 3. Definitions

- 3.1 Refer to Schedule 1 of this manual for relevant definitions.

## 4. Scope of Procedures

- 4.1 All categories of student admission or enrolment with the exception of:
- all pre-higher education admission and enrolment;
  - admission and enrolment in research degrees;
  - admission and enrolment in doctorates (including by coursework); and
  - enrolment in units delivered via Open Universities Australia not leading to completion of an award course (unless otherwise specified).

<b>Policy Compliance Officer</b>	<a href="#">Jon Yorke</a> , Academic Registrar
<b>Policy Manager</b>	Deputy Vice-Chancellor, Academic
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# CHANGING COURSES

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## 1. Legislation/Enterprise Agreement/Policy Supported

1.1 Admission and Enrolment Policy

## 2. Procedural Details

2.1 A student may apply for admission to another course.

### Course Switcher

2.2 A course switcher is a Curtin student who has accrued debt or paid tuition fees and then switches from their original Curtin course to another Curtin course.

- International Onshore students will apply to course switch through Curtin International.
- Domestic students will apply to course switch through the University Admission Centre.
- International Offshore students will apply to course switch in the manner prescribed by the appropriate officer of the relevant campus.

2.3 Restrictions on course switching may apply.

## 3. Definitions

3.1 Refer to Schedule 1 of this manual for relevant definitions.

## 4. Scope of Procedures

4.1 All categories of student admission or enrolment with the exception of:

- all pre-higher education admission and enrolment;
- admission and enrolment in research degrees;
- admission and enrolment in doctorates (including by coursework); and
- enrolment in units delivered via Open Universities Australia not leading to completion of an award course (unless otherwise specified).

## 5. Related Documents/Links/Forms

5.1 [Assessment and Student Progression Manual](#)

<b>Policy Compliance Officer</b>	<a href="#">Jon Yorke</a> , Academic Registrar
<b>Policy Manager</b>	Deputy Vice-Chancellor, Academic
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# SPECIAL CONSIDERATION ADMISSION

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## 1. Legislation/Enterprise Agreement/Policy Supported

- 1.1 Admission and Enrolment Policy

## 2. Procedural Details

- 2.1 Special Consideration Admission is available to any eligible applicant during any admission period. If approved, the applicant will be granted an amended notional ATAR. This process does not alter any existing ATAR (gained through STAT or Year 12 WACE Exams), except for the purposes of entry to Curtin.
- 2.2 Special Consideration Admission takes into account (but is not limited to) the following conditions/circumstances:
- medical condition and/or disability;
  - accidental injury;
  - caring for ill or injured family members;
  - financial hardship;
  - family circumstances;
  - low socio-economic (SES) background;
  - being from rural and isolated backgrounds; or
  - is an Indigenous Australian.

and other circumstances that may have adversely affected academic performance.

- 2.3 Applications will not be considered if the student has already received assistance in their final Year 12 exams from the appropriate school authority.
- 2.4 Special Consideration Admission is not available to course switchers.
- 2.5 Applications for Special Consideration Admission will be forwarded in writing to the Manager, University Admission Centre on the prescribed form. Applications will be assessed by a committee comprising the Manager, University Admission Centre; a representative from Ethics, Equity and Social Justice; Counselling and Disability Services; University Support Services and a Faculty representative.
- 2.6 The relevant Head of School will be consulted as appropriate.
- 2.7 Applicants are required to provide appropriate supporting documentation as prescribed by the Academic Registrar.
- 2.8 The University is committed to supporting students who have been admitted through special consideration admission processes. Reasonable and appropriate accommodations will be made for students with disabilities and support will be available for all students to overcome difficulties in their personal circumstances and achieve success in their studies in accordance with the University's equity policies.

## 3. Definitions

- 3.1 Refer to Schedule 1 of this manual for relevant definitions.

## 4. Scope of Procedures

- 4.1 All categories of student admission or enrolment with the exception of:
- all pre-higher education admission and enrolment;
  - admission and enrolment in research degrees;
  - admission and enrolment in doctorates (including by coursework); and
  - enrolment in units delivered via Open Universities Australia not leading to completion of an award course (unless otherwise specified).

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# ADMISSION CONSIDERATION FOR HUMANITARIAN VISA HOLDERS

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## 1. Legislation/Enterprise Agreement/Policy Supported

1.1 Admission and Enrolment Policy

## 2. Procedural Details

### Admission for Humanitarian Visa Holders

2.1 A Humanitarian visa holder may apply for admission to the university on humanitarian grounds. These will be considered on their merits and sympathetic consideration given.

2.2 Applications in the first instance will be made in writing to the Manager, University Admission Centre, who will refer the application for assessment to the Director, Support Services.

2.3 The Director, Support Services will provide a recommendation to the Manager, University Admission Centre.

2.4 The application will include:

- Details of the Humanitarian visa and documentation that they have submitted their application for permanent residency (PR) or permanent protection visa to the relevant government agencies;
- Details of English language competency (if available);
- Any available supporting documentation confirming academic background;
- At least two written referee reports, providing an insight to the applicants' background and academic potential; and
- The name and contact details of the organisation who has nominated the applicant, if applicable. Applicants can be nominated by an organisation or can apply individually.

## 3. Definitions

3.1 Refer to Schedule 1 of this manual for relevant definitions.

## 4. Scope of Procedures

4.1 All categories of student admission or enrolment with the exception of:

- all pre-higher education admission and enrolment;
- admission and enrolment in research degrees;
- admission and enrolment in doctorates (including by coursework); and
- enrolment in units delivered via Open Universities Australia not leading to completion of an award course (unless otherwise specified).

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# ADMISSION APPEALS

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## 1. Legislation/Enterprise Agreement/Policy Supported

- 1.1 Admission and Enrolment Policy

## 2. Procedural Details

- 2.1 An applicant has no right of appeal against a decision on eligibility. However, if the applicant believes they have been unfairly treated or treated not in accordance with policy, this will be considered.
- 2.2 Other grounds for appeal include the provision of incorrect or misleading information by a member of Curtin staff.
- 2.3 All appeals will be supported by the provision of relevant written evidence to support the grounds of appeal.
- 2.4 In all cases, an appeal will only be considered if the applicant has complied with all University and course entry requirements, including meeting any relevant deadlines and providing all required documentation.

### Informal Resolution

- 2.5 Where an applicant for admission is not made an offer and the applicant believes that their application has not been properly considered, they will initially raise their concerns with the Manager, University Admission Centre or Manager, International Admissions as appropriate.
- 2.6 In many cases, concerns will be able to be satisfactorily resolved through discussion with the Manager, University Admission Centre or Manager, International Admissions as appropriate. If this is not possible and the applicant wishes to pursue the matter, a formal appeal may be lodged.

### Formal Appeal

- 2.7 A formal appeal will be submitted, in writing, within 10 working days of notification of an offer not being made.
- 2.8 All appeals will be lodged with the Manager, University Admission Centre or Manager, International Admissions as appropriate.
- 2.9 On receipt of an appeal, the Manager, University Admission Centre will provide a copy of the appeal and a recommendation to the Director, Admissions and Scholarships.
- 2.10 On receipt of an appeal, the Manager, International Admissions will provide a copy of the appeal and a recommendation to the Director, Curtin International.
- 2.11 The Director, Admissions and Scholarships or Director, Curtin International, will determine the appeal in consultation, as appropriate, with the relevant Faculty Pro Vice-Chancellor, relevant Head of School and/or Academic Registrar.
- 2.12 The decision of the Director, Admissions and Scholarships or Director, Curtin International, will be final.

## 3. Definitions

- 3.1 Refer to Schedule 1 of this manual for relevant definitions.

## 4. Scope of Procedures

- 4.1 All categories of student admission or enrolment with the exception of:
  - all pre-higher education admission and enrolment;
  - admission and enrolment in research degrees;
  - admission and enrolment in doctorates (including by coursework); and

- enrolment in units delivered via Open Universities Australia not leading to completion of an award course (unless otherwise specified).

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# ENROLMENT

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## 1. Legislation/Enterprise Agreement/Policy Supported

- 1.1 Admission and Enrolment Policy

## 2. Procedural Details

### Enrolment in Units

- 2.1 Unit enrolment in a course where pre-requisites are not met is subject to the approval of the Academic Registrar with due regard to the special circumstances of the cases.
- 2.2 Once admitted to a course, the student is required to enrol in units that form part of the course in accordance with processes prescribed by the Academic Registrar.
- 2.3 Students enrolled into an undergraduate course are not normally permitted to enrol in postgraduate units. Any exceptions will be documented with reasons provided and the Head of School will support the application.
- 2.4 Final approval of permitting a student in an undergraduate course to enrol in postgraduate units rests with the Academic Registrar.
- 2.5 Enrolment into a unit is conditional upon satisfying all prescribed academic and other requirements for the unit and for the course of which it forms a part. Any conditions will be met prior to the commencement of the course or upon approval by the Academic Registrar, within the first study period.
- 2.6 Where units are electives or options (including options to be taken in a particular study period), enrolment is at the discretion of the relevant Head of School.

### Student Will be Enrolled to Attend Classes

- 2.7 No-one will attend classes, receive tuition and instruction and be assessed in units and courses unless enrolment has been completed in the manner prescribed by the Academic Registrar.

### Student Responsibility to Confirm Enrolment

- 2.8 Students are responsible for ensuring that any enrolment errors are immediately rectified by either:
  - amending the enrolment in eStudent where this is still possible (for example an enrolment in a unit or units prior to the last date to enrol or a pre-census date withdrawal); or
  - contacting the relevant student services office for advice and assistance in rectifying the error.
- 2.9 Unless exceptional circumstances exist, for example University error, an enrolment recorded as at a census date will:
  - remain recorded on the student's academic transcript; and
  - incur student contribution or tuition fee liability.
- 2.10 Students may withdraw from units after the census date and up to the prescribed 'Last Date to Withdraw' or after this, may apply for approval for a 'Withdrawal Under Special Circumstances'. The withdrawal will remain on the academic transcript as a WD and the student will be liable for the student contribution or tuition fee.
- 2.11 In certain circumstances, students who withdraw from units after the census date may apply for remission of debt (student contribution) or a fee refund (tuition fees).
- 2.12 If a remission of debt or fee refund is approved, the unit will remain recorded on the academic transcript as a WD but the student contribution will be remitted or tuition fee refunded (subject to any prescribed administrative fees or fee refund limitations).

## Citizenship Status Change

- 2.13 Subject to the provisions below and meeting eligibility, a student who changes citizenship or residency status may convert their enrolment from 'international' to 'domestic'.
- 2.14 In accordance with the *Higher Education Support Act 2003*, a student's change in citizenship or residency status will be effective from the next applicable census date after the student has notified the change to the University.
- 2.15 A Commonwealth Supported place may only be offered in these circumstances provided that:
- A place is available within the current course quota or, if not, with the approval of the relevant Pro Vice-Chancellor; and
  - The student's application for a Commonwealth Supported place is competitive under the provisions of the Fairness Requirement of the *Higher Education Support Act 2003*.
- 2.16 An application to convert to a Commonwealth supported place will be made in accordance with the processes and timelines as prescribed by the Academic Registrar.

### 3. Definitions

- 3.1 Refer to Schedule 1 of this manual for relevant definitions.

### 4. Scope of Procedures

- 4.1 All categories of student admission or enrolment with the exception of:
- all pre-higher education admission and enrolment;
  - admission and enrolment in research degrees;
  - admission and enrolment in doctorates (including by coursework); and
  - enrolment in units delivered via Open Universities Australia not leading to completion of an award course (unless otherwise specified).

### 5. Related Documents/Links/Forms

- 5.1 [Higher Education Support Act 2003](#)

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# STUDY LOAD

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## 1. Legislation/Enterprise Agreement/Policy Supported

- 1.1 Admission and Enrolment Policy

## 2. Procedural Details

- 2.1 The full time study load is 100 credits per semester (in most cases four units of 25 credits each).

### Approval of Overload Enrolment

- 2.2 The Head of School is responsible for approving enrolment of greater than 100 credits per semester.
- 2.3 If a student wishes to obtain approval for an enrolment of greater than 100 credits, he or she will submit a request in writing to their Head of School through the Course Coordinator.
- 2.4 The Course Coordinator will initially assess the request and indicate whether they support or do not support the request.
- 2.5 The Head of School may take into account the following factors in determining whether to approve or reject the student's application to overload:
- the reason provided for the over-load enrolment;
  - the student's personal circumstances;
  - the student's past academic record; and
  - the level of support provided by the Course Coordinator.
- 2.6 The Head of School is responsible for ensuring that the student has received appropriate advice and/or counselling in regards to the impact of the study load on their academic and personal circumstances.
- 2.7 If approval for an overload is provided, the student agrees to accept any consequences of the overload including any failure of units due to workload, time management issues or additional fees.
- 2.8 The Head of School is responsible for recording the approval on the student records system.

### International Onshore Students on a Student Visa

- 2.9 eCoEs (electronic Confirmation of Enrolment) and student visas will normally be issued to International Onshore students on the basis that they will be studying 100 credits per semester.
- 2.10 It is therefore expected that International Onshore students will maintain a continuous enrolment of 100 credits per semester. International Onshore students studying on a trimester basis are expected to maintain a continuous enrolment of 75 credits per trimester.
- 2.11 International Onshore students are only permitted to reduce their enrolment below 100 credits per semester (or 75 credits per trimester) in the following circumstances:
- a reduced load is recommended as part of the intervention strategy;
  - the student has compassionate or compelling circumstances such as an illness;
  - the student has failed a unit or otherwise fallen out of sequence with the normal pattern of study for the course and it is not possible for them to enrol in 100 credits in that semester because the units they need to enrol in are either not available or have prerequisites;

- a deferment or suspension of study has been approved due to compassionate or compelling circumstances (for example illness) or misbehaviour by the student; or
  - the student is in their final semester of study and requires less than 100 credits to complete the course.
- 2.12 Where an International Onshore student wishes to enrol in less than 100 credits in a semester, the student will complete and submit the application form as prescribed by the Academic Registrar.

### **Variation to Enrolment**

- 2.13 A student may amend their enrolment to add and/or withdraw from units in the course to which they have been admitted provided this is in accordance with the approved study plan.
- 2.14 Subject to the approval of the relevant Head of School for the new course, a student may change their course of study.
- 2.15 Where the change of course is a consequence of a course termination due to failure to make satisfactory course progress, restrictions apply. See the *Assessment and Student Progression Manual* at <http://policies.curtin.edu.au/findapolicy/index.cfm> for details.
- 2.16 Changes to enrolment in units or a course of study will be made in the manner and within the timelines prescribed by the Academic Registrar.

### **Approval of Concurrent Enrolment in More Than One Course**

- 2.17 Concurrent admission in more than one course and enrolment in units will be approved by the Director, Student Administration (or authorised officer).
- 2.18 A student will obtain the written support of the relevant Head of School (or authorised officer) for both courses and submit a written request to the Director, Student Administration (or authorised officer).
- 2.19 The Director, Student Administration (or authorised officer), in considering the request will take the following factors into account when determining whether to approve or reject the student's application:
- the reason provided for the concurrent admission and enrolment;
  - the student's personal circumstances;
  - the intended study load for both courses;
  - the student's past academic record; and
  - the level of support by the relevant Heads of School.
- 2.20 The Director, Student Administration (or authorised officer) will be responsible for ensuring the student is aware of and accepts in writing, any possible consequences that may result from concurrent enrolment in more than one course.

### **Re-Enrolment in Passed Units**

- 2.21 Other than in exceptional circumstances, for instance a requirement to update professional knowledge, or because units have ceased to be valid towards meeting course requirements (unit validity provision); a student is not permitted to enrol in and repeat a unit that they have already passed.
- 2.22 A student is not permitted to repeat a unit or units in order to improve a course weighted average.
- 2.23 Any repeat enrolment will be endorsed by the Head of School and approved by the Academic Registrar.

### **Maximum Time to Complete a Course**

- 2.24 Students are required to complete their course within a specified period.
- 2.25 The maximum allowable time to complete a course is specified in the table below:

Course Length	Maximum time to Complete
Up to 1 year	5 years
Up to 2 years	7 years
3 years and longer	10 years

- 2.26 Variations to the maximum time to complete may be approved by the relevant Head of School.
- 2.27 The maximum allowable time to complete a course will be clearly specified in the information on courses.
- 2.28 Any discretion to extend the period in which a student is able to complete their course is reviewed on a case-by-case basis and is determined by the relevant Head of School.

### **Time Limit on Recognition of Units in a Course of Study**

- 2.29 Where a student has maintained continuity of enrolment and is within the maximum time to complete a course, any unit passed by a student as part of the course will remain valid and be able to be counted for completion of that course.
- 2.30 The Head of School may apply a shorter timeframe for recognition of units, in order to meet professional accreditation requirements or where there have been significant changes in the relevant field of study since the prior study occurred.
- 2.31 Where a student has maintained continuity of enrolment, any extension to the timeframe for recognition of units in a course of study may be approved by the Academic Registrar with due regard to the special circumstances of the case.
- 2.32 Any student who breaks continuity of enrolment or is outside the maximum time to complete a course, (generally by failing to enrol in a study period and not applying for LOA), may be required to repeat units (e.g. with updated content), or may be required to successfully undertake a challenge test.

## **3. Definitions**

- 3.1 Refer to Schedule 1 of this manual for relevant definitions.

## **4. Scope of Procedures**

- 4.1 All categories of student admission or enrolment with the exception of:
- all pre-higher education admission and enrolment;
  - admission and enrolment in research degrees;
  - admission and enrolment in doctorates (including by coursework); and
  - enrolment in units delivered via Open Universities Australia not leading to completion of an award course (unless otherwise specified).

## **5. Related Documents/Links/Forms**

- 5.1 Statute No. 10 – Student Discipline
- 5.2 Education Services for Overseas Students (ESOS) Act
- 5.3 [Assessment and Student Progression Manual](#)
- 5.4 [Credit for Recognised Learning Manual](#)

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# WITHDRAWAL

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## 1. Legislation/Enterprise Agreement/Policy Supported

- 1.1 Admission and Enrolment
- 1.2 Fees and Charges Rules to Statute No. 26 – Fees and Charges

## 2. Procedural Details

### Unit Withdrawal

- 2.1 In each study period, there is a prescribed:
  - Census Date; and
  - Last Date to Withdraw
- 2.2 Students will apply to withdraw in the manner and according to the timelines as prescribed by the Academic Registrar.

### Unit Withdrawal by Census Date

- 2.3 A student may early withdraw (EWD) from any unit up to and including on Census Date at his or her discretion. Students are responsible for seeking advice and establishing the possible consequences of a withdrawal on their future course progress and the availability of units.
- 2.4 A unit withdrawal up to and including the Census Date is without 'academic penalty' (in other words, the enrolment will not be recorded on the academic transcript).
- 2.5 Financial penalties may apply and any entitlement to full or partial refunds will be as approved by Council.

### Unit Withdrawal After Census Date but by the Last Date to Withdraw

- 2.6 A student may withdraw (WD) from any unit up to and including the Last Date to Withdraw at his or her discretion. Students are responsible for seeking advice and establishing the possible consequences of a withdrawal on their future course progress and the availability of units.
- 2.7 A unit withdrawal after Census Date but up to and including the Last Date to Withdraw is without 'academic penalty' (in other words, the unit will be recorded as a 'WD' (withdrawal) on the academic transcript).
- 2.8 Unless exceptional circumstances exist warranting approval of remission of HECS-HELP debt or a full or partial fee refund, a unit withdrawal after Census Date but up to and including the Last Date to Withdraw is with 'financial penalty' (in other words, the student retains full liability for HECS-HELP debt or tuition fees).

### Unit Withdrawal After the Last Date to Withdraw

- 2.9 A unit withdrawal under special circumstances (WUSC) after the Last Date to Withdraw will only be accepted and approved in exceptional circumstances, at the discretion of the Academic Registrar.
- 2.10 If accepted, the withdrawal will be handled in the same way as a withdrawal after Census Date but up to and including the Last Date to Withdraw (in other words, the unit will be recorded as a 'WD' (withdrawal) on the academic transcript and the student will retain full liability for HECS-HELP debt or tuition fees (unless exceptional circumstances exist warranting approval of remission of HECS-HELP debt or a full or partial fee refund).
- 2.11 Students experiencing difficulty completing their unit or units after the Last Date to Withdraw may apply for a Withdrawal Under Special Circumstances on the form and according to the timelines prescribed by the Academic Registrar.
- 2.12 Normally the circumstances impacting on the student will be beyond the student's control and not have been in existence or anticipated before the Last Date to

Withdraw and will be of such magnitude that the student's ability to study has been significantly impacted for a period of at least two consecutive weeks.

- 2.13 The circumstances will also be of such magnitude that they make it impractical for the student to complete the unit in the given study period.
- 2.14 To be eligible for Withdrawal Under Special Circumstances the student will not have completed the requirements of the unit.
- 2.15 The application will then be assessed by the Academic Registrar (or authorised officer) for consideration and decision.

#### **Authority of Academic Registrar to Vary**

- 2.16 The Academic Registrar, may, at his or her absolute discretion, approve variations to any of the above requirements (for example, approve a withdrawal after the Census Date or Last Date to Withdraw without academic penalty and/or financial penalty or approve a Withdrawal Under Special Circumstances where a student has completed the requirements of a unit).
- 2.17 Variations will only be approved in exceptional circumstances.

#### **Student Misconduct**

- 2.18 Where a student has been found guilty of misconduct in accordance with *Statute No. 10 – Student Discipline* and associated Rules in a unit or an allegation of misconduct has been made in relation to a unit, action pertaining to the misconduct will be finalised in the first instance. Students will not be permitted to avoid penalties for misconduct by withdrawing from units.

#### **Course Withdrawal**

- 2.19 A student may withdraw their enrolment in an award course without penalty up to the dates prescribed and published by the Academic Registrar.
- 2.20 A student, who wishes to withdraw their enrolment from all units and intends to return to their course of study at a later date, will submit an Application for Leave of Absence (LOA) in the manner and according to the timelines prescribed by the Academic Registrar in order to retain their right of re-enrolment.
- 2.21 A student withdrawing their enrolment without an approved LOA, who later wishes to be re-admitted to their course of study or admitted to a different course, may be required to submit an application for admission in the prescribed manner.

### **3. Definitions**

- 3.1 Refer to Schedule 1 of this manual for relevant definitions.

### **4. Scope of Procedures**

- 4.1 All categories of student admission or enrolment with the exception of:
  - all pre-higher education admission and enrolment;
  - admission and enrolment in research degrees;
  - admission and enrolment in doctorates (including by coursework); and
  - enrolment in units delivered via Open Universities Australia not leading to completion of an award course (unless otherwise specified).

### **5. Related Documents/Links/Forms**

- 5.1 [Statute No.10 – Student Discipline](#)
- 5.2 [Higher Education Support Act 2003](#)

<b>Policy Compliance Officer</b>	<a href="#">Jon Yorke</a> , Academic Registrar
<b>Policy Manager</b>	Deputy Vice-Chancellor, Academic
<b>Approval Authority</b>	Chair of the Academic Services Committee
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New	Approved	8/11/2016	Chair of the Academic Services Committee	EM1638	Attachment A to Item 11.3

# LEAVE OF ABSENCE

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## 1. Legislation/Enterprise Agreement/Policy Supported

- 1.1 Admission and Enrolment Policy

## 2. Procedural Details

- 2.1 Subject to the provisions set out below, a student may suspend their studies and retain their place in a course of study for a specified period of time during which their rights as a continuing student will be maintained.

### Eligibility

- 2.2 To be eligible to apply for Leave of Absence (LOA), a student will be currently enrolled in a course of study at the University and have been an enrolled student on the census date in their first semester.

### International Onshore Students

- 2.3 An International Onshore student may only apply for and be granted a LOA where this is approved in accordance with Standard 13 of the National Code (compassionate or compelling circumstances).

### Conditions for Applying for LOA

- 2.4 Students may apply for one or more periods of LOA from their course. Applications for LOA will be made in the manner and according to the timelines prescribed by the Academic Registrar. LOA will have a definite start date and will be for a specified amount of time.
- 2.5 When an application for LOA is submitted prior to the census date for a study period with a start date prior to the census date, the student will be considered to have withdrawn prior to census date from all enrolled units in that study period.
- 2.6 Unless approved in exceptional circumstances by the Academic Registrar, LOA will not be approved if the applicant has outstanding work in the course (e.g. unfinished or unmarked assessments, or deferred grades) or has sanctions against their student record.

### Student Responsibility

- 2.7 Prior to applying for LOA it is the responsibility of the student to:
  - seek appropriate academic counselling before suspending their studies;
  - be aware of the potential impact of the absence on their ability to successfully complete the course (including any implications for unit currency and course completion limits); and
  - be aware of the consequences that suspending their studies may have on their status as a student.

### Approval of LOA

- 2.8 The relevant Head of School is responsible for the approval of LOA requests. In determining whether the request for leave will be approved or rejected, the Head of School will consider any or all of the following:
  - the reason provided by the student for the application;
  - the student's assessed capacity to successfully resume studies and complete the course after the period of leave;
  - the student's academic record;
  - any past applications for leave and the potential duration that the student will have taken to complete the course (relevance of study for the granting of the award);
  - evidence of the academic counselling that has occurred; and



- for International students, the scope of 'compassionate or compelling circumstances' as under Standard 13 of the National Code is to be a primary consideration.
- 2.9 LOA may only be approved by the Head of School for a maximum of 12 months at a time. This ensures that changes to course structures and content during the LOA will be anticipated and the student retains an up to date understanding of the course content.
- 2.10 In exceptional circumstances, (for example where a student needs approval for a longer period of leave due to known commitments such as employment or military service obligations), approval of up to 24 months may be given. In these cases, the Head of School will need to pay particular attention to the factors listed above.
- 2.11 Whenever an approval of more than 12 months LOA is given, details of the reason for the approval will be provided to the Academic Registrar.
- 2.12 The Head of School may attach conditions to the student's return to study, for example a requirement to repeat a unit already passed. Any conditions will be notified in writing to the student and a record of the conditions retained on the student's file.

### **Rejecting or Varying an Application for LOA**

- 2.13 If the Head of School rejects an application for LOA or varies the period applied for, full reasons for this decision will be documented and provided to the student. A record of the decision will be retained.

### **Maintaining Continuity**

- 2.14 A student on an approved LOA will be considered to have maintained their enrolment in their course and the University, and will retain their rights as an enrolled student.
- 2.15 Failure to recommence studies at the end of the period of LOA or to meet any conditions imposed, will result in a failure to maintain continuity of enrolment and therefore loss of the student's place in the course. In this case, the student will lose all rights and privileges of a continuing student and will be required to apply for re-admission into the course (or another course).
- 2.16 Notwithstanding the above, a student who does not re-enrol in the next study period after the approved LOA, may be permitted to remain in the course and enrol in units that form part of the course without applying for re-admission if the break in enrolment following the approved LOA is for a period of no greater than 12 months. This decision is at the discretion of the relevant Head of School.

### **Variations to Course During LOA**

- 2.17 It is a condition of any approved LOA that the student accepts that unit and course variations may occur during the LOA and that the content or availability of some units may have changed. This may result in a need to alter enrolment or course progress plans when returning to study.
- 2.18 A student may be required to transfer to a later version of the course and may need to undertake additional or alternate units in order to complete the new version of the course. Approval of the LOA is conditional on the student accepting these consequences.

### **Right of Appeal**

- 2.19 Any student aggrieved by a decision of a Head of School not to grant LOA or to vary the period approved, may lodge an appeal to the relevant Faculty Pro Vice-Chancellor.
- 2.20 The Pro Vice-Chancellor will examine the documentation of the original reasons for decision by the Head of School and seek the views of the Head of School before determining the matter.
- 2.21 The decision of the Pro Vice-Chancellor is final.

### Special Leave of Absence – Specified Office Bearer

- 2.22 The following office bearers are entitled and will apply to take Special LOA:
- Curtin Student Guild President;
  - Curtin Student Guild Vice-President; and
  - Any National Union of Students National Office bearer.
- 2.23 The approved period will be for the duration of the term of office or such other period as determined by the Academic Registrar.
- 2.24 A student on a Special LOA will be considered to have maintained their enrolment in their course and the University, and will retain their rights as an enrolled student.

### 3. Definitions

- 3.1 Refer to Schedule 1 of this manual for relevant definitions.

### 4. Scope of Procedures

- 4.1 All categories of student admission or enrolment with the exception of:
- all pre-higher education admission and enrolment;
  - admission and enrolment in research degrees;
  - admission and enrolment in doctorates (including by coursework); and
  - enrolment in units delivered via Open Universities Australia not leading to completion of an award course (unless otherwise specified).

<b>Policy Compliance Officer</b>	<a href="#">Jon Yorke</a> , Academic Registrar
<b>Policy Manager</b>	Deputy Vice-Chancellor, Academic
<b>Approval Authority</b>	Chair of the Academic Services Committee
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# CROSS-INSTITUTIONAL ENROLMENT

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## 1. Legislation/Enterprise Agreement/Policy Supported

- 1.1 Admission and Enrolment Policy

## 2. Procedural Details

- 2.1 Cross-institutional arrangements enable students to undertake part of their course of study at an institution other than the institution which will award the degree.
- 2.2 Cross-institutional enrolments are categorised as follows:
  - **Outbound** - Curtin students studying part of their course at another institution. Students will obtain the approval of the Head of School concerned for studies at another institution, including confirmation that the studies will be credited towards the Curtin award.
  - **Inbound** – Students from other institutions, studying part of their course at Curtin. Students will provide a statement from their awarding University that full credit will be given by that institution for units studied at Curtin.
- 2.3 Outbound students may study at other Australian or overseas institutions.
- 2.4 Inbound students may be from other Australian or overseas institutions.

### Enrolment Restrictions

- 2.5 Subject to approval by the Head of School, a maximum of 200 credits or one third of the course, whichever is the lesser, of study under cross-institutional enrolment is permitted for Curtin awards.
- 2.6 Inbound enrolments are subject to:
  - the approval of the Head of School concerned;
  - prerequisite and/or unit/course quota restrictions;
  - requirements to meet the University's Minimum Entry Standards; and
  - any quotas placed on the number of Commonwealth Supported and Exchange Program places available at Curtin.

### Enrolment Procedure

- 2.7 Inbound students enrol on a 'Not for Degree' basis in accordance with the processes approved and published by the Academic Registrar.
- 2.8 Outbound students are responsible for obtaining information and completing admission and enrolment procedures at the outbound institution.

### Recording of Cross-Institutional Outbound Enrolments on Curtin Academic Transcript

- 2.9 Cross Institutional Outbound enrolments will be recorded as 'Cross Institutional Study (within Australia)' or 'Not For Degree – Australian Credit Transfer – Undergraduate' or 'Not For Degree – Australian Credit Transfer – Postgraduate' with a Pass/Fail result only on the Curtin academic transcript.
- 2.10 Enrolments will not be recorded with the specific unit name applicable at the outbound institution nor have a grade/mark recorded as the result even if the unit is given a grade/mark result at the outbound institution.
- 2.11 Specific unit names will not be recorded due to the workload associated with establishing and maintaining them.
- 2.12 Conversion of results from the outbound institution result to a Curtin grade/mark result will not be undertaken due to the wide range of marking systems in place and the difficulties associated with ensuring accurate and consistent conversions.

- 2.13 Notwithstanding the above, the Academic Registrar may authorise the recording of specific unit names and grade/mark results on the Curtin academic transcript for approved 'Special Category Course Integrated Cross Institutional Enrolments'.
- 2.14 A Cross Institutional Outbound enrolment will only be approved as a Special Category Course Integrated Cross Institutional Enrolment by the Academic Registrar in the following circumstances:
- the units at the other institution are an essential part of the approved Curtin course program and appear in the Courses Handbook as such;
  - the units are not available at Curtin; or
  - a documented grade/mark conversion protocol exists.

### Study Abroad or Student Exchange

- 2.15 Where study is undertaken at an overseas institution, this is categorised as either 'Study Abroad' or 'Student Exchange'.
- 2.16 For information regarding Study Abroad or Student Exchange, please refer to the Explore Global Opportunities web page at <http://life.curtin.edu.au/explore-global-opportunities.htm>

## 3. Definitions

- 3.1 Refer to Schedule 1 of this manual for relevant definitions.

## 4. Scope of Procedures

- 4.1 All categories of student admission or enrolment with the exception of:
- all pre-higher education admission and enrolment;
  - admission and enrolment in research degrees;
  - admission and enrolment in doctorates (including by coursework); and
  - enrolment in units delivered via Open Universities Australia not leading to completion of an award course (unless otherwise specified).

<b>Policy Compliance Officer</b>	<a href="#">Jon Yorke</a> , Academic Registrar
<b>Policy Manager</b>	Deputy Vice-Chancellor, Academic
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# NOT FOR DEGREE ENROLMENT

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## 1. Legislation/Enterprise Agreement/Policy Supported

- 1.1 Admission and Enrolment Policy

## 2. Procedural Details

- 2.1 Subject to the provisions below, the University may permit any person to enrol in a unit or units on a 'Not For Degree' (NFD) basis.
- 2.2 A NFD enrolment may be permitted if:
- enrolment in the unit or units is for the purpose of personal or professional development;
  - enrolment in the unit or units is pending an individual meeting Curtin's minimum entry requirements; or
- enrolment in the unit or units is as a Cross Institutional Inbound student.
- 2.3 Where the NFD enrolment is pending satisfaction of Curtin's entry requirements, a maximum of 50 credits may be enrolled in simultaneously and cumulatively before those requirements are met, unless otherwise approved by the Academic Registrar.

### Application Procedure

- 2.4 Applications to enrol on a NFD basis will be made in accordance with the processes and timelines prescribed by the Academic Registrar.

### Approval

- 2.5 The acceptance of NFD enrolments is at the discretion of the Head of School.

### Assessment of NFD Units

- 2.6 A student may choose whether to undertake assessment.
- 2.7 Where taken, assessment of a unit taken on a NFD basis will be in accordance with the normal course assessment methods and criteria applied to the unit. The results of the assessment will be recorded under the University's grading system.
- 2.8 In addition to NFD tuition fees, a fee may be payable for assessment.

### Academic Transcript

- 2.9 A formal academic transcript recording the result of any NFD enrolment will be issued on payment of any prescribed fee.

### Use of NFD Enrolment for Admission or Credit Purposes

- 2.10 Performance in units previously taken on a NFD basis may be considered in assessing an application for admission to a course leading to an award. Only units that have a formal pass result may be credited towards an award and will be processed under the procedures for credit for recognised learning. The University is under no obligation to offer a place in a course on the basis of NFD studies completed.

### Ongoing Studies

- 2.11 Approval to enrol on a NFD basis is for the approved unit(s) only. No entitlement to further unit enrolments exists or will be construed.

## 3. Definitions

- 3.1 Refer to Schedule 1 of this manual for relevant definitions.

## 4. Scope of Procedures

- 4.1 All categories of student admission or enrolment with the exception of:
- all pre-higher education admission and enrolment;

- admission and enrolment in research degrees;
- admission and enrolment in doctorates (including by coursework); and
- enrolment in units delivered via Open Universities Australia not leading to completion of an award course (unless otherwise specified).

## 5. Related Documents/Links/Forms

### 5.1 [Credit for Recognised Learning Manual](#)

<b>Policy Compliance Officer</b>	<a href="#">Jon Yorke</a> , Academic Registrar
<b>Policy Manager</b>	Deputy Vice-Chancellor, Academic
<b>Approval Authority</b>	Chair of the Academic Services Committee
<b>Review Date</b>	1 <sup>st</sup> April 2020

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# DEGREE BY INCORPORATION

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## 1. Legislation/Enterprise Agreement/Policy Supported

1.1 Admission and Enrolment Policy

## 2. Procedural Details

2.1 A Degree by Incorporation will be approved in the following circumstances:

- The student is enrolled in units via Open Universities Australia (OUA) and on completion of the requirements for a Curtin award, elects to take their award from Curtin.
- The student is enrolled in units through an approved collaborative partnership with another university or institution and on completion of the requirements for a Curtin award, elects to take their award from Curtin. Such arrangements will be approved by the Academic Registrar.
- Wherever exceptional circumstances exist and the Academic Registrar approves a Degree by Incorporation, the Academic Registrar will issue instructions on the requirements to be met in these circumstances. An example may be where a student is unable to continue in a particular course due to circumstances outside their control and the circumstances are of such a nature that providing the student with the opportunity to graduate with a lower level or alternative award is considered warranted.

### Application for Degree by Incorporation

2.2 An application to be awarded a Degree by Incorporation will be made in accordance with processes and timelines approved and published by the Academic Registrar.

### Fee Payable

2.3 A fee is payable for any Degree by Incorporation unless waived by the Academic Registrar.

### Approval of Degree by Incorporation

2.4 In the case of Degrees by Incorporation for Open Universities Australia (OUA) students, the Head of School will certify that the student has met the requirements for the award being sought and approve the award.

2.5 For all other Degrees by Incorporation, the relevant Faculty Pro Vice-Chancellor will certify that the student has met the requirements for the award being sought and recommend that the Academic Registrar approve the Degree by Incorporation.

2.6 In all cases, Degree by Incorporation will be granted with regard to adherence to all University policy and procedures and in conjunction with professional standards.

## 3. Definitions

3.1 Refer to Schedule 1 of this manual for relevant definitions.

## 4. Scope of Procedures

4.1 All categories of student admission or enrolment with the exception of:

- all pre-higher education admission and enrolment;
- admission and enrolment in research degrees;
- admission and enrolment in doctorates (including by coursework); and

## 5. Related Documents/Links/Forms

5.1 [Credit for Recognised Learning Manual](#)

<b>Policy Compliance Officer</b>	<a href="#">Jon Yorke</a> , Academic Registrar
<b>Policy Manager</b>	Deputy Vice-Chancellor, Academic
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# MAINTAINING CONTINUITY OF ENROLMENT

## 1. Legislation/Enterprise Agreement/Policy Supported

1.1 Admission and Enrolment Policy

## 2. Procedural Details

2.1 To maintain continuity of enrolment in a course, a student will either:

- maintain a continuous enrolment from one study period to the next in units that form part of the course; or
- obtain approval for a LOA covering any study period in which an enrolment is not recorded.

2.2 'One study period to the next' means the normal sequence of study periods (for example, semester to semester or trimester to trimester).

2.3 A student who breaks continuity of enrolment in a course is deemed to be 'AWOL' (Absent Without Leave).

2.4 If continuity of enrolment in a course is not maintained, the consequences for the student are:

- the loss of right to a place in the course (in other words, loss of right to re-enrol in units in the course and a requirement to apply for re-admission to the course);
- A possible requirement to apply for admission to a later version of the course; and
- Possible requirement to undertake the same, additional or alternate units to complete the new version of the course.

2.5 Any admission to a new version of a course is conditional upon the student accepting the consequences listed under 2.4 above.

2.6 At the discretion of the Head of School, a student who has not maintained continuity of enrolment but the break in enrolment is for a period of no greater than twelve months, may be permitted to remain in the course and enrol in units that form part of the course without applying for re-admission.

## 3. Definitions

3.1 Refer to Schedule 1 of this manual for relevant definitions.

## 4. Scope of Procedures

4.1 All categories of student admission or enrolment with the exception of:

- all pre-higher education admission and enrolment;
- admission and enrolment in research degrees;
- admission and enrolment in doctorates (including by coursework); and
- enrolment in units delivered via Open Universities Australia not leading to completion of an award course (unless otherwise specified).

<b>Policy Compliance Officer</b>	<a href="#">Jon Yorke</a> , Academic Registrar
<b>Policy Manager</b>	Deputy Vice-Chancellor, Academic
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# ENROLMENT APPEALS

## 1. Legislation/Enterprise Agreement/Policy Supported

1.1 Admission and Enrolment Policy

## 2. Procedural Details

2.1 A student may lodge an appeal against any decision related to their enrolment, for example, a refusal to allow enrolment in a unit due to student number limitations.

### Informal Resolution

2.2 In many cases, concerns will be able to be satisfactorily resolved through discussion with the Unit Coordinator, Course Coordinator or Head of School. If this is not possible and the student wishes to pursue the matter, a formal appeal may be lodged.

### Formal Appeal

2.3 A formal appeal will be submitted, in writing, within 10 working days of notification of the decision.

2.4 All appeals will be lodged with the relevant Faculty Manager, Student Services.

2.5 The relevant Faculty Manager, Student Services will determine the appeal in consultation, as appropriate, with the Director, Student Administration, relevant Faculty Pro Vice-Chancellor, relevant Head of School and Academic Registrar.

2.6 Where the original decision to refuse or cancel enrolment has been made by the Academic Registrar, the appeal will be determined by the Deputy Vice-Chancellor, Academic.

## 3. Definitions

3.1 Refer to Schedule 1 of this manual for relevant definitions.

## 4. Scope of Procedures

4.1 All categories of student admission or enrolment with the exception of:

- all pre-higher education admission and enrolment;
- admission and enrolment in research degrees;
- admission and enrolment in doctorates (including by coursework); and
- enrolment in units delivered via Open Universities Australia not leading to completion of an award course (unless otherwise specified).

## 5. Related Documents/Links/Forms

5.1 Enrolment Procedure

<b>Policy Compliance Officer</b>	<a href="#">Jon Yorke</a> , Academic Registrar
<b>Policy Manager</b>	Deputy Vice-Chancellor, Academic
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# ADMISSION AND ENROLMENT: CONSIDERATION FOR ELITE ATHLETES

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## 1. Legislation/Enterprise Agreement/Policy Supported

- 1.1 Admission and Enrolment Policy

## 2. Procedural Details

- 2.1 Curtin is a member of the Elite Athlete Friendly University (EAFU) Network, the purpose of which is to support Australia's elite athletes to achieve academic excellence.
- 2.2 An elite athlete is one who is identified and recognised as such by one of the following organisations:
- Australian Institute of Sport;
  - State Institutes or Academies of Sport;
  - AFL Players' Association;
  - Australian Cricketers' Association;
  - Rugby Union Players' Association;
  - Rugby League Professionals' Association;
  - Australian Professional Footballers' Association; and
  - National senior squad members from supported sports.
- 2.3 An athlete outside of these organisations may submit an application for consideration as an elite athlete to the University.
- 2.4 The Personal Excellence Project Officer will act as a representative from the Australian Sports Commission to investigate, verify and make a recommendation to the University.
- 2.5 The University's commitment to elite athletes falls into two areas: Entry and Ongoing Academic Progress and Enrolment.

### Entry

- 2.6 Special consideration will be given to the impact of the applicant's sporting commitments to their preparation for University admission.
- 2.7 The elite athlete may submit accompanying documentation for special consideration for admission into a course.

### Ongoing Academic Progress and Enrolment

- 2.8 The University will make every reasonable effort to support the needs of elite athletes within the context of their sporting commitments.
- 2.9 This will involve the application of a degree of flexibility around (for example), deadlines and the timing of assessment tasks.

### Advice and Assistance

- 2.10 Any issues or concerns relating to the appropriate handling of elite athletes will be referred to the Elite Athlete Co-ordinator.

## 3. Definitions

- 3.1 Refer to Schedule 1 of this manual for relevant definitions.

## 4. Scope of Procedures

- 4.1 All students

<b>Policy Compliance Officer</b>	<a href="#">Jon Yorke</a> , Academic Registrar
<b>Policy Manager</b>	Deputy Vice-Chancellor, Academic
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# ADMISSION AND ENROLMENT: PROVISION OF FALSE OR MISLEADING INFORMATION

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## 1. Legislation/Enterprise Agreement/Policy Supported

1.1 Admission and Enrolment Policy

## 2. Procedural Details

### Verification of Eligibility

2.1 Documents will be submitted in the manner prescribed by the Academic Registrar.

2.2 Documents supplied during the admission process will be verified whenever possible through confirmation with the issuing institution or issuing authority.

### General Provision

2.3 An applicant or student who is found to have provided false or misleading information relating to:

- an application for admission;
- an application for credit for recognised learning; and
- an application for Leave of Absence

may be

- refused admission or have an offer of admission revoked;
- refused approval to enrol or have enrolment cancelled; and
- refused credit for recognised learning or have an offer or granting of credit for recognised learning revoked.

2.4 All decisions on such matters will be made by the Academic Registrar.

## 3. Definitions

3.1 Refer to Schedule 1 of this manual for relevant definitions.

## 4. Scope of Procedures

4.1 All categories of student admission or enrolment with the exception of:

- all pre-higher education admission and enrolment;
- admission and enrolment in research degrees;
- admission and enrolment in doctorates (including by coursework); and
- enrolment in units delivered via Open Universities Australia not leading to completion of an award course (unless otherwise specified).

## 5. Related Documents/Links/Forms

5.1 [Credit for Recognised Learning Manual](#)

5.2 Selection for an Offer Procedure

<b>Policy Compliance Officer</b>	<a href="#">Jon Yorke</a> , Academic Registrar
<b>Policy Manager</b>	Deputy Vice-Chancellor, Academic
<b>Approval Authority</b>	Chair of the Academic Services Committee
<b>Review Date</b>	1 <sup>st</sup> April 2020

**REVISION HISTORY** (*Previous Versions of this document are available from Legal and Compliance Services*)

<b>Version</b>	<b>Approved/ Amended/ Rescinded</b>	<b>Date</b>	<b>Committee / Board / Executive Manager</b>	<b>Approval / Resolution Number</b>	<b>Key Changes and Notes</b>
New	Approved	8/11/2016	Chair of the Academic Services Committee	EM1638	Attachment A to Item 11.3

# ADMISSION AND ENROLMENT: REVOCATION, CANCELLATION AND REFUSAL

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## 1. Legislation/Enterprise Agreement/Policy Supported

### 1.1 Admission and Enrolment Policy

## 2. Procedural Details

2.1 Irrespective of eligibility or any other admission or enrolment provisions outlined in related policy and procedures, the Academic Registrar may, at its absolute discretion, revoke, refuse or cancel a student's:

- Offer of admission;
- Admission;
- Enrolment;
- Conditional offer; and
- Deferred offer or status.

2.2 A revocation, cancellation or refusal may occur if:

- the course or unit has filled its allocated quota, reached maximum or allowable capacity or is no longer available;
- an applicant or student fails to meet any relevant pre-requisite or conditional admission or enrolment requirements;
- an offer is not accepted or enrolment not actioned by the student within the specified timeframe;
- a course is phased out prior to a deferred applicant or student enrolling or where it can be demonstrated that it is not possible for a deferred entry applicant or student to complete a course in an appropriate timeframe;
- admission or enrolment would breach legal obligations of the University;
- an applicant or student has provided false or misleading information to Curtin or any other higher education provider in relation to their admission or enrolment;
- an applicant or student has been found guilty of serious misconduct at Curtin University or at any other higher education provider;
- the nature of the issue giving rise to concerns whether an applicant or student has displayed unacceptable behaviour defined by the University's values and signature behaviours previously at Curtin or at any other higher education provider;
- the nature of the issue giving rise to concerns whether an applicant or student or the presence of an applicant or student at the University is considered to be a potential danger or potentially detrimental to the well-being of student(s) and staff or to the reputation of the University;
- an applicant or student is not able to lawfully enter University premises;
- an applicant or student has an unresolved sanction/s on their student record;
- an applicant or student is attempting to enrol in a unit that is not approved for their course or year of study;
- an applicant or student is unable to meet the inherent requirements of a program;
- the unit is withdrawn as a result of a University decision;



- an applicant or student has failed to comply with requirements set out in the *Higher Education Support Act 2003*;
  - an applicant or student has failed to pay tuition or other fees by the specified deadline;
  - a student has failed to make satisfactory academic progress and it has been determined that a reduced study load or an enrolment or precluded enrolment in specific units is required as an early intervention strategy or as part of a return to good standing plan; or
  - where a student is deceased.
- 2.3 The University will notify an applicant or student of the decision to revoke, cancel or refuse and provide reasons for the action.
- 2.4 An applicant or student who is subject to a decision to revoke, cancel or refuse on non-academic grounds, has 20 working days from the date of the notification to access the University's appeals or complaints process.

### **OUA Students**

- 2.5 As a specified exception to the scope of the procedure, any inappropriate behaviour of a student enrolled in units delivered via Open Universities Australia not leading to completion of an award course, can result in a refusal or cancellation of enrolment or a ban from any or all campuses of Curtin University.
- 2.6 Decisions to refuse or cancel enrolment will be made by the Course Coordinator, Head of School, Pro Vice-Chancellor or Academic Registrar as appropriate.

### **3. Definitions**

- 3.1 Refer to Schedule 1 of this manual for relevant definitions.

### **4. Scope of Procedures**

- 4.1 All categories of student admission or enrolment with the exception of:
- all pre-higher education admission and enrolment;
  - admission and enrolment in research degrees;
  - admission and enrolment in doctorates (including by coursework); and
  - enrolment in units delivered via Open Universities Australia not leading to completion of an award course (unless otherwise specified).

### **5. Related Documents/Links/Forms**

- 5.1 [Credit for Recognised Learning Manual](#)
- 5.2 [Assessment and Student Progression Manual](#)
- 5.3 [Statute No. 10 – Student Discipline](#)
- 5.4 [Academic Misconduct Rules](#)
- 5.5 [General Misconduct Rules](#)
- 5.6 [Academic Record Fraud Rules](#)
- 5.7 [Course Approval and Quality Manual](#)
- 5.8 [Admission Procedure](#)
- 5.9 Authority to Make and Offer Procedure
- 5.10 Acceptance of an Offer Procedure
- 5.11 Conditional Offer Procedure
- 5.12 Deferred Admission Procedure
- 5.13 Enrolment Procedure

5.14 Rescission of Award Certificate Procedure

<b>Policy Compliance Officer</b>	<a href="#">Jon Yorke</a> , Academic Registrar
<b>Policy Manager</b>	Deputy Vice-Chancellor, Academic
<b>Approval Authority</b>	Chair of the Academic Services Committee
<b>Review Date</b>	1 <sup>st</sup> April 2020

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# ADDITIONAL INFORMATION

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## INTERPRETATION

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Where there is any doubt as to the interpretation or administration of any of the policies and procedures contained within the *Admission and Enrolment Manual*, the Academic Registrar is responsible for determining the correct or intended interpretation.

# SCHEDULES

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## Schedule 1: Definitions

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**The following definitions apply to all sections of this manual.**

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An **Academic Transcript** is the official University record of a student's results and is printed on official University transcript paper.

An **Award Course** means a structured combination of units approved by the University Academic Board which when completed qualifies the student for an award from Curtin University.

A **Course Switcher** is a Curtin student who has accrued debt or paid tuition fees and then switches from their original Curtin course to another Curtin course.

A **Course Weighted Average (CWA)** is a calculation of a student's weighted average percentage mark for all Grade/Mark units in which the student is enrolled in a course, including units credited as Automatic Credit or Designated Credit.

**Credit** (for recognised learning, CRL) is the value assigned for the recognition of equivalence in content and learning outcomes between different types of learning and/or qualifications. Credit reduces the amount of learning required to achieve a qualification.

**Degree by Incorporation** refers to the process of determining that a student has met the requirements of a particular course without ever having been formally admitted to that course or enrolled in units that form part of the course.

**Head of School** means the senior academic position in charge of a School.

**LOA** is an acronym for Leave of Absence.

A **Non-Award Course** means a program of study, which does not lead to a formal award. It may comprise a unit or units of study from an award course and may be counted as credit towards an award course in some cases.

**OASIS** is an acronym for Online Access to Student Information Services, the student portal, through which students are provided with access to a wide range of eServices.

The **Official Communications Channel** is the means by which official correspondence is delivered electronically to students within OASIS.

**OCC** is an acronym for the Official Communication Channel.

**Open Universities Australia** provides online higher education and is owned by a consortium of several Australian universities.

**OUA** is an acronym for Open Universities Australia.

**PG** is an acronym for Postgraduate.

**Postgraduate** means AQF Levels 8 (excluding Bachelor Honours Degree) and 9.

A **Sanction** is a warning that is applied to a student's record to alert the student and staff to outstanding requirements, such as non-payment of fees or charges that may prevent the student from accessing results, re-enrolling or graduating.

A **School** is used in this manual as the generic term for an academic area, and covers Faculties (old usage), Schools and Departments.

A **Semester Weighted Average (SWA)** is a calculation of a student's weighted average percentage mark for all Grade/Mark units in which the student is enrolled in any one study period. The term semester weighted average is used even if the study period is not a semester (for example, Trimester).

**Special Consideration Entry** is a process by which applicants whose educational achievements have been compromised or disadvantaged by external factors, can have their admission considered in light of those factors.

A **Student** is a person who is admitted to a course or enrolled in a unit, which leads to, or is capable of leading to, an academic award of the University.

A **Student Identification Card (Student ID Card)** means a card issued by the University, which provides a variety of access, library borrowing rights and proof of identity.

**Student One** is the University's central student records system in which records for all Curtin students must be maintained (with the exception of VTEC students and ELICOS students).

A **Study Period** is a period of time in which a unit is available for example, Semester 1, Semester 2, Trimester 1 etc.

**TISC** is an acronym for the Tertiary Institutions Service Centre.

**UG** is an acronym for Undergraduate.

**Undergraduate** means AQF Levels 6 – 8 (Bachelor Honours Degree) inclusive.

A **Unit** means a discrete entity of study within a subject area that is a component of a course.

A **Unit Coordinator** is the most senior academic staff member responsible for a particular unit.

**Universities Australia** is the Council of University Presidents, representing Australian Universities nationally and internationally (previously Australian Vice-Chancellors' Committee (AVCC)).

The **Vice-Chancellor's List** is for academic excellence and comprises undergraduate students who have been selected from the top one percent of a course in each semester.

The **Vocational Training and Education Centre (VTEC)** is a branch of Curtin University, which delivers a range of educational programs, aligned to the Australian Qualifications Framework, and equivalent to and recognised by Training and Further Education (TAFE).

A **Working Day** is any day, Monday to Friday, other than University-observed holidays (including Academic and Professional staff observed public holidays) and formal close down periods of the University.

## Schedule 2: Summary of Responsibilities

University positions given responsibility and authority in this Manual for the following actions.

In all cases, the responsibility and authority may be given as listed in the relevant Schedule of Authorisation.

This table is a summary only. Please refer to the relevant policy or procedure for complete information.

	Academic Registrar	Deputy Vice-Chancellor International	Relevant Faculty Pro Vice-Chancellor	Manager, University Admission Centre	Manager, Curtin International Admissions	Head of School	Other Position	Committees
<b>POLICY - ADMISSION AND ENROLMENT POLICY</b>								
Approve University-wide minimum standards of English competency requirements								✓ (Academic Board)
Deal with admission and enrolment related issues in accordance with Rule 4.1 of <i>Enrolment Rules (General)</i>								✓ (Academic Board of authorised sub-committee)
Responsible for Implementation, Compliance Monitoring, Measuring and Continual Improvement							✓ (Deputy Vice-Chancellor, Academic)	
<b>PROCEDURE - UNIVERSITY ENGLISH COMPETENCY REQUIREMENT</b>								
Approve equivalencies with qualifications from other institutions or alternative forms of English competency testing.	✓							
Recommend equivalencies with qualifications from other institutions or alternative forms of English competency testing.								✓ (University Admissions Committee)
Request minimum English entry requirements above the approved University-wide levels for a specific course to Pro Vice-Chancellor						✓		
Approve admission at lower minimum English competency standards upon recommendation of University Admissions Committee							✓ (Deputy Vice-Chancellor, Academic)	
Approve request for variation below University-wide minimum for an individual student upon recommendation of University Admissions Committee							✓ (Deputy Vice-Chancellor, Academic)	
<b>PROCEDURE - ADMISSION</b>								
Define and publish specific (inherent) requirements						✓		
Approve and publish processes for applying to an award course by a domestic student, including Open Universities Australia	✓							
Subject to legislative or University policy, approve and publish processes for applying to		✓						

	Academic Registrar	Deputy Vice-Chancellor International	Relevant Faculty Pro Vice-Chancellor	Manager, University Admission Centre	Manager, Curtin International Admissions	Head of School	Other Position	Committees
an award course by international onshore and partner applicants (excluding Curtin Sarawak and Curtin Singapore)								
Subject to legislative or University policy and in consultation with the DVCI, approve and publish processes for applying to an award course at Curtin Sarawak							✓ (PVC Curtin Sarawak in consultation with DVCI)	
Subject to legislative or University policy, approve and publish processes for applying to an award course at the University of Curtin Singapore							✓ (PVC Curtin Singapore in consultation with DVCI)	
Set minimum English standards for Domestic UG admission								✓ (Academic Board)
Set course eligibility standards for Domestic UG admission			✓					
Approve application process for Domestic UG admission	✓							
Assess individual applications for Domestic UG admission	✓							
Select a Domestic UG applicant for offer	✓ (in consultation with relevant Faculty PVC and HoS as appropriate)							
Make Domestic UG offers	✓**							
Set minimum English standards for Domestic PG Coursework admission								✓ (Academic Board)
Set course eligibility standards for Domestic PG Coursework applicants			✓					
Approve application process for Domestic PG Coursework admission	✓							
Assess individual applications for Domestic PG Coursework admission			✓					
Select a Domestic PG Coursework applicant for offer	✓							
Make Domestic PG Coursework offers	✓**							
Set minimum English standards for International Onshore and Partner UG and PG Coursework (excluding Curtin Sarawak and Curtin Singapore) admission								✓ (Academic Board)
Set course eligibility standards for International Onshore and Partner UG and PG Coursework (excluding Curtin Sarawak and Curtin Singapore) admission			✓					

	Academic Registrar	Deputy Vice-Chancellor International	Relevant Faculty Pro Vice-Chancellor	Manager, University Admission Centre	Manager, Curtin International Admissions	Head of School	Other Position	Committees
Approve application process for International Onshore and Partner UG and PG Coursework (excluding Curtin Sarawak and Curtin Singapore) admission		✓						
Assess individual applications for International Onshore and Partner UG and PG Coursework (excluding Curtin Sarawak and Curtin Singapore) admission		✓ <i>(in consultation with relevant Faculty PVC and HoS as appropriate)</i>						
Select an International Onshore and Partner UG and PG Coursework (excluding Curtin Sarawak and Curtin Singapore) applicant for offer		✓ <i>(in consultation with relevant Faculty PVC and HoS as appropriate)</i>						
Make International Onshore and Partner UG and PG Coursework (excluding Curtin Sarawak and Curtin Singapore) offers		✓**						
Set minimum English standards for International Curtin Sarawak UG and PG Coursework applicants								✓ <i>(Academic Board)</i>
Set course eligibility standards for International Curtin Sarawak UG and PG Coursework applicants			✓					
Approve application process for International Curtin Sarawak UG and PG Coursework admission							✓* <i>(PVC, Curtin Sarawak in consultation with DVCI)</i>	
Assess individual applications for International Curtin Sarawak UG and PG Coursework admission		✓ <i>(in consultation with relevant Faculty PVC and HoS as appropriate)</i>						
Select an International Curtin Sarawak UG and PG Coursework applicant for offer		✓ <i>(in consultation with relevant Faculty PVC and HoS as appropriate)</i>						
Make International Curtin Sarawak UG and PG Coursework offers		✓**						
Set minimum English standards for International Curtin Singapore UG and PG Coursework applicants								✓ <i>(Academic Board)</i>



	Academic Registrar	Deputy Vice-Chancellor International	Relevant Faculty Pro Vice-Chancellor	Manager, University Admission Centre	Manager, Curtin International Admissions	Head of School	Other Position	Committees
Set course eligibility standards for International Curtin Singapore UG and PG Coursework applicants			✓					
Approve application process for International Curtin Singapore UG and PG Coursework admission							✓* (PVC, Curtin Singapore in consultation with DVCI)	
Assess individual applications for International Curtin Singapore UG and PG Coursework admission		✓ (in consultation with relevant Faculty PVC and HoS as appropriate)						
Select an International Curtin Singapore UG and PG Coursework applicant for offer		✓ (in consultation with relevant Faculty PVC and HoS as appropriate)						
Make International Curtin Singapore UG and PG Coursework offers		✓**						
<b>PROCEDURE - ELIGIBILITY FOR ADMISSION</b>								
Determine minimum standards for admission to award courses at Curtin								✓ (Academic Board)
Determine acceptable minimum academic qualification required for PG coursework admission			✓					
Maintain a register of approved English standard equivalents and accepted academic qualifications for entry on the relevant Standard List.				✓				
<b>PROCEDURE - SELECTION FOR AN OFFER</b>								
Decide Domestic students (Commonwealth Supported) selected into an UG course in consultation with Faculty PVC	✓							
<b>PROCEDURE - AUTHORITY TO MAKE AN OFFER</b>								
Make an offer for Domestic UG and PG Coursework Admission	✓							
Make an offer for International Onshore and Partner UG and PG coursework Admission		✓						
Responsible for ensuring all offers to international onshore students comply with the ESOS Act and the National Code of Practice		✓						

	Academic Registrar	Deputy Vice-Chancellor International	Relevant Faculty Pro Vice-Chancellor	Manager, University Admission Centre	Manager, Curtin International Admissions	Head of School	Other Position	Committees
Consent to and approve admission and enrolment of U16			✓					
Approve consent for information for U16 to be provided to an alternative party under exceptional circumstances	✓							
<b>PROCEDURE - CONDITIONAL OFFERS</b>								
Approve requirement for students to meet specific admission requirements associated with a conditional offer prior to commencement or within first study period	✓							
Publish processes and timelines for conditional offers	✓							
<b>PROCEDURE - DEFERRED ADMISSION</b>								
Determine which courses are open for deferred admission after consultation with the relevant Faculty PVC	✓							
Approve a period of deferment for a period longer than twelve months	✓ (or authorised officer)							
Consider and approve deferral requests for MBBS under exceptional and unforeseen circumstances							✓ (Medical Admissions/ Selection Committee)	
Decide on manner and timelines for requests for deferred admission	✓							
<b>PROCEDURE - SPECIAL CONSIDERATION ADMISSION</b>								
Prescribe supporting documentation required for an application for Special Consideration Admission	✓							
Receive applications for Special Consideration Admission that are to be determined by a prescribed committee				✓				
<b>PROCEDURE – ADMISSION CONSIDERATION FOR HUMANITARIAN VISA HOLDERS</b>								
Receive applications for Special Consideration Admission – Humanitarian Visa Holders, to be assessed by the Director, Support Services				✓				
Assess and provide recommendation to Manager, University Admission Centre relating to Special Consideration Admission – Humanitarian Visa Holders							✓ (Director, Support Services)	
<b>PROCEDURE - ADMISSION APPEALS</b>								
Consider initial concerns raised by students who have not been made an offer and believe their application was not properly considered				✓ (as appropriate)	✓ (as appropriate)			
Receive formal admission appeals				✓ (as appropriate)	✓ (as appropriate)			

	Academic Registrar	Deputy Vice-Chancellor International	Relevant Faculty Pro Vice-Chancellor	Manager, University Admission Centre	Manager, Curtin International Admissions	Head of School	Other Position	Committees
Provide recommendations regarding admission appeals to appeal decision makers				✓	✓			
Determine Admission Appeals							✓ (Director, Admissions and Scholarships or Manager, International Office (as appropriate))	
<b>PROCEDURE - ENROLMENT</b>								
Approve unit enrolment where pre-requisites are not met	✓							
Prescribe processes for enrolment in units	✓							
Approve enrolment into postgraduate units by a student studying an undergraduate course after support from the Head of School	✓							
Approve requirement for students to meet specific academic requirements for a unit or course at commencement or within first study period	✓							
Prescribe process and timelines for a student to apply to convert to a Commonwealth Supported place	✓							
<b>PROCEDURE - STUDY LOAD</b>								
Approve enrolment of more than 100 credit points in a study period provided the student is counselled on the consequences of such an overload including failure of units due to time management issues.						✓		
Receipt request and conduct initial assessment and indicate if the application is or is not supported							✓ (Course Coordinator)	
Record approval on the student records system						✓		
Prescribe application form to be submitted by International Onshore students requesting enrolment in less than 100cp	✓							
Approve a change of course of study						✓ (of the new course)		
Determine manner and timelines for changes to enrolment in units or in a course of study	✓							
Approve concurrent enrolment in units in more than one course in the University							✓ (Director, Student Administration)	

	Academic Registrar	Deputy Vice-Chancellor International	Relevant Faculty Pro Vice-Chancellor	Manager, University Admission Centre	Manager, Curtin International Admissions	Head of School	Other Position <i>or authorised officer)</i>	Committees
							<i>or authorised officer)</i>	
Provide written support to students for concurrent enrolment						✓		
Ensure the student is aware of and accepts in writing possible consequences as a result of concurrent enrolment							✓ <i>(Director, Student Administration or authorised officer)</i>	
Endorse repeat enrolment in passed units						✓		
Approve repeat enrolment in passed units	✓							
Approve variation in maximum time to complete a course						✓		
Apply a shorter timeframe for recognition of units in a course in order to meet professional accreditation requirements or where there have been significant changes						✓		
<b>PROCEDURE - WITHDRAWAL</b>								
Prescribe the manner and timelines by which a student may apply to withdraw	✓							
Prescribe the manner and timelines by which a student may apply for Withdrawal Under Special Circumstances	✓							
Approve unit withdrawal under special circumstances after last date to withdraw under exceptional circumstances	✓							
Approve variations to Withdrawal Under Special Circumstances	✓							
Prescribe and publish dates for award course withdrawals	✓							
<b>PROCEDURE - LEAVE OF ABSENCE</b>								
Prescribe the manner and timelines for Leave of Absence applications	✓							
Approve or reject Leave of Absence applications						✓		
Approve under exceptional circumstances, leave of absence applications where there is outstanding work in a course or sanctions against the student record	✓							
Authorise and provide to student conditions relating to a student's return to study						✓		
Determine an appeal resulting from a Leave of Absence application being rejected or varied			✓					
Approve Special Leave of Absence periods for office bearers entitled to take Special Leave of Absence	✓							

	Academic Registrar	Deputy Vice-Chancellor International	Relevant Faculty Pro Vice-Chancellor	Manager, University Admission Centre	Manager, Curtin International Admissions	Head of School	Other Position	Committees
<b>PROCEDURE - CROSS INSTITUTIONAL ENROLMENT</b>								
Approve studies at another institution, including confirmation that the studies may be credited to the Curtin award for outbound cross-institutional students						✓		
Approve inbound cross institutional enrolments						✓		
Approve and publish procedures for inbound cross-institutional students	✓							
Authorise the recording of specific unit names and grade/mark results on the Curtin academic transcript for approved "Special Category Course Integrated Cross Institutional Enrolments"	✓							
Approve Special Category Course Integrated Cross Institutional Enrolment	✓							
<b>PROCEDURE - NOT FOR DEGREE ENROLMENT</b>								
Prescribe processes and timelines for applications to enrol on a Not For Degree basis	✓							
Approve Not For Degree enrolment						✓		
<b>PROCEDURE - DEGREE BY INCORPORATION</b>								
Approve arrangements for students electing to take their award from Curtin when enrolled in units through approved collaborative partnerships	✓							
Issue instruction on requirements to be met when a Degree by Incorporation is approved due to exceptional circumstances	✓							
Waive fees for Degree by Incorporation	✓							
Recommend all relevant Degrees by Incorporation except those for Open Universities Australia students			✓					
Approve all relevant Degrees by Incorporation except those for Open Universities Australia students	✓							
Approve all relevant Degrees by Incorporation for Open Universities Australia students						✓		
Certify a student has met the requirements for the award being sought						✓		
<b>PROCEDURE - MAINTAINING CONTINUITY OF ENROLMENT</b>								
Approve re-enrolment in units that form part of course without applying for re-admission when a student has not maintained enrolment continuity but the break is less than 12 months						✓		

	Academic Registrar	Deputy Vice-Chancellor International	Relevant Faculty Pro Vice-Chancellor	Manager, University Admission Centre	Manager, Curtin International Admissions	Head of School	Other Position	Committees
<b>PROCEDURE - ENROLMENT APPEALS</b>								
Consider initial concerns raised by students regarding decisions relating to enrolment						✓	✓ (Unit Coordinator and Course Coordinator)	
Receive formal enrolment appeal							✓ (Relevant Manager, Student Services)	
Determine enrolment appeals in consultation, as appropriate, with Director, Student Administration, relevant Faculty PVC, relevant Head of School and Academic Registrar							✓ (Relevant Manager, Student Services)	
Determine appeal when the original decision to refuse or cancel enrolment has been made by the Academic Registrar							✓ (Deputy Vice-Chancellor, Academic)	
<b>PROCEDURE - ADMISSION AND ENROLMENT: CONSIDERATION FOR ELITE ATHLETES</b>								
Determine issues of concerns relating to appropriate handling of elite athletes							✓ (Elite Athlete Co-ordinator)	
<b>PROCEDURE – ADMISSION AND ENROLMENT: PROVISION OF FALSE OR MISLEADING INFORMATION</b>								
Decide matters relating to the provision of false or misleading information	✓							
<b>PROCEDURE – ADMISSION AND ENROLMENT: REVOCATION, CANCELLATION AND REFUSAL</b>								
Revoke, refuse or cancel offer or admission, admission, enrolment, conditional offer, deferred offer or status as appropriate (refer to this section for further information)	✓		✓			✓	✓ (Course Coordinator)	

\* Subject to compliance with any legislative or University policy and procedural requirements specified by the Academic Registrar

\*\* Or as approved in the relevant Schedule of Authorisation