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CURTIN UNIVERSITY OF TECHNOLOGY

Enrolment Rules (General)

These Rules are made by the Council of the University under the powers conferred on it by section 7 of *Statute No. 12 – Enrolment* and in accordance with section 34(3) of the *Curtin University of Technology Act 1966*.

PART 1 - PRELIMINARY

1.1 Citation

These Rules may be cited as the “*Enrolment Rules (General)*”

1.2 Commencement

These Rules take effect when they are promulgated in accordance with section 4 of *Statute No. 3 – Rules*.

Note: section 4 of *Statute No. 3 – Rules* relevantly states -

‘A Rule is promulgated by posting a copy of it on the notice board located outside the main entrance to the Administration block at the University at Bentley ...’.

1.3 Objects

These Rules are intended to regulate, and provide for the regulation of –

- (a) admission to award courses; and
- (b) enrolment in units.

1.4 Definitions

In these Rules –

‘**award**’ means a degree, diploma or certificate given under the University’s graduation seal;

‘**award course**’ means a program of study comprising a structured combination of prescribed units which, when completed by a student, qualifies the student for an award from the University, other than an award of -

- (a) degree of Master by Research;
- (b) degree of Doctor by Coursework; or
- (c) degree of Doctor by Research;

‘**prescribed**’ means prescribed by –

- (a) the Academic Board under rule 4.1; or
- (b) the Vice-Chancellor under rule 4.2;

‘**study period**’ means the period of time, such as a specified semester or trimester, during which a unit is offered by the University for study; and

'unit' means a discrete entity of study within a subject area that is a component of an award course (including one that may be studied on a not-for-degree basis) but does not include a unit delivered through Open Universities Australia.

1.5 Revocation

The following Rules are revoked –

- (a) *Rule No. 1 Made Pursuant to Statute 12 – Enrolment: Application, Selection and Admission into Courses;*
- (b) *Rule No. 2 Made Pursuant to Statute 12 – Enrolment into Courses;*
- (c) *Rule No. 4 Made Pursuant to Statute 12 – Enrolment: Enrolment into Extension Studies;*
- (d) *Rule No. 5 Made Pursuant to Statute 12 – Enrolment: Degree by Incorporation;*
- (e) *Rule No. 6 Made Pursuant to Statute 12 – Enrolment: Deferred Entry;*
- (f) *Rule No. 7 Made Pursuant to Statute 12 – Enrolment: Leave of Absence;*
- (g) *Rule No. 8 Made Pursuant to Statute 12 – Enrolment: Preservation of Pre-2005 Higher Education Contribution Scheme and Post Graduate Education Loans Scheme Entitlements Under the Higher Education Support Act 2003; and*
- (h) *Rule No. 9 Made Pursuant to Statute 12 – Enrolment: Overseas to Permanent Resident Status Conversion.*

PART 2 - ADMISSION

2.1 Admission requirements

- (1) Admission requirements applying to an award course are –
 - (a) to be prescribed;
 - (b) to include a minimum prescribed standard of English language competency; and
 - (c) to include minimum prescribed academic qualifications or results.
- (2) The main objectives of the admission requirements are -
 - (a) to impose minimum academic requirements in order to maintain the University's educational standards;
 - (b) to provide a clear indication to prospective students of what studies they must undertake and what results they must achieve if they are to be considered for admission to the University;
 - (c) to ensure that those admitted to a course have the best prospects of successful completion; and
 - (d) to ensure fair, open and consistent practices for admission, taking into account the University's access and equity objectives.

2.2 Applications for admission

- (1) A person who wishes to be admitted by the University to an award course must apply for admission.
- (2) An application for admission to an award course must be –
 - (a) in the prescribed form and manner;
 - (b) address each of the prescribed admission requirements relating to the course;
 - (c) contain the prescribed information or documents relating to the course; and
 - (d) be accompanied by the fee (if any) imposed by the University relating to the particular course.
- (3) The Vice-Chancellor may decline to consider an application that does not comply with the requirements of this rule.

2.3 Assessing and determining an application

- (1) A person is not eligible for admission to an award course unless his or her application for admission is considered by the Vice-Chancellor to satisfy the admission requirements under rule 2.2(2) for that course.
- (2) The Vice-Chancellor is to select, from among those who are eligible for admission to an award course, each of those to whom an offer of admission to the course is to be made.
- (3) In selecting the applicants to whom offers of admission to an award course are to be made, the Vice-Chancellor –
 - (a) must take into account the merits of the applications;
 - (b) subject to paragraph (c), may take into account –
 - (i) the availability of places and the order of receiving applications;
 - (ii) any relevant determination made under rule 5.1(b); and
 - (iii) any other prescribed selection criteria.
 - (c) must comply with the fairness requirements (to the extent to which they apply) of the *Higher Education Support Act 2003 (Commonwealth)*.

Note: these fairness requirements do not prevent the University from taking into account educational disadvantages that a particular student has experienced – see section 19-35 of the *Higher Education Support Act 2003*.

2.4 Offer of admission

- (1) An applicant selected under rule 2.3 is to be given a written offer of admission to the course for which he or she applied for admission.
- (2) An applicant who, within the time and in the manner prescribed, accepts an offer for admission to a course –
 - (a) is admitted to that course; and

- (b) is entitled to apply to be enrolled in units for that course.

2.5 Power to revoke

- (1) The Vice-Chancellor may, at any time, revoke an offer for admission to a course if –
 - (a) the allocated quota of students for that course has been filled; or
 - (b) rule 5.2(1) applies.

PART 3 - ENROLMENT

3.1 Award courses enrolment

A person may apply to be enrolled in a unit in an award course only after being admitted to that course.

3.2 Not-for-degree enrolment

- (1) A person may apply to be enrolled in a unit on a not-for-degree basis –
 - (a) for personal or professional development reasons; or
 - (b) to demonstrate competency for admission to an award course.
- (2) A person who wishes to enrol in a unit on a not-for-degree basis is not required to be admitted to the course of which that unit would ordinarily form a part.
- (3) A person cannot be enrolled in a unit on a not-for-degree basis unless he or she meets any prescribed requirements that apply in respect of enrolment in that unit.
- (4) The enrolment by a person in a unit on a not-for-degree basis does not confer on that person a right to be enrolled in any other unit;
 - (a) in the same study period; or
 - (b) in any subsequent study period.

3.3 Application for enrolment

- (1) A person who wishes to be enrolled in a unit must apply for enrolment.
- (2) An application for enrolment in a unit must be –
 - (a) in the prescribed form and manner;
 - (b) address each of the prescribed enrolment requirements relating to the unit; and
 - (c) contain the prescribed information or documents relating to the unit.
- (3) The Vice-Chancellor may decline to consider an application that does not comply with the requirements of this rule.

3.4 Assessing and determining an application

- (1) In considering an application for enrolment under rule 3.3, the Vice-Chancellor –

- (a) must comply with the fairness requirements (to the extent to which they apply) of the *Higher Education Support Act 2003*; and
 - (b) may take into account any relevant determination made under rule 5.1(d).
- (2) The Vice-Chancellor may accept, or may refuse to accept, an application for enrolment and, in either case, is to notify the applicant of the acceptance or refusal to accept the application.

3.5 No tuition, etc unless enrolled

A person must not –

- (a) attend any class in respect of a unit;
- (b) receive any tuition in respect of a unit; or
- (c) be assessed for a unit,

unless the person is enrolled in that unit in the manner prescribed.

3.6 Continuity of study

- (1) A student has the right to remain admitted in an award course, and has the right to continue to enrol in units in that course if he or she is admitted to the course and either –
- (a) maintains a continuous enrolment from one study period to the next; or
 - (b) obtains approval for a leave of absence in the manner prescribed for any study period in which he or she is not enrolled.
- (2) A student who fails to comply with sub-rule (1) may be required to reapply for admission to the course.

3.7 Power to cancel

The Vice-Chancellor may, at any time, cancel an enrolment in a unit if –

- (a) the allocated quota of students for that unit has been filled; or
- (b) rule 5.2(1) applies.

PART 4 - PRESCRIBED REQUIREMENTS

4.1 Policies and procedures by the Academic Board

- (1) For the purposes of these Rules, the Academic Board may, by way of policies or procedures, prescribe requirements and other provisions relating to –
- (a) admission to an award course; and
 - (b) enrolment in a unit.
- (2) For the purposes of these Rules, the Academic Board must, by way of policies and procedures, prescribe grievance and review procedures that are consistent with the University's obligations under section 19-45 of the *Higher Education Support Act 2003*.

- (3) The Academic Board may delegate all or part of its functions under this rule to –
 - (a) a committee of the Academic Board consisting of members appointed by the Council; or
 - (b) any officer or officers of the University.

4.2 Other procedures and guidelines

The Vice-Chancellor may prescribe, by way of procedures or guidelines, additional requirements or procedures that are consistent with, and give effect to, the policies and procedures prescribed by the Academic Board under rule 4.1.

PART 5 - GENERAL

5.1 Regulation of admission and enrolment

The Vice-Chancellor may, at any time –

- (a) limit the number of people who may be admitted to a course;
- (b) determine that particular categories of people may be given preference for admission to a course;
- (c) limit the number of students who may be enrolled in a unit;
- (d) determine that particular categories of student may be given preference for enrolment in a unit;
- (e) change the content of a course or unit;
- (f) withdraw, or change the availability of, a course or unit; or
- (g) otherwise vary arrangements for a course or unit.

5.2 Powers where non-compliance

- (1) This rule applies if a student, or a prospective student –
 - (a) gives information in connection with an application for admission or enrolment, that is false or misleading;
 - (b) fails to comply with relevant University policies and procedures relating to admission or enrolment;
 - (c) fails to pay any applicable fee or charge; or
 - (d) fails to comply with legislative requirements associated with his or her admission or enrolment (for example, HECS-HELP or FEE-HELP).
- (2) Where this rule applies, in addition to any other action that may be taken by the University, the Vice-Chancellor may do one or more of the following –
 - (a) refuse an application for admission;
 - (b) withdraw an approval for admission or cancel an admission;
 - (c) refuse an application for enrolment; and

(d) cancel an enrolment.

5.3 Grievance and review procedures

- (1) A person who is aggrieved by a decision made under these Rules may lodge a complaint or request for review in accordance with the prescribed grievance and review procedures.
- (2) A complaint or request for review lodged under this Rule is to be dealt with in accordance with the prescribed grievance and review procedures.

REVISION HISTORY

Revision Ref. No.	Approved / Rescinded	Date	Committee / Board	Resolution Number	Document Reference
New	Approved	30 July 2008	Council	C 119/08	Attachment A to Document No 00764/08

NOTE: This Rule was promulgated on 14 August 2008 in accordance with Statute No 3 – Rules.

It replaces the following, repealed via resolution C 119/08:

1. Rule No 1 Made Pursuant to Statute 12 – Enrolment, Application, Selection and Admission into Courses
2. Rule No 2 Made Pursuant to Statute 12 – Enrolment into Courses
3. Rule No 4 Made Pursuant to Statute 12 – Enrolment: Enrolment into Extension Studies
4. Rule No 5 Made Pursuant to Statute 12 – Enrolment: Degree by Incorporation
5. Rule No 6 Made Pursuant to Statute 12 – Enrolment: Deferred Entry
6. Rule No 7 Made Pursuant to Statute 12 – Enrolment: Leave of Absence
7. Rule No 8 Made Pursuant to Statute 12 – Enrolment: Preservation of Pre-2005 Higher Contribution Scheme and Postgraduate Enrolment Loans Scheme Entitlements under the Higher Education Support Act 2003
8. Rule No 9 Made Pursuant to Statute 12 – Enrolment: Overseas to Permanent Resident Status Conversion