

ADMISSION AND ENROLMENT

(COURSEWORK STUDENTS)

POLICY AND PROCEDURES

Contents

INTRODUCTION	3
POLICY	4
ADMISSION AND ENROLMENT.....	4
PROCEDURES	8
ADMISSION	8
SELECTION FOR AN OFFER	12
AUTHORITY TO MAKE AN OFFER.....	14
CONDITIONAL OFFERS	16
ACCEPTANCE OF AN OFFER	19
DEFERRED ADMISSION.....	21
COURSE TRANSFER.....	23
SPECIAL CONSIDERATION ADMISSION	25
ADMISSION CONSIDERATION FOR HUMANITARIAN VISA HOLDERS	27
ADMISSION APPEALS	29
ENROLMENT	31
STUDY LOAD	33
WITHDRAWAL.....	37
LEAVE OF ABSENCE	40
CROSS-INSTITUTIONAL ENROLMENT	44
NOT FOR DEGREE & OPEN UNIVERSITIES AUSTRALIA (OUA) OPEN ACCESS UNIT ENROLMENT	47
DEGREE BY INCORPORATION.....	49
MAINTAINING CONTINUITY OF ENROLMENT.....	51
ENROLMENT APPEALS	53
ADMISSION AND ENROLMENT: CONSIDERATION FOR ELITE ATHLETES	55
ADMISSION AND ENROLMENT: REVOCATION, CANCELLATION AND REFUSAL.....	57
SCHEDULES	60
Schedule 1: Definitions	60

INTRODUCTION

ADMISSION AND ENROLMENT (COURSEWORK STUDENTS) - POLICY AND PROCEDURES

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

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

The commencement date for the policy and procedures in the *Admission and Enrolment (Coursework Students) – Policy and Procedures* will be 1 January 2021. Any future amendments or revisions by the appropriate approval authorities will be effective from the date of such approval.

APPROVAL DETAILS

Endorsed: Learning and Student Experience Committee

Approved: Academic Board (Policy)

Deputy Vice-Chancellor, Academic (Procedures)

POLICY

ADMISSION AND ENROLMENT

1. STRATEGIC PLAN THEME AND COMPLIANCE OBLIGATION SUPPORTED

Strategic Plan Theme: [Learning and Student Experience](#)

2. PURPOSE

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

3. POLICY STATEMENT/S

- 3.1 Procedures for selecting applicants will be open, consistent, fair and transparent.
- 3.2 Selection for admission and enrolment will be based on merit and will comply with the relevant legislative requirements.
- 3.3 The University, when making decisions about admission and enrolment, may take into account the assessed educational disadvantage that a particular applicant has experienced.
- 3.4 The University may attach conditions to any offer of admission or enrolment.
- 3.5 Curtin's courses are delivered and assessed in the English language.
- 3.6 Academic Board is the approval entity for the:
 - 3.6.1 prescribed minimum University English competency requirement ('minimum English standard'); and
 - 3.6.2 prescribed minimum academic qualifications or results.for admission to award courses upon the recommendation of the relevant sub-committee of Academic Board.
- 3.7 Minimum standards will be set separately for undergraduate (including Associate Degree) and postgraduate coursework entry.
- 3.8 Academic Board is able to approve an exception for a course to have a lower English Language requirement than the minimum standard.
- 3.9 It is the responsibility of the student to adhere to any prescribed University deadlines relating to admission and enrolment and to check that their enrolment is correctly recorded on the student management system at all times, particularly prior to each census date.
- 3.10 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 the *Enrolment Rules (General) to Statute 12 Enrolment*.
- 3.11 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:
 - 3.11.1 impose limitations on admission to any course;
 - 3.11.2 impose limitations on enrolment in any unit;
 - 3.11.3 withdraw any unit or course which it offers or change the availability of a unit or course, with the exception of OUA where permission will be given by OUA; or
 - 3.11.4 make further decisions to limit admission and enrolment as detailed under the Curtin Act and relevant Statute and Rules.
- 3.12 Any responsibilities of the Academic Registrar articulated in the *Admission and Enrolment Manual (Coursework Students) – Policy and Procedures* may be provided to a nominee as per the Document of Authorisations held by Admissions Office.
- 3.13 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.

3.14 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.

3.15 Subject to compliance with any legislative or University policy and procedural requirements specified by the Academic Registrar, and minimum English and Academic standards approved by Academic Board, authorities are provided in the table below. Unless otherwise indicated, the Faculty Pro Vice-Chancellor (Faculty PVC) means the relevant Pro Vice-Chancellor for the Faculty who owns that course, HoS means Head of School for the course and DVC-I is Deputy Vice-Chancellor International.

Category	Approve prescribed University English and Academic minimum standards for admission	Set course entry requirements in compliance with or above Academic Board approved minimum standards as per the Course Quality Assurance Manual	Approve application for admission process	Assess or provide authority to assess individual applications	Select or provide authority to select an applicant for offer	Make or provide authority to make an offer
DOMESTIC UG	Academic Board	Faculty PVC	Academic Registrar	Academic Registrar	Academic Registrar in consultation with Faculty PVC/HoS as appropriate	Academic Registrar
DOMESTIC PG Coursework	Academic Board	Faculty PVC	Academic Registrar	Faculty PVC	Academic Registrar	Academic Registrar
INTERNATIONAL Onshore and Partner UG and PG Coursework entry (excluding Curtin Malaysia, Curtin Singapore, Curtin Dubai and Curtin Mauritius)	Academic Board	Faculty PVC	DVC-I	DVC-I in consultation with Faculty PVC/HoS as appropriate	DVC-I in consultation with Faculty PVC/HoS as appropriate	DVC-I
INTERNATIONAL Curtin Malaysia UG and PG Coursework entry	Academic Board	Faculty PVC	PVC Curtin Malaysia in consultation with the DVC-I	DVC-I in consultation with Faculty PVC/HoS as appropriate	DVC-I in consultation with Faculty PVC/HoS as appropriate	DVC-I
INTERNATIONAL Curtin Singapore UG and PG Coursework entry	Academic Board	Faculty PVC	PVC Curtin Singapore in consultation with DVC-I	DVC-I in consultation with Faculty PVC/HoS as appropriate	DVC-I in consultation with Faculty PVC/HoS as appropriate	DVC-I
INTERNATIONAL Curtin Dubai UG and PG Coursework entry	Academic Board	Faculty PVC	PVC Curtin Dubai in consultation with DVC-I	DVC-I in consultation with Faculty PVC/HoS as appropriate	DVC-I in consultation with Faculty PVC/HoS as appropriate	DVC-I
INTERNATIONAL Curtin Mauritius UG and PG Coursework entry	Academic Board	Faculty PVC	PVC Curtin Mauritius in consultation with DVC-I	DVC-I in consultation with Faculty PVC/HoS as appropriate	DVC-I in consultation with Faculty PVC/HoS as appropriate	DVC-I

3.16 Conditional offers have the same approval authority as provided in the table at 3.15 above and may be made as per the *Conditional Offers Procedure*.

4. SCOPE OF POLICY

This policy applies to all staff, university associates, global campuses, partner institutions, applicants and students in all categories of admission and enrolment with the exception of:

- all pre-higher education admission and enrolment;
- admission and enrolment in Higher Degree by Research; and

- admission and enrolment in doctorates (including by coursework).

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

- Admission Procedure
- Selection for an Offer Procedure
- Authority to Make an Offer Procedure
- Conditional Offers Procedure
- Acceptance of an Offer Procedure
- Deferred Admission Procedure
- Course Transfer Procedure
- Special Consideration Admission Procedure
- Admission Consideration for Humanitarian Visa Holders Procedure
- Admission Appeals Procedure
- Enrolment Procedure
- Study Load Procedure
- Withdrawal Procedure
- Leave of Absence Procedure
- Cross-Institutional Enrolment Procedure
- Not for Degree & Open Universities Australia (OUA) Open Access Unit Enrolment Procedure
- Degree by Incorporation Procedure
- Maintaining Continuity of Enrolment Procedure
- Enrolment Appeals Procedure
- Admission and Enrolment: Consideration for Elite Athletes Procedure
- Admission and Enrolment: Revocation, Cancellation and Refusal Procedure

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](#)

National Code of Practice for Providers of Education and Training to Overseas Students 2018 (the National Code)

[Competition and Consumer Act](#)

[Admission and Enrolment Manual](#)

[Credit for Recognised Learning Policy](#)

[Credit for Recognised Learning Procedure](#)

[Assessment and Student Progression Manual](#)

[Awards and Graduation Manual](#)

[Course Quality Assurance Manual](#)

Policy Compliance Officer	Jon Yorke , Academic Registrar
Policy Manager	Deputy Vice-Chancellor, Academic
Approval Authority	Academic Board
Review Date	1 st April 2026

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

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New	Approved	25/11/2016	Academic Board	AB 215/16	Attachment A to Item 11.3
	Administratively Updated	13/01/2017	Director, Legal and Compliance Services		Administrative changes to links
	Approved	25/09/2020	Academic Board	AB 171/20	Attachment B to Item 13.2 Effective 1 st January 2021

PROCEDURES

ADMISSION

1. STRATEGIC PLAN THEME AND COMPLIANCE OBLIGATION SUPPORTED

Admission and Enrolment Policy

Strategic Plan Theme: [Learning and Student Experience](#)

2. PROCEDURAL DETAILS

2.1 Terminology

2.1.1 Students are admitted to a course and enrol in units.

2.2 Application for Admission

2.2.1 Applications for admission to an award course will be made subject to compliance with any legislative or University policy and procedural requirements specified by the Academic Registrar and as per the approval authority table at 3.15 of the *Admission and Enrolment Policy*.

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

2.2.2 Documents provided during the admission process may be verified through confirmation with the issuing institution or issuing authority.

2.3 Application Fee

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

2.4 Requirements

2.4.1 Admission to a course or enrolment in a unit is conditional upon satisfying all prescribed academic and other requirements for the unit and for the course of which it may form 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.

2.4.1.1 The Academic Registrar may extend the time period for the student to meet their conditions for up to one year where either exceptional circumstances exist or required units are not available until after the first study period.

2.5 Minimum Standard of Academic Qualifications

2.5.1 Academic Board is responsible for approving prescribed minimum academic qualifications or results (as per clause 3.6 of the *Admission and Enrolment Policy*).

2.6 Academic Standard Equivalents

2.6.1 The Academic Registrar may approve academic qualifications from other institutions as equivalent, upon advice and recommendation of the University Admissions Committee.

2.6.1.1 All approvals will be referred to the relevant sub-committee of Academic Board for noting at the next available meeting following approval.

2.7 Further Academic Pre-Requisites above the Minimum Standard

2.7.1 Individual courses may have specific pre-requisites over and above any University-wide minimum standards approved by Academic Board and these will be set as per the procedures in the *Course Quality Assurance Manual*.

2.8 Minimum Standard of English Competency

2.8.1 Academic Board is responsible for approving all minimum standards of English competency (as per clause 3.6 of the *Admission and Enrolment Policy*).

2.9 English Standard Equivalents

- 2.9.1 The Academic Registrar may approve qualifications from other institutions or results from alternative forms of English competency testing as equivalent, upon advice and recommendation of the University Admissions Committee.
 - 2.9.1.1 In assessing any qualification or test result for equivalence, the Academic Registrar may take into account the views of relevant Curtin staff.
 - 2.9.1.2 All approvals will be referred to the relevant sub-committee of Academic Board for noting at the next available meeting following approval.

2.10 English Competency above Minimum Standards

- 2.10.1 The relevant Faculty Pro Vice-Chancellor may approve English competency to be set above the University minimum standard for a course 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.
- 2.10.2 All approvals to set English competency for a course above the University minimum standard and any other concessions as per clause 2.10.3 will be documented and a copy of the approval forwarded to the University Admissions Committee for noting.
- 2.10.3 The Faculty Pro Vice-Chancellor is the approval authority for English concessions against a Faculty-based higher standard where it does not go below an English competency minimum standard as determined by Academic Board.

2.11 English Competency below Minimum Standards

- 2.11.1 Academic Board will determine any request for English competency requirements for a course to be set below the minimum standard (as per clause 3.6 of the *Admission and Enrolment Policy*).
- 2.11.2 The Deputy Vice-Chancellor Academic will determine all other individual case request(s) for variance to the English competency requirement for admission where it is below the minimum standard set by Academic Board and not covered by clause 2.11.1.
 - 2.11.2.1 These requests for variation to the English language minimum standard will be supported by a full rationale and justification by the relevant Pro Vice-Chancellor (or nominee) and be provided to the Manager Admissions Office.
 - 2.11.2.2 The Manager Admissions Office will refer the request(s) to the next available University Admissions Committee who will make a recommendation to the Deputy Vice-Chancellor Academic.

2.12 Register of Minimum Standard Lists

- 2.12.1 The Manager Admissions Office is responsible for maintaining a register of:
 - a) University English standard equivalents recorded on the English Standard List (formally the Curtin University Standard List (English Language Proficiency)) list; and
 - b) University academic qualifications recorded on the Qualifications Standard List (formally the Qualifications Accepted as Meeting Minimum Eligibility Requirements for Undergraduate Study at Curtin University) list.

2.13 Specific (Inherent) Requirements

- 2.13.1 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.
- 2.13.2 The Head of School is responsible for defining and publishing in applicable documentation specific (inherent) requirements.

2.14 Publication of English Competency Requirements and other Eligibility Requirements

2.14.1 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.

2.15 Eligibility does not Constitute Selection

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

2.16 Enabling Courses Pathway

2.16.1 University places will be allocated for students who pass all components of their Curtin enabling program but such completion does not guarantee an offer of a place in a specific course. Some courses may be subject to quota, prescribed units undertaken or may require a specific course weighted average for entry.

2.17 Undergraduate Portfolio Entry Admission

2.17.1 Undergraduate portfolio entry is available for domestic school leaver and non-school leaver applicants who meet one of the following criteria:

2.17.1.1 A school leaver who is not eligible for an ATAR (or equivalent);

2.17.1.2 A school leaver who did not receive an offer based on their ATAR; or

2.17.1.3 A non-school leaver electing portfolio entry who did not qualify through another pathway.

2.17.2 The Curtin Portfolio Entry website will provide information regarding:

2.17.2.1 Admission criteria for portfolio applicants including evidence required;

2.17.2.2 Courses eligible for portfolio entry consideration; and

2.17.2.3 Guidance for students on the application process.

2.17.3 Courses eligible for portfolio entry are approved by the Deputy Vice-Chancellor Academic and are restricted to those with a guaranteed ATAR of 70.

2.17.4 The Admissions Office will undertake an initial assessment of portfolio entry applications prior to the application being forwarded to the relevant Faculty/School for determination regarding whether an offer will be made.

3. RESPONSIBILITIES

In addition to any responsibilities set out in section 2.

3.1 Academic Registrar

Is responsible for:

- a) Determining the correct or intended interpretation and scope of this procedure; and
- b) Deciding cases where an issue is not clearly dealt with in these procedures.

4. SCOPE OF PROCEDURES

This procedure applies to all staff, university associates, global campuses, partner institutions, applicants and students in all categories of admission and enrolment with the exception of:

- all pre-higher education admission and enrolment;
- admission and enrolment in Higher Degree by Research; and
- admission and enrolment in doctorates (including by coursework).

5. DEFINITIONS

Refer to Schedule 1 of this manual for relevant definitions.

6. RELATED DOCUMENTS/LINKS/FORMS

[Admission and Enrolment Manual](#)

[Credit for Recognised Learning Policy](#)

[Credit for Recognised Learning Procedure](#)

[Assessment and Student Progression Manual](#)

[Awards and Graduation Manual](#)

[Course Quality Assurance Manual](#)

[Portfolio Entry Website](#)

Policy Compliance Officer	Jon Yorke , Academic Registrar
Policy Manager	Deputy Vice-Chancellor, Academic
Approval Authority	Deputy Vice-Chancellor, Academic
Review Date	1 st April 2024

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

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New	Approved	8/11/2016	Chair of the Academic Services Committee	EM1638	Attachment A to Item 11.3
	Approved	01/10/2020	Deputy Vice- Chancellor, Academic	EM2058	Effective 1 st January 2021

SELECTION FOR AN OFFER

1. STRATEGIC PLAN THEME AND COMPLIANCE OBLIGATION SUPPORTED

Admission and Enrolment Policy

Strategic Plan Theme: [Learning and Student Experience](#)

2. PROCEDURAL DETAILS

2.1 For study periods determined to be affected by the COVID-19 pandemic, Curtin has established two temporary admission pathways.

- Where an ATAR (or equivalent) is unavailable, a predicted ATAR or other score (e.g. Year 11 results) may be used to determine eligibility.
- For those situations where no other admissions pathway applies, applicants may receive an 'Access Curtin' conditional offer. Applicants will be required to meet English standards and any course pre-requisites, and will pass two units within the first four units studied in order to meet the condition. The two units do not have to be completed within the first study period.

Offers made under these temporary arrangements are permitted to be deferred.

2.2 Assessment of Merit

2.2.1 Subject to any adjustment for special consideration, merit will be assessed using any or all of the following (but not limited to):

- a) the student's calculated or notional Australian Tertiary Admission Rank (ATAR) or equivalent;
- b) previous academic results;
- c) written submission;
- d) referee reports;
- e) portfolio presentation;
- f) interview; or
- g) Undergraduate Clinical Aptitude Test (UCAT) ANZ.

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

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

2.3.1 Applicants may be selected to receive an offer, in descending order of merit.

2.3.2 Subject to compliance with any legislative or University policy and procedural requirements specified by the Academic Registrar, selection into a course is as per the approval authority table at 3.15 of the *Admission and Enrolment Policy*.

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

2.4.1 Applicants may be selected to receive an offer, in descending order of merit.

2.4.2 Subject to compliance with any legislative or University policy and procedural requirements specified by the Academic Registrar, selection into a course is as per the approval authority table at 3.15 of the *Admission and Enrolment Policy*.

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

3. RESPONSIBILITIES

In addition to any responsibilities set out in section 2.

3.1 Academic Registrar

Is responsible for:

- a) Determining the correct or intended interpretation and scope of this procedure; and
- b) Deciding cases where an issue is not clearly dealt with in these procedures.

4. SCOPE OF PROCEDURES

This procedure applies to all staff, university associates, global campuses, partner institutions, applicants and students in all categories of admission and enrolment with the exception of:

- all pre-higher education admission and enrolment;
- admission and enrolment in Higher Degree by Research; and
- admission and enrolment in doctorates (including by coursework).

5. DEFINITIONS

Refer to Schedule 1 of this manual for relevant definitions.

6. RELATED DOCUMENTS/LINKS/FORMS

[Admission and Enrolment Manual](#)

[Credit for Recognised Learning Policy](#)

[Credit for Recognised Learning Procedure](#)

[Assessment and Student Progression Manual](#)

[Awards and Graduation Manual](#)

[Course Quality Assurance Manual](#)

Policy Compliance Officer	Jon Yorke , Academic Registrar
Policy Manager	Deputy Vice-Chancellor, Academic
Approval Authority	Deputy Vice-Chancellor, Academic
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AUTHORITY TO MAKE AN OFFER

1. STRATEGIC PLAN THEME AND COMPLIANCE OBLIGATION SUPPORTED

Admission and Enrolment Policy

Strategic Plan Theme: [Learning and Student Experience](#)

2. PROCEDURAL DETAILS

2.1 Authority to Make an Offer

- 2.1.1 To be admitted to an award course, a student will be made a formal offer of a place in the course.
- 2.1.2 Subject to compliance with any legislative or University policy and procedural requirements specified by the Academic Registrar, authority to make an offer is as per the approval authority table at 3.15 of the *Admission and Enrolment Policy*.
- 2.1.3 It is the responsibility of the Deputy Vice-Chancellor International to ensure that all offers to International students comply with the relevant requirements of the *Education Services for Overseas Students Act 2000* and the *National Code of Practice for Providers of Education and Training to Overseas Students 2018 (the National Code)*.

2.2 Age Requirements

- 2.2.1 Individuals under 16 years of age may be admitted and enrolled in courses or units with the approval of the relevant Pro Vice-Chancellor. Consideration will be given to other legislative instruments, content of units and courses and resources.
- 2.2.2 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.
- 2.2.3 Admission and enrolment for international onshore students under 18 years of age is further subject to adherence to ESOS legislation.
- 2.2.4 Minors may be subject to additional legislative requirements depending upon the country in which they are studying.
- 2.2.5 Secondary School students undertaking the Innovative School Scholars Program (ISSP) may be enrolled in specified units with the approval of the relevant Pro Vice-Chancellor. Consideration will be given to other legislative instruments, the appropriateness of content and provision of suitable resources within the specified units.

3. RESPONSIBILITIES

In addition to any responsibilities set out in section 2.

3.1 Academic Registrar

Is responsible for:

- a) Determining the correct or intended interpretation and scope of this procedure; and
- b) Deciding cases where an issue is not clearly dealt with in these procedures.

4. SCOPE OF PROCEDURES

This procedure applies to all staff, university associates, global campuses, partner institutions, applicants and students in all categories of admission and enrolment with the exception of:

- all pre-higher education admission and enrolment;
- admission and enrolment in Higher Degree by Research; and
- admission and enrolment in doctorates (including by coursework).

5. DEFINITIONS

Refer to Schedule 1 of this manual for relevant definitions.

6. RELATED DOCUMENTS/LINKS/FORMS

[Admission and Enrolment Manual](#)

[Credit for Recognised Learning Policy](#)

[Credit for Recognised Learning Procedure](#)

[Assessment and Student Progression Manual](#)

[Awards and Graduation Manual](#)

[Course Quality Assurance Manual](#)

Education Services for Overseas Students (ESOS) Act 2000

*National Code of Practice for Providers of Education and Training to Overseas Students 2018
(the National Code)*

Policy Compliance Officer	Jon Yorke , Academic Registrar
Policy Manager	Deputy Vice-Chancellor, Academic
Approval Authority	Deputy Vice-Chancellor, Academic
Review Date	1 st April 2024

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

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New	Approved	8/11/2016	Chair of the Academic Services Committee	EM1638	Attachment A to Item 11.3
	Approved	01/10/2020	Deputy Vice- Chancellor, Academic	EM2060	Effective 1 st January 2021

CONDITIONAL OFFERS

1. STRATEGIC PLAN THEME AND COMPLIANCE OBLIGATION SUPPORTED

Admission and Enrolment Policy

Strategic Plan Theme: [Learning and Student Experience](#)

2. PROCEDURAL DETAILS

2.1 Conditional Offers

- 2.1.1 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.
- 2.1.2 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.
- 2.1.3 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.

2.2 Conditions under which a Conditional Offer may be made

- 2.2.1 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, normally within the first study period, such as:
 - a) Demonstration of English competence as per the University's minimum requirements;
 - b) Successful completion of a previous qualification relevant to the course; or
 - c) Verification of documentation to be provided by applicants.
- 2.2.1.1 The Academic Registrar may extend the time period for the student to meet their conditions for up to one year where either exceptional circumstances exist or required units are not available until after the first study period.
- 2.2.2 An applicant or student who has failed to meet any specified conditions within the required period(s) may have their offer or enrolment cancelled.
 - 2.2.2.1 The Academic Registrar will, in consultation with the relevant Head of School, determine the appropriate course of action where a student fails to meet conditions that were required to be met after the commencement of the course.
 - 2.2.2.2 The student's right to appeal this decision is to the Deputy Vice-Chancellor Academic within 20 days of notification of the decision.

2.3 Approval Authority

- 2.3.1 The approval authority for conditional offers is as outlined in the table at 3.15 in the *Admission and Enrolment Policy*.

2.4 Assessing an Application for a Conditional Offer

- 2.4.1 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), number of previously failed attempts to meet the condition(s) and, in the case of applications for postgraduate coursework entry, relevant work experience on both a quantitative and qualitative basis.
- 2.4.2 An applicant may be required to undertake an 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.

2.5 Applications and Offer Procedure

2.5.1 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.

2.5.2 A Letter of Conditional Offer will, as a minimum standard include the following:

- a) The agreed conditions of offer;
- b) An acceptance of offer date, where applicable, after which the offer will lapse; and
- c) A statement that failure to meet the agreed conditions may result in the offer being withdrawn or enrolment cancelled.

3. RESPONSIBILITIES

In addition to any responsibilities set out in section 2.

3.1 Academic Registrar

Is responsible for:

- a) Determining the correct or intended interpretation and scope of this procedure; and
- b) Deciding cases where an issue is not clearly dealt with in these procedures.

4. SCOPE OF PROCEDURES

This procedure applies to all staff, university associates, global campuses, partner institutions, applicants and students in all categories of admission and enrolment with the exception of:

- all pre-higher education admission and enrolment;
- admission and enrolment in Higher Degree by Research;
- admission and enrolment in doctorates (including by coursework); and
- admission and enrolment via Open Universities Australia (OUA).

5. DEFINITIONS

Refer to Schedule 1 of this manual for relevant definitions.

6. RELATED DOCUMENTS/LINKS/FORMS

[Admission and Enrolment Manual](#)

[Credit for Recognised Learning Policy](#)

[Credit for Recognised Learning Procedure](#)

[Assessment and Student Progression Manual](#)

[Awards and Graduation Manual](#)

[Course Quality Assurance Manual](#)

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

Policy Compliance Officer	Jon Yorke , Academic Registrar
Policy Manager	Deputy Vice-Chancellor, Academic
Approval Authority	Deputy Vice-Chancellor, Academic
Review Date	1 st April 2024

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New	Approved	8/11/2016	Chair of the Academic Services Committee	EM1638	Attachment A to Item 11.3
	Approved	01/10/2020	Deputy Vice- Chancellor, Academic	EM2061	Effective 1 st January 2021
	Amended	15/03/2021	Acting Deputy Vice- Chancellor, Academic	EM2145	Effective 1 st April 2021

ACCEPTANCE OF AN OFFER

1. STRATEGIC PLAN THEME AND COMPLIANCE OBLIGATION SUPPORTED

Admission and Enrolment Policy

Strategic Plan Theme: [Learning and Student Experience](#)

2. PROCEDURAL DETAILS

2.1 On receipt of a formal offer of a place in an award course, an applicant will comply with all specified instructions, deadlines, offer conditions (if applicable) and may:

- a) accept the offer;
- b) apply to defer commencement (if eligible); or
- c) take no action, in which case the offer will lapse after the specified period.

3. RESPONSIBILITIES

In addition to any responsibilities set out in section 2.

3.1 Academic Registrar

Is responsible for:

- d) Determining the correct or intended interpretation and scope of this procedure; and
- e) Deciding cases where an issue is not clearly dealt with in these procedures.

4. SCOPE OF PROCEDURES

This procedure applies to all staff, university associates, global campuses, partner institutions, applicants and students in all categories of admission and enrolment with the exception of:

- all pre-higher education admission and enrolment;
- admission and enrolment in Higher Degree by Research; and
- admission and enrolment in doctorates (including by coursework).

5. DEFINITIONS

Refer to Schedule 1 of this manual for relevant definitions.

6. RELATED DOCUMENTS/LINKS/FORMS

[Admission and Enrolment Manual](#)

[Credit for Recognised Learning Policy](#)

[Credit for Recognised Learning Procedure](#)

[Assessment and Student Progression Manual](#)

[Awards and Graduation Manual](#)

[Course Quality Assurance Manual](#)

Policy Compliance Officer	Jon Yorke , Academic Registrar
Policy Manager	Deputy Vice-Chancellor, Academic
Approval Authority	Deputy Vice-Chancellor, Academic
Review Date	1 st April 2024

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

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New	Approved	8/11/2016	Chair of the Academic Services Committee	EM1638	Attachment A to Item 11.3
	Approved	01/10/2020	Deputy Vice- Chancellor, Academic	EM2062	Effective 1 st January 2021

DEFERRED ADMISSION

1. STRATEGIC PLAN THEME AND COMPLIANCE OBLIGATION SUPPORTED

Admission and Enrolment Policy

Strategic Plan Theme: [Learning and Student Experience](#)

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 and international students at global campuses will comply with the conditions of their student visa and relevant legislation in relation to deferred offers.

2.3 Conditions for Deferred Entry

2.3.1 The Academic Registrar will determine which courses are not open for deferral of admission except due to exceptional and unforeseen circumstances after consultation with the relevant Faculty Pro Vice-Chancellor.

2.3.2 The deferred admission option is available:

- a) only in respect of the course to which the student requesting deferment has been offered (i.e. deferred admission is non-transferable from one course to another);
- b) only within available study periods, (i.e. the normal course timetable, no special admission arrangements are available).

2.3.3 A deferral period of up to 12 calendar months may be approved. Any exceptions will be determined by the Academic Registrar (or nominee) on a case by case basis.

2.3.4 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 (or equivalent) on a case by case basis.

2.3.5 Requests for deferred admission will be made in the manner and within the timelines prescribed by the Academic Registrar.

2.4 Limitation

2.4.1 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.

2.4.2 The deferred option is available on the provision that the student will accept unconditionally any student contribution amount, tuition fee, unit or course changes that may occur during the period of deferment.

3. RESPONSIBILITIES

In addition to any responsibilities set out in section 2.

3.1 Academic Registrar

Is responsible for:

- a) Determining the correct or intended interpretation and scope of this procedure; and
- b) Deciding cases where an issue is not clearly dealt with in these procedures.

4. SCOPE OF PROCEDURES

This procedure applies to all staff, university associates, global campuses, partner institutions, applicants and students in all categories of admission and enrolment with the exception of:

- all pre-higher education admission and enrolment;
- admission and enrolment in Higher Degree by Research;
- admission and enrolment in doctorates (including by coursework); and
- admission and enrolment via Open Universities Australia (OUA).

5. DEFINITIONS

Refer to Schedule 1 of this manual for relevant definitions.

6. RELATED DOCUMENTS/LINKS/FORMS

[Admission and Enrolment Manual](#)

[Credit for Recognised Learning Policy](#)

[Credit for Recognised Learning Procedure](#)

[Assessment and Student Progression Manual](#)

[Awards and Graduation Manual](#)

[Course Quality Assurance Manual](#)

Policy Compliance Officer	Jon Yorke , Academic Registrar
Policy Manager	Deputy Vice-Chancellor, Academic
Approval Authority	Deputy Vice-Chancellor, Academic
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New	Approved	8/11/2016	Chair of the Academic Services Committee	EM1638	Attachment A to Item 11.3
	Approved	01/10/2020	Deputy Vice- Chancellor, Academic	EM2063	Effective 1 st January 2021

COURSE TRANSFER

1. STRATEGIC PLAN THEME AND COMPLIANCE OBLIGATION SUPPORTED

Admission and Enrolment Policy

Strategic Plan Theme: [Learning and Student Experience](#)

2. PROCEDURAL DETAILS

- 2.1 A student may apply for admission to another course.
- 2.2 A “course switcher” is a Curtin student who has accrued debt or paid tuition fees and then transfers from their original Curtin course to another Curtin course.
 - 2.2.1 International Onshore students will apply to course switch through Curtin International.
 - 2.2.2 Domestic students will apply to course switch through the Admissions Office.
 - 2.2.3 Students studying at global campuses will apply to course switch in the manner prescribed by the appropriate officer of the relevant campus.
 - 2.2.4 Open Universities Australia (OUA) students will apply to course switch through OUA.
- 2.3 Changing courses or course elements (e.g. majors, specialisations) may also require re-application to a course and other restrictions may apply.

2.4 Student Responsibility

- 2.4.1 Prior to applying to change course or major it is the responsibility of the student to:
 - a) seek appropriate academic counselling from the Course Coordinator (or global campus equivalent); and
 - b) be aware of any potential impact the change may have on their progression and fees.

3. RESPONSIBILITIES

In addition to any responsibilities set out in section 2.

3.1 Academic Registrar

Is responsible for:

- a) Determining the correct or intended interpretation and scope of this procedure; and
- b) Deciding cases where an issue is not clearly dealt with in these procedures.

4. SCOPE OF PROCEDURES

This procedure applies to all staff, university associates, global campuses, partner institutions, applicants and students in all categories of admission and enrolment with the exception of:

- all pre-higher education admission and enrolment;
- admission and enrolment in Higher Degree by Research; and
- admission and enrolment in doctorates (including by coursework).

5. DEFINITIONS

Refer to Schedule 1 of this manual for relevant definitions.

6. RELATED DOCUMENTS/LINKS/FORMS

[Admission and Enrolment Manual](#)

[Credit for Recognised Learning Policy](#)

[Credit for Recognised Learning Procedure](#)

Policy Compliance Officer	Jon Yorke , Academic Registrar
Policy Manager	Deputy Vice-Chancellor, Academic
Approval Authority	Deputy Vice-Chancellor, Academic
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New	Approved	8/11/2016	Chair of the Academic Services Committee	EM1638	Attachment A to Item 11.3
	Approved	01/10/2020	Deputy Vice- Chancellor, Academic	EM2064	Effective 1 st January 2021

SPECIAL CONSIDERATION ADMISSION

1. STRATEGIC PLAN THEME AND COMPLIANCE OBLIGATION SUPPORTED

Admission and Enrolment Policy

Strategic Plan Theme: [Learning and Student Experience](#)

2. PROCEDURAL DETAILS

- 2.1 Special Consideration Admission is available to an 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 by the following conditions/circumstances that may have adversely affected academic performance:
 - 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.
- 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 Admissions Office on the prescribed form. Applications will be assessed by a committee comprising the Manager Admissions Office and a minimum of two others drawn as appropriate from the following; a representative from Ethics, Equity and Social Justice; Counselling Services, AccessAbility Services; Student Wellbeing Services; a General Medical Practitioner and a Faculty representative. The relevant Head of School will be consulted as appropriate.
- 2.6 Applicants are required to provide appropriate supporting documentation as prescribed by the Academic Registrar (or nominee).
- 2.7 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.
- 2.8 An appeal against a determination regarding Special Consideration Admission will be considered under the *Admission Appeals Procedure*.

3. RESPONSIBILITIES

In addition to any responsibilities set out in section 2.

3.1 Academic Registrar

Is responsible for:

- a) Determining the correct or intended interpretation and scope of this procedure;
and
- b) Deciding cases where an issue is not clearly dealt with in these procedures.

4. SCOPE OF PROCEDURES

This procedure applies to all staff, university associates and eligible undergraduate domestic applicants excluding Open Universities Australia (OUA).

5. DEFINITIONS

Refer to Schedule 1 of this manual for relevant definitions.

6. RELATED DOCUMENTS/LINKS/FORMS

[Admission and Enrolment Manual](#)

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[Course Quality Assurance Manual](#)

Policy Compliance Officer	Jon Yorke , Academic Registrar
Policy Manager	Deputy Vice-Chancellor, Academic
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	Amended	23/07/2019	Deputy Vice- Chancellor, Academic	EM1942	Unconditional
	Approved	01/10/2020	Deputy Vice- Chancellor, Academic	EM2065	Effective 1 st January 2021

ADMISSION CONSIDERATION FOR HUMANITARIAN VISA HOLDERS

1. STRATEGIC PLAN THEME AND COMPLIANCE OBLIGATION SUPPORTED

Admission and Enrolment Policy

Strategic Plan Theme: [Learning and Student Experience](#)

2. PROCEDURAL DETAILS

2.1 Admission for Humanitarian Visa Holders

- 2.1.2 An eligible Humanitarian visa holder may apply for admission to the University on humanitarian grounds. These will be considered on their merits and sympathetic consideration given.
- 2.1.3 Applications in the first instance will be made in writing to the Manager Admissions Office, who will refer the application for assessment to the Director Student Experience.
- 2.1.4 The Director Student Experience will provide a recommendation to the Manager Admissions Office.
- 2.1.5 The application will include:
- a) 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;
 - b) Details of English language competency (if available);
 - c) Any available supporting documentation confirming academic background;
 - d) At least two written referee reports, providing an insight to the applicants' background and academic potential; and
 - e) The name and contact details of the organisation who has nominated the applicant, if applicable. Applicants may be nominated by an organisation or may apply individually.

3. RESPONSIBILITIES

In addition to any responsibilities set out in section 2.

3.1 Academic Registrar

Is responsible for:

- a) Determining the correct or intended interpretation and scope of this procedure; and
- b) Deciding cases where an issue is not clearly dealt with in these procedures.

4. SCOPE OF PROCEDURES

This procedure applies to all staff, university associates, eligible applicants and students for Curtin Perth Campus in all categories of admission and enrolment with the exception of:

- all pre-higher education admission and enrolment;
- admission and enrolment in Higher Degree by Research; and
- admission and enrolment in doctorates (including by coursework).

5. DEFINITIONS

Refer to Schedule 1 of this manual for relevant definitions.

6. RELATED DOCUMENTS/LINKS/FORMS

[Admission and Enrolment Manual](#)

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Policy Compliance Officer	Jon Yorke , Academic Registrar
Policy Manager	Deputy Vice-Chancellor, Academic
Approval Authority	Deputy Vice-Chancellor, Academic
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New	Approved	8/11/2016	Chair of the Academic Services Committee	EM1638	Attachment A to Item 11.3
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ADMISSION APPEALS

1. STRATEGIC PLAN THEME AND COMPLIANCE OBLIGATION SUPPORTED

Admission and Enrolment Policy

Strategic Plan Theme: [Learning and Student Experience](#)

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.

2.5 Informal Resolution

- 2.5.1 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 Admissions Office or Manager International Admissions as appropriate.
- 2.5.2 In many cases, concerns will be able to be satisfactorily resolved through discussion with the Manager Admissions Office 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.

2.6 Formal Appeal

- 2.6.1 An appeal will be submitted in writing within:
 - 2.6.1.1 10 working days of notification of an offer not being made; or
 - 2.6.1.2 20 working days of notification of an offer not being made and where the outcome of this decision may result in an international onshore student's course being deferred, suspended or cancelled.
- 2.6.2 All appeals will be lodged with the Manager Admissions Office or Manager International Admissions as appropriate.
- 2.6.3 The Director Student Management or Director Curtin International will determine the appeal, upon recommendation from either the Manager Admissions Office or Manager International.
 - 2.6.3.1 The relevant Faculty Pro Vice-Chancellor, relevant Head of School and/or Academic Registrar, may be consulted as appropriate.
- 2.6.4 Where the original decision to revoke, cancel or refuse admission has been made by the Academic Registrar as per the *Admission and Enrolment: Revocation, Cancellation and Refusal Procedure*, the appeal will be determined by the Deputy Vice-Chancellor Academic.
- 2.6.5 The decision of the Director Student Management, Director Curtin International or Deputy Vice-Chancellor Academic, will be final.

3. RESPONSIBILITIES

In addition to any responsibilities set out in section 2.

3.1 Academic Registrar

Is responsible for:

- a) Determining the correct or intended interpretation and scope of this procedure;
and

- b) Deciding cases where an issue is not clearly dealt with in these procedures.

4. SCOPE OF PROCEDURES

This procedure applies to all staff, university associates, global campuses, partner institutions, applicants and students in all categories of admission and enrolment with the exception of:

- all pre-higher education admission and enrolment;
- admission and enrolment in Higher Degree by Research; and
- admission and enrolment in doctorates (including by coursework).

5. DEFINITIONS

Refer to Schedule 1 of this manual for relevant definitions.

6. RELATED DOCUMENTS/LINKS/FORMS

[Admission and Enrolment Manual](#)

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Policy Compliance Officer	Jon Yorke , Academic Registrar
Policy Manager	Deputy Vice-Chancellor, Academic
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ENROLMENT

1. STRATEGIC PLAN THEME AND COMPLIANCE OBLIGATION SUPPORTED

Admission and Enrolment Policy

Strategic Plan Theme: [Learning and Student Experience](#)

2. PROCEDURAL DETAILS

2.1 Enrolment in Units

- 2.1.1 If, following admission to a course, a student requires exemption for a unit pre-requisite, this will be determined by the Course Coordinator (or nominee) with due regard to the special circumstances of the case.
- 2.1.2 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.
- 2.1.3 Students enrolled into an undergraduate course are not normally permitted to enrol in postgraduate units unless these are approved through the course approval process as part of the course structure.
 - 2.1.3.1 Any further exceptions will be documented with reasons provided and the Head of School will support the application. Final approval of permitting a student in an undergraduate course to enrol in postgraduate units rests with the Academic Registrar.
- 2.1.4 Enrolment in elective or optional units is at the discretion of the relevant Head of School (i.e. where it is necessary to prioritise students studying these as core units to complete their course or where units are required to be taken in a particular study period).

2.2 Class Attendance

- 2.2.1 A person will not 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.

2.3 Student Responsibility to Confirm Enrolment

- 2.3.1 Students are responsible for ensuring that any enrolment errors are immediately rectified by either:
 - a) amending the enrolment via the electronic student portal where this is still possible (e.g. an enrolment in a unit or units prior to the last date to enrol or a pre-census date withdrawal); or
 - b) contacting the relevant campus student services office for advice and assistance in rectifying the error.
- 2.3.2 Unless exceptional circumstances exist, for example University error, an enrolment recorded as at a census date will:
 - a) remain recorded on the student's academic transcript; and
 - b) incur student contribution or tuition fee liability.

2.4 Citizenship Status Change – International Onshore Perth Campus

- 2.4.1 Subject to the provisions below and meeting eligibility, an onshore student who changes citizenship or residency status may convert their enrolment from 'international' to 'domestic'.
- 2.4.2 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.
- 2.4.3 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*.

2.4.4 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. RESPONSIBILITIES

In addition to any responsibilities set out in section 2.

3.1 Academic Registrar

Is responsible for:

- Determining the correct or intended interpretation and scope of this procedure; and
- Deciding cases where an issue is not clearly dealt with in these procedures.

4. SCOPE OF PROCEDURES

This procedure applies to all staff, university associates, global campuses, partner institutions, applicants and students in all categories of admission and enrolment with the exception of:

- all pre-higher education admission and enrolment;
- admission and enrolment in Higher Degree by Research; and
- admission and enrolment in doctorates (including by coursework).

5. DEFINITIONS

Refer to Schedule 1 of this manual for relevant definitions.

6. RELATED DOCUMENTS/LINKS/FORMS

[Higher Education Support Act 2003](#)

[Admission and Enrolment Manual](#)

[Credit for Recognised Learning Policy](#)

[Credit for Recognised Learning Procedure](#)

[Assessment and Student Progression Manual](#)

[Awards and Graduation Manual](#)

[Course Quality Assurance Manual](#)

Policy Compliance Officer	Jon Yorke , Academic Registrar
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Approval Authority	Deputy Vice-Chancellor, Academic
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New	Approved	8/11/2016	Chair of the Academic Services Committee	EM1638	Attachment A to Item 11.3
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STUDY LOAD

1. STRATEGIC PLAN THEME AND COMPLIANCE OBLIGATION SUPPORTED

Admission and Enrolment Policy

Strategic Plan Theme: [Learning and Student Experience](#)

2. PROCEDURAL DETAILS

2.1 For each award course, the full-time study load enrolment for study period(s) and calendar year(s) is outlined under the relevant course structure in the Curtin Courses Handbook. Full-time study load enrolment for common study periods are:

2.1.1 100 credits for a semester;

2.1.2 75 or 100 credits for a trimester (dependent upon the course structure); and

2.1.3 50 credits for a Uni Term Study Period.

2.2 International Onshore students and international students at global campuses will comply with the conditions of their student visa and any relevant legislation in relation to study load enrolment.

2.3 Approval of Overload Enrolment

2.3.1 Approval of an overload enrolment is required when a student is seeking a credit enrolment over the full-time study load outlined in the relevant course structure.

2.3.1.1 where a course utilises multiple study periods (e.g. semesters and trimesters) and a student has concurrent enrolment in one or more study periods which exceeds the expected full-time study load, it is considered an overload enrolment.

Example: A full-time study load of 100 credits in a semester plus an additional 50 credits in an overlapping study period, totalling 150 credits is regarded as an overload enrolment.

2.3.2 The Course Coordinator (or Director Student Engagement or equivalent position as nominee) is responsible for approving overload enrolments. This responsibility may be authorised to other positions under the following circumstances:

2.3.2.1 where the student is on good standing and not at risk of not achieving satisfactory course progress, the Director Student Management (or nominee) may approve overload enrolment.

2.3.2.2 For global campus students, the relevant campus Pro Vice-Chancellor may approve an overload enrolment for a particular course or all courses providing that the owning Head of School has agreed this may apply.

2.3.3 The decision maker may take into account the following factors in determining whether to approve or reject the student's application to overload:

a) the reason provided for the overload enrolment;

b) the student's personal circumstances; and

c) the student's past academic record.

2.3.4 The decision maker 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.

2.3.5 If approval for an overload enrolment is provided, the student agrees to accept any consequences of the overload including any failure of units due to workload, time management issues, additional fees or possible changes to their Commonwealth supported status, student contribution amounts or tuition fees.

2.3.6 The decision maker (or nominee) is responsible for recording the approval on the student management system.

2.4 International Onshore Students on a Student Visa (Australian Campuses)

- 2.4.1 International Onshore students are only permitted to reduce their enrolment credit study load below full-time in circumstances including where:
- a) a reduced study load is recommended as part of an intervention strategy;
 - b) a student has applied for and received approval to reduce their study load due to compassionate or compelling circumstances such as an illness;
 - c) it is not possible for a student to enrol in the expected full-time study load credits because the units they need to enrol in are either not available or have prerequisites;
 - d) a deferment or suspension of study has been approved due to compassionate or compelling circumstances (for example illness) or misbehaviour by a student; or
 - e) a student is in their final semester of study and requires less than the expected full-time study load credits to complete the course.
- 2.4.2 Where an International Onshore student wishes to reduce their enrolment credit study load below full-time, the student will complete and submit the relevant application.

2.5 Variation to Enrolment

- 2.5.1 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 and is not subject to any restrictions.
- 2.5.2 Subject to the approval of the relevant Head of School (or nominee) and the availability of places, a student may apply to change their course of study within the prescribed deadlines.
- a) 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.
- 2.5.3 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.

2.6 Approval of Concurrent Enrolment in More Than One Course

- 2.6.1 Concurrent admission and enrolment in units in more than one course will be approved by the Academic Registrar (or nominee).
- 2.6.2 A student will obtain the written support of the relevant Head of School (or nominee) for both courses and submit a written request to the Academic Registrar (or nominee).
- 2.6.3 The Academic Registrar (or nominee), in considering the request will take the following factors into account when determining whether to approve or reject the student's application:
- a) the reason provided for the concurrent admission and enrolment;
 - b) the student's personal circumstances;
 - c) the intended study load for both courses;
 - d) the student's past academic record; and
 - e) the level of support by the relevant Heads of School (or nominee).
- 2.6.4 The Academic Registrar (or nominee) 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.

2.7 Re-Enrolment in Passed Units

- 2.7.1 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; a student is not permitted to enrol in and repeat a unit that they have already passed.

- 2.7.2 A student is not permitted to repeat a unit or units in order to improve a course weighted average.
- 2.7.3 Any re-enrolment in a passed unit will be endorsed by the Course Coordinator, approved by the Academic Registrar and the student will accept any possible changes to their Commonwealth supported status, student contribution amounts or tuition fees.

2.8 Maximum Time to Complete a Course

- 2.8.1 The full time course length and registered course credits will be clearly specified.
- 2.8.2 The maximum allowable time for a student to complete a course is detailed in the table below:

Full time Course Length (Registered Course Credits)	Maximum time to Complete
Up to 200 credits (up to 1 year)	5 years
Up to 400 credits (up to 2 years)	7 years
Up to 600 credits and more (up to 3 years or more)	10 years

- 2.8.3 Any discretion to amend the maximum time in which a student is able to complete their course is reviewed on a case-by-case basis and determined by the relevant Head of School.

2.9 Time Limit on Recognition of Units in a Course of Study

- 2.9.1 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 may remain valid and be able to be counted for completion of that course.
- 2.9.2 Where 2.9.1 is met, it is academically defensible and consideration has been provided to the special circumstances of the case, the Head of School may extend the timeframe for recognition of units in a course of study if the student has exceeded the maximum time to complete.
 - 2.9.2.1 Details of the reason for the extension will be provided to the Academic Registrar within 14 days of the determination.
- 2.9.3 The Head of School may apply a shorter timeframe for recognition of units, in order to meet professional accreditation requirements, course renewal or where there have been significant changes in the relevant field of study since the prior study occurred.
- 2.9.4 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 Leave of Absence), may be required to repeat units (e.g. with updated content), or may be required to successfully undertake a challenge test as determined by the Head of School.

3. RESPONSIBILITIES

In addition to any responsibilities set out in section 2.

3.1 Academic Registrar

Is responsible for:

- a) Determining the correct or intended interpretation and scope of this procedure; and
- b) Deciding cases where an issue is not clearly dealt with in these procedures.

4. SCOPE OF PROCEDURES

This procedure applies to all staff, university associates, global campuses, partner institutions, applicants and students in all categories of admission and enrolment with the exception of:

- all pre-higher education admission and enrolment;
- admission and enrolment in Higher Degree by Research; and
- admission and enrolment in doctorates (including by coursework).

5. DEFINITIONS

Refer to Schedule 1 of this manual for relevant definitions.

6. RELATED DOCUMENTS/LINKS/FORMS

Statute No. 10 – Student Discipline

Education Services for Overseas Students (ESOS) Act

Higher Education Standards Framework (Threshold Standards) 2015

[Admission and Enrolment Manual](#)

[Credit for Recognised Learning Policy](#)

[Credit for Recognised Learning Procedure](#)

[Assessment and Student Progression Manual](#)

[Awards and Graduation Manual](#)

[Course Quality Assurance Manual](#)

[Curtin Courses Handbook](#)

Policy Compliance Officer	<u>Jon Yorke</u> , Academic Registrar
Policy Manager	Deputy Vice-Chancellor, Academic
Approval Authority	Deputy Vice-Chancellor, Academic
Review Date	1 st April 2024

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

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
New	Approved	8/11/2016	Chair of the Academic Services Committee	EM1638	Attachment A to Item 11.3
	Approved	01/10/2020	Deputy Vice- Chancellor, Academic	EM2069	Effective 1st January 2021
	Amended	15/03/2021	Acting Deputy Vice- Chancellor, Academic	EM2146	Effective 1 st April 2021

WITHDRAWAL

1. STRATEGIC PLAN THEME AND COMPLIANCE OBLIGATION SUPPORTED

Admission and Enrolment Policy

Strategic Plan Theme: [Learning and Student Experience](#)

2. PROCEDURAL DETAILS

2.1 Unit Withdrawal

2.1.1 In each study period, there is a prescribed:

- a) census date; and
- b) last date to withdraw

2.1.2 Students will apply to withdraw in the manner and according to the timelines as prescribed by the Academic Registrar.

2.2 Unit Withdrawal by Census Date

2.2.1 A student may early withdraw (EWD) from any unit up to and including on census date. Students are responsible for seeking advice and establishing the possible consequences of a withdrawal on their future course progress and the availability of units.

2.2.2 A unit withdrawal up to and including the census date will be without 'academic penalty' (in other words, the enrolment will not be recorded on the academic transcript) unless 2.5 applies.

2.2.3 Financial penalties may apply and any entitlement to full or partial refunds will be as approved by Council.

2.3 Unit Withdrawal After Census Date

2.3.1 A student may withdraw (WD) from any unit up to and including the last date to withdraw. Students are responsible for seeking advice and establishing the possible consequences of a withdrawal on their future course progress and the availability of units.

2.3.2 A unit withdrawal after the last date to withdraw may only be approved as a result of a special amendment or if approved by the Head of School (or nominee).

2.3.3 A unit withdrawal may be without 'academic penalty' unless 2.5 or a refund/remission as per 2.7 applies. That is, the unit may be recorded as a 'WD' (withdrawal) on the academic transcript.

2.3.4 A unit withdrawal will be with 'financial penalty' unless a refund/remission as per 2.7 applies. That is, the student retains full liability for their HELP debt or tuition fees.

2.4 Authority of Academic Registrar to Vary

2.4.1 The Academic Registrar Perth Campus may approve variations to any of the above requirements (e.g. approve a withdrawal after the census date or last date to withdraw without academic penalty and/or financial penalty or approve a refund/remission of fees due to special circumstances where a student has completed the requirements of a unit).

2.4.2 Variations will only be approved in exceptional circumstances.

2.5 Student Misconduct

2.5.1 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.

2.6 Course Withdrawal

- 2.6.1 A student may withdraw their enrolment in an award course without penalty up to the dates prescribed and published by the Academic Registrar.
- 2.6.2 A student, who wishes to withdraw their enrolment from all units but intends to return to their course of study at a later date without having to re-apply for admission, will have an approved Leave of Absence (LOA) (see *Leave of Absence Procedure*) in order to retain their right of re-enrolment.
- 2.6.3 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.

2.7 Refund/Remission due to Special Circumstances

- 2.7.1 A student is eligible to apply for a withdrawal from a unit under special circumstances within 12 months of cessation of the respective enrolled academic period.
- 2.7.2 Where a student has failed an assessment that may lead to a fail of the unit (i.e. hurdle requirement, practicum) this will be assessed from a course perspective as to whether a grade/mark or WD will be recorded.
- 2.7.3 Where a student is approved for a Refund/Remission of Fees due to Special Circumstances an assessment will be made as to whether the fee debt will be refunded automatically.
- 2.7.4 Refund/remission of fees due to special circumstances for Open Universities Australia (OUA) FEE-HELP students will be processed through OUA as per the contract.

3. RESPONSIBILITIES

In addition to any responsibilities set out in section 2.

3.1 Academic Registrar

Is responsible for:

- a) Determining the correct or intended interpretation and scope of this procedure; and
- b) Deciding cases where an issue is not clearly dealt with in these procedures.

4. SCOPE OF PROCEDURES

This procedure applies to all staff, university associates, global campuses, partner institutions, applicants and students in all categories of admission and enrolment with the exception of:

- all pre-higher education admission and enrolment;
- admission and enrolment in Higher Degree by Research; and
- admission and enrolment in doctorates (including by coursework).

5. DEFINITIONS

Refer to Schedule 1 of this manual for relevant definitions.

6. RELATED DOCUMENTS/LINKS/FORMS

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

[Higher Education Support Act 2003](#)

Fees and Charges Rules to Statute No. 26 – Fees and Charges

[Curtin Fees Website](#)

[Admission and Enrolment Manual](#)

[Credit for Recognised Learning Policy](#)

[Credit for Recognised Learning Procedure](#)

[Assessment and Student Progression Manual](#)

Policy Compliance Officer	Jon Yorke , Academic Registrar
Policy Manager	Deputy Vice-Chancellor, Academic
Approval Authority	Deputy Vice-Chancellor, Academic
Review Date	1 st April 2024

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

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
New	Approved	8/11/2016	Chair of the Academic Services Committee	EM1638	Attachment A to Item 11.3
	Approved	01/10/2020	Deputy Vice- Chancellor, Academic	EM2070	Effective 1 st January 2021

LEAVE OF ABSENCE

1. STRATEGIC PLAN THEME AND COMPLIANCE OBLIGATION SUPPORTED

Admission and Enrolment Policy

Strategic Plan Theme: [Learning and Student Experience](#)

2. PROCEDURAL DETAILS

2.1 Subject to the provisions set out below and any global legislative requirements that may apply, a student may suspend their studies and retain their place in a course of study for a specified period of time.

2.2 While on an approved Leave of Absence (LOA) from a course of study, a student will not undertake any course or unit related activities in that course.

2.3 Eligibility

2.3.1 To be eligible to apply for 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.

2.4 International Onshore Students

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

2.5 Conditions for Applying for LOA

2.5.1 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.

2.5.2 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.

2.5.3 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.

2.6 Student Responsibility

2.6.1 Prior to applying for LOA it is the responsibility of the student to:

- c) seek appropriate academic counselling from the Course Coordinator before suspending their studies;
- d) 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 time limits); and
- e) be aware of the consequences that suspending their studies may have on their status as a student.

2.7 Approval of LOA

2.7.1 The relevant Head of School (or authorised delegate) is responsible for the approval of LOA requests. In determining whether the request for leave will be approved or rejected, the Head of School (or authorised delegate) will consider any or all of the following:

- a) the reason provided by the student for the application;
- b) the student's assessed capacity to successfully resume studies and complete the course after the period of leave;
- c) the student's academic record;

- d) 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);
- e) evidence of the academic counselling that has occurred;
- f) for International students, the scope of 'compassionate or compelling circumstances' as per the National Code is to be a primary consideration; and
- g) Course completion time frame and currency of units.

2.7.2 LOA may only be approved by the Head of School (or authorised delegate) 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.

2.7.3 Taking into consideration the factors outlined at 2.7.1, the Head of School (or authorised delegate) may approve a LOA beyond 12 months where exceptional circumstances exist (e.g. employment or military service obligations).

2.7.4 The Head of School (or authorised delegate) 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.

2.8 Rejecting or Varying an Application for LOA

2.8.1 If the Head of School (or authorised delegate) rejects an application for LOA or varies the period for which the student applied, full reasons for this decision will be documented and provided to the student. A record of the decision will be retained.

2.9 Maintaining Continuity

2.9.1 A student on an approved LOA will be considered to have maintained their admitted status in the course.

2.9.2 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).

2.9.3 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 (or authorised delegate).

2.10 Variations to Course During LOA

2.10.1 It is a condition of any approved LOA that the student accepts that student contribution amounts, tuition fees, 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.

2.10.2 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.

2.11 Right of Appeal

2.11.1 Any student aggrieved by a decision of a Head of School (or authorised delegate) not to grant LOA or to vary the period approved, may lodge an appeal to the relevant Faculty Pro Vice-Chancellor.

2.11.2 The Pro Vice-Chancellor will examine the documentation of the original reasons for decision by the Head of School (or authorised delegate) and seek the views of the Head of School before determining the matter.

2.11.3 The decision of the Pro Vice-Chancellor is final.

2.12 Special Leave of Absence – Specified Office Bearer

2.12.1 The following office bearers are entitled and will apply to take Special LOA:

- a) Curtin Student Guild President;
- b) Curtin Student Guild Vice-President; and
- c) Any National Union of Students National Office bearer.

2.12.2 The approved period will be for the duration of the term of office or such other period as determined by the Academic Registrar.

2.12.3 A student on a Special LOA will be considered to have maintained their admitted status in the course.

3. RESPONSIBILITIES

In addition to any responsibilities set out in section 2.

3.1 Academic Registrar

Is responsible for:

- a) Determining the correct or intended interpretation and scope of this procedure; and
- b) Deciding cases where an issue is not clearly dealt with in these procedures.

4. SCOPE OF PROCEDURES

This procedure applies to all staff, university associates, global campuses, partner institutions, applicants and students in all categories of admission and enrolment with the exception of:

- all pre-higher education admission and enrolment;
- admission and enrolment in Higher Degree by Research; and
- admission and enrolment in doctorates (including by coursework).

5. DEFINITIONS

Refer to Schedule 1 of this manual for relevant definitions.

6. RELATED DOCUMENTS/LINKS/FORMS

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

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

National Code of Practice for Providers of Education and Training to Overseas Students 2018 (the National Code)

[Admission and Enrolment Manual](#)

[Credit for Recognised Learning Policy](#)

[Credit for Recognised Learning Procedure](#)

[Assessment and Student Progression Manual](#)

[Awards and Graduation Manual](#)

[Course Quality Assurance Manual](#)

Policy Compliance Officer	Jon Yorke , Academic Registrar
Policy Manager	Deputy Vice-Chancellor, Academic
Approval Authority	Deputy Vice-Chancellor, Academic
Review Date	1 st April 2024

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

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New	Approved	8/11/2016	Chair of the Academic Services Committee	EM1638	Attachment A to Item 11.3
	Approved	01/10/2020	Deputy Vice- Chancellor, Academic	EM2071	Effective 1st January 2021
	Administratively Updated	29/07/2021	A/Director, Integrity Standards and Compliance Services		

CROSS-INSTITUTIONAL ENROLMENT

1. STRATEGIC PLAN THEME AND COMPLIANCE OBLIGATION SUPPORTED

Admission and Enrolment Policy

Strategic Plan Theme: [Learning and Student Experience](#)

2. PROCEDURAL DETAILS

2.1 Cross-institutional arrangements enable eligible 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 (or nominee) 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.

2.5 Enrolment Restrictions

2.5.1 Subject to approval by the Head of School (or nominee), 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.

2.5.2 Inbound enrolments are subject to:

- a) the approval of the relevant Head of School (or nominee);
- b) prerequisite and/or unit/course quota restrictions;
- c) requirements to meet the University's Minimum Entry Standards; and
- d) any quotas placed on the number of Commonwealth Supported and Exchange Program places available at Curtin.

2.6 Enrolment Procedure

2.6.1 Inbound students enrol on a 'Not for Degree' basis in accordance with the processes approved and published by the Academic Registrar.

2.6.2 Outbound students are responsible for obtaining information and completing admission and enrolment procedures at the outbound institution.

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

2.7.1 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.

2.7.2 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.

2.7.3 Specific unit names will not be recorded due to the workload associated with establishing and maintaining them.

2.7.4 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.

2.7.5 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'.

- 2.7.6 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:
- a) the units at the other institution are an essential part of the approved Curtin course program and appear in the Courses Handbook as such;
 - b) the units are not available at Curtin; or
 - c) a documented grade/mark conversion protocol exists.

2.8 Study Abroad or Student Exchange

- 2.8.1 Where study is undertaken at an overseas institution, this is categorised as either 'Study Abroad' or 'Student Exchange'.
- 2.8.2 For information regarding Study Abroad or Student Exchange, please refer to the Global Opportunities web page.

3. RESPONSIBILITIES

In addition to any responsibilities set out in section 2.

3.1 Academic Registrar

Is responsible for:

- a) Determining the correct or intended interpretation and scope of this procedure; and
- b) Deciding cases where an issue is not clearly dealt with in these procedures.

4. SCOPE OF PROCEDURES

This procedure applies to all staff, university associates, applicants and students at Australian campuses in all categories of admission and enrolment with the exception of:

- all pre-higher education admission and enrolment;
- admission and enrolment in Higher Degree by Research; and
- admission and enrolment in doctorates (including by coursework).

5. DEFINITIONS

Refer to Schedule 1 of this manual for relevant definitions.

6. RELATED DOCUMENTS/LINKS/FORMS

[Admission and Enrolment Manual](#)

[Credit for Recognised Learning Policy](#)

[Credit for Recognised Learning Procedure](#)

[Assessment and Student Progression Manual](#)

[Awards and Graduation Manual](#)

[Course Quality Assurance Manual](#)

Policy Compliance Officer	Jon Yorke , Academic Registrar
Policy Manager	Deputy Vice-Chancellor, Academic
Approval Authority	Deputy Vice-Chancellor, Academic
Review Date	1 st April 2024

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

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
New	Approved	8/11/2016	Chair of the Academic Services Committee	EM1638	Attachment A to Item 11.3
	Administratively Updated	13/12/2017	Director, Legal and Compliance Services		Admin changes due to the rescission of the Study Abroad and Student Exchange Policy and Procedures
	Approved	01/10/2020	Deputy Vice- Chancellor, Academic	EM2072	Effective 1st January 2021

NOT FOR DEGREE & OPEN UNIVERSITIES AUSTRALIA (OUA) OPEN ACCESS UNIT ENROLMENT

1. STRATEGIC PLAN THEME AND COMPLIANCE OBLIGATION SUPPORTED

Admission and Enrolment Policy

Strategic Plan Theme: [Learning and Student Experience](#)

2. PROCEDURAL DETAILS

2.1 Not For Degree (NFD) Unit Enrolment

2.1.1 Subject to the provisions below, the University may permit any person to enrol in a unit(s) on a Not For Degree (NFD) basis.

2.1.2 A NFD enrolment may be permitted if:

- a) enrolment in the unit or units is for the purpose of personal or professional development;
- b) enrolment in the unit or units is for the purpose of meeting Curtin's minimum entry requirements; or
- c) enrolment in the unit or units is as a Cross Institutional Inbound student.

2.1.3 Where the NFD enrolment is for the purpose of satisfying Curtin's entry requirements, a maximum of 75 credits may be enrolled in simultaneously and cumulatively unless otherwise approved by the Academic Registrar.

2.1.4 The acceptance of NFD enrolments is at the discretion of the Head of School (or nominee).

2.1.5 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.

2.2 Open Universities Australia (OUA) Open Access (Open Access) Unit Enrolment

2.2.1 An Open Access unit(s) enrolment may be permitted if:

- a) enrolment in the unit or units is for the purpose of meeting Curtin's minimum entry requirements; or
- b) enrolment in the unit forms part of an approved OUA pathway or
- c) enrolment in the unit or units is for the purpose of personal or professional development; or
- d) enrolment in the unit or units is as a Cross Institutional Inbound student.

2.3 Application Procedure

2.3.1 Applications to enrol on a NFD or Open Access unit basis will be made in accordance with the processes and timelines prescribed by the Academic Registrar.

2.4 Assessment

2.4.1 Assessment of a unit taken on a NFD basis (if a student chooses to undertake assessment) or for a unit taken on an Open Access basis will be in accordance with the normal course assessment methods and criteria applied to the unit. The University Grading System will apply and the results of the assessment will be entered into a University approved secure electronic repository for assessment task results.

2.4.2 In addition to NFD tuition fees, a fee may be payable for NFD unit assessment.

2.5 Academic Transcript

2.5.1 A formal academic transcript recording the result of any NFD or Open Access enrolment will be issued on payment of any prescribed fee.

2.6 Use of NFD or Open Access Unit Enrolment for Admission or Credit Purposes

- 2.6.1 Performance in units previously taken on a NFD or Open Access basis may be considered in assessing an application for admission to a course leading to an award.
- 2.6.2 Only passed units that have a final result may be credited towards an award and may be processed under the procedures for credit for recognised learning.
- 2.6.3 The University is under no obligation to offer a place in a course on the basis of NFD studies completed.

3. RESPONSIBILITIES

In addition to any responsibilities set out in section 2.

3.1 Academic Registrar

Is responsible for:

- a) Determining the correct or intended interpretation and scope of this procedure; and
- b) Deciding cases where an issue is not clearly dealt with in these procedures.

4. SCOPE OF PROCEDURES

This procedure applies to all staff, university associates, global campuses, partner institutions, applicants and students in all categories of admission and enrolment with the exception of:

- all pre-higher education admission and enrolment;
- admission and enrolment in Higher Degree by Research; and
- admission and enrolment in doctorates (including by coursework).

5. DEFINITIONS

Refer to Schedule 1 of this manual for relevant definitions.

6. RELATED DOCUMENTS/LINKS/FORMS

[Admission and Enrolment Manual](#)

[Credit for Recognised Learning Policy](#)

[Credit for Recognised Learning Procedure](#)

[Assessment and Student Progression Manual](#)

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[Course Quality Assurance Manual](#)

Policy Compliance Officer	Jon Yorke , Academic Registrar
Policy Manager	Deputy Vice-Chancellor, Academic
Approval Authority	Deputy Vice-Chancellor, Academic
Review Date	1 st April 2024

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

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New	Approved	8/11/2016	Chair of the Academic Services Committee	EM1638	Attachment A to Item 11.3
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DEGREE BY INCORPORATION

1. STRATEGIC PLAN THEME AND COMPLIANCE OBLIGATION SUPPORTED

Admission and Enrolment Policy

Strategic Plan Theme: [Learning and Student Experience](#)

2. PROCEDURAL DETAILS

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

- a) The student is enrolled in units through Open Universities Australia (OUA) or 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.
- b) 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.

2.2 Application for Degree by Incorporation

2.2.1 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.

2.3 Fee Payable

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

2.4 Approval of Degree by Incorporation

2.4.1 For 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.

2.4.2 If approved, Degree by Incorporation will be granted with regard to adherence to all University policy and procedures and in conjunction with professional standards.

3. RESPONSIBILITIES

In addition to any responsibilities set out in section 2.

3.1 Academic Registrar

Is responsible for:

- a) Determining the correct or intended interpretation and scope of this procedure; and
- b) Deciding cases where an issue is not clearly dealt with in these procedures.

4. SCOPE OF PROCEDURES

This procedure applies to all staff, university associates, global campuses, partner institutions, applicants and students in all categories of admission and enrolment with the exception of:

- all pre-higher education admission and enrolment;
- admission and enrolment in Higher Degree by Research; and
- admission and enrolment in doctorates (including by coursework).

5. DEFINITIONS

Refer to Schedule 1 of this manual for relevant definitions.

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Policy Compliance Officer	Jon Yorke , Academic Registrar
Policy Manager	Deputy Vice-Chancellor, Academic
Approval Authority	Deputy Vice-Chancellor, Academic
Review Date	1 st April 2024

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

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New	Approved	8/11/2016	Chair of the Academic Services Committee	EM1638	Attachment A to Item 11.3
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MAINTAINING CONTINUITY OF ENROLMENT

1. STRATEGIC PLAN THEME AND COMPLIANCE OBLIGATION SUPPORTED

Admission and Enrolment Policy

Strategic Plan Theme: [Learning and Student Experience](#)

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;
 - maintain a continuous enrolment in units, with a break of no more than two Open Universities Australia (OUA) study periods in an OUA award course or an approved OUA pathway that form part of the award course; or
 - obtain approval for a Leave of Absence (LOA) covering any study period in which an enrolment is not recorded.
- 2.2 A student who breaks continuity of enrolment in a course is deemed to be AWOL (Absent Without Leave) where the break is for two OUA study periods for OUA and one study period for all other enrolment types.
- 2.3 If continuity of enrolment in a course is not maintained, the consequences for the student may be:
- 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; or
 - possible requirement to undertake the same, additional or alternate units to complete the new version of the course.
- 2.4 Any admission to a new version of a course is conditional upon the student accepting the consequences listed under 2.3 above.
- 2.5 At the discretion of the Head of School (or nominee), a student who has not maintained continuity of enrolment but the break in enrolment is for a period of no greater than 12 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. RESPONSIBILITIES

In addition to any responsibilities set out in section 2.

3.1 Academic Registrar

Is responsible for:

- Determining the correct or intended interpretation and scope of this procedure; and
- Deciding cases where an issue is not clearly dealt with in these procedures.

4. SCOPE OF PROCEDURES

This procedure applies to all staff, university associates, global campuses, partner institutions, applicants and students in all categories of admission and enrolment with the exception of:

- all pre-higher education admission and enrolment;
- admission and enrolment in Higher Degree by Research; and
- admission and enrolment in doctorates (including by coursework).

5. DEFINITIONS

Refer to Schedule 1 of this manual for relevant definitions.

6. RELATED DOCUMENTS/LINKS/FORMS

[Admission and Enrolment Manual](#)

[Credit for Recognised Learning Policy](#)

[Credit for Recognised Learning Procedure](#)

[Assessment and Student Progression Manual](#)

[Awards and Graduation Manual](#)

[Course Quality Assurance Manual](#)

Policy Compliance Officer	Jon Yorke , Academic Registrar
Policy Manager	Deputy Vice-Chancellor, Academic
Approval Authority	Deputy Vice-Chancellor, Academic
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ENROLMENT APPEALS

1. STRATEGIC PLAN THEME AND COMPLIANCE OBLIGATION SUPPORTED

Admission and Enrolment Policy

Strategic Plan Theme: [Learning and Student Experience](#)

2. PROCEDURAL DETAILS

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

2.2 Informal Resolution

2.2.1 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.

2.3 Formal Appeal

2.3.1 An appeal will be submitted in writing within:

2.3.1.1 10 working days of notification of the decision; or

2.3.1.2 20 working days of notification of the decision where the outcome may result in an international onshore student's course being deferred, suspended or cancelled.

2.3.2 All appeals will be lodged with the relevant Manager Student Services.

2.3.3 The Director Student Management will determine the appeal in consultation (as appropriate) with the relevant Faculty or Campus Pro Vice-Chancellor, relevant Head of School or Academic Registrar.

2.3.4 Where the original decision to refuse or cancel enrolment has been made by the Academic Registrar as per the *Admission and Enrolment: Revocation, Cancellation and Refusal Procedure*, the appeal will be determined by the Deputy Vice-Chancellor Academic.

2.3.5 The decision of the Director Student Management or Deputy Vice-Chancellor Academic, will be final.

3. RESPONSIBILITIES

In addition to any responsibilities set out in section 2.

3.1 Academic Registrar

Is responsible for:

- a) Determining the correct or intended interpretation and scope of this procedure; and
- b) Deciding cases where an issue is not clearly dealt with in these procedures.

4. SCOPE OF PROCEDURES

This procedure applies to all staff, university associates, global campuses, partner institutions, applicants and students in all categories of admission and enrolment with the exception of:

- all pre-higher education admission and enrolment;
- admission and enrolment in Higher Degree by Research; and
- admission and enrolment in doctorates (including by coursework).

5. DEFINITIONS

Refer to Schedule 1 of this manual for relevant definitions.

6. RELATED DOCUMENTS/LINKS/FORMS

[Admission and Enrolment Manual](#)

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ADMISSION AND ENROLMENT: CONSIDERATION FOR ELITE ATHLETES

1. STRATEGIC PLAN THEME AND COMPLIANCE OBLIGATION SUPPORTED

Admission and Enrolment Policy

Strategic Plan Theme: [Learning and Student Experience](#)

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:

- a) Australian Institute of Sport;
- b) State Institutes or Academies of Sport;
- c) AFL Players' Association;
- d) Australian Cricketers' Association;
- e) Rugby Union Players' Association;
- f) Rugby League Professionals' Association;
- g) Australian Professional Footballers' Association;
- h) Australian Basketballers Association;
- i) National senior squad members from Sport Australia funded sports; or
- j) Senior/head coaches from state and territory institutes/academies of sport, national teams from Sport Australia funded sports or participating professional sports.

2.3 An athlete outside of these organisations may submit an application for consideration as an elite athlete to the University.

2.3.1 A representative from the Australian Sports Commission will investigate, verify and make a recommendation to the University.

2.4 The University's commitment to elite athletes falls into two areas: Entry and Ongoing Academic Progress and Enrolment.

2.5 Entry

2.5.1 Special consideration will be given to the impact of the applicant's sporting commitments to their preparation for University admission.

2.5.2 The elite athlete may submit accompanying documentation for special consideration for admission into a course.

2.6 Ongoing Academic Progress and Enrolment

2.6.1 The University will make every reasonable effort to support the needs of elite athletes within the context of their sporting commitments.

2.6.2 This will involve the application of a degree of flexibility around, for example, deadlines and the timing of assessment tasks.

2.7 Advice and Assistance

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

3. RESPONSIBILITIES

In addition to any responsibilities set out in section 2.

3.1 Academic Registrar

Is responsible for:

- a) Determining the correct or intended interpretation and scope of this procedure;
and
- b) Deciding cases where an issue is not clearly dealt with in these procedures.

4. SCOPE OF PROCEDURES

This procedure applies to all staff, university associates and eligible students.

5. DEFINITIONS

Refer to Schedule 1 of this manual for relevant definitions.

6. RELATED DOCUMENTS/LINKS/FORMS

[Elite Athlete Education Network](#)

[Admission and Enrolment Manual](#)

[Credit for Recognised Learning Policy](#)

[Credit for Recognised Learning Procedure](#)

[Assessment and Student Progression Manual](#)

[Awards and Graduation Manual](#)

[Course Quality Assurance Manual](#)

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New	Approved	8/11/2016	Chair of the Academic Services Committee	EM1638	Attachment A to Item 11.3
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ADMISSION AND ENROLMENT: REVOCATION, CANCELLATION AND REFUSAL

1. STRATEGIC PLAN THEME AND COMPLIANCE OBLIGATION SUPPORTED

Admission and Enrolment Policy

Strategic Plan Theme: [Learning and Student Experience](#)

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 their absolute discretion, revoke, refuse or cancel a student's:

- a) Offer of admission;
- b) Admission;
- c) Enrolment;
- d) Conditional offer; and
- e) Deferred offer or status.

2.2 A revocation, cancellation or refusal may occur where:

- a) the course or unit has filled its allocated quota, reached maximum or allowable capacity or is no longer available;
- b) an applicant or student fails to meet any relevant pre-requisite or conditional admission or enrolment requirements;
- c) an offer is not accepted or enrolment not actioned by the student within the specified timeframe;
- d) 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;
- e) admission or enrolment would breach legal obligations of the University;
- f) an applicant or student has provided false or misleading information to Curtin or any other higher education provider in relation to their admission, enrolment or credit application;
- g) an applicant or student has been found guilty of serious misconduct at Curtin University or at any other higher education provider;
- h) 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;
- i) 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;
- j) an applicant or student is not able to lawfully enter University premises;
- k) an applicant or student has an unresolved sanction(s) on their student record;
- l) an applicant or student is attempting to enrol in a unit that is not approved for their course or year of study;
- m) an applicant or student is unable to meet the inherent requirements of a program;
- n) the unit is withdrawn as a result of a University decision;
- o) an applicant or student has failed to comply with legislative requirements including those set out in the *Higher Education Support Act 2003*;
- p) an applicant or student has failed to pay tuition or other fees by the specified deadline;

- q) a student has failed to make satisfactory academic progress and it has been determined that a reduced study load, or enrolment or precluded enrolment in specific unit(s) is required as an early intervention strategy or as part of a return to good standing plan;
 - r) Bonded Medical Places Scheme requirements are not met; or
 - s) 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, may access the University's appeals process.
- 2.5 Where the decision to revoke, cancel or refuse on non-academic grounds has implications on a student visa, the respective laws for that country will define the maximum timeframe to appeal (i.e. Perth Campus 20 days). Where this is not specified or if there is no legislation, the timeframe to appeal is 10 working days after the decision has been provided.

2.6 Student Wellbeing

- 2.6.1 The Academic Registrar, after consultation with relevant experts, may require that a student change their mode of delivery, reduce their study load or be precluded from enrolment in unit(s) to support the student's wellbeing.

3. RESPONSIBILITIES

In addition to any responsibilities set out in section 2.

3.1 Academic Registrar

Is responsible for:

- a) Determining the correct or intended interpretation and scope of this procedure; and
- b) Deciding cases where an issue is not clearly dealt with in these procedures.

4. SCOPE OF PROCEDURES

This procedure applies to all staff, university associates, global campuses, partner institutions, applicants and students in all categories of admission and enrolment with the exception of:

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- admission and enrolment in Higher Degree by Research; and
- admission and enrolment in doctorates (including by coursework).

5. DEFINITIONS

Refer to Schedule 1 of this manual for relevant definitions.

6. RELATED DOCUMENTS/LINKS/FORMS

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

[Academic Misconduct Rules](#)

[General Misconduct Rules](#)

[Academic Record Fraud Rules](#)

[Admission and Enrolment Manual](#)

[Credit for Recognised Learning Policy](#)

[Credit for Recognised Learning Procedure](#)

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SCHEDULES

Schedule 1: Definitions

The following definitions apply to all sections of this manual.

Academic Registrar refers to the Academic Registrar at the Perth Campus.

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 **Challenge Test** is assessment of current unit learning outcomes to provide assurance of learning.

A **Course Switcher** is a Curtin student who has accrued debt or paid tuition fees and then transfers 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.

Portfolio entry is an alternative entry pathway available for selected courses for those who can demonstrate equivalence to Curtin's ATAR entry through the submission of a portfolio that demonstrates evidence of academic achievement, qualifications, aptitude and preparedness and other attributes associated with success at University.

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 Management System is the University's central student records system.

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.

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.