

CURTIN UNIVERSITY ACT 1966

ADMISSION AND ENROLMENT (HIGHER DEGREE BY RESEARCH) RULES 2020

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ADMISSION AND ENROLMENT (HIGHER DEGREE BY RESEARCH) RULES 2020

These Rules are made by the Council of the University under the powers conferred on it by section 5 of *Statute No. 12 – Admission and Enrolment* and in accordance with section 34 of the *Curtin University Act 1966*.

Part 1 - Preliminary

1.1 Short title

These Rules are the *Admission and Enrolment (Higher Degree by Research) Rules 2020*.

1.2 Commencement

These Rules take effect –

- (a) when they are promulgated in accordance with *Statute No. 3 – Rules and By-laws*; or
- (b) on the commencement of *Statute No. 12 – Admission and Enrolment*,

whichever is the later.

1.3 Purpose

The purpose of these Rules is to establish the framework for regulating –

- (a) admission to HDR courses;
- (b) enrolment in units; and
- (c) the progression and assessment of enrolled students.

1.4 Terms used

- (1) In these Rules, unless the contrary intention appears –

authorised person means a person authorised by the Vice-Chancellor under rule 1.5(c);

award means a degree given under the University's graduation seal;

Current Rules means –

- (a) *Rule No. 10 Made Pursuant to Statute No. 12 – Enrolment: Degree of Doctor by Research*;

- (b) *Rule No. 11 Made Pursuant to Statute No. 12 – Enrolment: Degree of Master by Research;*
- (c) *Rule No. 12 Made Pursuant to Statute No. 12 – Enrolment: Degree of Doctor by Coursework; and*
- (d) *Rule No. 13 Made Pursuant to Statute No. 12 – Enrolment: Higher Doctoral Degrees;*

HDR course means a postgraduate course involving a unique supervised research project which, when completed by a student, qualifies the student for an award from the University of -

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

prescribed means prescribed by –

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

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

unit means a unit (or any component of a unit), approved by the University, in which a person may seek to be enrolled.

- (2) Unless otherwise defined in rule 1.4(1), a term used in these Rules has the meaning given in the Act, *Statute No. 12 – Admission and Enrolment* or *Statute No. 2 – Interpretation*.

1.5 Delegation and authorisation

The Vice-Chancellor may –

- (a) delegate to any member of the staff of the University any of the Vice-Chancellor’s functions under these Rules;
- (b) authorise any person to carry out, on behalf of the Vice-Chancellor, any of the Vice-Chancellor’s functions under these Rules; and
- (c) authorise any person to be an authorised person.

1.6 Revocation

The Current Rules are revoked.

Part 2 - Admission

2.1 Admission requirements

- (1) Admission requirements applying to an HDR course are –

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

2.2 Application for admission

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

2.3 Assessing and determining an application

- (1) A person is not eligible for admission to an HDR course unless their application for admission is considered by the Vice-Chancellor to satisfy the admission requirements under rule 2.2(2) for that course.
- (2) The Vice-Chancellor is to select, from among those who are eligible for admission to an HDR course, each of those to whom an offer of admission to the course is to be made.
- (3) In selecting the applicants to whom offers of admission to an HDR course are to be made, the Vice-Chancellor –

- (a) must take into account the merits of the applications;
- (b) subject to paragraph (c), may take into account –
 - (i) the availability of places and the order of receiving applications;
 - (ii) any relevant decision made under rule 5.1; and
 - (iii) any other prescribed selection criteria.
- (c) must comply with the fairness requirements (to the extent to which they apply) of the *Higher Education Support Act 2003 (Commonwealth)*.

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

2.4 Offer of admission

- (1) An applicant selected under rule 2.3 is to be given a written offer of admission to the HDR course for which they applied for admission.
- (2) An applicant who, within the time and in the manner prescribed, accepts an offer for admission to an HDR course –
 - (a) is admitted to that course; and
 - (b) is entitled to seek to be enrolled in units for the purposes of that course.

2.5 Continuity of study

- (1) A student has the right to remain admitted in an HDR course, and has the right to continue to enrol in units for the purposes of that course, if they are admitted to the course and either –
 - (a) maintain a continuous enrolment from one study period to the next; or
 - (b) obtain approval for a leave of absence in the manner prescribed for any study period.
- (2) A student who fails to comply with sub-rule (1) may be required to reapply for admission to the course.

2.6 Power to revoke

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

Part 3 - Enrolment

Division 1 – HDR courses

3.1 HDR course enrolment

- (1) A person may seek to be enrolled in a unit for the purposes of an HDR course only after being given a written offer of admission to an HDR course.
- (2) In considering and determining a person's enrolment communication under subrule (1), the University must comply with the fairness requirements (to the extent to which they apply) of the *Higher Education Support Act 2003* (Commonwealth).

Division 2 – Not-for-degree

3.2 Not-for-degree enrolment

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

3.3 Application for enrolment

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

3.4 Assessing and determining an application

- (1) In considering an application for enrolment under rule 3.3, the Vice-Chancellor –
- (a) must comply with the fairness requirements (to the extent to which they apply) of the *Higher Education Support Act 2003*; and
 - (b) may take into account any relevant decision made under rule 5.1.
- (2) The Vice-Chancellor may accept, or may refuse to accept, an application for enrolment and, in either case, is to notify the applicant of the acceptance or refusal to accept the application.

Division 3 - General

3.5 No tuition, etc unless enrolled

Unless authorised by the Vice-Chancellor or an authorised person, a person must not –

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

unless the person is enrolled in that unit.

3.6 Power to cancel

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

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

Part 4 - Prescribed requirements

4.1 Policies and procedures by the Academic Board

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

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

4.2 Other requirements and procedures

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

Part 5 - General

5.1 Regulation of admission and enrolment

The Vice-Chancellor may, at any time –

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

5.2 Powers where non-compliance

- (1) This rule applies if a student, or a prospective student, fails to comply with prescribed policies, procedures or requirements relating to admission or enrolment under these Rules.
- (2) Where this rule applies, in addition to any other action that may be taken by the University, the Vice-Chancellor may do one or more of the following –
 - (a) refuse an application for admission;
 - (b) withdraw an approval for admission or cancel an admission;
 - (c) refuse an application for enrolment; and
 - (d) cancel an enrolment.

5.3 Grievance and review procedures

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

The Common Seal of **CURTIN UNIVERSITY**
was affixed on the 4th day of May 2020
by the authority of the Vice-Chancellor

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Vice-Chancellor



Administrative Secretary
ALISTAIR DONALD



REVISION HISTORY

Revision Ref. No.	Approved / Rescinded	Date	Committee / Board	Resolution Number	Document Reference
NEW	Established	18/03/2020	Council	C 63/20	Attachment B to Item 8.8.2
<p>NOTE: This Rule was promulgated on [add date] in accordance with Statute No 3 – Rules and By-laws. It replaces the following, repealed via resolution C 63/20 -</p> <ol style="list-style-type: none"> 1. Rule No. 10 Made Pursuant to Statute No. 12 – Enrolment: Degree of Doctor by Research; 2. Rule No. 11 Made Pursuant to Statute No. 12 – Enrolment: Degree of Master by Research; 3. Rule No. 12 Made Pursuant to Statute No. 12 – Enrolment: Degree of Doctor by Coursework; and 4. Rule No. 13 Made Pursuant to Statute No. 12 – Enrolment: Higher Doctoral Degrees. 					
	Promulgated	03/08/2020			