Enrolment - Procedures

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PPL 3.40.04 Coursework Admission and Enrolment - Policy
PPL 3.50.02 Academic Withdrawal from Courses - Procedures
Anti-Discrimination Act 1991
PPL 3.40.01 Student Fees Policy
PPL 3.50.10 Removal of Courses Due to Special Circumstance

Notes:
December 2020 - update to Section 6.2.1 to include reference to completion of the Academic Integrity modules.
December 2021 - addition of section 6.10.2. January 2022 - administrative amendments to weblinks and section 6.12;
addition of footnote to section 10. February 2022 - Updates to definitions and sections 6.3, 6.4, 6.5 and 6.10. July
2022 - Updates to section 5.3

1. Purpose and Objectives

The procedures enact PPL 3.40.04 Coursework Admission and Enrolment - Policy.
2. Definitions, Terms, Acronyms

**Academic year** – the period starting on the first Monday of the first semester and ending with the Sunday before the corresponding Monday of the following year.

**Associate dean (academic)** – the relevant associate dean (academic) of the faculty administering the award. For course-level details and non-award study, the associate dean (academic) of the faculty administering the course.

**Authorised officer** – the relevant associate dean (academic) or other officer authorised by the executive dean, the dean of the graduate school or academic registrar to approve enrolments.

**Census date** – the final date for enrolment for the semester as advised by the Academic Registrar.

**Class** – an organised teaching activity that forms part of a course (e.g. lecture, tutorial, practical).

**Closing date** – the final date for enrolment to be completed.

**Co-requisite** – a course completed before or undertaken with the course in which a student wishes to enrol.

**Course** – a discrete portion of a program of study with a distinct name, code and unit value.

**Credit** – a pass in a course that contributes toward the award.

**Dual program** – a single program of study leading to the simultaneous award of two degrees.

**Enrolment** – enrolment in courses or programs approved by an authorised officer and after fees and charges have been paid.

**ESOS Framework** – consists of the *Education Services for Oversea Students Act 2000* (Cth) and the National Code of Practice for Providers of Education and Training to Overseas Students 2018.

**Executive dean** – the executive dean of the faculty administering the award. For course-level details and non-award study, the executive dean of the faculty administering the course.

**Faculty** – the major organisational unit with responsibility for the program.

**Fee** – means an administrative charge or tuition fees as defined in PPL 3.40.01 Student Fees Policy.

**GPA** – Grade point average (GPA) is defined as the average of the grade of results obtained by the student in all courses in which the student is enrolled, weighted by the unit value of each course in accordance with the following formula —

\[
\frac{\sum (G \cdot P)}{\sum P}
\]

where:

\(G\) = the grade of result in a course; and

\(P\) = the unit value of that course.

If a student is enrolled in a course but gets no result, \(G = 0\).
Appendix 7.1 in PPL 3.10.02 Assessment Procedure explains how a non-graded pass (P) and a non-graded fail (N) are considered.

GTE – means the 'Genuine Temporary Entrant' requirement of a student visa.

Grade of pass – a grade of 4, 3S4 or P.

Head of school – includes the person with comparable responsibilities for the course.

Incompatible – a course that is equivalent in content and/or learning outcomes to another course.

International student – a student who is not a domestic student; also referred to as "overseas student".

Part-time – enrolment in less than 75% of the standard full-time load for a program.

Prerequisite – a course that must have been previously passed to be able to enrol in a particular course.

President – President of the Academic Board.

Program – the study set for a particular award at the University.

Provisional enrolment – enrolment in courses before fees are paid and enrolment conditions are met.

Student – a student enrolled in the University.

Student visa – a student visa (such as subclass 500 or equivalent) which is a temporary visa that allows an international student to stay in Australia to study full-time in a recognised education institution.

Teaching period – a semester, trimester, or any other time determined by the Academic Registrar.

3. Procedures Scope/Coverage

These procedures apply to all students and staff at The University of Queensland.

4. Procedures Statement

These procedures provide direction on managing student enrolments.

5. Calendar and Enrolment Dates

5.1 Semesters

5.1.1 Each academic year is divided into a first, second and summer semester. Each semester commences on the date and continues for the period determined by the Vice-Chancellor.

5.1.2 The President may authorise variations to the dates approved by the Vice-Chancellor for specific cohorts of students.
5.1.3 In determining variations set out in 5.1.2, the President may consult the Committee for Academic Programs Policy (CAPP).

5.2 Teaching periods

5.2.1 Each semester must comprise a minimum of one teaching period.

5.2.2 The Academic Registrar must determine the number and duration of teaching periods for each semester in every academic year.

5.3 Enrolment dates

5.3.1 The enrolment dates are set as follows —

(a) the census date is —

(i) for first semester—31 March; or

(ii) for second semester—31 August; or

(iii) for summer semester—18 December; and

(b) the final date for addition of courses or alteration of enrolment is the end of the second week of the semester or, for teaching periods, the first day of teaching; and

(c) the final date for cancellation without academic penalty is —

(i) for first semester courses—30 April; or

(ii) for second semester courses—30 September; or

(iii) for summer semester courses — as determined by the Academic Registrar.

5.3.2 Despite clause 5.3.1, the Academic Registrar may vary the enrolment dates and also prescribe —

(a) closing dates for enrolment in a semester;

(b) different closing dates for enrolments for —

(i) different programs or courses (including flexibly scheduled courses);

(ii) different classes of students;

(iii) different teaching periods;

(c) where more than one teaching period is approved for a semester, the census dates for each teaching period; and/or

(d) for each teaching period, the final date for—

(i) addition of courses or alteration of enrolment; and

(ii) cancellation without academic penalty.
5.3.3 The Academic Registrar must publicly notify the dates set under section 5.3.2 at least two months before the date takes effect by displaying them on the University’s website.

6. Adding and Changing Enrolment

6.1 Provisional enrolment

6.1.1 In each semester in which a person seeks to —

(a) gain credit in; or

(b) pursue any program; or

(c) take any course in a non-award program,
provisional enrolment must be submitted not later than the closing date set in section 5.3.

6.2 Effective enrolment

6.2.1 Provisional enrolment becomes effective enrolment on the date when:

(a) all prescribed fees and charges have been paid; and

(b) all other enrolment conditions have been satisfied (for example, academic progress requirements or completion of the Academic Integrity modules).

6.2.2 A person must not attend any class in any course without being provisionally or effectively enrolled for that course or a program of study comprising it.

6.3 Late enrolments

6.3.1 The addition of a course to a provisional or an effective enrolment after the commencement of the semester will be accepted as approved up to the final date for addition of courses or alteration of enrolment subject to any enrolment conditions and payment of any prescribed charges.

6.3.2 Approval for late enrolments after the final date for addition of courses or alteration of enrolment will be made by —

(a) up to and including the census date—the associate dean (academic); or

(b) after the census date—the Academic Registrar (or where not available or not reasonably practicable, Deputy Director, Academic Services or Associate Director, Academic Services).

6.3.3 Where approval for late enrolment in a course is given to take effect after the census date a domestic student must pay the applicable full domestic tuition fees irrespective of whether they would have been eligible to be a Commonwealth supported student and pay student contribution amounts had they enrolled by the census date.

6.4 Withdrawal or change of enrolment
6.4.1 A student may withdraw from one or more courses, subject to payment of fees due and the provisions outlined in PPL 3.50.02 Academic Withdrawal from Courses and PPL 3.50.10 Removal of Courses Due to Special Circumstances.

6.4.2 An authorised officer may require a student who fails to —

(a) pass courses in a semester; or

(b) comply with these procedures or the rules relating to the program of study;

to amend their enrolment for the subsequent semester.

6.5 Cancellation of provisional enrolment

6.5.1 If a student fails to —

(a) pay the applicable fee within the time prescribed for payment; or

(b) amend their enrolment as required under section 6.4.2; or

(c) satisfy any other enrolment conditions;

the Academic Registrar may —

(d) cancel the student’s provisional enrolment; and

(e) suspend all rights and privileges previously enjoyed by that person in consequence of the provisional enrolment.

6.5.2 Provisional enrolment may, whether or not it has been approved by an authorised officer, be cancelled by the University if the fees payable for that semester or earlier have not been paid.

6.5.3 If a student’s provisional enrolment has been cancelled under section 6.5, the Academic Registrar may allow the enrolment to be reinstated only if —

(a) all fees and other monies due from the student have been paid; or

(b) the student amends their enrolment as required in section 6.4.2, and satisfies any other enrolment conditions.

6.5.4 A person whose provisional enrolment has been reinstated after the census date will be subject to section 6.3.

6.6 Refusal of enrolment

6.6.1 Effective enrolment may be refused if a student has failed to —

(a) comply with the provisions of a rule, policy or procedure; or

(b) qualify for admission to the relevant program.

6.7 Provisional enrolment where consultation and advice directed

6.7.1 The Vice-Chancellor may, on the recommendation of the executive dean or Academic Registrar, direct any person who is provisionally enrolled to attend one or more consultations with a University officer or another person
nominated by the executive dean.

6.7.2 Provisional enrolment of a person directed to attend a consultation under 6.7.1 will become effective only if the person attends the consultation as directed and complies with any reasonable conditions set on enrolment as a result of that consultation.

6.7.3 The executive dean or Academic Registrar may cancel a person’s provisional or effective enrolment if they fail to attend for consultation or fails to comply with any reasonable conditions set on enrolment.

6.8 Enrolment in a dual program

6.8.1 A student enrolled in a dual program must maintain concurrent enrolment in both constituent degree programs.

6.8.2 A student enrolled in a dual program is not permitted to graduate with one degree and continue enrolment in the dual program.

6.9 Enrolment in more than one program

6.9.1 A person may not, at any one time, be enrolled for programs in two or more faculties (other than approved dual degree programs) except with the prior written permission of the associate deans (academic) of the faculties concerned.

6.10 Provision relating to international students

6.10.1 To be enrolled in a program of study, international students must -

(a) have a visa that permits study in Australia, unless they are studying offshore;

(b) comply with the conditions of their visa; and

(c) in the case of international students with a student visa, have a valid Confirmation of Enrolment (CoE).

6.10.2 Failure to adhere to the enrolment conditions in 6.10.1 may result in cancellation of enrolment by the Deputy Director, Academic Services or the Associate Director, Academic Services.

6.10.3 An international student who is liable to pay the overseas student health cover for issue and continuation of a student visa, and fails to pay the charge to the University by the due date, or fails to provide evidence that the charge has been paid —

(a) may have their enrolment cancelled by an authorised officer; and

(b) must not undertake study in any course until the charge has been paid.

6.10.4 An international student on a student visa, or intending to apply for a student visa, who at any time during their studies is identified as not meeting the GTE requirement, may have their enrolment cancelled by the Deputy Director, Academic Services or the Associate Director, Academic Services.

6.10.5 Unless otherwise authorised under the ESOS Framework, international students on a student visa who are enrolled in a program must:

(a) undertake no more than one-third of the entire program by distance or online learning; and
(b) in each compulsory semester or study period, be enrolled in at least one course that is not by distance or online learning, unless they are completing the last course in their program.

6.10.6 International students on a student visa must complete their program within the duration specified on their CoE. A student seeking to extend the duration will require a new CoE covering the extended period.

6.10.7 A new CoE will be issued only if the GTE requirement is met and:

(a) the student applies for an extension and provides evidence demonstrating that they will not complete the program within the expected duration due to compassionate or compelling circumstances; or

(b) an approved progression intervention strategy or plan is being implemented (as per the Academic Progression Procedure);

(c) the student is approved for an interruption of studies.

6.11 Medical fitness

6.11.1 Subject to the Anti-Discrimination Act 1991, the Vice-Chancellor, on the recommendation of the relevant executive dean, may direct that each person who provisionally enrolls for a program in that faculty must lodge by the closing date of enrolment, a medical certificate stating whether or not, in the opinion of the medical practitioner giving the certificate, the person is in a fit state of health to undertake that program. If the executive dean considers that the facts stated in the certificate render it undesirable for the person to undertake the program, the enrolment may be refused.

6.11.2 If, in the opinion of the Academic Registrar or the executive dean, the state of health of any student enrolled or of any person seeking re-enrolment for any program gives cause for concern, the Academic Registrar or the executive dean may refer the matter to the Vice-Chancellor who may thereupon take such action as is considered necessary in the interests of the student or person concerned, the University, its staff or students.

6.12 Appeals

6.12.1 A person whose enrolment is refused or in respect of whom any other action is taken under the powers given by these procedures may appeal in accordance with PPL 3.60.02 Student Grievance Resolution.

7. Enrolment and Credit for a Course

7.1 Credit must be given on the basis of work done at this University towards the completion of any program only if, during the relevant period, the person was enrolled for the program for which credit is sought.

7.2 Despite section 7.1, the Academic Registrar may, on the recommendation of the executive dean, grant credit on the basis of work done at this University towards the completion of a program where, during the relevant period, the person was not enrolled for the program for which credit is sought, provided —

(a) the person would have been eligible for admission for the program they are seeking credit towards at the time they commenced the program of study in which the courses for credit were undertaken; and

(b) the person derived no advantage in undertaking the courses under the original program, in respect of the conditions that would have applied to them had they taken the courses in the program they are seeking credit towards; and
(c) it is onerous or impractical for the student to comply with section 7.1; and

(d) academic standards will not be lowered; and

(e) the action will not be unfair to another student.

7.3 For a student to count a course as work done or study undertaken at the University the course must be approved by the Academic Board.

7.4 To get credit for a course a student must —

(a) comply with the policies and rules; and

(b) have paid the fees; and

(c) be enrolled for the course; and

(d) gain a grade of 4 (or P) or the higher grade set in the program requirements; and

(e) to the extent and in the manner set by the associate dean (academic) and the head of school:

(i) attend classes;

(ii) acquire items or take steps needed to study the course;

(iii) complete assignments, reports and theses;

(iv) undertake laboratory, field and project work;

(v) pass examinations; and

(vi) complete set requirements.

Example — ‘items or steps needed to study the course’ could include —

• textbooks or software;

• musical, dissecting or drawing instruments;

• laboratory or safety clothing;

• a calculator or electronic notebook;

• gaining a first aid certificate;

• getting a driver’s licence;

• getting appropriately immunised.

7.5 Despite 7.4(d) a student may gain credit for a course at a pre-2006 grade of 3 if the grade of 3 does not take the student’s total of 3s beyond one-eighth of the total units required for the award.

7.6 In 7.5 “total of 3s” does not include courses in which the student has subsequently gained a higher grade.
7.7 Section 7.4(d) overrides any program requirement.

7.8 Student exempted from part of requirements

7.8.1 A student who has been exempted from fulfilling the requirements of part of a course must enrol in order to complete the remaining requirements of the course.

8. Course Requirements

8.1 Prerequisites and related course requirements

8.1.1 The executive dean of the relevant faculty may declare a course or courses are —

(a) prerequisite; or
(b) co-requisite; or
(c) incompatible.

8.1.2 Subject to 8.1.1, a person must not —

(a) enrol for a course unless the person has —
(i) obtained the appropriate grade of pass in; or
(ii) been granted credit for; or
(iii) been granted a supplementary, special or qualifying examination in, each course that is a prerequisite to that course; or

(b) enrol for a course unless the person has —
(i) passed, been granted credit for, or at the same time enrols for each course that is a co-requisite to that course; or
(ii) passed or been granted credit for each course that is a prerequisite to that course; or

(c) be given credit for a course if credit has been received for a course incompatible with that course unless credit for the incompatible course is surrendered.

8.1.3 The associate dean (academic) may set additional enrolment requirements for a course, which may be academic or non-academic in nature.

Example of additional enrolment requirements —

- require a student to obtain head of school permission.
- the requirement to have a specific GPA in selected courses.
- the requirement to hold a current first aid certificate.

8.2 Variation of course requirements
8.2.1 The associate dean (academic) of the faculty administering a program may approve an application for a waiver or variation of the requirements in relation to a prerequisite or co-requisite course if the associate dean (academic) is satisfied —

(a) the qualifications or previous experience of the person are substantially similar to the relevant prerequisite or co-requisite course; or

(b) special circumstances apply.

8.3 Quotas for courses

8.3.1 The executive dean may set —

(a) a minimum; or

(b) a maximum; or

(c) both minimum and maximum, enrolment quota for a course.

8.3.2 Where a maximum quota for a course has been set, the executive dean must make available to prospective students the method of selection for students permitted to enrol in the course.

8.3.3 The quota for a course must be set by the following dates:

(a) for courses with a census date from 1 January to 30 June—by 1 October in the preceding year;

(b) for courses with a census date from 1 July to 31 December—by 1 April of that year.

8.3.4 The quota must be published in the catalogue of courses.

8.4 Cancellation of elective courses

8.4.1 The executive dean may, under specified circumstances and on the recommendation of a head of school, cancel elective courses up to two weeks before the commencement of semester.

8.4.2 For the purposes of section 8.4.1, specified circumstances include —

(a) no provisional enrolments have been accepted for the course; or

(b) the published minimum enrolment quota has not been met.

8.4.3 The Deputy Vice-Chancellor (Academic) may, in exceptional circumstances as demonstrated by the executive dean, cancel courses in the two weeks prior to the commencement of semester, even where provisional enrolments have been accepted.

8.4.4 Where a course has been cancelled under section 8.4.3, the faculty must —

(a) notify the students of the cancellation prior to the commencement of the semester; and

(b) offer alternative arrangements for the students affected.
9. Limitation on Enrolment Each Semester

9.1 A student may enrol for courses up to the following limits —

(a) 6 units — for a summer semester; and

(b) for another semester —

(i) 10 units — with a GPA of 4.5; or

(ii) 8 units — with a GPA of under 4.5,

in the most recent semester of full-time study.

9.2 Despite 9.1, the associate dean (academic) may extend a limit set in 9.1.

10. Refusal of Enrolment from Another Tertiary Educational Institution

10.1 A person who has been expelled or refused enrolment in any program at another tertiary educational institution, for either academic or non-academic reasons, may be refused enrolment for any program at this University.¹

Footnote 1: In making a decision under this section, consideration will be given to UQ's Model Code for the protection of freedom of speech and academic freedom.