

# Enrolment and Timetabling Policy (MPF1294)

## 1. Objective

The objectives of this policy are to:

- (a) outline the relationship between the University and the enrolled student, and define the obligations of both parties for the duration of the enrolment; and
- (b) provide for the effective use of teaching resources and facilities with consistent and co-ordinated timetabling practices.

## 2. Scope

2.1. This policy applies to:

- (a) all students of the University; and
- (b) the use of all teaching spaces at the University of Melbourne.

2.2. This policy does not apply to [Executive Education and Short Courses](#), and their participants.

## 3. Authority

This policy is made under the [University of Melbourne Act 2009 \(Vic\)](#) and the [Vice Chancellor Regulation](#) and supports compliance with:

- (a) *Higher Education Support Act 2003* (Cth);
- (b) *Education Services for Overseas Students Act 2000* (Cth); and
- (c) The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007.

## 4. Policy

### Student enrolment

4.1. Students are required to maintain their enrolment, including enrolling, re-enrolling and registering for classes in the manner and time required. They may, in certain circumstances, amend their enrolment.

4.1A Students agree to the terms and conditions of enrolment when they enrol in a course or subject and must abide by all terms and conditions. Failure to abide by the terms and conditions may impact their enrolment in a course or subject.

4.2. The University recognises students as members of the University community for the purpose of service provision for the duration of their enrolment.

- 4.3. Students must make themselves aware of all of the requirements of the subject/s in which they are enrolling, and raise any concerns (eg conscientious objections) in a timely fashion.
- 4.4. Students must promptly notify the University if they encounter circumstances that adversely impact their studies or ability to enrol/re-enrol, including where they have not complied with any of the terms and conditions of enrolment.
- 4.5. Students may not be admitted to more than one undergraduate award course at any given time with the exception of approved concurrent diplomas in accordance with applicable entry requirements.
- 4.6. Students may, at any given time, be admitted to more than one graduate award course or a concurrent undergraduate and graduate award course only with permission from the relevant dean/s.
- 4.7. Students in award courses may enrol only in subjects that are approved for inclusion in their course, or with the permission of the relevant dean.
- 4.7A Students may not repeat (re-enrol in) a subject which they have already passed.
- 4.8. Part-time enrolment is permitted only in some courses.
- 4.9. The Academic Registrar or dean, may in certain circumstances amend a student's enrolment or details, and may cancel, suspend or terminate an enrolment or course admission where the student has breached certain obligations, including the terms and conditions of enrolment.
- 4.10. In particular circumstances, such as for unsatisfactory academic progress, the University may reduce a student's study load.
- 4.11. Additional conditions may apply for graduate research students as set out in the [Graduate Research Training Policy](#).

## Enrolment and timetabling

- 4.12. The Academic Registrar publishes:
- (a) information about critical timelines and processes that are periodically updated;
  - (b) principles for allocation of space to teaching and learning activities and methodology used to construct the timetable; and
  - (c) timetable information for all teaching activities requiring student attendance and across all campuses.
- 4.13. Students are responsible for understanding the options for their chosen course of study for the duration of their enrolment.

## Timetabling

4.14. Teaching, learning and research are among the objects of the University, and these activities are given priority over other uses of its teaching spaces. The primary objective in the preparation of the timetable is to enhance student experience through effective delivery of the curriculum.

4.15. The timetable:

(a) provides for the fair, reasonable and inclusive treatment of both students and staff;

(b) maximises the effective use of teaching resources and facilities;

(c) minimises travel time between classes for students and staff; and

(c) enables students to complete core subjects, to have a reasonable choice of electives and breadth subjects, and to fulfil the requirements of the award in expected timeframes.

4.16. Where possible, the University aims to minimise changes to the timetable after publication.

4.17. The University will allocate space to teaching and learning activities in accordance with principles published by the Academic Registrar. The Provost may approve exceptions to these principles.

4.18. Timetabling recognises and supports flexible delivery. Teaching spaces are available as required to support different delivery times and modes.

4.19. Priority allocation of specific teaching spaces to an academic division will occur only with authorisation from the Provost, where the Provost considers this consistent with the primary objective of the timetable process.

4.20. The University timetable is published on a designated date to allow students to create their student timetable for the following academic year.

4.21. After publication, stability of the timetable is important. Once the timetable has been published, changes to the timetable will only be made in the following circumstances:

(a) to add or remove classes for subjects where there has been an unforeseen increase or decrease in enrolment numbers;

(b) to address safety hazards or undertake urgent repairs to teaching spaces due to unforeseen weather events or technical failures; or

(c) to accommodate students with special needs.

4.22. Any other changes to the timetable after publication must be authorised by the Dean.

4.23. Teaching and learning activities take precedence over other activities for scheduling in teaching spaces and exceptions can only be allowed with approval of the Provost.

## 5. Procedural principles

### Enrolment - enrolment status and maintenance

5.1. Enrolment creates an administrative relationship, as well as a relationship of mutual obligations and shared responsibilities, between the student and the University.

5.2. Students must abide by the statute, regulations, policies and rules of the University, pay all fees within required timeframes, and maintain satisfactory performance in their course of study.

5.3. Students must enrol and maintain their enrolment to: participate in a course of study, receive support and other services at the University, complete and receive recognition for their studies, and receive the final award (for an award course).

5.4. A student is considered enrolled in their course when they are enrolled in at least one subject per half-year period.

5.5. Students must maintain their enrolment and personal details with accurate information for the duration of their course. Failure to update personal details, including mailing address and contact details, is not an acceptable reason for failing to respond to any correspondence from the University.

5.6. Students must maintain their enrolment until they have completed, withdrawn or been cancelled from their course.

5.7. Students must be proactive about promptly seeking assistance (from online University resources and relevant student services) if they encounter difficulties with their enrolment or studies.

5.8. The student record must reflect the student's complete administrative and academic history (including late withdrawals), taking into account census dates and other key timelines that determine the treatment of changes to subjects and results.

### Enrolment - study load

5.9. Study load is calculated on a half-yearly basis (1 January – 30 June and 1 July – 31 December). Study periods may fall entirely in one half-year period or be split between the two periods.

5.10. For purposes other than assessing academic overloads, such as eligibility for scholarships, housing grants, financial aid or Centrelink benefits, study loads may be measured on a yearly rather than half-yearly basis.

5.11. The weighting of a specific offering is determined by the proportional number of days for the subject (pre-teaching, teaching and assessment periods) which occur in each half-year period with the following exceptions:

- (a) year-long subjects are split equally between the two periods; and
- (b) subjects which run over two calendar years have their study load applied entirely to the calendar year (and relevant period) in which the census date falls.

5.12. The University Handbook lists the study period/s in which a subject will be offered.

### **Coursework students - study load and enrolment maintenance**

5.13. 100 points is equivalent to 1 equivalent full-time student load (EFTSL) and is the expected load for full-time students per annum (or 50 points per half year).

5.14. Full-time enrolment constitutes at least 37.5 points in one half-year period.

5.15. Part-time enrolment constitutes fewer than 37.5 points in one half-year period.

5.16. Students enrolled in more than one course (such as bachelor degree and concurrent diploma) have their load calculated as the aggregate load for a half-year period.

5.17. Students enrolling in multiple study periods in one half year have their load aggregated for that half-year period.

5.18. International students are required to enrol in 1 EFTSL per year in order to complete their course within the period required on their confirmation of enrolment (COE) and student visa conditions, except where a reduced study load has been approved. Some visas may allow variation in load within that period.

5.19. Students may self-enrol in up to 50 points in one half year period. In addition, students may self-enrol in up to 25 points in summer term and/or winter term where course progression rules and subject availabilities allow.

5.20. Students may, where approval has been given by the relevant dean or nominee, take more than 50 points in a half-year period (beyond 5.19). Approval is given only where the student has recorded a weighted average of at least 70% and no fails in the previous half year of full-time study, or where an overload of no more than 12.5 points will allow them to complete the requirements of their course in that half-year period.

### **Graduate research students – study load and enrolment maintenance**

5.21. Graduate research students enrol on a time base rather than on a credit points base.

5.22. Full-time enrolment constitutes 40 hours per week.

5.23. Part-time enrolment constitutes 20 hours per week.

5.24. International students are required to maintain full-time enrolment to complete their course within the period required on their COE and student visa

conditions, except where a reduced study load has been approved. Some visas may allow variation in load within that period.

5.25. Students may enrol in additional coursework subjects to help them complete their course only if their supervisors approve the enrolment, and the enrolment will not cause them to exceed the maximum coursework allowable for higher degrees by research as defined in the [Commonwealth Scholarships Guidelines \(Research\) 2017](#).

5.25A Graduate researchers must submit their agreement to the terms and conditions of enrolment each year, or as required by the Academic Registrar, to confirm their re-enrolment and maintain enrolment in their course. Failure to re-enrol as required may lead to cancellation of enrolment. Graduate researchers whose enrolment is cancelled are not automatically reinstated.

### **Enrolment – enrolling in additional subjects beyond course requirements (over-enrolment)**

5.26. Students may take additional study beyond the usual number of credit points (for coursework students) or expected course duration (graduate research students) only with approval from the relevant dean or nominee.

5.27. Coursework students may complete additional study beyond the usual number of credit points required for a course only where they cannot meet the course requirements without completing this additional study. In this case, Commonwealth supported students continue to study on a Commonwealth-supported basis, and FEE-HELP students may continue on a deferred fee basis provided they have not exceeded their FEE-HELP limit.

5.28. Where over-enrolment (coursework) or extension of enrolment (graduate research) is approved, additional fees may apply.

5.29. Clauses 5.26–5.28 do not affect enrolment in non-award study such as Community Access Program (Assessed mode).

### **Enrolment – external study – University of Melbourne students studying at other universities**

5.30. Students may, with permission from the relevant dean or nominee, request to undertake pre-approved study at other institutions provided the subject/s will contribute to their University award course through:

- (a) cross-institutional study – study at another Australian institution; and/or
- (b) exchange or study abroad – study at an overseas institution.

5.31. External study for credit is not available in all courses.

5.32. Students must meet the eligibility requirements set by the Academic Board to participate in student mobility and cross-institutional study programs.

5.33. Students may also take other opportunities such as approved internships, placements, study trips and tours for credit.

5.34. Students are required to maintain their enrolment at the University for the duration of any approved external study.

### **Enrolment - external study - students from other universities studying at the University**

5.35. Students from other universities may apply to undertake pre-approved study at the University through:

- (a) cross-institutional study – students from other Australian institution; and/or
- (b) exchange or study abroad – students from overseas institutions.

5.36. Study is also available on a single subject basis through the Community Access Program, Enabling subjects, Study Abroad or Exchange.

### **Enrolment - subject withdrawal and amendment**

5.37. Students may amend their enrolment in certain circumstances and in designated periods. Withdrawal after certain dates (census date and last date to withdraw) will result in academic and/or financial penalty unless special circumstances apply. The University Handbook stipulates specific dates for each subject.

5.38. The Academic Registrar publishes, through the Handbook and other sources, the information necessary to ensure that students are aware of the implications of any subject changes on their chosen course of study, including the impact on timeframes for completion and future subject choices. Students are expected to take steps to ensure that they understand these implications, such as consulting student advisers and student services as needed.

5.39. Subjects withdrawn before the census date will not appear on the academic transcript nor incur a fee.

5.40. Subjects withdrawn after the subject census date but before the last date to withdraw will appear on the academic transcript with a status indicating withdrawal. Students retain financial liability and are not entitled to a refund of fees or waiver of debt except in special circumstances. Students remain liable for any unpaid fees.

5.41. Coursework students may not withdraw from subjects after the last date to withdraw unless extenuating or exceptional circumstances apply.

5.42. If the coursework student is subject to extenuating or exceptional circumstances, the student can apply for a 'late subject withdrawal in special circumstances', within 12 months from the end of the relevant semester. Criteria for approval will be the same as those published by the Commonwealth for remission of HELP debt.

5.43. Students may seek a review of the outcome of their application for late subject withdrawal in special circumstances within ten working days of the date of notification of the outcome, where they can demonstrate:

(a) there was a breach of the University's policies or processes in making the decision; or

(b) there is new evidence that was not available at the time of making the application.

5.44. The Academic Registrar or delegate may approve late subject withdrawal in other unprecedented situations, where the student provides evidence of exceptional circumstances beyond the criteria defined by the Commonwealth.

### **Enrolment – withdrawal under special circumstances**

5.45. The University recognises that students might be impacted by circumstances which affect their studies or require them to withdraw.

5.46. Where a student has been impacted by special circumstances and is unable to continue with their studies, they may seek to withdraw from their subjects or their course.

5.47. Students whose applications to withdraw under special circumstances are approved may be eligible to seek remission of HELP debt or refund of fees paid. Eligibility for fee remission is determined by a separate process in accordance with Commonwealth Government legislation. Approval to withdraw under special circumstances does not ensure eligibility for fee remission.

5.48. The Academic Registrar makes information regarding special circumstances and relevant time limits available to students to help them seek assistance when circumstances adversely affect their studies.

### **Enrolment – leave of absence**

5.49. Some courses do not permit leave, as determined by the relevant dean or nominee.

5.50. All leave applications must be approved and must be supported by a valid reason, and where relevant, supporting documentation.

5.51. Applications for leave of absence must be made in advance except in unavoidable circumstances. Retrospective applications for leave are accepted only if they are made within two weeks of the return from leave and are supported by appropriate documentation.

5.52. Leave of absence for international students might result in their COE being cancelled or amended, which might also mean the student visa is subject to cancellation. Where the COE is amended, the student visa might need to be renewed to extend beyond the new completion date.

5.53. The University may limit access to some services for students on leave. Students will retain access to their University email account and are expected to comply 5.105-5.108 (University email account and communications) while on leave.



5.54. Leave of absence is not granted to allow students to undertake study at another institution. This does not preclude students undertaking external study at another University as per 5.30-5.34.

### **Enrolment – leave of absence- coursework degrees**

5.55. Eligible award coursework students may apply for leave of absence from their course for a maximum of 380 days (up to two semesters, or four terms).

5.56. All coursework periods of leave are taken on a study period basis, as per the standard study periods for the relevant course.

5.57. All periods of leave count towards the maximum time to complete. Students must plan their studies, including periods of leave, to ensure that they complete their course within the allowable timeframe.

5.58. Coursework students are not eligible for leave in the first semester of their course.

5.59. Leave not counting towards the 380 day maximum may also be granted in certain circumstances to support particular needs, including:

- (a) exceptional circumstances beyond their control, such as ongoing poor health or primary carer responsibilities;
- (b) sporting or performance commitments for elite athletes and elite performers;
- (c) service commitments for army reservists or volunteer emergency services personnel; or
- (d) jury service.

5.60. Students on leave are required to re-enrol in given timeframes.

### **Enrolment – leave of absence- graduate research degrees**

5.61. Candidates undertaking the research component of their degree may access the following types of leave under certain conditions:

- (a) recreational leave (up to 4 weeks per year)
- (b) parental leave (up to 12 months per leave for maternity or primary carer leave, up to 8 weeks per leave for partner leave)
- (c) special leave approved by the Associate Dean (Graduate Research) (or equivalent)
- (d) leave of absence:
  - i. for students who commence or confirm on or after 1 January 2017 up to 12 months of accumulated leave over the course of the candidature;

ii. for students who commence or confirm before 1 January 2017 up to 24 months of accumulated leave over the course of the candidature;

iii. A period of leave of absence may be granted for a minimum of 2 weeks and a maximum of 12 months.

(e) additional unpaid leave of up to 3 months, if other leave has been exhausted, to consider and meet the COVID19 vaccination requirement that the University introduced in 2021.

5.62. Leave entitlements are not normally available to candidates:

(a) in the first half of probationary candidature

(b) within one month of the expected submission date

(c) undertaking any course work subjects, or

(d) who have already taken the maximum amount of leave of absence during their candidature (as per section 5.59(c))

unless compelling personal, medical or compassionate grounds have been demonstrated (exceptional leave).

5.63. Supervisors must assess and approve or not approve applications for leave of absence, recreational and parental leave. Deans or nominees must assess and approve or not approve any applications for exceptional leave.

5.64. International candidates may be granted leave in accordance with the Education Services for Overseas Students Act 2000.

5.65. International candidates who are granted leave must comply with all relevant visa conditions.

5.66. Candidates temporarily excluded for health reasons are placed on approved leave of absence and their progress review and expected submission dates are adjusted accordingly.

5.67. For graduate research courses, part-time enrolment and approved leaves of absence as described in 5.59-5.64, are accounted for in calculating the maximum course duration in accordance with the [Graduate Research Training Policy](#).

5.67A Students who are suspended for academic or general misconduct are not placed on leave and the maximum submission date and expected course duration are not adjusted.

## **Enrolment – deferral**

5.68. Applicants who have been offered a place in a course may be allowed to defer starting their course for a period of up to 12 months. Incoming study abroad or exchange students may be allowed to defer for one half-year period.

5.69. Applicants with exceptional extenuating circumstances may be able to defer for a further 12 months (24 months in total).

5.70. Some courses may not allow deferral. This is determined by the relevant dean or nominee.

5.71. Where deferral is permitted, coursework students who have enrolled and not yet passed their first subject census date may defer starting their course for a period of up to 12 months. Graduate research students may defer only before starting their course.

5.72. Applicants and students who defer are subject to the policies, fee rates and other arrangements in place at the time they resume their course.

### **Enrolment – course withdrawal**

5.73. Coursework students wishing to permanently withdraw from their course may apply to withdraw at any time. Graduate research students may apply to permanently withdraw at any time before submitting their thesis, or its creative equivalent, for examination.

5.74. In exceptional circumstances, the Chair of the Graduate Research Training Committee may consider an application for late withdrawal by a graduate research student who has submitted their thesis, or creative equivalent, for examination. An application will only be considered in compelling and compassionate circumstances where there is documented evidence that it would be impossible or unsafe for a graduate researcher to complete or attempt to complete degree requirements, and that these circumstances:

(a) were beyond their control; and

(b) were not known or did not make their full impact known until after the thesis was submitted.

An unexpected negative outcome from the thesis examination cannot be considered as grounds for course withdrawal.

5.75. Students may seek a review of the outcome of their application for course withdrawal after submission of their thesis within ten working days of the date of notification of the outcome, where they can demonstrate:

(a) there was a breach of the University's policies or processes in making the decision; or

(b) there is new evidence that was not available at the time of making the application.

5.76. Published timelines and conditions, including deadlines and fee liabilities, for course withdrawal will apply.

5.77. Students enrolled in concurrent diplomas or double degrees may not be able to withdraw from just one course, or if they do, their course requirements might

change. Students must seek advice from appropriate student advisers about their options.

### **Enrolment – re-enrolment**

5.78. Students who intend to continue their current course must re-enrol in all subjects for the following year within the timeframe specified by the Academic Registrar.

5.79. If students intend to take leave of absence from their course, they must notify the University within the specified timeframe for re-enrolment.

5.80. The Academic Registrar may penalise students who fail to re-enrol in the specified timeframe. Penalties may include fees for late re-enrolment or cancellation of admission for non-enrolment.

### **Enrolment – sanctions, cancellation, suspension and termination**

5.81. Sanctions are used to alert students to outstanding requirements or fees, and in some cases may block access to online services, results and graduation in accordance with the statute, regulations and policies.

5.82. Students are responsible for responding to and resolving outstanding sanctions in required timeframes.

5.83. A student's enrolment or place in a course may be cancelled, suspended or terminated under statute, regulation or policy. In all cases, the University notifies the student in accordance with requirements.

### **Enrolment – reinstatement**

5.84. Coursework students may be reinstated only in the same academic half-year period as the suspension or cancellation, except where:

- (a) the student has 12.5 credit points or less to complete the course; and
- (b) the course version still exists; and
- (c) after reinstatement it is possible to complete the course within the maximum time to complete.

5.85. Graduate research students may be reinstated where

- (a) the relevant dean has approved readmission; and
- (b) after reinstatement it is possible to complete the course within any applicable maximum time to complete.

5.86. Reinstatement may occur either on a set date for fixed term suspensions or with the approval of the Academic Registrar for cancellations and non-fixed term suspensions.

5.87. The Academic Registrar may reinstate a student provided the conditions of 5.80 are met and all relevant fees paid.

### **Enrolment – readmission and reselection**

5.88. Readmission and reselection is managed in accordance with the [Selection and Admission Policy](#).

### **Enrolment - citizenship**

5.89. The date when Australian citizenship or permanent residency is granted determines how the enrolment or course offer, and any related fee status changes, is treated.

5.90. In the case of Australian permanent residency being granted before a future student has accepted their course offer, the offer will be withdrawn and the applicant must re-apply for competitive entry as a domestic student as outlined in the [Selection and Admissions Policy](#).

5.91. Admitted international students who are granted permanent residency must be transferred to a domestic full-fee paying place, or for graduate research students, to an Australian Government Research Training Program (RTP) place.

5.92. Coursework students may apply for a Commonwealth supported place where these are available.

5.93. Any change in fee status is applicable from the next relevant census date.

### **Enrolment – conscientious objection to animal or human use**

5.94. Students concerned they may be asked to participate in animal or human use activities, to which they have a conscientious objection, in a subject or course, should refer to the [Selection and Admission Policy](#) on how to raise the matter.

### **Enrolment – evidence of enrolment**

5.95. The Academic Registrar may issue, on request, an evidence of enrolment letter to currently enrolled or past students who have not completed or who did not complete their course of study. Evidence of enrolment letters include:

- (a) student ID number;
- (b) full name of student as recorded in the student system;
- (c) date of birth of student;
- (d) course/s the student is/was enrolled in at the university;
- (e) dates of enrolment in the course/s;
- (f) status as a full-time or part-time student;
- (g) the student's expected completion date (where relevant);

- (h) the language of instruction;
- (i) campus of study;
- (j) a statement about the University's Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) number; and
- (k) the signature of the Academic Registrar.

### **Timetabling – timetable creation**

5.96. The Academic Registrar will determine the [methodology](#) used to construct the timetable to make effective use of the University's available teaching resources and facilities.

5.97. The timetable is built to accommodate pedagogical practice and to enable students to satisfy course rules.

5.98. Planning of teaching, resourcing, academic staff availability and other requirements (including agreement of acceptable and unacceptable clashes within and across disciplines, departments and faculties) are completed in time to meet the deadlines for creating the timetable.

5.99. Academic staff will normally be available for teaching between 8.00am and 6.15pm Monday to Thursday, and 8.00am to 5.15pm on Fridays. Allocation of teaching outside these hours must be by agreement with the affected staff member.

5.100. A staff member may seek approval from the head of department to be declared unavailable for teaching for a specified purpose during these times, in line with individual workload allocation for the teaching period. Valid reasons for unavailability include specific research or administrative obligations, part-time arrangements, agreed leave arrangements, and religious, medical or family reasons.

5.101. Deans are responsible for ensuring that information required to construct the timetable (including configuration of new and amended subjects and courses, room requirements to achieve pedagogic needs, and anticipated staff availability) is accurate and complete, and submitted by the designated date.

5.102. Deans are responsible for ensuring that all scheduled teaching activities requiring student attendance, regardless of activity type, location or campus, are incorporated in the University timetable by the designated publication date.

### **Timetable - class registration**

5.103. Deans will ensure that there are sufficient classes scheduled and opened to accommodate all enrolled students in a subject.

5.104. The University takes into account access requirements for staff and students with physical, hearing or vision requirements, provided those staff and students have identified their needs before class registration opens for the relevant subject.

5.105. Class registration opens at least four weeks before the start of the teaching period so that students can create their individual timetable. Class registration may close at different times for different subjects.

5.106. Students must be registered for all classes in subjects in which they are enrolled.

5.107. The University attempts to accommodate choice of subjects, but the timetable might not allow every student to attend their preferred combination of subjects. Students should choose alternative subjects if they are unable to resolve a clash. If students chose to accept a timetable clash they accept any conflicting requirements (including assessment) that may result between clashing subjects. This will not be considered grounds for special consideration.

5.108. The University may directly allocate students to classes in certain circumstances (such as a scheduled single iteration of an activity, physical access or other requirements, or the student has failed to register in a class).

5.109. In order to ensure adequate room capacity and academic continuity for any given subject, students are permitted to attend only the classes for which they have registered.

## 6. Roles and responsibilities

| Role/Decision/Action   | Responsibility                   | Conditions and Limitations |
|--|----------------------------------|----------------------------|
| Manage enrolment and approval of all documentation and information such as plans, guidelines, protocols, websites, FAQs, timelines, business rules and manuals created to support this policy  | Academic Registrar               |                            |
| Publish timelines for preparing and completing the University timetable, and for opening of Class Registration<br><br>Publish principles for allocation of space to teaching and learning activities and methodology used to construct the timetable   | Academic Registrar               |                            |
| Coordinate creation and publication of the University timetable by the specified date<br><br>Provide a draft version of the timetable for review and correction before the final timetable is published<br><br>In conjunction with deans, establish timetabling requirements for new courses<br><br>In conjunction with the deans, configure all subjects by the specified dates to facilitate creation of the timetable | Director, Student Administration |                            |

|  |         |  |
|--|---------|--|
| Provide staffing, teaching and space requirements information by the timetable creation deadlines                                  | Deans   |  |
| Review draft timetable within the defined review timeframes  |         |  |
| Ensure all teaching activities requiring student attendance are included on the University timetable                               |         |  |
| In conjunction with the Director Student Administration, establish timetabling requirements for new courses                        |         |  |
| Consider exceptions to space allocation principles including priority allocation of teaching spaces to specific academic divisions | Provost |  |
| Approve activities to be given higher priority than teaching and learning activities for scheduling in teaching spaces             |         |  |

## 7. Definitions

**Last date to withdraw** means the last date on which students can withdraw from a subject without incurring a fail grade. This date is published in the University Handbook for each subject.

**Special circumstances** is as defined in the *Higher Education Support Act 2003* (Cth).

**Subject withdrawal** means withdrawing from enrolment in a subject at the initiation of the student or the University. Depending on the timing of the withdrawal this may result in fees and/or be recorded on the academic transcript.

**Terms and conditions of enrolment** as set out in the Enrolment Declaration. Students are required to read and accept the Enrolment Declaration when they start their course, and in each subsequent year of their enrolment.

## POLICY APPROVER

Provost

## POLICY STEWARD

Executive Director, Student and Scholarly Services and Academic Registrar

## REVIEW

This policy is to be reviewed by 7 July 2021.

## VERSION HISTORY

| Version | Approved By | Approval Date | Effective Date | Sections Modified |
|---------|-------------|---------------|----------------|-------------------|
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|   |                               |                  |                  |  |
|---|-------------------------------|------------------|------------------|--|
| 1 | Academic Board                | 26 February 2015 | 26 February 2015 | New policy – replaces relevant section in the Academic Performance Policy (MPF1024); the Special Consideration Procedure (MPF1030) and Schedule A Special Consideration Procedure; the Elite Athletes and Performers Procedure (MPF1072); Defence Reservists and Emergency Volunteers Procedure (MPF1070); Student Equitable Adjustment Procedure (MFP1074) and Schedule A Possible Equitable Adjustments (MPF1074)  |
| 2 | President, Academic Board     | 19 May 2015      | 19 May 2015      | Update section 4 and section 6.3.  |
| 3 | President, Academic Board     | 22 May 2015      | 22 May 2015      | Correction of minor editing errors to 19.3 and 21.7  |
| 4 | President, Academic Board     | 18 August 2015   | 18 August 2015   | Insert new section 2.6 and update section 21.7   |
| 5 | Provost                       | 19 July 2016     | 21 July 2016     | New version arising from the Policy Consolidation Project. This policy and its supporting processes replace the former Enrolment Policy (MPF1294) and Timetabling Policy (MPF1306).  |
| 6 | Director, Students and Equity | 1 August 2016    | 11 August 2016   | Clarification regarding transition period for Leave of Absence - Graduate Research Degrees (section 5.59-5.60). Updates to numbering of remaining clauses as a result.   |
| 7 | Director, Students and Equity | 29 November 2016 | 29 November 2016 | Editorial changes to reflect change in legislation relating to the Research Training Program and add clarifications (section 5.92, 5.58, roles and responsibilities).  |
| 8 | Provost                       | 28 June 2017     | 7 July 2017      | Changes to align with the Graduate Research Training Policy and the Courses, Subjects, Awards and Programs Policy - Changes reflect the removal of the category of “lapsed” and to clarify the expected and maximum course duration for graduate research students; 5.26 amended wording; 5.50 new provision; consequential numbering changes throughout. Reinstatement definition amended 5.90 amended – correction |

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|    |                                 |                   |                  | to the policy referred to at this section. Amendment to section Enrolment Reinstatement to reflect practice.   |
| 9  | Provost                         | 10 October 2017   | 13 October 2017  | 5.67 - Deferral expanded to include deferral under exceptional circumstances. 5.69 - Removal of out of date reference to Selection and Admission Policy.   |
| 10 | Provost                         | 27 September 2018 | 03 January 2019  | Changes to enable recommendations of the FlexAP timetabling workstream to minimise changes to the timetable after publication, provide a single process for students to apply for late subject withdrawal in special circumstances and for fee remission and enable course withdrawal by graduate researchers after submission of thesis, in exceptional circumstances where there is evidence that it would be impossible for the candidate ever to complete course requirements. Changes made to 4.12, 4.14, 4.15, 4.17, 5.96, 5.101, 6 and inserted a new 4.19, 4.22, 4.23, 5.99, 5.100, 5.103. |
| 11 | Policy Advisor                  | 22 February 2019  | 22 February 2019 | Editorial amendment - broken link fixed.   |
| 12 | Director, Students and Learning | 16 October 2019   | 28 October 2019  | Editorial amendment - update to Policy Steward title.  |
| 13 | Provost                         | 22 June 2020      | 22 June 2020     | Addition of 5.61 (c) to include special leave approved by the Associate Dean (Graduate Research) (or equivalent).  |
| 14 | Provost                         | 21 January 2021   | 2 February 2021  | Addition of 4.7A to clearly define rules around re-enrolling in previously passed subjects.  |
| 15 | Provost                         | 26 July 2021      | 29 July 2021     | Amendment to 5.45-5.48 to clarify ambiguous terms.   |
| 16 | Academic Registrar              | 2 November 2021   | 12 November 2021 | Added section 4.1A and amended 4.4 and 4.9, to clearly refer to the requirement for students to comply with the terms and conditions of enrolment.<br><br>Amended 5.25A to include the requirement to re-enrol to maintain enrolment for candidates in higher degrees by research. Added 5.61(e) to  |

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|  |  |  |  | enable additional leave for graduate researchers. Added 5.67A to ensure students who are suspended for misconduct are not place on leave and their candidature dates are not adjusted. Added terms and conditions of enrolment to Item 7 Definitions. Policy steward changed from Director Students and Learning to Executive Director, Student and Scholarly Services and Academic Registrar. |
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