

Enrolment Policy



1 Purpose

To outline the framework that governs all Course Enrolments at the University to ensure compliance with relevant Government requirements and University regulations.

2 Scope

This policy applies to Enrolment in all programs and Courses offered by the University.

3 Policy Statement

The University recognises that Enrolment is a crucial aspect of the relationship between a Student and the University. The University is committed to ensuring that all practices in relation to Enrolments are consistent, fair and transparent, and comply with applicable external regulations and requirements.

4 Principles

To that end, the following principles and requirements apply:

1. To be enrolled at the University, Students agree to be bound by the regulations, policies and procedures of the University and agree to pay all fees, levies and charges directly arising from their Enrolment.
2. Enrolled Students are able to participate in classes, and other educational and support activities of the University; to undertake research at the University; to receive recognition for the work done and, be awarded a Grade on completion of the requirements of a Course of study; and to be eligible to receive an Award from the University.
3. Each enrolled Student will be issued with a unique Student identifier, which implies shared responsibility for the University to collect and record information as it relates to the Student's Enrolment, in accordance with University privacy policies, procedures and relevant privacy legislation, and for the Student to provide all information necessary to be enrolled.
4. Enrolled Students may amend their Enrolment for the current Academic Year in certain circumstances and in accordance with University program and Award regulations and legal compliance requirements.

5. The University may amend a Student's Enrolment or program of study in certain circumstances, to meet University and/or legal compliance requirements.
6. Enrolled Students may apply for leave from study in accordance with criteria established by the University.
7. The Enrolment of a Student may be discontinued, suspended or cancelled under certain conditions established by the University, at the instigation of either the University or the Student.
8. Subject to requirement 7 above, a Student remains enrolled until such time as the Student:
 1. Has qualified for the Award (Student enrolled in a program of study).
 2. Has completed all requirements of the Course/s (Student enrolled in single Course/s).
 3. Has not re-enrolled by the due date (Student enrolled in but yet to complete a program of study).
 4. Has submitted a Thesis as part of the requirements for a Higher Degree by Research.
9. Prior Learning assessed by the University may be used to satisfy, or partially satisfy, program Admission criteria, and/or to gain Credit or Exemption/s in some programs.
10. The University will make the necessary information and reasonable services and support readily available to Students to enable them to fulfill the requirements of their enrolment.

5 References

Nil.

6 Schedules

This policy must be read in conjunction with its subordinate schedules as provided in the table below.

7 Policy Information

Subordinate Schedules	

Accountable Officer	Pro Vice-Chancellor (Student Services)
Responsible Officer	Director (Student and Academic Support)
Policy Type	Academic Quality Policy
Approved Date	1/7/2013
Effective Date	1/4/2014
Review Date	1/4/2017
Relevant Legislation	
Related Policies	Admissions Policy
Related Procedures	Admissions Procedure Enrolment Procedure
Related forms, publications and websites	
Definitions	<p>Terms defined in the Definitions Dictionary</p> <p>Academic Year</p> <p>A period of time consisting of Semesters and teaching periods that all commence in the same calendar year.</p> <p>Admission</p> <p>The process of submission and assessment of applications for entry to study at the University.</p> <p>Award</p> <p>The qualification conferred upon a Student following the successful completion of an Academic Program. The categories of Award include: Associate Degree, Diploma, Bachelor Degree, Bachelor Honours Degree, Graduate Certificate, Graduate Diploma, Master Degree (both Coursework and research), Doctoral Degree (both Coursework and research) and Higher Doctorate.</p> <p>Course</p> <p>The basic unit of study and assessment for which a Student may be awarded a grade, and may accumulate credit units towards completion of a Program.</p> <p>Credit</p>

Credit may be granted towards Courses in an Award Program based on recognition of prior studies. Credit may count towards a Student's Grade Point Average.

[Enrolment](#)

The process of admitting Students to one or more Courses for the current Academic Year.

[Exemption](#)

The waiving of the requirement to complete one or more Course(s) in an Award Program through Credit of a Unit. Exemptions do not count towards the Grade Point Average of an Award Program.

[Grade \(noun\)](#)

A Grade is a code that indicates the status of the Assessment of Student performance against the learning objectives of a Course.

[Higher Degree by Research \(HDR\)](#)

A Research Doctorate or Research Masters program for which at least two-thirds of the Student load for the program is required as research work.

[Student](#)

A person who: has been Admitted or Enrolled in an Academic Program at the University, but has not yet graduated from the program; or has been Enrolled in a Course at the University but has not yet completed the Course.

[Thesis](#)

Also known as a Standard Thesis, is the material outcomes of a program of research. It is also referred to as a 'dissertation'.

[University](#)

The term 'University' or 'USQ' means the University of Southern Queensland.

Definitions that relate to this policy only

Keywords

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