

Please see reverse side for Part 3, "Conditions and Rules", before completing this form.

Privacy Statement: At Curtin University of Technology, the privacy of our students, staff and the people we deal with is very important to us. Much of the information that the University collects in order to provide the services that it does is "personal information". For details of how the University will use, disclose and protect your personal information please refer to <http://about.curtin.edu.au/privacy.html>.

Part 1 **Student to Complete**

Student Number _____ Title Mr Ms Other _____
 Surname / Family Name _____ Given Names _____
 Address for Correspondence _____
 Title of Course _____ Course Code _____
 Enrolling Area _____ Division _____
 Home Phone _____ Work Phone _____
 Facsimile _____ Mobile _____
 E-Mail Address _____

If you want your enrolment details forwarded electronically to Centrelink please provide your CRN No.: _____

- Are you in receipt of a scholarship? Yes (If yes, please indicate below) No
 Name of Scholarship (eg. APA, EIPRS, AusAID) _____
- Please indicate below the purpose of this application:
 (i) Confirm/amend enrolment (iii) Withdraw permanently from the course (go to Q5)
 (ii) Change study mode
- At what time-fraction do you wish to be enrolled? Full-time Part-time Effective From: _____
- Confirm/amend enrolment Please complete the table below as appropriate. (Note: The thesis unit is a one-off enrolment.)

Unit number	Unit title	Study Period eg. Sem 1	Year eg. 2006	Internal or Central External or Area External	Campus eg. Bentley	Enrol or Withdraw	Signature of Unit Coordinator

Thesis Commencement Date: _____ / _____ / _____ (dd / mm / yy)

- Withdrawal from course Please briefly state the reason for your withdrawal. (See Part 3.1.1.)

Student Declaration

- I understand it is my responsibility to ensure that my enrolment is correct.
- I have sought appropriate academic counselling in relation to my enrolment.
- I agree to be bound by the Statutes, Rules and Policies of the University as amended from time to time and agree to pay all fees, levies and charges directly arising from my enrolment.
- I consent to receiving information electronically from the University.
- I agree to access OASIS (student portal) at least once a week to receive official communications from the University (unless approval for exemption is granted). (See Part 3.3)
- I am aware of the conditions under which I am permitted to use University IT (computer) facilities.
- I acknowledge that I have read and understood the information on this form regarding Guild Membership. (See Part 3.4)
- I acknowledge that I have read and understood the University's Privacy Statement.
- I acknowledge that any expense, costs or disbursements incurred by the University in recovering any monies owing by me shall be the responsibility of the debtor, including debt collection agency fees and solicitor's costs on the amount outstanding and all other reasonable costs incurred in the recovery of outstanding monies.

Signature of Student _____ Date _____

Please give page 1 of this form to the Divisional Graduate Studies Officer for completion of Part 2.

Part 2 **Graduate Studies Officer to Complete**

Signature of Graduate Studies Officer _____ Date _____

3.1 Conditions

1. Notice to withdraw from a Unit, withdraw from the course, apply for Leave of Absence, or change study mode must be lodged before the DEST Census Dates of **24 March** in Semester 1, and **25 August** in Semester 2 2006, in order to ensure that your financial liability (eg HECS or fees) and time limits for the course are amended accordingly. Notice to withdraw from the course must be lodged in writing. Withdrawal from the course cannot be backdated.
2. One full-time semester is usually the equivalent of 100 credits, or 0.5 EFTSL. One part-time semester is usually the equivalent of 50 credits, or 0.25 EFTSL. Part-time load is considered to be approximately 50% of full-time load.
3. Students in receipt of a Scholarship providing a stipend should be aware that the Scholarship Conditions of Award might require that students be enrolled full-time. Scholarship recipients should check with the Manager, Scholarships if in doubt.
4. Enrolment in the Thesis unit is continuous from the date first enrolled until the date the thesis is submitted. If you have already enrolled in the Thesis unit, you do not need to enrol in this unit again. Enrolment will be automatically suspended for an approved period of **Leave of Absence**. An Application for Leave of Absence can be made using the appropriate form and should be completed in consultation with the supervisor. An application must be lodged prior to the leave start date to allow time for the Divisional Graduate Studies Committee to consider the application.

3.2 Rules

1. Extracts from Section 4, Enrolment and Duration of Study; of Rule 10: Degree of Doctor by Research:
 - (a) A candidate may enrol in a Doctoral degree either full-time or part-time. Enrolment shall be continuous with the exception of periods of Leave of Absence as approved by the Divisional Graduate Studies Committee.
 - (b) Enrolment in the Doctoral degree shall be for a minimum period of two years and a maximum period of five years* in the case of a full-time candidate, and a minimum period of three years and a maximum period of nine years in the case of a part-time candidate. The time limits shall be adjusted for approved periods of Leave of Absence.
 - (g) No candidate may be enrolled in a Doctoral degree at the University while simultaneously enrolled in any other higher degree, Bachelor's degree, or diploma course at this or any other institution, without the approval of the Graduate Studies Committee.
 - (i) A candidate who is unable to pursue his/her studies may be granted Leave of Absence and have enrolment suspended for a period of one to twelve months by the Divisional Graduate Studies Committee on the recommendation of the Head of Enrolling Area. In exceptional circumstances, the Divisional Graduate Studies Committee may approve further periods of Leave of Absence. Applications for retrospective periods of Leave of Absence will not be considered. Candidates are required to lodge the application for Leave of Absence on the prescribed form prior to the start date of the proposed period of leave.

**Note that the time limit for students who enrolled in their doctoral course after 31 August 2000 is four years full-time equivalent, in accordance with the change in Government policy.*

2. Extracts from Section 4, Enrolment and Duration of Study; of Rule 11: Degree of Master by Research:
 - (a) A candidate may enrol in a Master's degree either full-time or part-time. Enrolment shall be continuous with the exception of periods of Leave of Absence as approved by the Divisional Graduate Studies Committee.
 - (b) Enrolment in the Master's degree shall be for a minimum period of one year and a maximum period of two years in the case of a full-time candidate, and a minimum period of two years and a maximum period of four years in the case of a part-time candidate. The time limits shall be adjusted for periods of approved Leave of Absence.
 - (g) No candidate may be enrolled in a Master's program at the University while simultaneously enrolled in any other higher degree, Bachelor's degree, or diploma course at this or any other institution, without the approval of the Graduate Studies Committee.
 - (i) A candidate who is unable to pursue his/her studies may be granted Leave of Absence and have enrolment suspended for a period of one to twelve months by the Divisional Graduate Studies Committee on the recommendation of the Head of Enrolling Area. In exceptional circumstances, the Divisional Graduate Studies Committee may approve further periods of Leave of Absence. Applications for retrospective periods of Leave of Absence will not be considered. Candidates are required to lodge the application for Leave of Absence on the prescribed form prior to the start date of the proposed period of leave.

3.3 OASIS – Online Access to Student Information Services

OASIS is Curtin's student portal. Through OASIS, students are provided with access to their student record (eStudent), the Official Communications Channel (OCC), and a range of other online services including a student email account and learning support systems.

It is a condition of enrolment at Curtin that students activate their OASIS account and access OASIS at least once a week to receive official communications from the University via the OCC.

Students may be granted exemption from the requirement to access OASIS in exceptional circumstances only. Please check www.oasis.curtin.edu.au for more information.

3.4 Guild Membership

Under the Curtin University of Technology Act, all students automatically become members of the Student Guild on enrolment.

In order that the Guild may provide services to you whilst you are a member, your name, student ID number, preferred contact address, home phone number, email addresses, gender, year of birth, course of study, campus location and other basic enrolment details will be made available to the Guild. These details will remain confidential.

You may elect not to become a member of the Guild at the time of enrolment or may resign from the Guild at any time after enrolment. If you elect not to become a member, your details will not be provided to the Guild. If you resign from the Guild, the Guild will no longer have access to your details and you will cease to be eligible for membership benefits.

If you do not wish to be a member of the Guild, you will need to complete a form advising that you do not wish to be a member. The form is available from Divisional Student Services Offices, Student Central or on the web at <http://students.curtin.edu.au/administration/forms.html>. The completed form must be returned to Student Central for processing.