

ADMISSION AND ENROLMENT

POLICIES AND PROCEDURES

2008

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This Manual is a major revision and consolidation of a number of separate Curtin University of Technology admission and enrolment related policies and procedures.

It replaces the following policies and procedures, all of which have been rescinded by the appropriate authority (Council, Academic Board and UTLC).

POLICY OR PROCEDURE	DATE OF APPROVAL
Guidelines for the Matriculation of Unqualified School Leavers (Permanent Residents)	1 September 2000 (UAB)
Cross Institutional Enrolment policy	1 December 2000 (UAB)
Admission or Selection Appeals policy	11 November 2002 (UTLC)
Recognition of Prior Learning Appeals policy	11 November 2002 (UTLC)
Rule No 1 Made Pursuant to Statute 12 – Enrolment, Application Selection and Admission into Courses	8 December 2004 (Council)
Rule No 2 Made Pursuant to Statute 12 – Enrolment into Courses	8 December 2004 (Council)
Rule No 4 Made Pursuant to Statute 12 – Enrolment: Enrolment into Extension Studies	8 December 2004 (Council)
Rule No 5 Made Pursuant to Statute 12 – Enrolment: Degree by Incorporation	8 December 2004 (Council)
Rule No 6 Made Pursuant to Statute 12 – Enrolment: Deferred Entry	8 December 2004 (Council)
Rule No 7 Made Pursuant to Statute 12 – Enrolment: Leave of Absence	8 December 2004 (Council)
Rule No 8 Made Pursuant to Statute 12 – Enrolment: Preservation of Pre-2005 Higher Contribution Scheme and Postgraduate Enrolment Loans Scheme Entitlements under the Higher Education Support Act 2003	8 December 2004 (Council)
Rule No 9 Made Pursuant to Statute 12 – Enrolment: Overseas to Permanent Resident Status Conversion	8 December 2004 (Council)
Recognition of Prior Learning policy	23 February 2007 (AB)

The 2008 edition is the first edition of this manual. It is intended to re-issue the manual each year with any additional changes and refinements identified during the previous year.

The target date for finalisation of the 2009 manual is December 2008.

Any feedback on content and suggestions for inclusions or amendments for the 2009 edition may be submitted to:

“2008 Admission and Enrolment Manual Comments”

John Rowe
 Director
 Student Services
 XXXX 2007

This manual does not include policies and procedures relating to the following awards:

- Degree of Master by Research
- Degree of Doctor by Coursework
- Degree of Doctor by Research

Policies and procedures for these awards are covered in the following rules:

- Rule No 10 made Pursuant to Statute No 12 – Enrolment
- Rule No 11 made Pursuant to Statute No 12 – Enrolment
- Rule No 12 made Pursuant to Statute No 12 – Enrolment

VTEC

3.0 Requirement to Make an Application for Admission

Before enrolling in a course of study, a person must make an application to be admitted into that course of study. This requirement does not apply to re-enrolling students, or students re-enrolling after an approved leave of absence.

The Director, Student Services shall publish detailed application procedures.

Any relevant application fee shall be published.

3.1 Selection of Applicants into a Course of Study

Eligible applicants are ranked and selected in descending order, according to their academic achievement. The method for ranking applicants must be:

- Academically defensible; or
- Based on other criteria approved by the Council.

The method for ranking applications for entry must be published and applied consistently to all applicants.

Notwithstanding section 3.2.1 the relevant Executive Dean may take into account any special circumstances that may have educationally disadvantaged a particular applicant provided any such decision is in line with the University's Special Consideration Entry policy (as outlined below) and is made in consultation with the Manager, University Admission Centre.

Applicants are selected into the relevant course, in rank-descending order, until:

- The course quota (if any) is filled, or
- The cut-off score is reached, or
- The eligibility score is reached, whichever occurs first.

The relevant Executive Dean makes the final decision on who is selected into a course, provided that their decision is consistent with this Rule.

3.2 Admission into a Course of Study

An applicant must first fulfil the requirements of sections X, X and X of this policy statement before being admitted into a course of study.

An applicant must be made a formal offer before being admitted into a course.

Offers shall only be made by the Director, Student Services or as prescribed by the Director, Student Services.

Offers not accepted by the deadline date shall be withdrawn.

The University can refuse or revoke an applicant's admission into a course of study if the applicant provides any information that is false or misleading.

Admittance to a course may be conditional upon:

- Completion of appropriate studies prior to the offering of a place within a course.
- Provision of further proof of appropriate academic ability prior to the offering of a place within a course.
- The student enrolling for a probationary period, where certain outcomes are required (for example, completion of certain units).

Admittance may be withdrawn if the probationary conditions (see section 4.2 above) are not met.

The Director, Student Services may refuse admission, or disqualify an applicant, should the applicant provide any information that is false or misleading, or not meet the specified conditions.

3.3 Requirement to be Admitted into a Course of Study

A student must first be admitted into a course before enrolling in units within the course.

3.4 Enrolment

A student may only attend classes, receive tuition and instruction and be assessed in units and courses in which enrolment has been completed in the manner prescribed below.

A person must apply for enrolment into units that form part of a course by lodging a completed application for enrolment form in the manner and by the dates prescribed by the Director, Student Services.

Enrolment into units is conditional upon satisfying all academic and other requirements for the unit and for the course of which it forms a part.

No enrolment will be approved without the consent of the relevant Head of Teaching Area.

A student shall only be permitted to enrol in more than a full-time load (i.e. "overloading") with the consent of the relevant Executive Dean.

A student shall only be permitted to enrol in units that are applicable to their course of study.

Students wishing to undertake units that do not form part of their course of study shall enrol in Extension mode.

4.0 Principles of Eligibility

Only eligible applicants can be offered a place into a degree, diploma or certificate course.

A committee appointed by the Deputy Vice-Chancellor, Academic Services shall determine the basis on which an applicant is considered eligible for admission to an *undergraduate* course.

The relevant Executive Dean shall determine the basis on which an applicant is considered eligible for admission to a *postgraduate* degree course.

Eligibility is separate from selection. An eligible applicant is not guaranteed a place in a course.

4.1 Minimum Entry Standards

A committee appointed by the Deputy Vice-Chancellor, Academic Services shall determine minimum entry standards for both undergraduate and postgraduate courses.

5.0 Principles of Special Consideration

In line with the University's Equity Strategy, applicants who experience hardship in their preparation for entry may be eligible to apply for Special Consideration Entry.

Special Consideration Entry takes into account (although is not limited to) circumstances which may be one-off occurrences or ongoing, such as:

- Medical condition and/or disability;
- Accidental injury;
- Caring for ill or injured family members;
- Financial hardship;
- Family bereavement;
- Incorrect advice provided by previous educational institution or Curtin.

Alternatively the disadvantage may be a result of an applicant being part of an equity group which are defined by the Department of Education Science and Technology (DEST) as:

- Low socio-economic (SES) background;
- People from rural and isolated backgrounds;
- People with disabilities;
- People from non-English speaking backgrounds;
- Indigenous Australians;
- Women in non-traditional areas and postgraduate study.

In addition to the above grounds for Special Consideration Entry, the University will provide an entry pathway for elite athletes.

5.1 Assessment of Applications

All applications for Special Consideration Entry for all courses should be forwarded to the Manager, University Admission Centre.

Upon receipt and as required, applications will be assessed by a group consisting of the Manager, UAC, plus representatives from Ethics Equity and Social Justice (UPDATE), the University's Counselling Service and an academic representative from a Division.

Recommendations will be forwarded to the relevant Division for actioning.

6.0 General Principles

RPL may be granted:

- on the basis of prior studies
- on the basis of prior professional (work) or life experience

RPL may:

- provide a specified amount of credit towards completion of a Curtin award
- exempt the student from the requirement to complete a particular unit or units that comprise part of a Curtin course

6.1 Limitation on Amount of RPL That May be Granted

To receive an award from Curtin, at least one third of the full credit value of the course or one year, whichever is the lesser, must be completed at Curtin as a Curtin enrolled student.

RPL may not be granted where this would result in the student undertaking less than the prescribed minimum amount of study at Curtin.

Unit Substitutions

Study completed in a Curtin award course where a student graduates shall not be utilised as the basis for RPL in a subsequent Curtin award without alternative units of study being approved as a "Unit Substitution".

A unit of study may not be granted for credit towards more than one Curtin award. In cases where a student has completed an equivalent unit of study in a completed Curtin award, credit may be granted for that particular unit on the grounds that a substitute unit is identified for completion by the student in the subsequent award course.

Unit Transfer

Where a student completes units of study in one Curtin award course and subsequently transfers to a new Curtin award course (without completing the original course in its entirety), completed units may be transferred without limitation to the new course as approved by the Executive Dean (or delegate). Use of units transferred in such a way are subject to the Unit Substitution clause above and may not be used for more than one award course.

6.2 Approval of RPL

The authority to approve RPL in all courses, both undergraduate and postgraduate, rests with the relevant Executive Dean.

The Executive Dean may delegate authority to approve RPL to designated staff within the Division.

Delegations shall be in a form as prescribed by the Director, Student Services.

The Executive Dean or delegate may only approve RPL in accordance with this policy.

6.3 Principles for Granting RPL

The criteria for assessing RPL must be applied consistently and equitably to all applications.

Any RPL granted to a student must be academically defensible and take into account the student's assessed ability to successfully complete the requirements of the remainder of the course.

RPL should not be granted where this is likely to result in the student experiencing difficulty in making satisfactory academic progress in the remainder of the course. The student's point of entry to the course and assessed competency to commence studies at Curtin from that point must be taken into account.

6.4 Limitations on Granting RPL

General

RPL must not be granted for a unit where there is a requirement by the Academic Board that the unit must be completed in order for a Curtin award to be conferred.

RPL for Prior Study - Undergraduate Courses

RPL may not be granted for an undergraduate course for prior studies below AQF Certificate IV level.

Limited RPL may be granted for prior studies completed at Certificate IV level where the Certificate IV content is considered either identical or directly relevant to content of the Curtin course (for example, courses where a heavy practical or folio component exists).

A maximum of one third or one year of the credit value of a course, whichever is the lesser, may be granted for study completed at Certificate IV level.

RPL for Prior Study – Postgraduate Courses

RPL may not be granted for a postgraduate course for prior studies below the undergraduate level.

Limited RPL may be granted for a postgraduate course for completion of undergraduate level studies where the outcomes achieved within the undergraduate course are considered directly relevant to the requirements of the postgraduate course.

A maximum of one third or one year of the credit value of a course, whichever is the lesser, may be granted for a postgraduate course on the basis of undergraduate study.

RPL on the Basis of Prior Professional (Work) or Life Experience

A maximum of one third or one year of the credit value of a course, whichever is the lesser, may be granted on the basis of prior professional (work) or life experience.

Summary of RPL Limitations – Approvals by Executive Dean or Delegate

Course Type	Credit Value	Basis for RPL					
		Below AQF Cert IV	AQF Cert IV	Below UG	UG	PG	Prior work experience
Bridging	200	*	50	50	125	125	50
Associate Degree	200	*	50	50	125	125	50
Bachelor Degree	600	*	200	200	400	400	200
Double Bachelor Degree	800	*	250	250	525	525	250
	1000	*	300	325	650	650	325
Bachelor w/ Hons	800	*	200	200	525	525	250
Honours	200	*	*	*	125	125	50
Grad Certificate	100	*	*	*	25	50	25
Grad Diploma	200	*	*	*	50	125	50
Master by Coursework	200	*	*	*	50	125	50
	300	*	*	*	100	200	100
	400	*	*	*	125	250	125
	450	*	*	*	150	300	150
Professional Doctorate	100	*	*	*	*	50	25
	200	*	*	*	*	125	50
	300	*	*	*	*	200	100
	400	*	*	*	*	250	125
Research Degrees	N/A	*	*	*	*	*	*

6.5 Exceptional Circumstances – Approvals of RPL Beyond Limits Specified in Section 5

Any proposal to grant RPL beyond the limits outlined in Section 6.4 above must be submitted in writing by the Executive Dean, or delegate, to the Manager, University Admission Centre.

The proposal must provide full documentation as required by the Manager, University Admission Centre and justify why granting RPL beyond the stated limits is considered warranted.

On receipt of such a proposal, the Manager, University Admission Centre shall arrange to have it considered by the Admission, RPL and Articulation Sub-Committee of Academic Services Committee.

Approval of such proposals may only be given by the Admission, RPL and Articulation Sub-Committee.

Any decision of the Admission, RPL and Articulation Sub-Committee, whether an approval or non-approval, shall be reported to Academic Services Committee at the next available meeting.

6.6 Documentation Requirements

All RPL approvals must be supported by adequate documentation and properly recorded (see Appendix A: RPL Documentation Requirements).

Documentation should clearly show that the applicant has achieved and maintained the competencies and/or knowledge and/or skills inherent in the qualification being recognised.

It is particularly important that any RPL that is granted on the basis of prior professional (work) or life experience is properly documented with a full description of the competencies on which the RPL is being granted.

6.7 Application for RPL

The Director, Student Services shall publish application procedures.

All applications must be received by the published deadlines and be on the approved application form.

Application fees, where applicable, must be submitted with the application.

6.8 Student May be Required to Undertake Additional Assessment

An applicant for RPL may be required to undertake further assessment to support their application. This may take the form of an examination, interview or other means of evaluation. If appropriate, a fee may be charged for this assessment.

6.9 Assessment of Applications for RPL

University staff involved in the assessment and granting of RPL must have appropriate experience and/or be provided with appropriate training and support to enable them to properly assess RPL applications.

It is the responsibility of the relevant Executive Dean (or delegate) to identify training needs and ensure that these are met.

The University Admission Centre shall provide training as required.

6.10 RPL Does Not Guarantee Eligibility for Entry

The granting of RPL within a course does not in itself constitute eligibility for entry.

The student must still meet the prescribed entry requirements.

6.11 RPL Does Not Guarantee Student Will Meet Requirements to Graduate from Course

The granting of RPL within a course does not in any way constitute a guarantee that the applicant will meet the requirements to graduate from the course.

6.12 Timetable Clashes and Other Consequences

Where the granting of RPL causes issues in terms of timetable clashes or unacceptable study combinations, the University is under no obligation to make individual arrangements for the student.

6.13 International Onshore Students – Compliance with National Code

Any approval of RPL for International Onshore students must comply with the provisions of the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (the National Code) – in particular Standard 12.

6.14 Provision of False or Misleading Information

If an applicant for RPL provides any information that is false or misleading in relation to the application, the Director, Student Services may:

- refuse an application for RPL, or if already granted, revoke the approval of RPL
- refuse admission or if already offered admission, revoke the offer of admission.

6.15 Articulation Agreements

General

An Articulation Agreement is a formal agreement between Curtin and another educational institution to provide admission and a specified amount of RPL to students who have completed prior studies at the other institution.

All Articulation Agreements must comply with the full provisions of the Recognition of Prior Learning policy, including limits on the amount of RPL that may be granted.

Approval of Articulation Agreements

All Articulation Agreements with Australian educational institutions must be approved by the relevant Executive Dean. This authority may not be delegated.

All Articulation Agreements with overseas educational institutions must be approved by both the relevant Executive Dean and the PVC, International. This authority may not be delegated.

The PVC, International shall publish procedures for obtaining approval of Articulation Agreements with overseas educational institutions.

All Articulation Agreements, once approved, must be referred to the Admission, RPL and Articulation Sub-Committee for noting on a Register of Approved Articulation Agreements.

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7.0 Undergraduate Courses

The authority to make an offer rests with the Director, Student Services for undergraduate courses or as listed in the Schedule of Delegation for Admission.

7.1 Postgraduate Courses

The authority to make an offer rests with the Executive Dean of the relevant Division for postgraduate courses or as listed in the Schedule of Delegation for Admission.

THIS POLICY PROVIDES THE FRAMEWORK FOR ISSUING CONDITIONAL OFFERS TO CURTIN COURSES

1. General Principles

The University is supportive of considering prospective students for entry, subject to specified conditions, where they have been unsuccessful via the standard entry system.

Conditional entry will be assessed on an individual basis.

Specific conditions will be agreed to by both the University and the applicant prior to a formal offer and commencement of studies.

The agreed conditions must be met in order for the student to continue studying at the University.

2. Criteria for Conditional Entry

Consideration of Conditional Offers may be subject to:

- Applicants satisfying or completing specific requirements related to the course of entry, including:
 - Demonstration of English competence as per the University's minimum requirements;
 - Successful completion of a previous qualification relevant to the course;
 - Verification of documentation to be provided by applicants prior to enrolment; or
 - Submission of outstanding documentation relevant to the application;
- Verification of authorised Faculty staff as outlined in the Schedule of Delegations
- Special one-off circumstances which may be approved on an individual basis.

No other conditions will be considered for approval of conditional entry.

3. Approval of Conditional Offers

The authority to approve Conditional Offers in all courses, both undergraduate and postgraduate, rests with the Director, Student Services and/or the relevant Executive Dean.

The Director, Student Services and/or the Executive Dean may delegate authority to approve Conditional Offers to designated staff within Student Services and/or the Faculty.

Delegations shall be in a form as prescribed by the Director, Student Services.

The Executive Dean or delegate may only approve Conditional Offers in accordance with this policy.

University staff involved in the assessment and granting of Conditional Offers must have appropriate experience and/or be provided with appropriate training and support to enable them to properly assess such applications.

It is the responsibility of the relevant Executive Dean (or delegate) to identify training needs and ensure that these are met.

The University Admission Centre shall provide training and support as required.

4. Assessing and Issuing Conditional Offers

To receive a Conditional Offer for entry to a Curtin course, applicants must demonstrate an ability to succeed in University study.

The criteria for assessing applications for a Conditional Offer must be applied consistently and equitably to all applications.

Any Conditional Offer issued to an applicant based on special circumstances must be assessed by an academic from the discipline the application is being made to and take into consideration the applicant's likely ability to successfully complete the requirements of the course.

5. Limitations on Issuing Conditional Offers

General

Conditional Offers may not be issued where there is a reasonable doubt over an applicant's ability to succeed at a tertiary level.

Conditional Offers - Undergraduate

Conditional Offers may not be issued for an undergraduate course where the applicant has not demonstrated an attempt to meet the University's minimum entry requirements to Undergraduate courses.

Where an applicant has attempted to meet the University's minimum entry requirement as outlined on the Standard List, consideration may be given to the level of study undertaken, level of completion and where applicable, a Course Weighted Average.

Exceptions to this may be considered under "Special Consideration Entry" guidelines.

Conditional Offers - Postgraduate Coursework

Conditional Offers may not be issued for a postgraduate course where the applicant has not demonstrated an attempt to meet the required entry standards to the award applied for.

Where an applicant has attempted to meet the published entry standard, consideration may be given to the level of study undertaken, level of completion, where applicable a Course Weighted Average, and where related to work experience, the length of service within the specified field and level of position held.

Exceptions to this may be considered under "Special Consideration Entry" guidelines at a level appropriate to postgraduate coursework study.

Conditional Offers - Postgraduate Research

Conditional Offers may not be issued for a postgraduate research course where the applicant has not demonstrated an ability to succeed in the research field.

Where an applicant has attempted to demonstrate competency in research skills, consideration may be given to knowledge of the field of study and relevant work experience. Where candidates have not completed a research methods unit, any offer must be conditional on completion of such a unit or equivalent.

Exceptions to this may be considered under "Special Consideration Entry" guidelines at a level appropriate to postgraduate research study.

6. Exceptional Circumstances – Approvals of Conditional Offers Beyond Limits Specified in Section 5

Any proposal to grant a Conditional Offer for entry beyond the limits outlined in Section 5 above must be submitted in writing by the Executive Dean, or delegate, to the Manager, University Admission Centre.

The proposal must provide full documentation as required by the Manager, University Admission Centre and justify why issuing a Conditional Offer is considered warranted for consideration by the Admission, Recognition of Prior Learning and Articulation (ARPLA) Sub-Committee of Academic Services Committee.

Approval of such proposals may only be given by the ARPLA Sub-Committee.

Any decision of the ARPLA Sub-Committee, whether an approval or non-approval, shall be final and will be reported to Academic Services Committee at the next available meeting.

7. Documentation Requirements

All Conditional Offer approvals must be supported by adequate documentation and recorded on the University's data management system.

Documentation, including an official Letter of Offer, should clearly show the grounds upon which the applicant has been made a Conditional Offer for entry to a Curtin award course.

8. Application for Entry

The Director, Student Services shall publish application procedures.

All applications must be received by the published deadlines and be on the approved application form.

Application fees, where applicable, must be submitted with the application.

9. Students May be Required to Undertake Additional Assessment

An applicant for entry who is deemed eligible for a Conditional Offer may be required to undertake further assessment to support their application. This may take the form of an examination, interview or other means of evaluation. If appropriate, a fee may be charged for this assessment.

11. Non-Compliance of Conditions

An applicant who receives a Conditional Offer to a Curtin award course and who fails to meet the specified conditions by the deadline outlined in the Letter of Offer shall have their enrolment cancelled.

All efforts will be made to assist students meeting the established deadline.

13. Timetable Clashes and Other Consequences

Where a Condition causes issues in terms of timetable clashes or unacceptable study combinations, the University is under no obligation to make individual arrangements for the student.

14. International Onshore Students – Compliance with the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students

Any approval of Conditional Offers for International Onshore students must comply with the provisions of the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (the National Code) – in particular Standard 12.

15. Provision of False or Misleading Information

If an applicant for entry to a Curtin course provides any information that is false or misleading in relation to the application, the Director, Student Services may refuse admission or if already offered admission, revoke the offer of admission.

16. Articulation Agreements

General

All Articulation Agreements must comply with the full provisions of the Recognition of Prior Learning (RPL) policy, including limits on the amount of RPL that may be granted.

Where an applicant from an approved educational institution has been identified as a candidate for Conditional Entry, the granting of RPL should be automatically considered Conditional until such time as the Conditions of Offer are met.

For further information, see Recognition of Prior Learning Policy.

1. General Principles

The University acknowledges that eligible applicants who have received an offer for entry into a Curtin award course may wish to defer their studies for a period of time. In order to allow flexibility in the commencement date for such students, this policy outlines the guidelines within which deferred entry will be accepted.

2. Eligibility for Deferred Entry

The Director, Student Services shall decide whether or not to allow deferred entry into a course.

If deferred entry is permitted, this information shall be included with the Letter of Offer.

If no information is included with the Letter of Offer, deferred entry is not permitted.

Entry may be deferred for a period of between 6 months and 24 months only. This period cannot be extended nor reduced.

Deferred entry shall be granted for a particular course only.

Applicants must follow the deferred entry procedures as detailed in their Letter of Offer.

3. Late Deferral

An application submitted for deferred entry before the deadline as included in the Letter of Offer, will be processed as a "Deferral".

An application submitted after the deadline as included in the Letter of Offer, but before the end of the first week of the relevant study period, will be processed as a "Late Deferral".

Requests for deferral after this date will be processed as a "Leave of Absence".

Summary of Deferral Status

Circumstances	Deferral Status
Deferred within deadline as outlined in Letter of Offer	Deferral
Deferred after deadline as outlined in Letter of Offer, but before the end of the first week of the commencing study period	Late Deferral
Deferred after the end of the first week of the commencing study period	Leave of Absence

4. Fees

There is no fee to apply for deferred entry. All fees associated with the course will default to the new year of entry.

5. Enrolment

All conditions and requirements relating to enrolment will default to the new year of entry.

5. Scholarships

Deferral of a Scholarship is not permitted. Scholarship recipients are able to defer the commencement of their course, and will be considered with the subsequent Scholarship rounds in the study period of commencement of their course.

6. Commencement of Studies

Deferred Course

Applicants who defer the commencement of their offered course and wish to commence study in a subsequent study period will be processed internally and will not need to re-apply for admission.

Change of Course

Applicants who defer the commencement of their offered course and wish to commence study in a subsequent study period into an alternative course will be required to apply as a new student to their preferred course. In the event that an application to a new course is declined, the original deferred offer will be considered as active and the student will be entitled to commence within the timeframes outlined above.

7. Confirmation of Deferral

Applicants who defer the commencement of their offered course will be notified of confirmation of their deferral by the University Admission Centre and will be provided with information relating to commencing their studies according to departmental timelines established on a yearly basis.

7. Documentation Requirements

Applicants who wish to defer the commencement of their studies will be required to submit their request through established procedures as outlined in their Letter of Offer.

8. Revocation of Deferred Status

The University may revoke a student's deferred entry, or may refuse admission or if already offered admission, revoke the offer of admission, if the student provides any information that is false or misleading.

The University may revoke a student's deferred entry should the University decide to phase out the course prior to the deferred student enrolling in the course, or demonstrate that, for reasons beyond its control, it will not be possible for the applicant to complete the course in an appropriate timeframe should the entry be deferred. In either case, the University will take all reasonable steps to provide the deferred student with an alternative course to enrol in, subject to the student meeting the entry requirements of the new course.

Deferral of commencement of study is valid for the issued offer only, including relevant liability, campus, and course details. An applicant who defers the commencement of their studies and subsequently applies for another course, changes residency status or wishes to transfer to another location may not transfer their deferred status to the newly issued offer, but must apply for deferral separately.

10

PROVISION OF FALSE OR MISLEADING INFORMATION

NEW TEXT (DRAFT)

10.0 Principles

The Director, Student Services may refuse admission or withdraw an offer of admission where an applicant has provided false or misleading information in relation to an application for entry or Recognition of Prior Learning.

Where, subsequent to admission but before any final results are provided for units that the student has enrolled in, it is established that the student has provided false or misleading information in relation to an application for entry or Recognition of Prior Learning, the Director, Student Services may cancel the student's enrolment forthwith.

11.0 Refusal or Revocation of Admission

A student may be refused enrolment if a unit or course into which entry is sought has filled its allocated quota of students.

A student may be refused enrolment or have their enrolment revoked until all outstanding fees, fines or other monies due to the University have been paid.

Enrolment into subsequent units of a course may be refused or revoked if a student's academic performance in that course is determined to be less than satisfactory.

Satisfactory performance shall be determined by a Board of Examiners, which will meet regularly throughout the duration of the course.

The Director, Student Services may refuse or cancel a student's enrolment if the student provides any information that is false or misleading.

PROPOSED NEW POLICY**12.0 Purpose of Rule**

This Rule outlines the circumstances in which a person (whether or not a student) may enrol in individual units, independent of a Curtin degree, diploma or certificate course, for the purposes of:

- Personal or professional development
- Using the units as an alternative pathway to a Curtin degree, diploma or certificate course.

This is known as enrolment in 'Extension' studies.

12.1 Provision of Units for Extension Studies

The relevant Executive Dean shall determine if a unit is to be available in Extension mode.

Extension studies do not lead directly to a recognised qualification. However, they may be used as credit towards a degree, diploma or certificate.

12.2 Application for Extension Studies

Detailed application procedures shall be published by the Director, Student Services.

Applications must be received by the published deadlines.

Application fees, where applicable, shall be published and must be submitted with the application.

12.3 Eligibility

The relevant Executive Dean may set minimum entry requirements into an Extension unit if this is deemed appropriate.

12.4 Selection of Applicants into Extension Studies

Applicants must satisfy (where applicable) the minimum entrance requirements before being considered for enrolment.

The final decision as to whether or not an eligible applicant is selected rests with the relevant Executive Dean.

12.5 Enrolment into Extension Studies

The Director, Student Services shall regularly publish detailed enrolment procedures.

The Director, Student Services may refuse or cancel an applicant's enrolment should the applicant provide any information that is false or misleading.

12.6 International Students

International students may only be enrol in Extension units where the enrolment does not contravene government legislation (for example *Education Services for Overseas Students Act 2002* (C'th)) and with the approval of the Director, Student Services.

12.7 Continuity of Study

Persons enrolled in Extension units have no automatic right of continuity of study beyond the period for which they are enrolled.

12.8 Assessment

Normally, units offered in the Extension mode will be assessed exactly the same as if it were offered in a degree, diploma or certificate program. A student may however, elect to study a unit via Extension

studies and not be assessed (i.e. no grade will be assigned). If the student elects this option, then a grade cannot be retrospectively applied, nor can the unit subsequently be used for the purposes of credit towards, or admission into, a degree program.

12.9 Using Extension Studies as a Pathway to Enrolling into a Curtin Degree, Diploma or Certificate Course

Enrolment into, or completion of Extension studies does not, in itself, guarantee admission into a degree, diploma or certificate course offered by the University.

12.10 Degree-by-Incorporation via Extension Studies

The maximum amount of a Degree-by-Incorporation made up of units studied via Extension mode shall be two-thirds or two years, whichever is greater.

13.0 Purpose of Rule

This Rule sets out the circumstances in which the University will allow a student to suspend their studies and will reserve their place in a course of study, for a set period of time, during which their rights as a continuing student will be maintained.

13.1 Exceptions

In accordance with the *Education Services for Overseas Students Act 2002*, overseas students are not eligible for Leave of Absence.

13.2 Eligibility

In order to be eligible to apply for Leave of Absence, a student must be currently enrolled in a degree, diploma or certificate course at the University.

Students may apply for one or more periods of Leave of Absence from their course.

The Director, Student Services shall issue application procedures for Leave of Absence.

13.3 Student Responsibility

It is the responsibility of the student to be aware of the consequences that suspending their studies may have on their status as a student.

It is the responsibility of the student to seek appropriate academic counselling before suspending their studies.

13.4 Granting Leave of Absence

The head of the relevant teaching area may authorise Leave of Absence for a period of time not greater than 12 months.

The Director, Student Services may approve applications for Leave of Absence greater than 12 months.

Leave of Absence must have a definite start date and must be for a specified amount of time.

The head of the relevant teaching area is entitled to specify appropriate conditions for subsequent re-enrolment.

The University may refuse or revoke a student's Leave of Absence should the student provide any information that is false or misleading.

13.5 Continuance of Enrolment

A student on an approved Leave of Absence shall be considered to have maintained their enrolment in their course and the University, and shall retain their rights as an enrolled student.

13.6 Loss of Right to Enrol

A student who does not observe the conditions of their Leave of Absence may be withdrawn from that course. Accordingly, the student shall lose all rights and privileges of a continuing student and may be required to re-apply for admission into the course.

13.7 Special Leave of Absence

The Director, Student Services shall grant the following office bearers Leave of Absence:

- Guild President
- Guild Vice-President
- NUSWest State President; and
- Any National Union of Students National Office bearer

14.0 Continuity of Study

A student who does not maintain a continuous enrolment in their course (i.e. from one study period to the next) and who is not on an approved Leave of Absence, will lose their rights of guaranteed re-enrolment in that course and may be required to re-apply for admission into their course of study.

15.0 Purpose of Rule

This Rule outlines the circumstances in which a student may complete the requirements of a Curtin award course and be granted the appropriate degree, diploma or certificate without ever being enrolled in that course.

15.1 Principle of Degree by Incorporation

The University recognises that it is possible for a student to complete the requirements of a Curtin degree, diploma or certificate without ever being enrolled in the course. For example, a student may complete three individual degrees and demonstrate that across those degrees they have in fact completed all the requirements for a different (fourth) degree. This being the case and subject to the provisions in this Rule, the student shall be eligible for that fourth degree.

15.2 Application for Degree by Incorporation

The Director, Student Services shall make available application procedures.

Applications must be accompanied by the application fee which shall be set by the Council from time to time.

15.3 Eligibility for Degree by Incorporation

A person will be eligible for a Degree by Incorporation if:

- They have never been enrolled in the course for which they are seeking the award, and
- The relevant Executive Dean confirms that the student has completed all the requirements for the award being sought, and
- The rules and procedures concerning Recognition of Prior Learning are followed, and
- The Director, Student Services recommends granting the award to the Council.

A person will not be eligible for a Degree by Incorporation where the Curtin award being sought is, in effect, the same as a Curtin award already held by the student.

If this is the case, the student can apply to the Director, Student Services to have their original degree replaced by the similar degree. Approval will only be granted in exceptional circumstances and will incur a replacement fee as set by the Council.

In matters of dispute of interpretation as to what constitutes the 'same' award, the Director, Student Services shall provide the interpretation.

15.4 Degree by Incorporation via Extension Studies

The maximum amount of a Degree by Incorporation made up of units studied via Extension mode shall be two-thirds or two years, whichever is greater.

15.5 Granting of Degree by Incorporation

A Degree by Incorporation shall only be granted at the ordinary pass level.

15.6 Revocation of a Degree by Incorporation

The University may revoke an applicant's Degree by Incorporation if the applicant provides any information that is false or misleading.

16.0 Purpose of Rule

This rule outlines the grounds upon which a student may submit an:

- Admission or selection appeal;
- Enrolment appeal;
- Leave of Absence appeal; or
- Recognition of Prior Learning appeal.

16.1 Principles of Appeals against Admission or Enrolment Issues

Disputes can frequently be resolved without going to a formal appeal. Before using a formal appeal procedure, students should discuss any disputed application with the Manager, University Admission Centre. Students may be accompanied by another person from within the University during these discussions.

A student may seek assistance and advice from the University Counselling Services, the Curtin Student Guild, academic staff, and/or Student Services, in preparing an appeal.

16.2 Grounds for Appeal

Admission or Selection

An appeal relating to Admission shall be considered if it is lodged in writing within ten (10) working days of notification to the Manager, University Admission Centre, and if:

- The appellant satisfies all University and course entry requirements,
- The application for admission was lodged on time, with all relevant documentation, to the relevant department at the time of selection, and
- The quota for the course has not been reached.

Enrolment

An appeal relating to Enrolment shall be considered if lodged to the Manager, Quality and Reporting Unit, and if:

- The appellant was denied a place in a unit or class subject to Occupational Health and Safety guidelines and is lodged in writing within five (5) working days after notification of denial in a unit or class,
- The appellant has been denied a special late withdrawal and the appeal is lodged in writing within ten (10) working days after notification of denial of a special late withdrawal, or
- The appellant holds an incorrect enrolment, subject to DEST guidelines, and the appeal is lodged in writing within twelve (12) months of notification of the final result of the unit.

Leave of Absence

An appeal relating to Leave of Absence shall be considered if the appeal is lodged with the Manager, Quality and Reporting Unit no later than five (5) working days after notification of the outcome of the application for leave of absence, and if:

- There are reasonable grounds stated for the appeal,
- The maximum leave of absence permitted has not been, or will not be, exceeded,
- The maximum duration of the course will not be exceeded,
- There are no infringement of Visa regulations, or
- An Award Course is being studied.

Recognition of Prior Learning

An appeal relating to an application for Recognition of Prior Learning shall be considered if the appeal is lodged in writing within ten (10) working days of notification, to the Manager, University Admission Centre, and if:

- The syllabus content of the unit for which prior learning was sought, has been fully covered,
- Previous study meets requirements for advanced standing,
- Competencies are able to be demonstrated,
- The maximum amount of advanced standing has not already been granted,
- The unit is in the major, or is relevant in the current course, and
- Previous study was completed no more than seven (7) years ago.

16.3 Formal Appeal Procedures

On receipt of the appeal, the relevant Manager shall:

- Acknowledge receipt of the appeal within five (5) working days,
- Seek advice from relevant University staff and/or departments before making a determination whether to uphold, dismiss or refer to the relevant Appeals Committee, and
- Notify the student, in writing, of the decision within ten (10) working days of acknowledgement.

Appeals Committee – Admission and RPL

The composition of the Committee shall be determined by the Chair of the University's Admission, RPL and Articulation Sub-Committee (ARPLA) of Academic Services Committee and shall include two (2) other members of the ARPLA Sub-Committee with the necessary expertise, a Student Guild representative and the appropriate Head of School or nominee.

The Committee shall consider all relevant documentation and may seek further clarification of any relevant matter from the School or the appellant before making its decision.

The decision of the Committee shall be final.

16.5 Grievance Resolution

If a student considers that they have been unfairly or improperly treated in the appeals process, they have the right to lodge a grievance with the appropriate officer as outlined in the University Grievance policy.

Articulation Agreements: An Articulation Agreement is a formal agreement between Curtin and another educational institution to provide admission and a specified amount of RPL to students who have completed prior studies at the other institution.

Cut-off score: The score assigned to the last applicant selected into a particular degree, diploma or certificate course. Cut-off scores may be the result of the allocated quota for the course being reached, or they may be specified in terms of acceptable academic achievement.

Eligibility score: The lowest score an applicant must have, in order to be considered eligible for entry into any Curtin degree, diploma or certificate course.

Notional score: The notional score or ranking assigned to an applicant in order to be considered eligible for entry into any Curtin degree, diploma or certificate course, as determined by the Academic Services Committee.

Quota: Determined in conjunction with the Intake Quota Management Group (IQMG), this figure indicates the number of places available in all courses at Curtin, with specific reference to Commonwealth Supported Places (CSP).

Commonwealth Supported Place: The liability category allocated to successful applicants within courses for which Commonwealth funding is received.

Demand Reserve: The number of places put aside by the Intake Quota Management Group in order to allocate CSP's appropriately. It is expected that the *Demand Reserve* will be utilised in an environment where there are more places available than eligible applicants. Excess places will be reallocated appropriately in order to avoid funding shortfalls as a result of low enrolment numbers.

Letter of Offer: A formal written offer to an applicant to be admitted into a degree, diploma or certificate course.

Standard List: The Standard List is a list of approved qualifications assessed as meeting Curtin's minimum entry requirements and is maintained by the University Admission Centre.

RPL DOCUMENTATION REQUIREMENTS

Appropriate documentation includes, but is not limited to:

- official academic transcripts
- award certificates
- a CV or resume outlining relevant work history
- statements from employers or other organisations outlining how previous experience relates to demonstration of the required competencies
- results of any relevant examinations or tests which identify that the required competencies have been met
- a record of any relevant interview that academic staff have held with the applicant regarding required competencies

Advice on appropriate documentation and minimum documentation requirements is available from the University Admission Centre.

Transcripts and award certificates must be properly certified as true copies in accordance with Certification Guidelines issued by the Director, Student Services.
