

SCHEDULE A: Unit Withdrawal Codes

Code	Definition	Application and additional comments
WP	Withdrawn pre-semester	<p>This code is not recorded on the formal academic record.</p> <p>For withdrawal on or before:</p> <ul style="list-style-type: none"> a) 21 days from the start of the teaching period, including the teaching period start date, of the relevant semester (for semester units); b) 21 days from the start of the teaching period, including the teaching period start date, or the teaching period census date, whichever date is first (for units in non-standard teaching periods)
WD	Withdrawn without academic penalty	<p>This code is recorded on the formal academic record.</p> <p>For withdrawal on or before the academic withdrawal date but after:</p> <ul style="list-style-type: none"> a) 21 days from the start of the teaching period, including the teaching period start date, of the relevant semester (for semester units), or b) 21 days from the start of the teaching period, including the teaching period start date, or the teaching period census date, whichever date is first (for non-standard teaching period units).
WA	Withdrawn due to administrative error	This code is not recorded on the formal academic record.
WC	Withdrawn due to unit cancellation	This code is not recorded on the formal academic record.
FN	Fail due to non-completion	<p>For withdrawal after the academic withdrawal date and up and including the last day of teaching:</p> <ul style="list-style-type: none"> a) The code is recorded on the formal academic record, b) The percentage mark relating to FN, which is used for the purpose of calculating the WAM, is 0%, and c) In a GPA calculation the grade of FN is given a value of 0

SCHEDULE B: University decisions affecting student enrolment and eligibility for readmission

University Decision affecting student enrolment status	Applied at the level of	Grounds	Condition(s) imposed as a result of the University Decision	Condition(s) to be met to return to study at the University (where relevant)	Where to lodge application to return to study (where relevant)
<p>1. Discontinuation – occurs as a result of inactive enrolment (coursework) or approved change of status (HDR)</p> <p>Coursework student does not have the automatic right to return to study and must apply for new admission and compete to gain entry either in the same course or new course</p>	A course	Coursework student has allowed course enrolment to lapse without approved leave	Not permitted to re-enrol	Must re-apply for admission to the University. The student may opt to study in the same course or choose another course	Lodge application with Admissions in accordance with University Policy on Admission - Coursework (UP16/5) N.B No academic barrier for readmission to the same course, but faculties may require an explanation regarding why the student failed to maintain their enrolment
<p>2. Suspension – course enrolment is not cancelled.</p> <p>Student has the automatic right of return to study under the same conditions unless an encumbrance prevents them from doing so.</p>	A course / A course and associated courses	• Academic Progress	Suspended for 12 months	<ul style="list-style-type: none"> Domestic students re-enrol into the same course International students re-apply for admission to the University to study in the same course 	Student Administration
		• Misconduct	Exclusion from enrolment in all units offered by the University for a period of up to one academic year (3.1(f) of the Regulations for student conduct and discipline).	Student has the automatic right of return to study under the same conditions unless an encumbrance prevents them from doing so, e.g. completion of an online course	No application required.
	The Institution	• Misconduct	Exclusion from enrolment in all unit and courses offered by the University for a period of up to one academic year (3.1(f) of the Regulations for student conduct and discipline).	Student has the automatic right of return to study under the same conditions unless an encumbrance prevents them from doing so, e.g. completion of an online course	No application required.
		• Not fit to study	Suspended for a specified time	The University must be satisfied that the student is fit for study, e.g. clause 6.2.1 of the University Policy on: Mental Health (UP10/8)	Associate Director, Student Services (role disestablished). Proposed change: Associate Director, Service and Engagement (Student Services) N.B. Student must demonstrate inherent requirements to study – to be established by the University.
<p>3. Exclusion – course admission and/or enrolment is terminated or re-enrolment denied.</p> <p>Student does not have the automatic right to return to study and must apply for admission and compete to gain entry either in the same course or new course.</p> <p>An encumbrance may affect their admission or re/enrolment.</p>	A unit	• Academic Progress: Core Unit Exclusion - a student who fails a unit twice (see 4.1 of the University Policy on Academic Progress UP11/26)	Not permitted to enrol in a specific unit	Relevant faculty or board must approve enrolment in recognition of significant mitigating circumstances (3.2 of University Policy on Academic Progress UP11/26)	As per University Policy on Academic Progress UP11/26
	A course / A course and associated courses	• Academic Progress	Not permitted to re-enrol	<p>Student must apply for admission to the University only after 12 months has elapsed since the assignment of the excluded status, with the exception of BPhil (Hons) students.</p> <p>The student may opt to study in the same course or choose another course.</p> <p>Certain courses (e.g. Faculty of Health and Medical Sciences courses) are exempted from allowing students to be readmitted into the same course.</p>	Lodge application with Admissions in accordance with University Policy on Admission - Coursework (UP16/5) (competitive process) For HDR students lodge application in accordance with the standard application process for the course If readmission is available, students must submit a Personal statement which must outline: i. reasons for seeking readmission; and ii. the issues which contributed to poor academic performance; and action taken to address those issues.
		• Misconduct	<ul style="list-style-type: none"> Cancellation of a student's current enrolment in any course offered by the University (as per 3.1(g) of the Regulations for student conduct and discipline) A student's admission and/or enrolment terminated or re-enrolment denied at the discretion of the University – behaviour grounds (i) dishonest and/or deceitful behaviour during the course of study at the University, (ii) excluded from a course at the University on more than one occasion; (iii) previously suspended or excluded from a course at another institution; (v) the University considers that the student poses a risk to members of the University and/or the wider community (Student Rule 22). Admission to coursework course or a Direct Pathway or transfer denied under the same 	<p>Student must apply for admission to the University.</p> <p>The student may opt to study in the same course or choose another course.</p> <p>Certain courses (e.g. Faculty of Health and Medical Sciences courses) are exempted from allowing students to be readmitted into the same course.</p>	Lodge application with Admissions in accordance with University Policy on Admission - Coursework (UP16/5) (competitive process) For HDR students lodge application in accordance with the standard application process for the course

			grounds (clause 1.9 University Policy on Admission - Coursework (UP16/5)).		
		<ul style="list-style-type: none"> Not fit to practice 	Not permitted to re-enrol	The relevant faculty or board must be satisfied that the student can meet the inherent requirements of the profession (as determined by the accrediting professional body)	Lodge application with Admission in accordance with University Policy on Admission - Coursework (UP16/5) (competitive process) For HDR students lodge application in accordance with the standard application process for the course P.S. Permitted to apply for entry to other courses unless also deemed Unfit to Study
		<ul style="list-style-type: none"> Termination of HDR candidature 	May not be permitted to enrol in an HDR program in the future	Varies – case specific.	In accordance with the standard application process for the course
	The Institution	Academic Progress, e.g. excluded from a course at the University on more than one occasion; Minimal or no academic progress during the enrolled course over three academic years or unable to meet course requirements within the time limit specified for the course	Excluded for a period of three years	After three years the student may apply for re-admission, in which student must demonstrate, to the satisfaction of the University, potential to make academic progress	In accordance with University Policy on Admission - Coursework (UP16/5) (competitive process) For HDR students lodge application in accordance with the standard application process for the course
		<ul style="list-style-type: none"> Misconduct 	<ul style="list-style-type: none"> Cancellation of a student's current enrolment in any course offered by the University (as per 3.1(g) of the Regulations for student conduct and discipline) in conjunction with exclusion from enrolment in all courses or units by the University for a period of up to one academic year (3.1(f) of the Regulations for student conduct and discipline) A student's admission and/or enrolment terminated or re-enrolment denied at the discretion of the University – behaviour grounds (i) dishonest and/or deceitful behaviour during the course of study at the University, (ii) excluded from a course at the University on more than one occasion; (iii) previously suspended or excluded from a course at another institution; (v) the University considers that the student poses a risk to members of the University and/or the wider community (Student Rule 22). Admission to a coursework course or a Direct Pathway or transfer denied under the same grounds as in Student Rule 22 (clause 1.9 University Policy on Admission - Coursework (UP16/5)) Not permitted to re-enroll 	Must apply for readmission to the University and the student may opt to study in the same course or choose another course. It is likely that an encumbrance will have to be lifted by satisfying other conditions, e.g. submission of satisfactory reflective essay to allow re-enrolment	Lodge application with Admission in accordance with University Policy on Admission - Coursework (UP16/5) (competitive process) For HDR students lodge application in accordance with the standard application process for the course
		<ul style="list-style-type: none"> Not fit to study 	Excluded for a period of up to three years	After three years the student may apply for re-admission, in which student must demonstrate, to the satisfaction of the University, fitness to study	Lodge application with Admission in accordance with University Policy on Admission - Coursework (UP16/5) (competitive process) For HDR students lodge application in accordance with the standard application process for the course
4. Expulsion – student is expelled from the University indefinitely unless permitted by SDVC	The Institution	<ul style="list-style-type: none"> Misconduct 	A student's enrolment and all rights and privileges as a student of the University are cancelled.	Student is not permitted to re-enrol except with the permission of the Senior Deputy Vice-Chancellor (4.(5) of the Regulations.	Senior Deputy Vice-Chancellor.
5. Encumbrance – temporary or permanent restriction or condition that impacts on a student's admission, enrolment or rights as a student of the University	A unit	<ul style="list-style-type: none"> Academic performance – a student who does not comply with attendance requirements or meet standards of a unit (see 3.2 of Academic Progress policy) 	Prohibited by the relevant faculty or board from undertaking further study or examinations in the unit concerned.		
		<ul style="list-style-type: none"> Alleged misconduct 	Preventative measures (pending outcome of disciplinary process). These are not documented and at unit-level include: <ul style="list-style-type: none"> Required to move classes Required to not attend classes or certain areas of the University Required to move rooms at University Hall 	Expiration/fulfilment of the encumbrance or successful appeal.	
		<ul style="list-style-type: none"> Misconduct 	At unit-level include: <ul style="list-style-type: none"> Required to move classes Required to not attend classes Academic misconduct: requirement to do further work or repeat work in the unit in relation to which the misconduct occurred (3.1(e) of Regulations for student conduct and discipline).	Expiration/fulfilment of the encumbrance or successful appeal.	

	A course	<ul style="list-style-type: none"> Misconduct 	<p>At course-level include:</p> <ul style="list-style-type: none"> Required to complete professional training <p>Academic misconduct: requirement to do further work or repeat work in the course in relation to which the misconduct occurred (3.1(e) of the Regulations for student conduct and discipline.</p>	Expiration/fulfilment of the encumbrance or successful appeal.	
	The Institution	<ul style="list-style-type: none"> Alleged misconduct (necessary for the protection of other members of the University) 	Restrictions contained in 3.1(c) of the Regulations pending a disciplinary hearing or trial - imposed by the VC under 27. (5) of Regulations for student conduct and discipline .	Nil	N/A
		<ul style="list-style-type: none"> Misconduct 	Fines (3.1(a) of the Regulations for student conduct and discipline	Fine paid or successful appeal.	Appeals – as per Regulations for student conduct and discipline .
			Not permitted to attend classes (3.1(c)(i) of the Regulations for student conduct and discipline		
			Not permitted to use University facilities or parts of them (3.1(c)(ii) of the Regulations for student conduct and discipline	Expiration/fulfilment of the encumbrance or successful appeal.	Appeals – as per Regulations for student conduct and discipline .
			Not permitted to attend an examination or test or any part of them (3.1(c)(iii) of the Regulations for student conduct and discipline		
			Not entitled to the results of any examination or test or any part of them (3.1(c)(iv) of the Regulations for student conduct and discipline		
			Not permitted to attend the University or any part of it (3.(c)(v) of the Regulations for student conduct and discipline .		
			Cancellation or deprivation of credit either for a assessable work in relation to which misconduct occurred or for the whole unit of which the piece of assessable work is a component but only if the misconduct involved acting dishonestly or unfairly (as per Regulations for student conduct and discipline)		
			Requirement to do further work or repeat within the unit or course in relation to which misconduct occurred (as per Regulations for student conduct and discipline)		
			Non-conferral of degree/award (as per Regulations for student conduct and discipline);		
			<p>Other undocumented conditions. Examples include a requirement to:</p> <ul style="list-style-type: none"> Sign behaviour agreement that includes various conditions such as not contacting another student, accessing areas of the University Attend mandatory counselling sessions Move rooms at University Hall Required to submit written apology Required to submit reflective essay 	Expiration/fulfilment of the encumbrance or successful appeal.	
		<ul style="list-style-type: none"> Financial debt 	<p>Student Administration Encumbrances:</p> <ol style="list-style-type: none"> Level 1 - Unspecified student encumbrance (or debt). Issue of academic transcript, release of results and graduation is blocked. Level 2 - All services are withdrawn and will be reinstated when student obligations are met. Encumbrance applied, then course information is used to determine PHEME access (i.e. 28 days after discontinuation of course) Level 3 - The student's access to all services is revoked. Discontinue enrolment. This also prevents admission to or enrolling in a new course and re-enrolling in all pre-existing course. PHEME access removed straight away after application of encumbrance 	Expiration/fulfilment of the encumbrance or successful appeal.	Student Administration

SCHEDULE C: Maximum credit points granted for UWA students undertaking cross-institutional study

A student seeks to undertake a unit or units at the host institution because:	Students enrolled at:	Maximum number of units in which the student is normally permitted to enrol at the host institution and for which the student is subsequently permitted to receive credit towards their course at the University:
the equivalent unit is not available at the University	UWA Crawley Campus	is the equivalent of 2 standard units (12 credit points)
	UWA Regional Campus (Albany)	is the equivalent of 8 standard units (48 credit points)
the student is moving interstate or overseas	UWA	in accordance with the University Policy on Credit transfer, advanced standing and recognition of prior learning (UP11/34)
If the student is an HDR student	UWA	The student may only be enrolled in coursework units at UWA or any other institution in accordance with the rules of their course. In no case may a student be enrolled in coursework representing more than one third of their course. Subject to that, PhD and Master by Research students may be enrolled in up to 24 (UWA equivalent) points of coursework, regardless of where that occurs.

**SCHEDULE D: TIME LIMITS FOR UNDERGRADUATE AND POSTGRADUATE COURSES
(EXCLUDING RESEARCH ONLY COURSES)**

Degree course	Credit point value of course	Maximum duration
Bachelor's degree (single degree courses)	144 points	10 years
	192 points	
	240 points	
	288 points	12 years
Bachelor's degree End-on honours	48 points	2 years
Bachelor's degree (combined degree courses – pre-2012)	equal to or greater than 192 but less than 288 points	8 years
	equal to or greater than 288 but less than 336 points	9 years
	equal to or greater than 336 points	10 years
Undergraduate Diplomas	48 points	10 years
	54 points	
Graduate Certificates	24 points	2 years
Graduate Diplomas	24 points	2 years
	48 points	4 years
Higher Degree by Research Preliminary	48 points	2 years
Master's degrees by thesis and coursework	48 points	4 years
Master's degrees by coursework or by coursework and dissertation	48 points	4 years
	72 points	5 years
	96 points	5 years
	144 points	6 years
	168 points	7 years
	192 points	10 years
Professional Doctorates	144 points	9 years

Schedule E

University Policy on: Student Enrolment Procedures

This document sets out the procedures and process maps for the following:

- A. Overloading
- B. Approved leave
- C. Readmission
- D. Concurrent enrolment
- E. Cross-institutional enrolment (outgoing)
- F. Cross-institutional enrolment (incoming)
- G. Course transfers

A. Procedures for Overloading

1. Overload – see [Appendix 1](#) for process map

- 1.1 The rules for a course may state the extent to which students can overload without special approval.
- 1.2 If special approval is required to overload, it is normally given by a student adviser or a Student Advising Office.

2 Part-time enrolment for international student visa holders

2.1 International student visa holders wishing to enrol in less than the standard annual full-time enrolment load are required to contact the International Student Adviser before making changes to their enrolment load or withdrawing from their course as this may have financial and/or visa compliance implications.

B. Procedures for applying for approved leave

Procedure for applying for approved leave – See [Appendix 2a - 2d](#) for process maps

1 Applying for approved leave: General information.

- 1.1 Students may normally apply for approved leave for a period of 6-12 months (or the equivalent semester or trimester period).
- 1.2 Students apply for approved leave by the due date via the relevant studentConnect online application process.
- 1.3 Students who withdraw from all units as part of an Approved Leave application may incur financial penalties depending on the date of withdrawal. Students should refer to the [Teaching, Census and Withdrawal Dates](#) to confirm the specific withdrawal date(s).
- 1.4 A student on approved leave who decides to return to their studies in the following period or year, is required to re-enrol during the relevant enrolment period.
- 1.5 A student on approved leave who does not wish to re-enrol may apply for a further period of approved leave.

2 Applying for approved leave (suspension): Higher degree by research students

- 2.1 Higher degree by research students may seek advice on approved leave/suspension of candidature from the Graduate Research School, or the relevant faculty if studying for a degree by research and coursework.
- 2.2 Higher degree by research students enrolled in courses administered by the Graduate Research School are required to apply to suspend enrolment in their course and, if relevant, to suspend their scholarship. For further information see the [Graduate Research School website](#).
- 2.3 Approved leave from some higher degree by research courses may not be possible because of potential future lack of availability of academic staff or resources.

3 Applying for approved leave: International student visa holders

- 3.1 There may be fee and visa implications associated with international student visa holders taking approved leave.

3.2 International student visa holders who plan to take approved leave of any duration from their studies are encouraged to first contact the [International Student Adviser](#).

3.3 International student visa holders are required to lodge an application for approved leave as per 1.2.

3.4 Transnational students (studying at campuses outside Australia) should consult local providers regarding fee matters prior to lodging an application for approved leave as per 1.2.

4 Scholarship holders

4.1 Scholarship holders are required to check the conditions of their scholarship to ascertain if the scholarship may be suspended.

4.2 Scholarship holders may seek further advice from the [Coursework Scholarships Office](#), [Graduate Research School](#), or the relevant faculty (for a scholarship administered by a faculty).

5 Processing approved leave applications - coursework

5.1 Applications are submitted via the standard application process (1.2) and are assessed by the relevant Student Advising Office and the International Student Support team (where applicable).

5.2 The relevant Student Advising Offices should liaise in the case of combined courses.

5.3 The relevant Student Advising Office and International Student Support team (where applicable) have twenty University working days to either approve or reject the application.

5.4 Students are informed of the outcome of their application via a system-generated email sent to their UWA student email account

5.5 Students are not able to re-enrol during the period of their approved leave

6. Processing approved leave (suspension) applications - HDR

6.1 Applications are submitted via the online application process (2.2) first to their Coordinating Supervisor/s and then their Graduate Research Coordinator/s and the Graduate Research School.

6.2 Students are informed of the outcome of their application via a system-generated email sent to their UWA student email account

6.3 Students may return early from a period of approved leave (suspension) with the approval of their supervisors and school, provided that they have met any conditions of return. Students wishing to return early must notify the Graduate Research School.

C. Readmission

1. Procedures for readmitting discontinued students – coursework – [See Appendix 3](#) for process map

1.1. Applications for readmission must be submitted to [Admissions](#) by the relevant closing date for the teaching period, in accordance with the relevant application process.

1.2. Where necessary, Admissions advises Student Administration of approved readmission applications and Student Administration updates the student management system to reflect relevant faculty decisions.

1.3. Admissions notifies applicants for readmission of the application outcome and relevant enrolment information.

2. Procedures for readmitting discontinued students – HDR

2.1 Applications for readmission must be submitted to the Graduate Research School in accordance with the standard application process.

2.2 The Graduate Research School notifies applicants for readmission of the application outcome and relevant enrolment information

D. Concurrent Enrolment

Procedures for concurrent enrolment – see [Appendix 4](#) for process maps

1.1 Students seeking concurrent enrolment are required to apply to Admissions for both courses individually in accordance with the relevant application process.

1.2 Admissions is responsible for checking if a student is attempting to enrol concurrently in two or more courses and seeking approval from the Faculty or relevant board.

1.3 Students applying for the Diploma of Modern Languages are required to submit an [application](#) to Admissions prior to the start of the semester in which they wish to commence the course.

1.4 Students seeking concurrent enrolment in Higher Degrees by Research courses must apply to the Graduate Research School in accordance with the relevant application process.

E. Cross-institutional Enrolment (Outgoing)

Procedures for UWA students applying for cross-institutional enrolment – See [Appendix 5](#) for process map

1.1 Students must submit an Application for Cross-Institutional Study form, unit/course outlines and a statement explaining why they wish to undertake cross-institutional study to the relevant Student Advising Office

1.2 The student is responsible for making a case to their Student Advising Office as to why they need to undertake study at another institution for credit towards their award course at the University.

1.3 The Student Advising Office is responsible for assessing and processing cross-institutional applications for UWA Students, in accordance with this policy.

1.4 If permission is granted by the University, the student must approach the proposed host institution to submit the application for cross-institutional study form (see 1.1). The application should include a copy of the student's formal academic record and current enrolment.

1.5 If the host institution approves the application, the student will need to follow the host institution's enrolment procedures.

1.6 There is no guarantee that the desired unit(s) will be available at the host institution.

1.7 It is important that students allow sufficient time for their application to be administered by both the University and the host institution, and check the closing date for their application at the host institution.

1.8 Throughout the period of cross-institutional study, it is the student's responsibility to maintain an enrolment as required at both the University and the host institution.

1.9 Cross-institutional study incurs a student contribution or fee liability as determined by the host institution.

1.10 Cross-institutional students are required to make their student contribution or fee payment to the institution at which they are undertaking units.

1.11 International student visa holders may be able to undertake cross-institutional study at another Australian institution.

1.12 International student visa holders should confirm with the host institution that they will approve their cross-institutional enrolment and confirm the fees involved.

1.13 International student visa holders should contact their Student Advising Office and the International Student Advisor to discuss how their proposed cross-international enrolment may affect their study plan, course progress and any potential implications for their visa conditions.

1.14 Once the cross-institutional study has been completed and the student has received official documentation with their results, it is the student's responsibility to provide the relevant Student Advising Office with the formal academic transcript to enable the unit(s) of study to be credited towards their course at the University. Unofficial documentation, such as screenshots, photos or photocopies, are not accepted. Please note: most universities will not release examination results to a third party, such as another university. They will normally only release them directly to the student.

1.15 Cross-institutional unit results will be recorded on the student's formal UWA transcript as an Ungraded Pass (UP) or Ungraded Fail (UF). A note will also be added to indicate the specific unit(s) studied and the grade(s) awarded by the host university. A grade of UP will not affect your GPA, however a grade of UF will count towards the GPA. Students who do not complete a cross-institutional unit at the host university for which they have been approved by the University and do not withdraw from their UWA cross-institutional unit within the required time limit may receive a grade of UF.

F. Cross-Institutional Enrolment (Incoming)

Procedures for non-UWA students seeking cross-institutional enrolment at the University – see [Appendix 6](#) for process map

1 All non-UWA students

1.1 Applicants under this policy are required to first have their application approved by the home institution in the [Application for Cross-Institutional Admission and Enrolment at the University of Western Australia form](#).

1.2 If the application is approved by the home institution, the student submits the Application for Cross-Institutional Admission and Enrolment at the University of Western Australia form to the University.

1.3 The application should include a copy of the applicant's formal academic record/s and current enrolment, proof of Citizenship/Identity documents (passport, birth certificate or citizenship certificate; visa notice (if applicable)); change of name documents (if applicable); and Commonwealth Assistance Forms (if applicable).

1.4 Applications are to be submitted within set due dates. UWA dates are determined by Student Administration and published on the Current Students website.

1.5 Late applications may be considered and may incur a non-refundable late fee of \$100 payable to Student Administration.

1.6 Students are notified of the outcome of their application via their nominated email account.

1.7 If the application is approved, the applicant is enrolled in the approved unit(s) at the University and receives a Confirmation of Cross-Institutional Enrolment letter containing important information on what they need to do next as a UWA Student.

1.8 The student is required to obtain a Campus Card (student ID card) by following the online procedure on [studentConnect](#)

1.8 Throughout the period of enrolment at the University, the student is required to maintain an enrolment at both their home institution and the University.

1.9 Students who wish to re-enrol in an additional teaching period are required to submit a new application (see 1.1 – 1.3) ensuring they have the approval of their home institution.

1.10 Unless the student's situation or status has changed, submitting previously supplied documentation (such as proof of citizenship) is not required.

2 International student visa holders or temporary residents

2.1 Approved applications from international student visa holders or temporary residents enrolled in an award course at another Australian institution are forwarded by Student Administration to the Global Learning Office, who are responsible for preparing a letter of offer, acceptance contract, entering details on the student management system, and liaising with the student regarding payment of fees.

2.2 Upon payment of fees, the Global Learning Office forwards the application to Student Administration who enrolls the student, and issue a Confirmation of Cross-Institutional Enrolment letter (as per 1.7).

3 Fees

3.1 The unit tuition fees can be accessed through the [Fees Calculator](#).

Related Form:

[Application for cross-institutional admission and enrolment at The University of Western Australia](#)

G. Course Transfer

Procedures for course transfers – see [Appendix 7](#) for process map

1 Undergraduate Transfer Procedures (also see [Appendix 1](#) for course transfer process)

1.1 There are two transfer periods each academic year for current students who wish to transfer to another [eligible undergraduate course](#).

1.2. Late applications may be considered and may incur a non-refundable late fee of \$100 payable to Student Administration.

1.3 Students who wish to transfer into a new course must check the opening and closing dates for applications and the deadlines to accept/decline any offers.

1.4 Students who wish to transfer into UWA courses apply online via UWA Apply, UWA's On-line Application System, by logging into studentConnect, selecting 'Transfer' and then 'Transfer between UWA Courses'.

1.5 All students must respond to the Student Administration transfer email to accept or decline the offer. If a student does not reply to their offer then it will be understood that they wish to decline the transfer offer.

1.6 Students who are successful in their application to transfer can then enrol online via studentConnect. Any units they were enrolled in for the transferring semester under their old program will be automatically withdrawn, and they will lose their CAS allocations.

1.7 Students who were unsuccessful in their application to transfer will remain enrolled in their current course/units.

1.8 Students who transfer into a different course who wish to receive advanced standing for previous studies must apply for this separately in accordance with the [University Policy on Credit transfer, advanced standing and recognition of prior learning](#) (UP 11/34).