Schedule E: Student Enrolment Procedures

1.1 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

2 A. Procedures for Overloading

2.1 **Overload – see Appendix 1 for process map**

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

2.2 Part-time enrolment for international student visa holders
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.

3 B. Procedures for applying for approved leave

Procedure for applying for approved leave – See Appendix 2a - 2d for process maps

3.1 Applying for approved leave: General information.

(a) Students may normally apply for approved leave for a period of 6-12 months (or the equivalent semester or trimester period).
(b) Students apply for approved leave by the due date via the relevant student Connect online application process.
(c) 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 (Important Dates Webpage) to confirm the specific withdrawal date(s).
(d) 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.
(e) A student on approved leave who does not wish to re-enrol may apply for a further period of approved leave.
(f) The relevant student Advising Office should liaise with Admissions in cases where applications for approved leave in the first teaching period are considered in courses that do not normally permit deferrals.

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

(a) Higher degree by research students may seek advice on approved leave/suspension of candidature from the Graduate Research School, or the relevant school if studying for a degree by research and coursework.
(b) 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.
(c) 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.

3.3 Applying for approved leave: International student visa holders

(a) There may be fee and visa implications associated with international student visa holders taking approved leave.

(b) 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.

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

(d) 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.

3.4 Scholarship holders

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

(b) Scholarship holders may seek further advice from the Coursework Scholarships Office, Graduate Research School, or the relevant school (for a scholarship administered by a school).

3.5 Processing approved leave applications - coursework

(a) 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).

(b) The relevant Student Advising Offices should liaise in the case of combined courses.

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

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

(e) Students are not able to re-enrol during the period of their approved leave

3.6 Processing approved leave (suspension) applications - HDR

(a) 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.

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

(c) 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.

4 C. Readmission

4.1 Procedures for readmitting discontinued students – coursework – See Appendix 3 for process map

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

(b) Where necessary, Admissions advises Student Administration of approved readmission applications and Student Administration updates the student management system to reflect relevant school decisions.

(c) Admissions notifies applicants for readmission of the application outcome and relevant enrolment information.

4.2 Procedures for readmitting discontinued students – HDR

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

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

5 D. Concurrent Enrolment

5.1 Procedures for concurrent enrolment – see Appendix 4 for process maps

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

(b) Admissions is responsible for checking if a student is attempting to enrol concurrently in two or more courses and seeking approval from the school or relevant board.
(c) 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.
(d) Students seeking concurrent enrolment in Higher Degrees by Research courses must apply to the Graduate Research School in accordance with the relevant application process.

6 E. Cross-institutional Enrolment (Outgoing)

6.1 Procedures for UWA students applying for cross-institutional enrolment – See Appendix 5 for process map

(a) 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
(b) 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.
(c) The Student Advising Office is responsible for assessing and processing cross-institutional applications for UWA Students, in accordance with this policy.
(d) 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) and apply through the host institution's required application process. The application should include a copy of the student's formal academic record and current enrolment.
(e) If the host institution approves the application, the student will need to follow the host institution's enrolment procedures.
(f) There is no guarantee that the desired unit(s) will be available at the host institution.
(g) 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.

6.2 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.

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

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

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

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

6.7 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.

6.8 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.

6.9 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 institution. 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 institution 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.

7 F. Cross-Institutional Enrolment (Incoming)

7.1 Procedures for non-UWA students seeking cross-institutional enrolment at the University – see Appendix 6 for process map

All non-UWA students

(a) 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.

(b) 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.

(c) 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).

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

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

(f) Students are notified of the outcome of their application via their nominated email account.

(g) 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.

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

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

7.4 Students who wish to re-enrol in an additional teaching period are required to submit a new application (see 7.1) ensuring they have the approval of their home institution.

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

7.6 International student visa holders or temporary residents

(a) 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.

(b) Upon payment of fees, the Global Learning Office forwards the application to Student Administration who enrols the student, and issue a Confirmation of Cross-Institutional Enrolment letter (as per 7.1 (g)).

7.7 Fees

The unit tuition fees can be accessed through the Fees Calculator.

7.8 Related Form:

Application for cross-institutional admission and enrolment at The University of Western Australia

8 Course Transfer

Procedures for course transfers – see Appendix 7 for process map

8.1 1 Undergraduate Transfer Procedures (also see Appendix 1 for course transfer process)

(a) There are two transfer periods each academic year for current students who wish to transfer to another eligible undergraduate course.
(b) Late applications may be considered and may incur a non-refundable late fee of $100 payable to Student Administration.
(c) 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.

8.2 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'.

8.3 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.

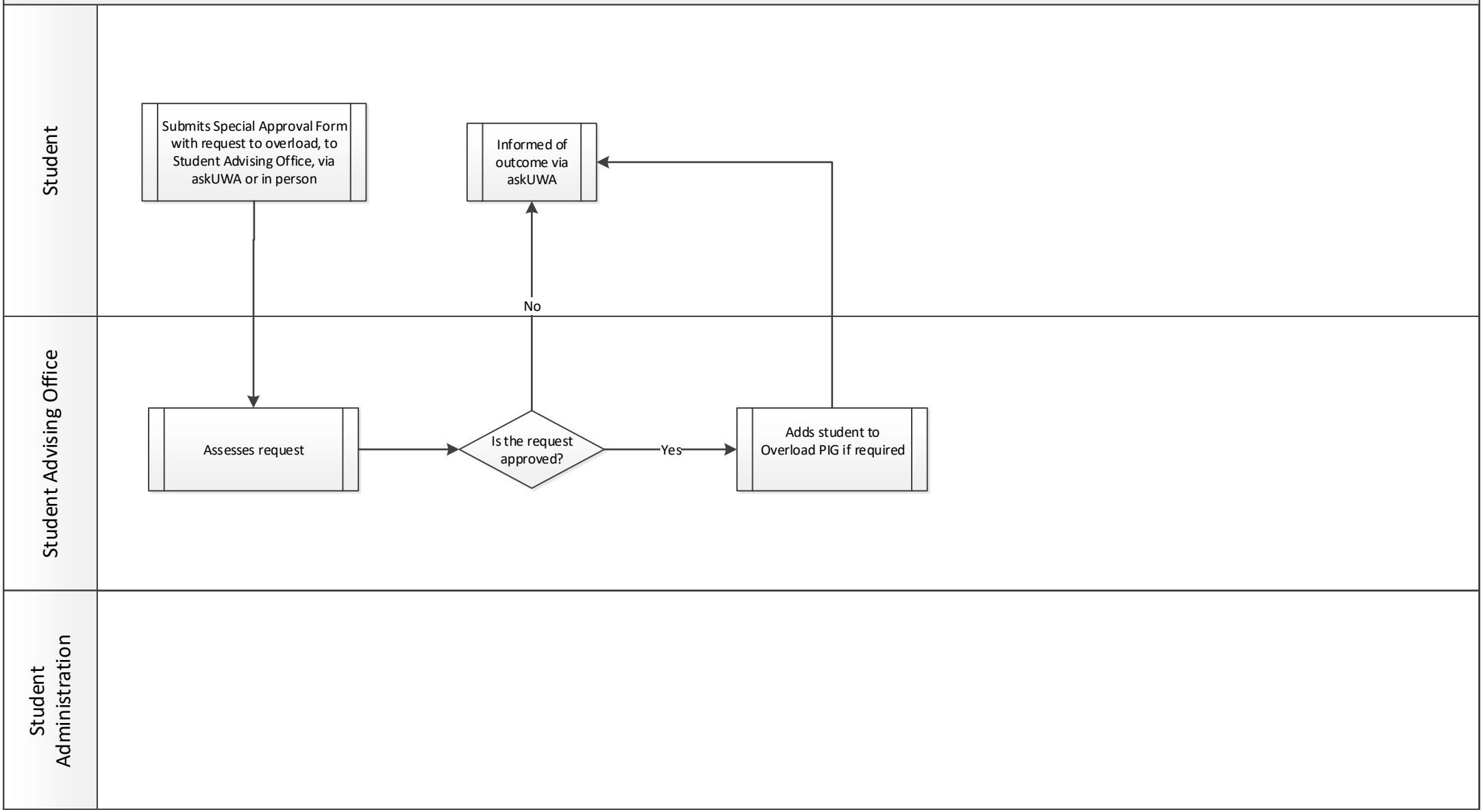
8.4 Students who are successful in their application to transfer can then enrol online via studentConnect. Any units they were enrolled in for the transferring semester under their old program will be automatically withdrawn, and they will lose their CAS allocations.

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

8.6 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 Recognition of Prior Learning Policy (UP 11/34).

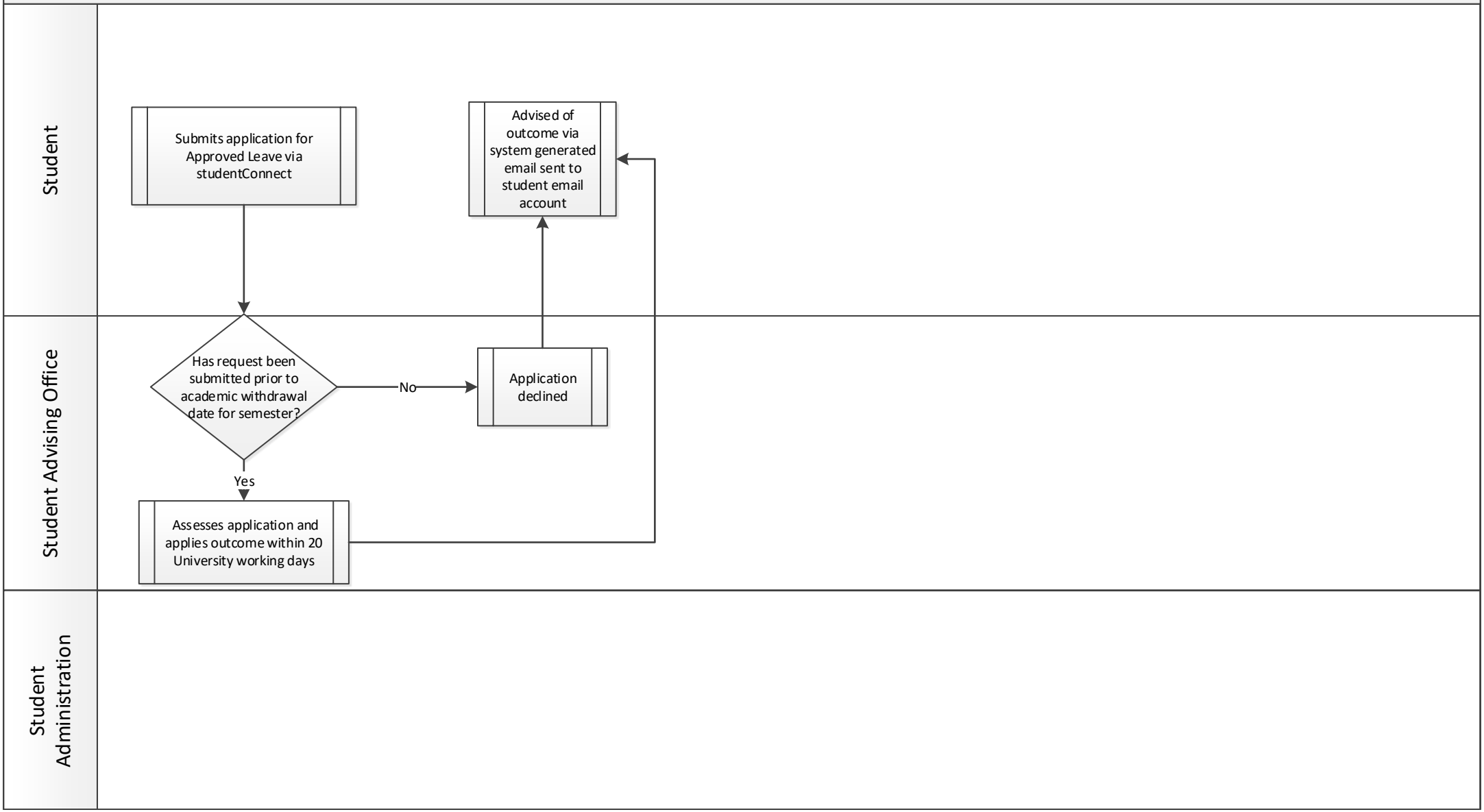
Appendix 1: Overloading Units Process

Aug 2018



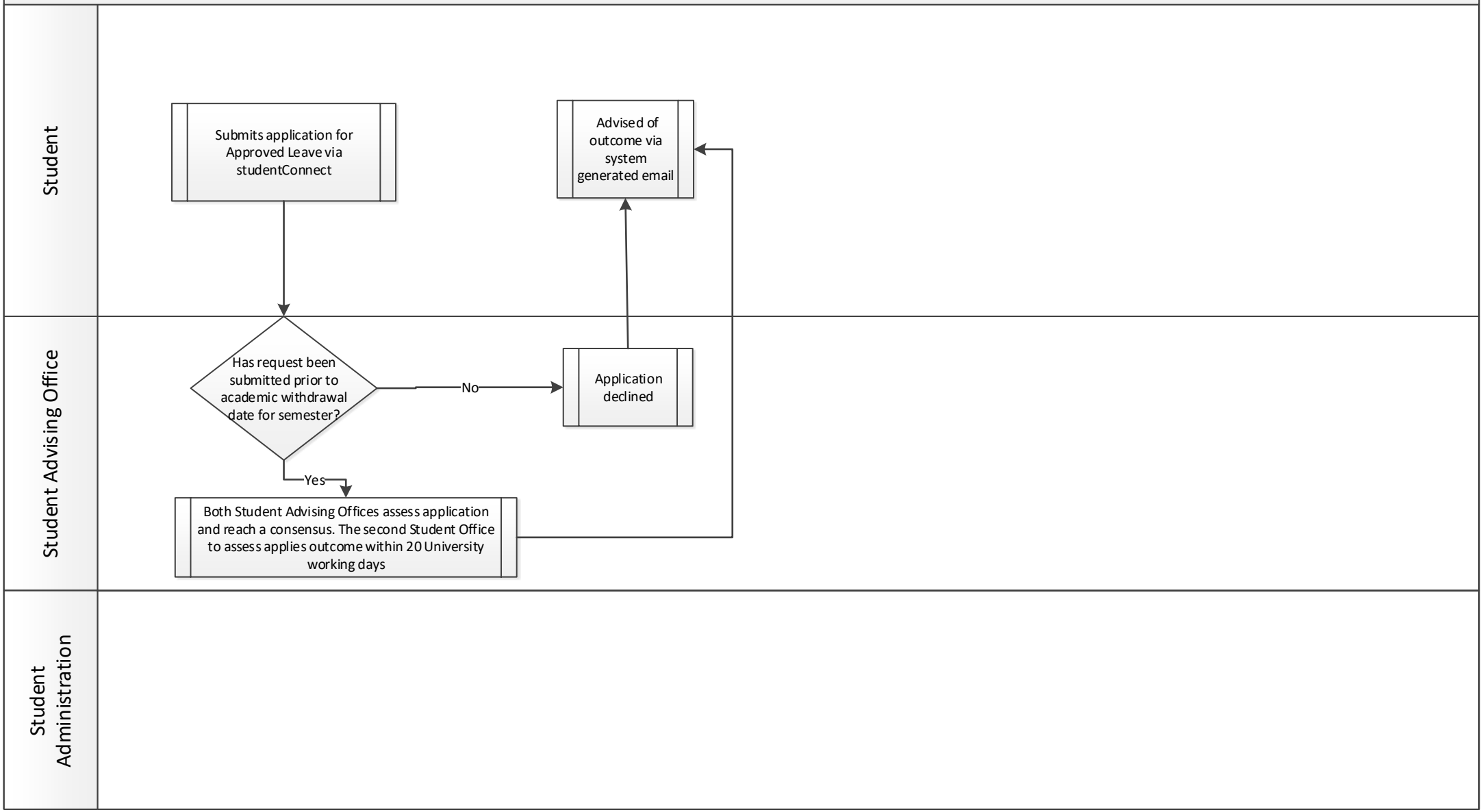
Appendix 2A: Approved Leave Process – Coursework (post-2012 courses, non-visa holders)

Last updated 23 Aug 2018



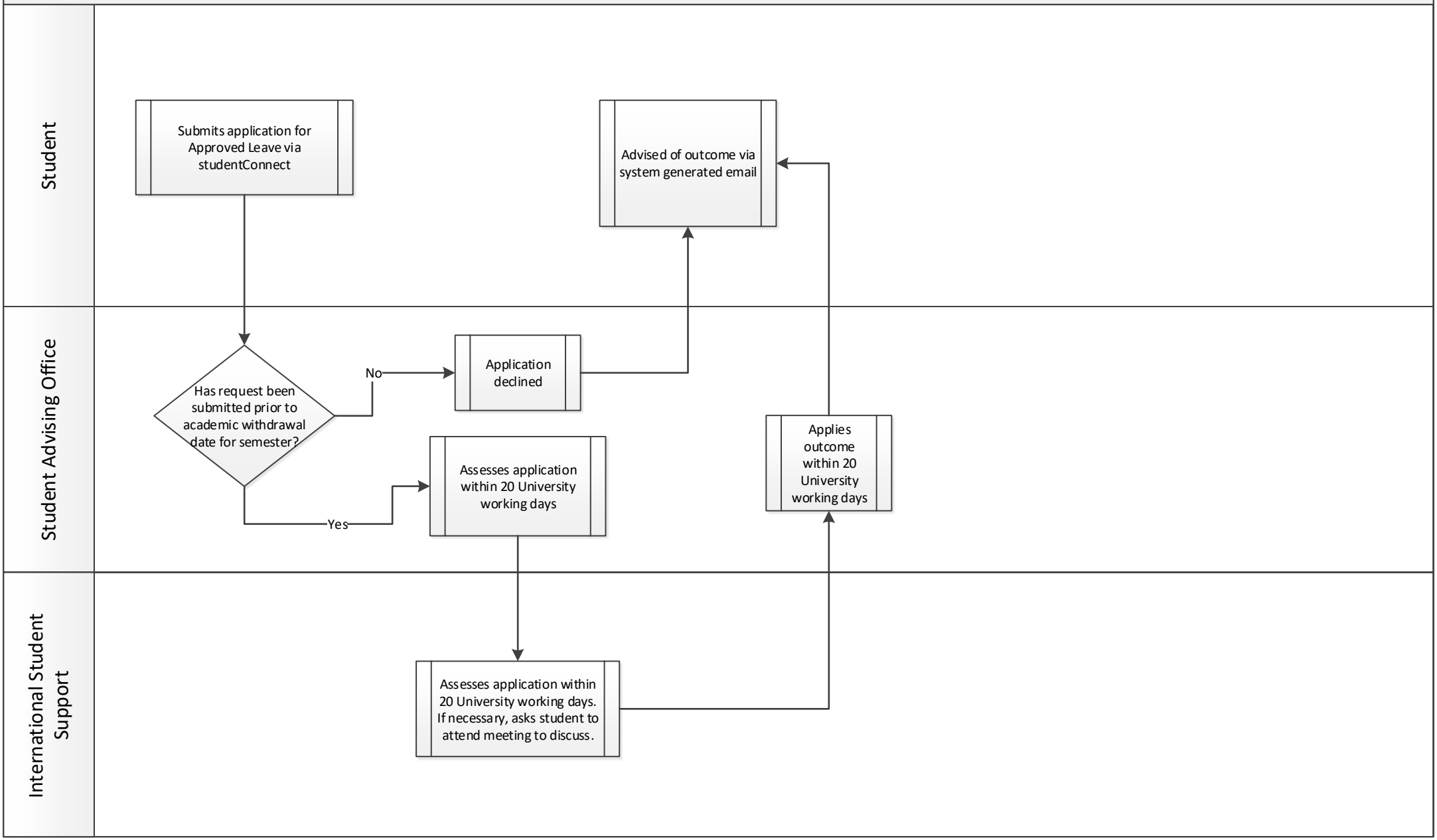
Appendix 2B: Approved Leave Process – Coursework (pre-2012 combined degree students)

Last updated 23 Aug 2018



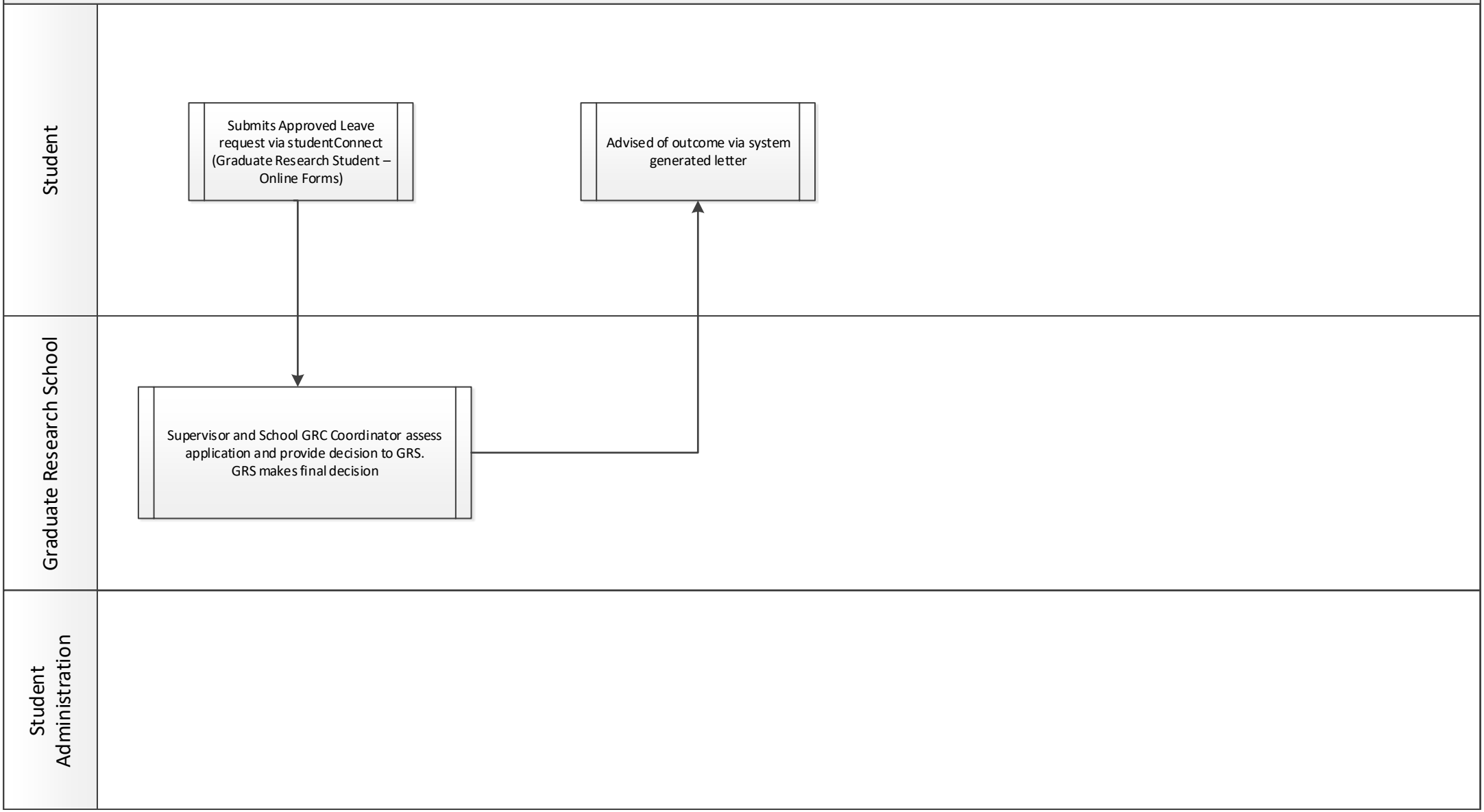
Appendix 2C: Approved Leave Process – Coursework students (student visa holders)

Last updated 23 Aug 2018



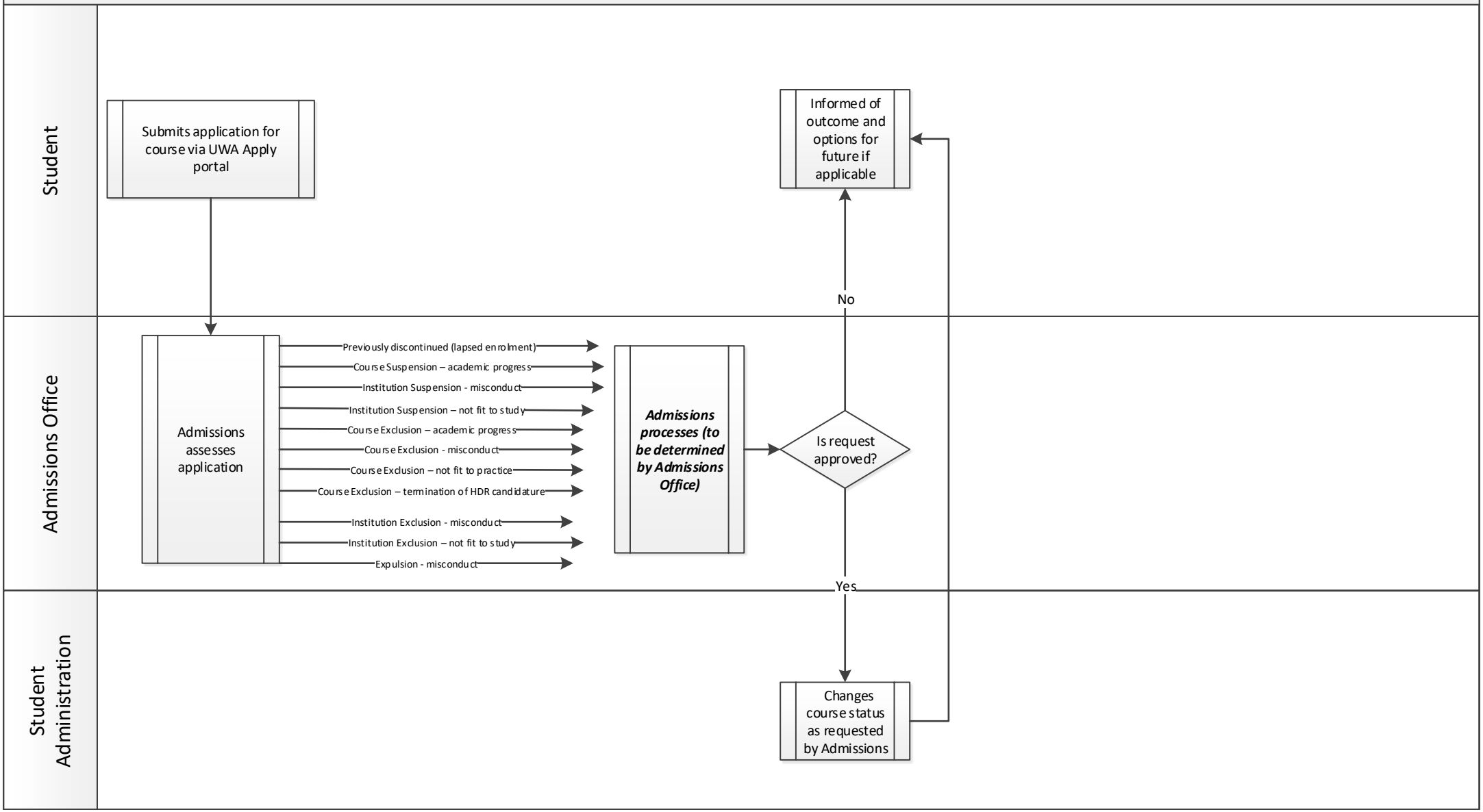
Appendix 2D: Approved Leave Process – HDR students

Last updated 23 Aug 2018



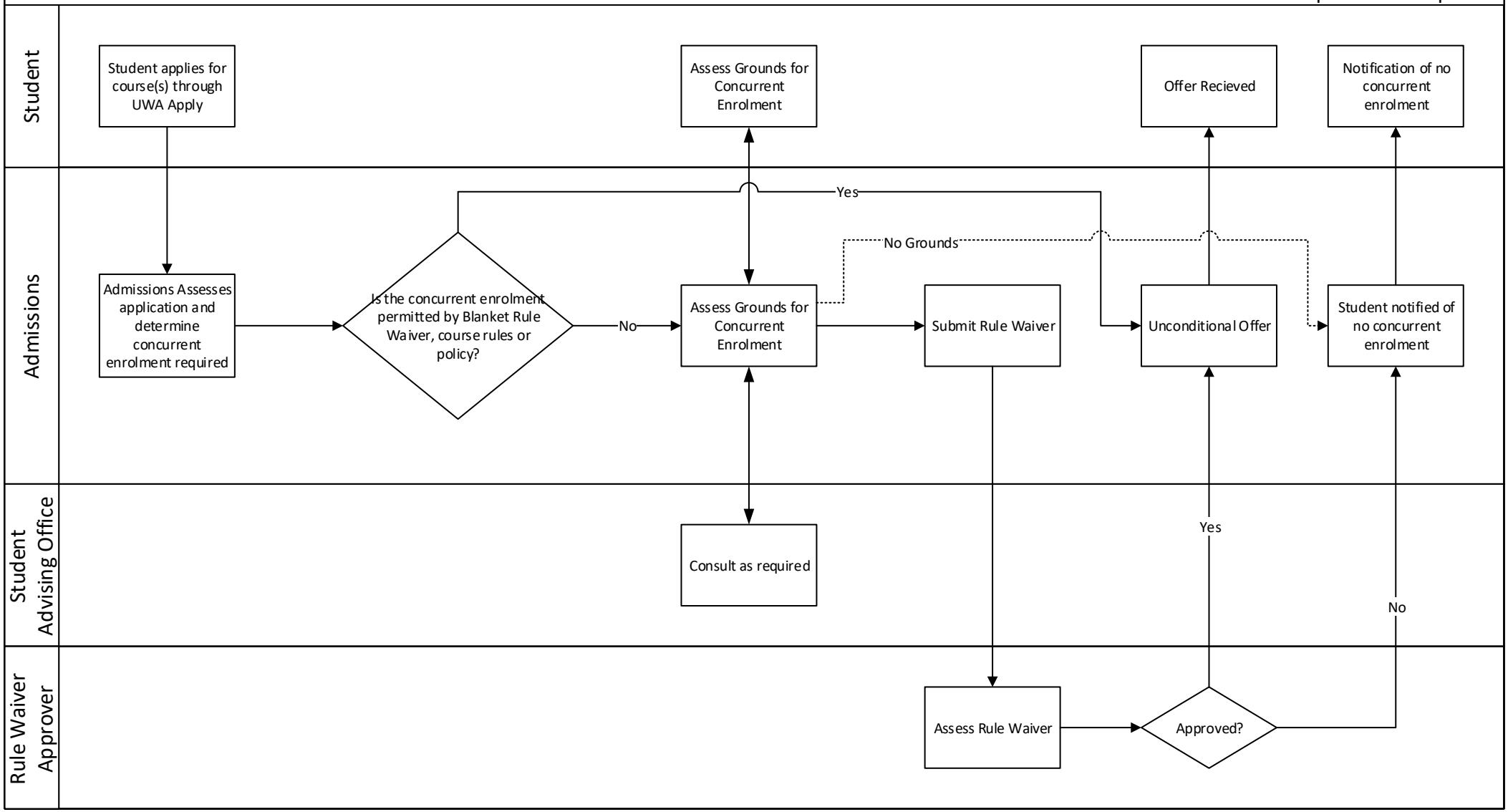
Appendix 3: Re-admission

Last updated 23 Aug 2018



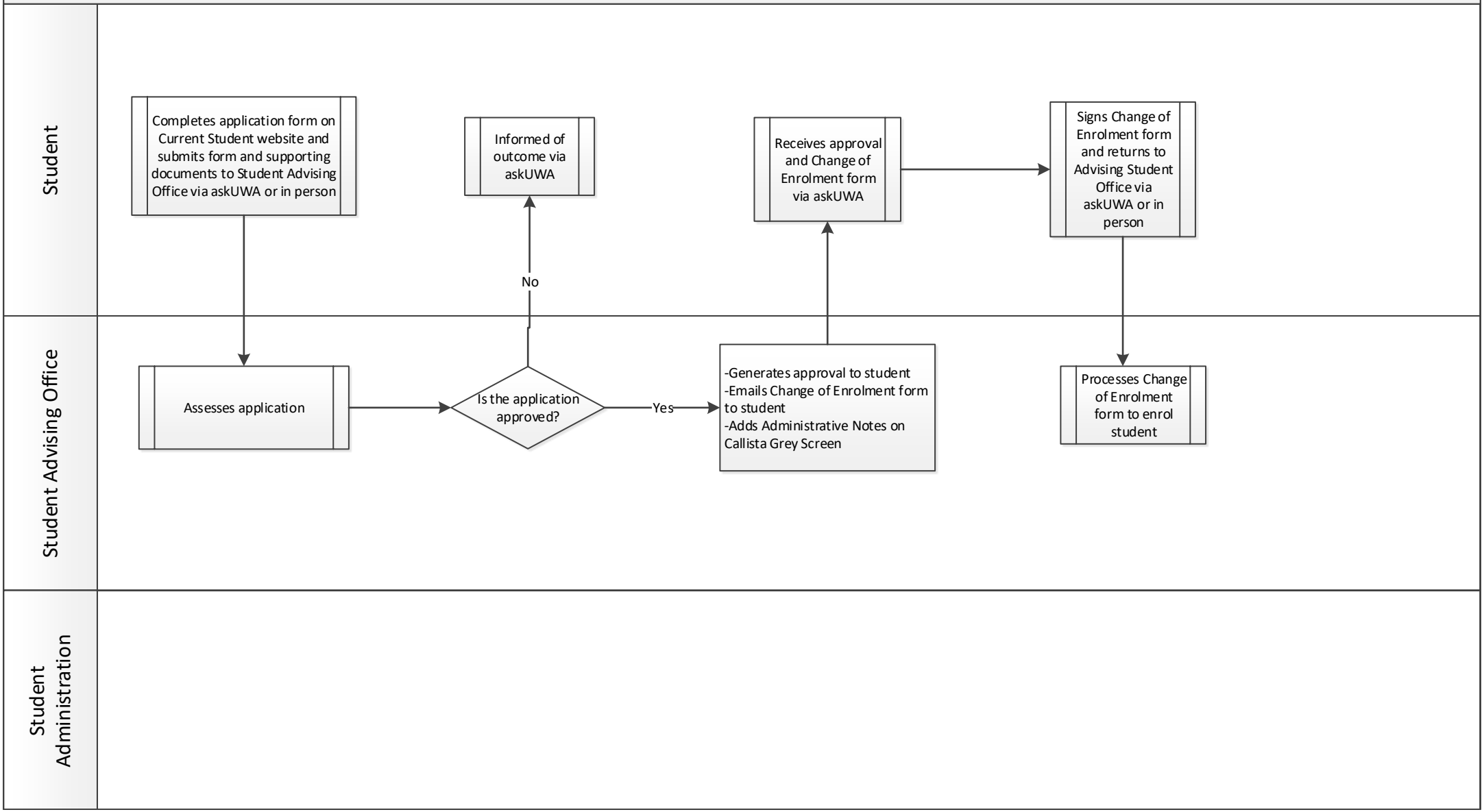
Appendix 4: Concurrent Enrolment (Coursework)

Last Updated 11 Sep 2018



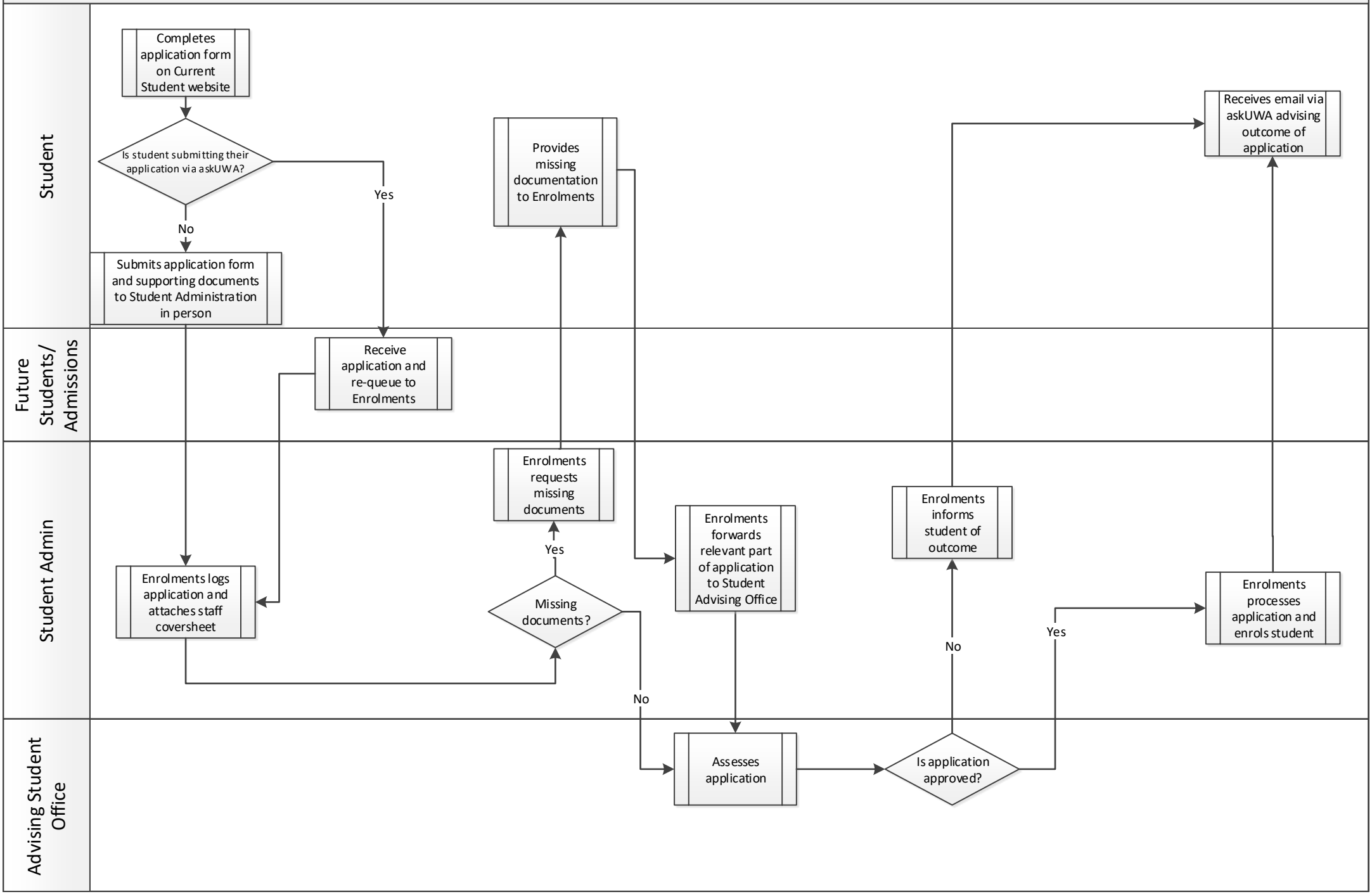
Appendix 5: Cross-institutional (Outgoing) Process

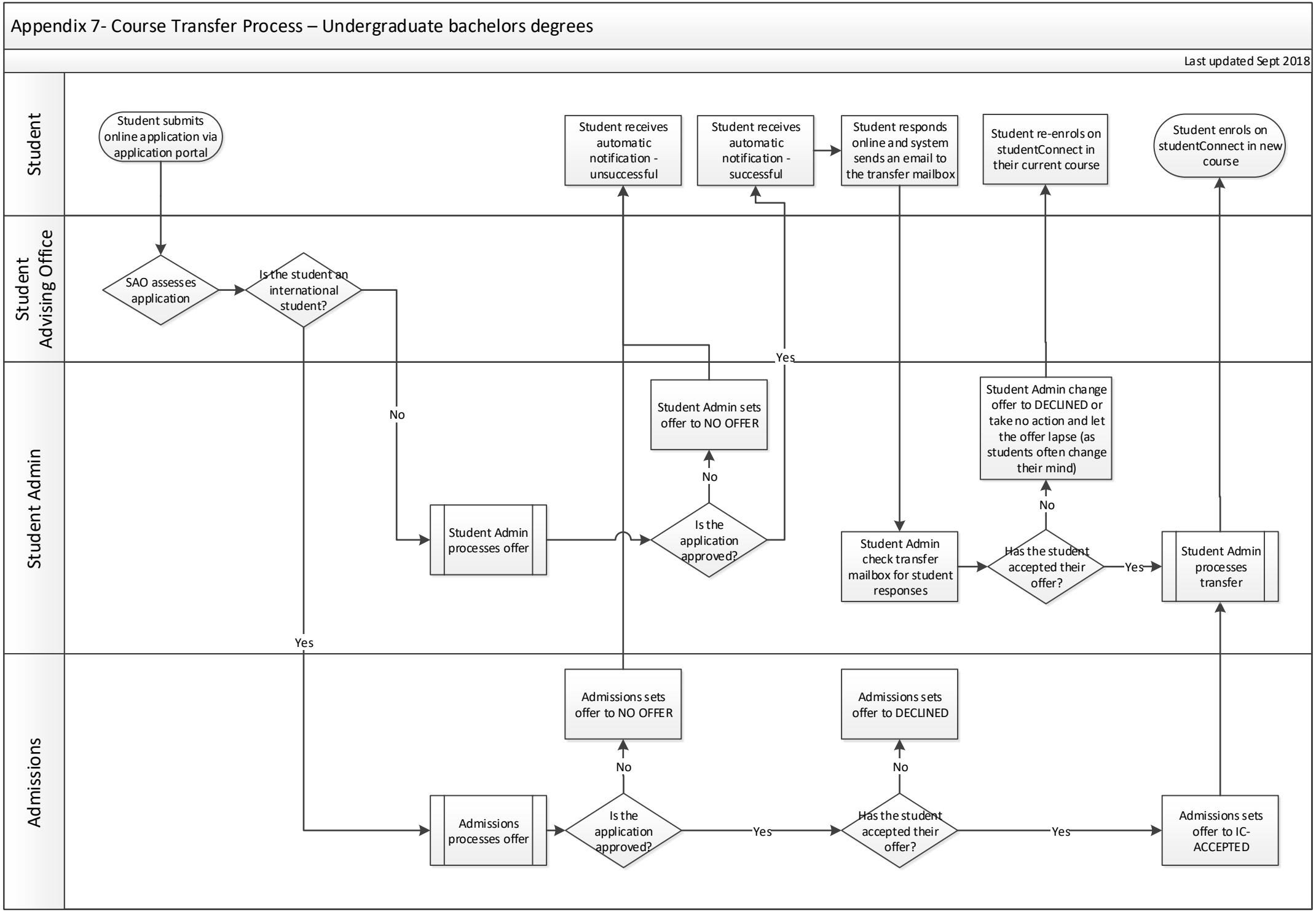
Last updated 23 Aug 2018



Appendix 6: Cross-institutional (Incoming) Process

Last updated 23 Aug 2018



Appendix 7- Course Transfer Process – Undergraduate bachelors degrees

Last updated Sept 2018