Enrolment Procedure

Section 1 - Purpose and Scope

(1) This Procedure sets out the requirements for student enrolment, matters that affect a student's enrolment and credit for completed coursework studies at The University of Queensland (UQ or the University).

(2) This Procedure commences on 1 January 2023, and applies to coursework enrolment in all courses and undergraduate and postgraduate coursework programs (hereafter programs).

(3) For enrolment in shorter form credentials, refer to the Shorter Form Credentials Policy.

(4) For enrolment in Higher Degree by Research (HDR) programs, refer to the Higher Degree by Research Candidature Policy and the Research Training Procedure.

(5) For professional doctorate programs, refer to the Professional Doctorates Policy.

(6) For higher doctorate programs, refer to the Higher Doctorate Policy.

Transition Provision

(7) The Associate Dean (Academic) may waive or vary the requirements in clauses 25-28 (Maximum period to complete a program) and/or clauses 48-57 (Retention of place and interruption of studies) for individual students, with or without conditions, on the grounds that:

a. the waiver/variation provides a reasonable opportunity for the student to meet the intent of the Procedure; and
b. academic standards will not be lowered.

Section 2 - Process and Key Controls

(8) The University administers enrolment through SI-net. Students are provided with a UQ account that they can use to log into the mySI-net portal where they can manage their enrolment.

(9) Students must maintain their current contact details in mySI-net and check their UQ student emails to ensure they receive information relating to their enrolment.

(10) Requests and applications covered by this Procedure will only be accepted in the form and timeframe approved and published by the Academic Registrar.

(11) Enrolment deadlines referenced in this Procedure are published:

a. in the official academic calendar (for semesters and trimesters);
b. on my.UQ (for teaching periods and approved course-specific variations); and
c. on mySI-net for flexibly scheduled courses.

(12) A student whose enrolment is refused or cancelled, or in respect of whom any other action is taken under the

powers given by this Procedure, may appeal as per the Student Grievance Resolution Procedure.

Section 3 - Key Requirements

Enrolment in a Program

General Requirements

(13) To be enrolled in a program a student must:

a. be admitted and allocated a place in the program as per the University's admission process;
b. for international students enrolling in a CRICOS registered program, have a valid Confirmation of Enrolment (CoE) and comply with the conditions of their student visa; unless they hold another temporary resident visa with study rights for the duration of their studies in Australia; and
c. where required, meet inherent requirements.

Study Load

(14) Programs are offered for a full-time and/or part-time study load, as outlined in the Programs and Courses website.

(15) For international students on a student visa, study load is subject to ESOS requirements and must be consistent with the expected duration specified on their CoE, which is normally a full-time study load.

(16) Program requirements may specify the minimum number of units that a student must enrol in each semester. A student may apply to the Executive Dean for a variation to the program requirements. Applications must satisfy the following criteria:

a. the variation is consistent with the requirements of the program (including academic, progression, currency of learning, and professional accreditation); and
b. for international students on a student visa, the variation will adhere to the ESOS Framework.

Enrolment in a Dual Program

(17) A student enrolled in a dual program is not permitted to graduate with one degree and continue enrolment in the dual program.

Enrolment in More Than One Program

(18) A student may not, at any one time, be enrolled in two or more programs (other than approved dual degree programs) unless they apply and are granted approval by the relevant Associate Dean (Academic).

(19) For a student enrolled in an undergraduate diploma concurrently with another undergraduate program, the period of enrolment is subject to the conditions set in the Awards Procedure for conferral of the undergraduate diploma.

Credit Counted Towards a Program

(20) Credit gained for a UQ course may only count towards the completion of a program if, during the relevant period, the student was enrolled in the program for which the credit is sought.

(21) The Academic Registrar may, on the recommendation of the Executive Dean, approve credit gained for a UQ course to count towards the completion of a program where, during the relevant period, the student was not enrolled in the program for which credit is sought, provided:

a. the student would have been eligible for admission to the program they are seeking credit towards at the time they commenced the program of study in which the courses for credit were undertaken;
b. the student derived no advantage in undertaking the courses under the original program, in respect of the conditions that would have applied to them had they taken the courses in the program they are seeking credit towards;
c. it is onerous or impractical for the student to comply with the requirement under clause 20;
d. academic standards will not be lowered; and
e. the action will not be unfair to another student.

(22) Despite clauses 20 and 21, for HDR candidates enrolled in approved coursework courses within their HDR program the credit gained from those courses will not be counted towards another UQ program (as per clause 7 of the Research Training Procedure).

Enrolment in Additional Courses Beyond the Program Requirements (Superfluous Courses)

(23) Students enrolled in programs are responsible for ensuring that courses they enrol in are included in the program requirements. Courses not included in the program requirements may be taken as non-award study and must be charged at the full-fee rate.

(24) A student enrolled in a program who has completed the requisite number of units may be required to enrol and gain credit for additional courses to complete the program requirements (e.g., a student's application to change their plan in the program is approved by the Associate Dean (Academic)).

Maximum Period to Complete a Program

(25) The maximum period to complete a program is 10 years, or 2 years for a 16-unit bachelor's honours program, unless a shorter duration is specified under Schedule A. If a program is discontinued, the teach-out or transition arrangement may reduce the applicable maximum program completion period.

(26) In addition to clause 25, for international students on a student visa the requirements under clauses 79-80 (Enrolment duration on the CoE) apply.

(27) The maximum program completion period applies irrespective of whether the student is enrolled in the program on a full-time or part-time basis. Periods of interruption, suspension and/or refusal of enrolment count towards a student's period of enrolment in a program.

(28) A student may apply to the Associate Dean (Academic) for an initial 12-month extension to the applicable maximum completion period. A final extension of up to a further 12-months (for a maximum of 24 months) may also be granted by the Associate Dean (Academic). Applications must satisfy the following criteria:

a. granting an extension is consistent with the academic and other requirements of the program; and
b. extenuating circumstances will prevent, or have prevented, the student from completing the program within the applicable maximum period.

Provisional and Effective Enrolment in a Course

Provisional Enrolment

(29) In each semester or teaching period in which a student seeks to undertake studies and gain credit for a UQ course, enrolment for the course(s) must be through mySI-net no later than the approved closing date (note – closing dates may vary for domestic and international students).

Effective Enrolment

(30) Provisional enrolment becomes effective enrolment on the date when:

a. all prescribed fees and charges have been paid; and
b. all other enrolment conditions have been satisfied.

(31) A person may not attend any class for a course they are not provisionally or effectively enrolled in without written permission from the Academic Registrar.

Provisional Enrolment Where Consultation and Advice Directed

(32) The Vice-Chancellor and President, after considering a recommendation from the Executive Dean or Academic Registrar, may direct a student who is provisionally enrolled to attend one or more consultations with a university officer or another person nominated by the Executive Dean.

(33) Provisional enrolment of a student who is directed to attend a consultation under this section will become effective enrolment only if the student complies with any reasonable conditions set on enrolment as a result of that consultation.

(34) A student's provisional or effective enrolment may be cancelled if they fail to attend a consultation or comply with any reasonable conditions set on enrolment.

Cancellation of Provisional Enrolment

(35) The Academic Registrar may cancel a student's provisional enrolment and suspend all rights and privileges previously enjoyed by that student in consequence of the provisional enrolment if that student fails to:

a. pay any fee or other money payable under the provisions of any policy or procedure within the time prescribed for payment (including any fee or money payable in a previous academic year or semester);
b. amend their enrolment as required under clause 29 (Provisional enrolment), clauses 32-34 (Provisional enrolment where consultation and advice directed) or clauses 69-71 (Prerequisites and related course requirements); or
c. satisfy an inherent requirement or any other prescribed enrolment conditions.

(36) Provisional enrolment that has been cancelled under this section may be reinstated only if:

a. all fees and other monies due from the student have been paid; and
b. the student amends their enrolment as required in clause 29 (Provisional enrolment), clauses 32-34 (Provisional enrolment where consultation and advice directed) or clauses 69-71 (Prerequisites and related course requirements), and satisfies any other prescribed enrolment conditions.

(37) A student whose provisional enrolment has been reinstated after the census date will be considered as a late enrolment subject to clauses 39-42 (Late enrolments).

(38) International student enrolment is also subject to the additional requirements set out in clauses 76-86 (Additional provisions relating to international students).

Late Enrolments

(39) A student may add or substitute courses in their provisional or effective enrolment through mySI-net on or before the final date for addition of courses or alteration of enrolment, subject to any enrolment conditions and payment of any prescribed charges.

(40) The addition of courses to a student's provisional or effective enrolment after the final date for addition of courses or alteration of enrolment is not permitted unless the student applies and is granted approval by:

a. the Associate Dean (Academic) where the late enrolment takes effect up to and including the census date; or
b. the Academic Registrar (or where not available or not reasonably practicable, Deputy Director, Academic Services or an Associate Director in Academic Services Division) where the late enrolment takes effect after the census date.

(41) Late enrolment is also subject to payment of administrative charges.

(42) Where approval for late enrolment in a course is given to take effect after the census date:

a. a domestic student must pay the full domestic tuition fees set out in the applicable fee schedule, irrespective of whether they would have been eligible to be a Commonwealth Supported student and pay student contribution amounts had they enrolled by the census date as the Higher Education Support Act 2003 prohibits the University from enrolling a student on a Commonwealth Supported basis after census date.
b. an international student must pay the tuition fees set out in the applicable fee schedule.

Cross-institutional Enrolment

(43) A student may enrol in cross-institutional study if they apply and are granted permission by the Associate Dean (Academic). Applications must satisfy one or more of the following criteria:

a. an equivalent course is not offered at UQ;
b. substantial and justifiable academic reasons;
c. relocation for work commitments; or
d. compassionate reasons prevent the student from completing a course at UQ.

Limits on Enrolment Each Semester

(44) A student may enrol in courses up to the following limits:

a. for a summer semester — 6 units; and
b. for other semesters:
    i. 10 units — if the student gained a GPA of 4.5 or above in the most recent semester of full-time enrolment; or
    ii. 8 units — if the student gained a GPA of less than 4.5 in the most recent semester of full-time enrolment.

(45) A student may apply to the Associate Dean (Academic) to extend the limits specified in this section.

Amendments to Enrolment as Directed by the University

(46) A student may be required to amend their provisional or effective enrolment in a semester/teaching period if the student fails to:

a. pass courses in a preceding semester/teaching period (e.g., the course failed is a prerequisite for a selected course); or
b. comply with this Procedure or the requirements relating to their course or program of study.

Refusal of Effective Enrolment

(47) Effective enrolment may be refused if a student has failed to:

a. comply with the provisions of a program requirement or a policy or procedure applicable to the student's enrolment or progression; or
b. qualify for admission to the relevant program.

Retention of Place and Interruption of Studies

(48) To retain their place in a program following commencement of studies (including during breaks from study), a student must meet the applicable eligibility criteria and conditions outlined in Table 1 or Table 2, together with any relevant academic progression requirements.

(49) Where a student is progressing in their studies, retention of place is subject to any conditions imposed on enrolment under the Academic Progression Procedure. If a student is refused enrolment under the Academic Progression Procedure, the requirements for retention of place will be deferred from the time the refusal takes effect until the student is permitted to re-enrol.

(50) Table 1: Retention of Place – Domestic Students

Student category	Retention of place and interruption of studies	Duration of non-enrolment period or extensions
(a) Domestic students enrolled in a: 1. continuous enrolment program, or 2. 16-unit honours program; or 3. discontinued program	1. To retain their place in the program, students must meet any enrolment requirements set for their program, subject to any academic progression requirements that may apply to that student. 2. Students seeking to interrupt their studies must apply and be granted approval by the Associate Dean (Academic) for retention of place. 3. To be eligible for interruption of studies, a student must have enrolled in their program and gained credit for at least one course in their program, unless there are extenuating circumstances. The requirements of the program (including academic, progression, currency of learning, professional accreditation) will also be taken into account when an application is assessed. Students must comply with any conditions specified in the approval and enrol in the subsequent semester/teaching period following the end of the approved interruption period.	Approval may be granted for an initial non-enrolment period of up to 12 months;* an extension of up to a further 12 months (for a maximum duration of 24 months) may be granted only if extenuating circumstances will prevent, or have prevented, the student from progressing in their studies.
(b) All other domestic students	1. Students may interrupt their studies for a period of up to 24 months without seeking formal approval from the Associate Dean (Academic). 2. To retain their place in their program a student must be enrolled in at least one course at UQ by Census Date in the semester following the interruption (of up to 24 months). 3. A student may take multiple interruptions during their program within the maximum program duration.	

(51) * Note - 12 months is counted from 1 January for Semester 1 enrolments and 1 July for Semester 2 enrolments

(52) Table 2: Retention of Place – International Students

Student category	Retention of place and interruption of studies	Duration of non-enrolment period or extensions

(a) International students required to hold a current CoE (b) International students who are not required to hold a current CoE (as specified in clause 13b) are subject to the requirements specified for domestic students in Table 1	1. Students seeking to interrupt their studies must apply and be granted approval by the Associate Dean (Academic) and the Academic Registrar for retention of place. 2. Approval to interrupt studies may only be granted due to compassionate or compelling circumstances (as per the ESOS Framework). Students must comply with any conditions specified on the approval and enrol in the subsequent semester/teaching period following the end of the approved period of interruption.	Approval may be granted for an initial non-enrolment period of up to 12 months;* an extension of up to a further 12 months (for a maximum duration of 24 months) may be granted only if compassionate or compelling circumstances (as per the ESOS Framework) prevent the student from progressing in their studies.

(53) All applications made under Table 1 or Table 2 must be supported by relevant documentation as specified in the Table of Documentary Evidence.

(54) Generally, students returning from a period of non-enrolment will resume their studies under the program requirements that were in effect prior to the non-enrolment period. However, a student may be required, as a condition of enrolment to satisfy one or more of the following:

a. enrol under the program requirements in effect at the time of resumption of studies (e.g., to meet professional accreditation requirements);
b. demonstrate currency of learning (e.g., demonstration of clinical skills prior to commencing a placement); and/or
c. complete additional study.

Resumption of Studies in the Same Program

(55) For domestic students under category (a) in Table 1, an application to resume studies in the same program may be accepted only if received within 12 months of the interruption commencing, or 24 months where an extension to the interruption to study has been approved.

(56) Domestic students under category (b) in Table 1, are able to automatically resume studies in the same program following up to 24 months of non-enrolment.

(57) For international students under Table 2, an application to resume studies in the same program may be accepted only if received within 12 months of the interruption commencing, or 24 months where an extension to the interruption to study has been approved.

Course Withdrawal

(58) A student may amend their enrolment in a semester/teaching period by withdrawing from one or more courses. Students who amend their enrolment are subject to the requirements under this Procedure and any applicable academic progression requirements.

(59) Course withdrawal on or before the census date will not incur financial liability or academic penalty. Course withdrawal after the census date will incur academic penalty and/or financial liability except under the following exemptions:

a. Students who apply and are granted approval for course withdrawal in accordance with the Removal of Courses Due to Special Circumstances Procedure will have financial liability for the course(s) removed with no academic penalty.
b. Students who do not apply for or are not granted approval of removal of financial liability may withdraw without academic penalty via mySI-net on or before the deadline for withdrawal without academic penalty as specified

in the Academic Calendar. This provision only applies to students enrolled in courses offered in a semester.

(60) Processes and outcomes for course withdrawal are summarised in Table 3 below. Course withdrawal may be taken into account in the determination of a student's academic standing for the respective semester/teaching period of enrolment as per the Academic Progression Procedure.

(61) Table 3: Course Withdrawal, Financial Liability and Academic Penalty

Deadline	Process	Financial liability	Grade outcomes	Academic standing	Academic records
(a) On or before census date	Course(s) withdrawn via mySI-net	Financial liability removed	No grade recorded	Not included	Course not included on transcript or studies report
(b) After census date and on or before the deadline for withdrawal without academic penalty (for semester enrolment only)	Course(s) withdrawn via mySI-net	Financial liability retained	Grade of W (not counted in GPA calculation)	Included	Course and grade of W recorded on studies report only
(c) After census date and within 12 months from: • the date of withdrawal (if via mySI-net), or • the end of the semester/teaching period the course was undertaken	(i) Approval for course withdrawal is sought and granted as per the criteria set out in the Removal of Courses Due to Special Circumstances Procedure	Financial liability removed	Grade of W (not counted in GPA calculation)	Included	Course and grade of W recorded on studies report only
	(ii) Approval for withdrawal under criterion (c)(i) is sought and not granted	Financial liability retained	Final grade received for the course(s)	Included	Course and final grade recorded on transcript and studies report
	(iii) Course(s) withdrawn via mySI-net after the deadline for withdrawal without academic penalty and approval for course withdrawal under criterion (c)(i) is not granted	Financial liability retained	Grade of K (counted as zero in GPA calculation)	Included	Course and grade of K recorded on transcript and studies report

(62) Withdrawal from one or more courses may affect student visa eligibility. International students on a student visa should seek advice from their faculty before taking any action to withdraw from a course or program. For withdrawal from a program refer to clauses 85-86 (Withdrawal from the program).

Course Offering

Quotas for Courses

(63) The Executive Dean may set a minimum and/or maximum enrolment quota for a course offering, in accordance with the following deadlines:

a. for courses with a census date from 1 January to 30 June — by 1 October in the preceding year; or
b. for courses with a census date from 1 July to 31 December — by 1 April of that year.

(64) The programs and courses catalogue will specify the quota, and if a maximum quota for a course has been set, the method of selection for students permitted to enrol in the course.

Cancellation of Course Offering

(65) The Executive Dean may, under specified circumstances and on the recommendation of a Head of Coordinating Unit, cancel course offerings up to two weeks before the commencement of a given semester/teaching period. Specified circumstances may include:

a. no provisional enrolments have been accepted for the course;
b. the published minimum enrolment quota has not been met; or
c. non-availability of suitably qualified staff to deliver the course.

(66) The Deputy Vice-Chancellor (Academic) may, in exceptional circumstances as demonstrated by the Executive Dean, cancel a course offering in the two weeks prior to the commencement of semester, even where provisional enrolments have been accepted.

(67) If a compulsory course is being considered for cancellation under this section, the Executive Dean will ensure student progression in the program is not disrupted.

(68) Where a course has been cancelled under this section, the faculty will:

a. notify affected students of the cancellation prior to the commencement of the semester; and
b. offer alternative arrangements for the students affected.

Course Enrolment Requirements

Prerequisites and Related Course Requirements

(69) The Executive Dean of the relevant faculty may declare a course or courses to be:

a. a prerequisite;
b. a co-requisite; or
c. incompatible.

(70) A student may enrol in a course only if:

a. all academic and/or non-academic enrolment requirements set for the course in the program requirements or course profile are met (for example: a requirement that a student obtains permission from the Head of Coordinating Unit; a requirement to have a specific GPA in selected courses; a requirement to hold a current first aid certificate, etc.);
b. all prerequisite courses to that course have been met, through either:
    i. gaining a minimum passing grade of 4 or non-graded pass (P) for the course(s); or
    ii. having credit granted for the course(s) through recognition of prior learning; and
c. for co-requisite courses:
    i. gaining a minimum passing grade of 4 (or P);
    ii. having credit granted for the course(s) through recognition of prior learning; or
    iii. has enrolled concurrently in each course that is set as a co-requisite to that course.

(71) The Associate Dean (Academic) may waive or vary the requirements relating to a prerequisite or co-requisite course if they are satisfied that:

a. the qualifications or previous experience of the student are substantially similar to the relevant prerequisite or co-requisite course; or

b. special circumstances apply.

Credit for a UQ Course

(72) Where two or more courses are incompatible, a student may only receive credit for one of the courses.

(73) To gain credit for a UQ course a student must:

a. be enrolled for the course;
b. undertake all the requirements specified in the course profile; and
c. gain a passing grade.

Medical Fitness

(74) Subject to the Anti-Discrimination Act 1991, the Vice-Chancellor and President may, on the recommendation of the relevant Executive Dean, direct that a student who provisionally enrols for a program administered by that faculty must lodge by the closing date of enrolment, a medical certificate stating whether or not, in the opinion of the medical practitioner giving the certificate, the student is in a fit state of health to undertake that program. If the Executive Dean considers that the facts stated in the certificate render the student unable to undertake the program, the enrolment may be refused.

(75) If, in the opinion of the Academic Registrar or the Executive Dean, the state of health of any student enrolled in a course or program, or of any person seeking re-enrolment for any program, gives cause for concern, the Academic Registrar or the Executive Dean may refer the matter to the Vice-Chancellor and President who may thereupon take such action as is considered necessary to:

a. protect the health, safety and/or wellbeing of the student or person concerned, staff and/or students; or
b. preserve the teaching and learning experience of other students.

Additional Provisions Relating to International Students

International Student Health Cover

(76) An international student on a student visa is required to hold Overseas Student Health Cover (OSHC) from a government-approved insurance provider, for the length of their studies in Australia, for the issuance and continuation of a student visa. Exceptions may apply to students from countries with Reciprocal Health Care Agreements with Australia. If a student fails to maintain the necessary cover, they will not be permitted to undertake study in any course and may have their enrolment in the course(s) and/or program cancelled.

Genuine Temporary Entrant Requirement

(77) An international student on a student visa who is found not to have met the GTE requirement at any time of their studies may have their enrolment cancelled.

Distance and Online Learning

(78) Unless otherwise authorised under the ESOS Framework, international students on a student visa who are enrolled in a program must:

a. undertake no more than one-third of the entire program by distance or online learning; and
b. in each compulsory semester or study period, be enrolled in at least one course that is not by distance or online learning, unless they are completing the last course in their program.

Enrolment Duration on the CoE

(79) International students on a student visa must complete their program within the duration specified on their CoE. A student seeking to extend the duration will require a new CoE covering the extended period.

(80) A new CoE will be issued only if the Genuine Temporary Entrant (GTE) requirement is met and:

a. the student applies for an extension and provides evidence demonstrating that they will not complete the program within the expected duration due to compassionate or compelling circumstances (see Appendix 7.3 Compassionate and compelling Circumstances); or
b. an approved progression intervention strategy or plan is being implemented (as per the Academic Progression Procedure);
c. the student is approved for interruption of studies as per clauses 48-68 (Retention of place and interruption of studies).

Change of Status

(81) An international student who is granted Australian permanent residency, a permanent humanitarian visa, Australian citizenship or New Zealand citizenship may apply to change to a domestic fee-paying place.

(82) If approved, the status of the student will be converted to a domestic fee-paying place in the next available semester. The next available semester will be:

a. the current semester, if notified to the University before the census date; or
b. the following semester, if notified to the University after census date in the current semester.

(83) An international student who is granted Australian permanent residency or citizenship may be eligible to apply for a Commonwealth Supported Place (CSP) through the relevant pathway (e.g., QTAC).

Unsatisfactory Progress

(84) Where a student is assessed and determined by the University as not meeting satisfactory progress and is refused enrolment (as per the Academic Progression Procedure), the student will be informed in writing of its intention to report the student as per the ESOS Framework and that they are able to access the University's complaints and appeals process.

Withdrawal from the Program

(85) An international student may request to discontinue their enrolment in a program (also referred to as cancelling enrolment in the program) (note – commencing students seeking to apply for a refund as per the Student Refunds Procedure are required to complete the form prior to lodging a refund request). International students on a student visa are strongly encouraged to seek advice from the faculty and to contact the Department of Home Affairs before making the request.

(86) As per the ESOS Framework, if a student on a student visa is discontinuing their enrolment in a program and transferring to another education provider in Australia but has not completed the first 6 calendar months in their principal program, the request is subject to the requirements of the Transfer of Provider - Overseas Students Procedure.

Refusal and Cancellation of Enrolment

(87) The University can refuse or cancel the enrolment of a student in a program or course as outlined in this Procedure, or a relevant policy or procedure applicable to students.

(88) A person who has been expelled or refused enrolment in any program at another tertiary educational institution for either academic or non-academic reasons, may be refused enrolment for any program at this University.[1]

(89) A student's enrolment in a program may be cancelled if the student fails to:

a. meet the requirements for retention of place and interruption of studies; or
b. complete the program within the applicable maximum program completion period.

(90) In addition to clause 89, cancellation of enrolment and refusal to re-enrol for a specified period is a penalty that may be imposed under the Student Integrity and Misconduct Policy for general or academic misconduct.

(91) When a student's enrolment in a program is cancelled under clause 89, their place in the program is terminated and the student must reapply for a place as per standard admission processes. If a student is re-enrolled in the program:

a. they may be required to enrol under the program requirements in effect at the time of re-enrolment;
b. their enrolment may be subject to professional accreditation requirements (where applicable); and
c. transfer of credit for completed UQ coursework will be assessed in accordance with the Recognition of Prior Learning Policy and Recognition of Prior Learning Procedure.

[1] In making a decision under this section, consideration will be given to UQ's Freedom of Speech and Academic Freedom Policy.

Section 4 - Roles, Responsibilities and Accountabilities

Position	Responsibility
Vice-Chancellor	• Approval of enrolment requirements for new programs • Approval of the Academic Calendar • Approval of actions to address medical fitness as outlined in this Procedure
Deputy Vice-Chancellor (Academic)	• Approval of this Procedure • Approval of amendments to enrolment requirements for existing programs • Approval for cancellation of courses in accordance with this Procedure
Academic Registrar	• The official point of contact for students as per the ESOS Framework • Approval of late enrolment after the census date • Cancellation of student's provisional or effective enrolment • Grant credit for a UQ course to count towards completion of a program, in accordance with this Procedure
Executive Dean	• Approval of entry requirements for non-award studies • Cancellation of student's provisional or effective enrolment as per the requirements of this Procedure • Approval of a minimum and/or maximum quota for a course offering • Oversee the Faculty's maintenance of course information in the Course Catalogue • Designation of a course as— 1. prerequisite; 2. co-requisite; or 3. incompatible
Associate Dean (Academic)	• Set the academic and/or non-academic requirements for enrolment and completion of a course • Approval of late enrolments up to and including the census date • Approval of interruption of studies as outlined in this Procedure • Approval of enrolment in more than one program • Approval of request to waive or vary the requirements in relation to a prerequisite or co-requisite • Approval of extending the limit for enrolment in a semester

Position	Responsibility
Head of Coordinating Unit	• Approval of select enrolment requirements as outlined in this Procedure
Students	• Ensure personal details are accurate and current while enrolled at UQ • Regularly check UQ email account for information and notifications relating to their enrolment • Comply with all policies and procedures applicable to students, conditions placed on their enrolment, and specifications and requirements of the program or course • Meet prerequisites and co-requisites set for a course • Ensure courses enrolled in contribute to the completion of the program requirements • Enrol in courses per semester/teaching period according to the study load set for their program

Section 5 - Monitoring, Review and Assurance

(92) This Procedure is monitored by the Academic Registrar, and reviewed by the Academic Board through the Committee for Academic Programs Policy (CAPP).

Section 6 - Recording and Reporting

(93) In addition to the requirements of the Information Management Policy:

a. Details of programs and courses are recorded in the University's Program and Course Catalogues. Details of non-award study are maintained by the relevant faculty; and
b. The records concerning a person's admission, enrolment and progression including University decisions are filed in the applicant's or student's record in SI-net, the CRM system and/or TRIM.

Section 7 - Appendix

Definitions, Terms, Acronyms

Term	Definition
Academic Year	The period starting on the first Monday of the first semester and ending with the Sunday before the corresponding Monday of the following year.
Associate Dean (Academic)	The relevant Associate Dean (Academic) of the faculty administering the program. For non-award students, the Associate Dean (Academic) of the faculty administering the course.
Census Date	The final date for enrolment for the semester as advised by the Academic Registrar.
Charge	A fee payable to The University of Queensland.
Class	An organised teaching activity that forms part of a course (e.g., lecture, tutorial, practical).
Closing Date	The final date for enrolment to be completed.
CoE	Confirmation of Enrolment.
Continuous Enrolment Program	Students enrolled in a continuous enrolment program must re-enrol in coursework each consecutive semester/teaching period to retain their place in the program unless the student is approved interruption of studies.
Coordinating Unit	The organisational unit responsible for administering a course, typically a school.
Co-requisite	A course completed before or undertaken with the course in which a student wishes to enrol.
Course	A distinct unit of study within a program, for which a grade is given. Each course is identified by its alphanumeric code, a title and a fixed unit value.

Term	Definition
Course Profile	outlines the course aims and learning objectives, required textbooks, assessment criteria and due dates, and other important information. Course profiles are available from the Program and Courses website.
Credit	Successful completion of a course towards the completion of program and conferral of the respective award.
CRICOS	Commonwealth Register of Institutions and Courses for Overseas Students.
Cross-institutional Studies	Coursework studies at another institution, other than exchange or study abroad, which contributes to the completion of the program.
Delivery Mode	The types of attendance offered at UQ (also referred to as "Instruction Mode"): 1. Internal – where a course is taught on campus or at a specified location and requires in-person attendance throughout the semester of specified learning activities. 2. External – where a course is offered by distance education, (e.g., online) for the whole semester, including assessment (note – a student enrolled in an external course may be required to sit a final exam at a UQ campus or an approved off-campus exam centre) 3. Intensive – internal delivery of a course in a continuous block of time over a short period.
Domestic Student	A student who is: 1. an Australian citizen or dual citizen of Australia; or 2. a New Zealand citizen or dual citizen of New Zealand; or 3. the holder of a permanent visa for Australia or a permanent humanitarian visa.
Dual Program	A single program of study leading to the simultaneous award of two degrees.
Enrolment or Enrol	The process of registering a student or applicant in SI-net to undertake study in a course or program. Enrolment may be subject to conditions placed under a policy, procedure or program requirement.
Equivalent Full-time Student Load (EFTSL)	The standard measure of a full-time student's annual study load used by Federal Government departments and agencies, with full-time study considered as at least 75% of a standard full-time study load. At UQ, 16 units equal 1 EFTSL.
ESOS Framework	Consists of the Education Services for Overseas Students Act 2000 (Cth) and the National Code of Practice for Providers of Education and Training to Overseas Students 2018.
Executive Dean	The Executive Dean of the faculty administering the program, or in the instance of non-award study, the Executive Dean of the faculty administering the course. For the purpose of this Procedure, the definition of Executive Dean includes the Dean, Graduate School.
Faculty	The major organisational unit responsible for the program or non-award study.
Fee	Includes any amount payable under a policy or procedure.
Grade Point Average (GPA)	As defined in the Assessment Procedure.
GTE	Means the 'Genuine Temporary Entrant' requirement of a student visa.
Head of Coordinating Unit	The Head of Coordinating Unit responsible for administering the course.
Incompatible	A course that is equivalent in content and/or learning outcomes to another course.
Inherent requirement	Core activities, tasks or skills essential to successfully completing a program or course. Inherent requirements help the University maintain the integrity of its programs, learning, assessment and accreditation processes. Inherent requirements include but are not limited to: 1. physical and cognitive requirements 2. communication and interpersonal skills 3. professional behaviour 4. ethical conduct.
International Student	A student who is not a domestic student; also referred to "overseas student".
mySI-net	The University of Queensland's student administration system which allows students to manage their UQ enrolment details online.

Term	Definition
Non-award Study	Where a person is enrolled to study one or more courses without being admitted to a program which leads to an award of the University.
Passing Grade	Means: 1. a grade of 3S4, 4 or higher 2. a non-graded pass of P or NSP. The University's grading system is outlined in the Assessment Procedure.
Part-time	Enrolment in less than 75% of the standard full-time study load.
Prerequisite	A course that must have been previously passed to be able to enrol in a particular course.
Program	A sequence of study leading to the award of a qualification such as an undergraduate degree or diploma, and/or a postgraduate coursework qualification.
Program Requirements	For the purpose of this Procedure, program requirements means the program structure (e.g., types and sizes of building blocks used), the courses to be taken to complete the program, and any specific conditions of the program set out in the additional rules, including enrolment and progression requirements.
Student	For the purpose of this Procedure, means a person enrolled as a student at the University or undertaking courses, non-award study or programs at the University.
Student Visa	A student visa (such as subclass 500 or equivalent) which is a temporary visa that allows an international student to stay in Australia to study full-time in a recognised education institution.
Study Load	The number of units a student enrols in a semester. At UQ, a standard full-time study load comprises of enrolment in 8 units (generally 4 courses) per semester. A part-time study load comprises of enrolment in less than 75% of the standard full-time study load, i.e., less than 6 units (generally 3 courses) per semester.
Teaching Period	A study period for which the start and end dates do not coincide with the University's standard semesters or summer semester.
Units	The value of an individual course which contributes to the total unit requirements of a program.

Extenuating Circumstances

(94) As per the Table of Documentary Evidence.

Compassionate and Compelling Circumstances

(95) The ESOS National Code determines that 'compassionate or compelling' circumstances are generally beyond the control of the overseas student which have an impact upon the overseas student's course progress or wellbeing. Examples include, but are not limited to:

a. serious illness or injury, where a medical certificate states that the overseas student was unable to attend classes;
b. bereavement of close family members such as parents or grandparents (where possible, a death certificate should be provided);
c. major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the overseas student's studies;
d. a traumatic experience, which could include:
    i. involvement in, or witnessing of a serious accident;
    ii. witnessing or being the victim of a serious crime, and this has impacted on the overseas student (these cases should be supported by police or psychologists' reports); or
    iii. where the registered provider was unable to offer a pre-requisite unit, or the overseas student has failed

a prerequisite unit and therefore faces a shortage of relevant units for which they are eligible to enrol.

Intervention Strategies

(96) As per the ESOS Framework, an intervention strategy may include one or more of the following:

a. attend a compulsory interview;
b. attend a compulsory seminar;
c. undertake suitable learning skills workshops conducted by Student Services;
d. meet with a medical practitioner to discuss health/medical issue;
e. manage employment hours;
f. limit the number of units in the following semester/s of study;
g. meet with an advisor to determine remaining program requirements and a suitable study plan;
h. meet with an adviser by a specified date regarding progress to date during the semester;
i. register a disability/chronic medical condition with Student Services;
j. successfully complete study at another post-secondary institution and provide the faculty with proof in the form of an official academic transcript from that institution; or
k. undertake an English language improvement program.

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