# Enrolment Policy

# Section 1 - Purpose and Scope

(1) This Policy outlines the requirements for enrolment at the University.

(2) This Policy applies to enrolment in all undergraduate and postgraduate coursework programs and courses and non-award study.

(3) In the case of other enrolments:

a. For shorter form credentials, refer to the Shorter Form Credentials Policy.
b. For Higher Degree by Research (HDR) programs, refer to the Higher Degree by Research Candidature Policy (and associated information).
c. For professional doctorate programs, refer to the Professional Doctorates Policy.
d. For higher doctorate programs, refer to the Higher Doctorates Policy.

# Section 2 - Principles and Key Requirements

(4) Enrolment requirements are detailed in the Enrolment Procedure, and are designed to:

a. ensure that students have the academic preparation needed to participate in their intended studies;
b. be compliant under relevant state and federal legislation;
c. be clear, transparent and accessible; and
d. be applied fairly and consistently.

(5) The University will make decisions on enrolling a person based on their academic merit, the availability of the resources required for them to undertake the program or course, and in compliance with legislative requirements.

(6) The University may set conditions on a person's enrolment.

(7) All students enrolled at the University must:

a. comply with all:
    i. policies and procedures applicable to students,
    ii. conditions placed on their enrolment, and
    iii. requirements specified for their program of study;
b. pay all relevant fees by the specified due date (as set out in the Student Fees Policy);
c. maintain a level of academic progress in their studies satisfactory to the University (as set out in the Enrolment Procedure and Academic Progression Procedure);
d. for international students enrolling in a CRICOS registered program, have a valid Confirmation of Enrolment (CoE) and student visa for the duration of their studies in Australia, unless they hold another temporary resident visa with study rights; and

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e. for international students on any other temporary visa, comply with the conditions of their visa.

(8) International students who require a student visa to study in Australia, and who request a release from UQ prior to the completion of six months of their principal program, will be assessed in accordance with the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (the National Code) and the key requirements set out in the Transfer of Provider - Overseas Students Procedure. The six months is counted from the date the student commenced their principal program and does not include breaks from study due to deferment or suspension.

(9) The University can refuse or cancel the enrolment of a student who:

a. does not meet the requirements in clause 7;
b. fails to provide complete and accurate information relevant to their enrolment;
c. is an international applicant who requires a student visa to study and is identified as not being a 'Genuine Student' as defined by the Department of Home Affairs;
d. has been suspended or expelled from the University; or
e. as a student enrolled at another tertiary institution, has had their enrolment refused or cancelled by that tertiary institution.

# Section 3 - Roles, Responsibilities and Accountabilities

(10) The Deputy Vice-Chancellor (Academic) is responsible for approving enrolment and progression rules as part of proposals for program requirements for new programs (in conjunction with Program Approval Procedure).

(11) The Faculties are responsible for reviewing program requirements,

(12) The Academic Registrar is responsible for:

a. the University's enrolment processes; and
b. the University's Program and Course Catalogues.

(13) The academic roles and accountabilities associated with program requirements are specified in Teaching and Learning Roles, Responsibilities and Governance Policy.

# Section 4 - Monitoring, Review and Assurance

(14) Compliance with this Policy is overseen by the Deputy Vice-Chancellor (Academic), and the Committee for Academic Programs Policy and its constituent sub-committees.

(15) The Academic Registrar will review this Policy as required.

# Section 5 - Recording and Reporting

(16) 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 enrolment and progression including University decisions are filed in the student's record in SI-net, the CRM system and/or TRIM.

# Section 6 - Appendix

## Definitions, Terms, Acronyms

| Term | Definition |
|---|---|
| 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. |
| CRM | The University's Customer Relationship Management system. |
| Enrolment or enrol | The process of registering a student in SI-net to undertake study in a program or course. Enrolment may be subject to conditions placed under a policy, procedure or program requirement. |
| International student | A student who is not a domestic student; also called an overseas student. |
| 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. |
| 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 purposes of this Policy, 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 Policy, 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. |
| Suspend or Suspended | Means suspended from entering the University's land, sites or part of the land or sites or engaging in an activity as a student of the University under a University policy or procedure applicable to students. |
| TRIM | The University's electronic document and records management system. |

## Related Policies and Procedures

(17) Related policies and procedures include:

a. Enrolment Procedure
b. Admission to Coursework Procedure
c. Academic Progression Procedure
d. Transfer of Provider - Overseas Students Procedure
e. Teaching and Learning Roles, Responsibilities and Governance Policy
f. Teaching and Learning Roles and Responsibilities Guideline
g. Program Approval Procedure
h. Student Grievance Resolution Policy
i. Student Grievance Resolution Procedure.

## Relevant Legislation and Information

(18) Related legislation and information includes:

a. Higher Education Support Act 2003 (Cth)
b. Tertiary Education Quality and Standards Agency Act 2011 (Cth)
c. Higher Education Standards Framework (Threshold Standards) 2011
d. Education Services for Overseas Students Act 2000 (Cth)
e. National Code of Practice for Providers of Education and Training to Overseas Students 2018
f. Autonomous Sanctions Act 2011 (Cth)
g. Autonomous Sanctions Regulations 2011
h. Department of Home Affairs
i. Tertiary Education Quality and Standards Agency (TEQSA)
j. Department of Foreign Affairs and Trade (DFAT).

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## Status and Details

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| **Policy Owner** | Kathryn Blyth<br>Director, Academic Services Division and Academic Registrar |
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