Section 6 - Rules and Regulations

ENROLMENT REGULATIONS

1. ELIGIBILITY FOR ENROLMENT
Students may not enrol in a course unless an offer of a place in the course has been made, the offer has been accepted in the prescribed manner and all the conditions for enrolment have been met, as prescribed in the University regulations.

2. RESPONSIBILITY FOR CORRECT ENROLMENT
Students are responsible for ensuring that they are correctly enrolled each session.

2.1 Correct Information
Students must ensure that information required on the enrolment form is complete and correct.

2.2 Correct Subjects
Subjects must be entered correctly by subject code, and must be part of the course in which the student is enrolled.

2.3 Prerequisites
Students can only enrol in subjects if prerequisites have been met except under clause 7.2 below.

2.4 Due Dates
All other enrolment conditions, including the payment of fees, must be met by the date(s) specified.

2.4.1 Due Date for Initial Enrolment in PhD and Master by Research Programs
When accepting an offer of admission to a PhD or Master by research program, candidates are expected to enrol within one month of the date of offer, unless a deferment of enrolment is approved (see also clause 9 of the Admission Regulations).

3. ENROLMENT FORMS
To effect enrolment, students must complete the enrolment process as directed, either online or using the pre-printed enrolment form. The declaration for students enrolling online is confirmed by virtue of their logon and submission of data, and for those students completing the pre-printed form, by signing the declaration. The Higher Education Contribution Scheme or Postgraduate Education Loans Scheme payment option must also be completed and submitted to Student Administration. See also clause 4 below.

4. PAYMENT OF FEES
4.1 Enrolment and the Payment of Fees
The payment of fees associated with enrolment as a student in the University is an essential component of the enrolment process. Enrolment is not complete until all fees associated with enrolment have been paid.

4.2 Fees Payable at Enrolment
The fees payable at enrolment include:
- the Student Facilities and Services Fee;
- any fees or other charges outstanding from previous sessions or trimesters;
- course or tuition fees if applicable;
- the late fee if enrolling late.

4.3 Amounts Payable
The amount payable for a particular fee in a particular year is published in the Schedule of Fees and Charges in the University Handbook for that year.

4.4 Due Dates for Payment
Fees associated with enrolment shall be paid by the due date for payment. The due dates for payment are published in:
- the Principal Dates in the University Handbook;
- the Student Information Booklet issued to students at enrolment;
- the Residential Handbook;
- on individual notices or invoices issued to students; and
- on HECS notices.

4.5 Late Fees
Students who do not enrol by the advertised last date for enrolment must, if permitted to enrol late, pay a late enrolment fee.

4.6 Extension of Time for Payment
An extension of time for the payment of fees associated with enrolment shall not normally be granted. Where an extension of time is granted a deferred payment fee may also be payable.

4.7 Waiver of Fees
Fees associated with enrolment shall not normally be waived. Exceptions to this include:
- waiver of the Student Facilities and Services Fee for students who are life members of one of the University’s Student Associations;
- all fees associated with enrolment for Fulbright Scholars from the United States of America.

Enquiries regarding the waiver of fees associated with enrolment should be made to the Director of Finance on the Wagga Wagga campus.

4.8 Liability for Additional Costs
Costs incurred by the University in seeking to collect fees associated with enrolment shall be charged to the student and shall become, for that student, an additional cost associated with his or her enrolment.
4.9 Refund of Fees

4.9.1 HECS Liable Students

4.9.1.1 HECS Liability

HECS liable students who withdraw from a subject by 5.00 pm on the HECS census date for the session will not incur a HECS liability for that subject. If a student in this situation has paid his or her HECS for that subject before withdrawal, the student shall receive a refund of the HECS paid.

HECS liable students who withdraw from a subject after the HECS census date for the session shall incur a HECS liability for that subject. The HECS liability for such a subject will only be remitted in special circumstances. Enquiries regarding the remission of an upfront HECS liability should be made to any Student Administration Office, or in the case of a deferred HECS liability, to the Department of Education, Science and Training (DEST).

4.9.1.2 Student Facilities and Services Fee

New students, i.e. those enrolling in their first session or trimester of study, who withdraw from all their subjects by 5.00 pm on the HECS census date for that session shall receive a refund of their Student Facilities and Services Fee less a cancellation fee. No refund is payable after the HECS census date.

Continuing students who withdraw from all their subjects by 5.00 pm on the HECS census date for that session or trimester shall receive a refund of their Student Facilities and Services Fee. No refund is payable after the HECS census date.

4.9.2 Fee Paying Students

New students, i.e. those enrolling in their first session or trimester of study, who withdraw from all their subjects by 5.00 pm on the census date for that session or trimester shall receive a refund of the fees for those subjects less a placement fee.

New students who withdraw from part of their subject enrolment by 5.00 pm of the census date for that session or trimester shall receive a refund for those subjects less an administrative charge per subject if the student is enrolled by the distance education mode and study materials have been despatched to the student. No refund is payable after the census date.

Continuing students who withdraw from one or more subjects by 5.00 pm on the census date for that session or trimester shall receive a refund of the fees for those subjects less an administrative charge per subject if the student is enrolled in the distance education mode and study materials have been despatched to the student. No refund is payable after the census date.

Students repeating a subject must pay the full fee regardless of subject requirements previously completed.

Students not wishing to sit for final examinations and obtain a formal award must pay the full fee.

4.9.3 International and Open Learning Students

Students admitted to the University through either the International Office or the Open Learning Institute shall be subject to the refund policy provided with their Offer of Admission, where it differs from the above.

4.9.4 Late Fees

Late fees are not refundable.

5. HIGHER EDUCATION CONTRIBUTION SCHEME (HECS)

Students enrolling in courses to which HECS applies must:
- lodge a HECS Option Form if enrolling in the course for the first time; and
- pay their prescribed higher education contribution if the pay now option was selected by dates specified by the Director, Student Administration.

Failure to submit a HECS Option Form or to pay the Higher Education Contribution by the specified date will result in the cancellation of a student's enrolment for the session and in the case of students enrolling in the University for the first time, withdrawal from the course.

6. SELECTION OF SUBJECTS

Notwithstanding the responsibility of students to select their subject enrolment each session (see clause 2 above), the following restrictions may apply:

6.1 Approval of Subject Selection

A Course Coordinator may insist that students in a particular course have their subject selection approved by the Course Coordinator or other nominated University officer. Students affected by this regulation will have included in their enrolment instructions a direction to have their enrolment form signed by the Course Coordinator or University officer before lodging it with the Student Administration Office.

6.2 Maximum Subject Load

Students may not enrol in more than the normal subject load each session, except with the permission of the Course Coordinator. The normal subject loads are:
- Autumn and Spring Sessions
  32 points for a full-time load and 16 points for a part-time load;
• Summer Session
16 points for a full-time load and 8 points for a part-time load.

6.3 Restrictions on Subject Enrolment
The Course Coordinator may place restrictions on the number of subjects students may take in a given session, and/or may specify the particular subjects students may take. When such action is to be taken the student is enrolled on probation.

6.4 Subjects Additional to Award Requirements
Students may not enrol as HECS (i.e. Commonwealth funded) students in subjects additional to those required for an award. Students may however, with the approval of the Course Coordinator apply to enrol in additional subjects as an Associate (fee paying) Student (see Admission Regulation 6).

6.5 Subject Quotas
Students may be prevented from enrolling in particular subjects due to subject enrolment quotas.

6.6 Fee Paying Overseas Students
Full fee paying overseas students are required under their visa regulations to enrol in a normal full-time subject load each session as specified in clause 6.2 above. This requirement may only be relaxed where the student is in the final session of the course with less than the full-time session load necessary to complete the course.

7. PREREQUISITES
7.1 Equivalent Subjects
Where students have not met the prerequisite for a subject as specified in the University Handbooks, the Head of the teaching School on the recommendation of the subject coordinator may approve the student’s enrolment in the subject on the basis of the completion of another subject or other subjects deemed to be equivalent to the prerequisite.

7.2 Waiver of Prerequisites
Where students have not met the prerequisites for a subject as specified in the University Handbooks, the Head of the teaching School in consultation with the subject coordinator may waive the prerequisite if the students can demonstrate other experience which suggests the students would be able to successfully complete the subject. Students may be required to present written evidence of a prerequisite waiver to the Student Administration Office.

7.3 Grades and Prerequisites
The following grades will not satisfy prerequisite requirements: AW, FL, FW, GP, IP, NA, PT, SX, TA, US and WD.

7.4 Failure to Meet Prerequisites
Enrolment in a subject is null and void if students have not met the prerequisite, other than as permitted under clauses 7.1 or 7.2 above. Students who enrol in a subject in anticipation of passing its prerequisite must withdraw from the subject if the prerequisite is not subsequently passed.

7.5 Credit
The granting of credit in a subject is equivalent to a pass in the subject for prerequisite purposes.

7.6 Changes to Prerequisites
Students shall not be disadvantaged by any change of prerequisites provided that the students remain continually enrolled in the course. Should students withdraw from a course and be subsequently re-admitted, the new prerequisites will apply upon re-admission, subject to any variations approved under clauses 7.1 or 7.2 above.

8. STUDENT IDENTIFICATION
8.1 Student Numbers
Upon initial enrolment at the University, students will be issued with a student number which must be quoted in all correspondence with the University. This number will be retained by a student and used whenever he or she commences a new course with the University.

8.2 Identification Cards
8.2.1 Issue of Cards
Students enrolling for the first time with the University shall be issued with an identification card. Students re-enrolling with the University will have their identification card validated as current for the period of their re-enrolment.

8.2.2 Use of Cards
An identification card is a student’s authority to access a range of University services and facilities as determined by the University and including the authority to attend classes, receive teaching materials, sit examinations and borrow specified materials from the University.

8.2.3 Obligations Regarding Use
Acceptance of an identification card signifies that a student undertakes to use the card for the purposes for which it is issued and to be bound by the rules or conditions, as amended from time to time, which are specified in relation to any of those purposes.
8.2.4 Replacement of Cards
Identification cards shall be replaced subject to the payment of the prescribed fee.

9. PERSONAL DATA
9.1 Responsibility for Personal Data
Students must notify the Student Administration Office of any change of name, address or other data recorded on their enrolment form. Students will be asked to check all personal data at each enrolment session, but they must advise the Student Administration Office of changes as they occur by completing a change of name/address form available for this purpose or by writing to the Student Administration Office. Documentation is required when notifying a change of name.

9.2 Appeals Against Decisions
Failure to advise of changes to personal data will not be accepted as grounds for appeal against University decisions.

10. CONFIRMATION OF ENROLMENT AND HECS LIABILITY
Students are required to confirm their enrolment and HECS liability by the HECS census date specified in the Principal Dates by checking the information on a form issued by the Student Administration Office which shows each student's enrolment status.

10.1 Corrections to Enrolment
Corrections to enrolment resulting from the enrolment confirmation must be lodged with the Student Administration Office by the HECS census date.

10.2 Late Corrections
Corrections to subject enrolment after the HECS census date will only be processed if the appropriate late fee is paid. In appropriate cases, such corrections will also be conditional upon the student paying an increased HECS charge or accepting an increased HECS liability.

11. RE-ENROLMENT
All continuing students are required to re-enrol each year by a date specified in the Principal Dates. Students who fail to re-enrol by that date will incur a late fee.

11.1 Re-enrolment During Examination of Theses or Other Examinable Works (PhD, Master by Research and Professional Doctoral Programs)
11.1.1 During Candidature
An enrolled candidate shall be required to re-enrol as specified in clause 11 above until the thesis or other examinable work has been submitted for examination or until termination of the candidature by the candidate or by the Board of Graduate Studies (or, for coursework professional doctoral programs, by the Faculty), whichever comes first.

11.1.2 During Re-examination of a Thesis or Other Examinable Work
A candidate also may be required by the Board (or, for a coursework professional doctoral program, by the Faculty) to re-enrol to undertake major revision of a thesis or other examinable work prior to re-examination or to undertake other such work prescribed by the Board (or the Faculty). A candidate will not be required to re-enrol during periods of leave of absence granted by the Board (or by the Faculty).

12. ADDING SUBJECTS TO AN ENROLMENT
12.1 Application
12.1.1 Internal Students
Application to add a subject should be made on a Variation to Enrolment form available from the Student Administration Office.

12.2 Deadlines
12.2.1 Internal Students
Subject to clause 6 above and a place being available in a subject, internal students may add internal or distance education subjects to their enrolment up until 5.00 pm on the Friday of the first week of session.

12.2.2 Distance Education Students
Subject to clause 6 above and a place being available in a subject, distance education students may add subjects to their enrolment up until 5.00 pm on the Friday before the start of session.

12.3 Deciding Applications
12.3.1 Applications Received by the Deadline
The Student Administration Office shall approve an application received by the deadline provided that there is a place available in the subject and the student is eligible to enrol in the subject. The Student Administration Office shall decline all other applications.
12.3.2 

Applications Received After the Deadline
The Student Administration Office shall decline an application received after the deadline if a place is not available in the subject or if the student is ineligible to enrol in the subject. The Student Administration Office shall refer all other applications to the Head of the Teaching School for decision.

12.4 

Notification
Students will receive written advice regarding their application from the Student Administration Office.

13. 

Withdrawal from Subjects

13.1 Application
Students must advise the Student Administration Office in writing of their intention to withdraw from a subject. To avoid a fail grade in a subject, notification of withdrawal should be received in the Student Administration Office before the HECS census date for the session. Where withdrawal is notified after the HECS census date, and the student wishes to be considered for approved withdrawal (AW), clause 13.3.3 below applies.

13.2 Withdrawal by the HECS Census Date

13.2.1 Session - Length Subjects
If a student notifies withdrawal from a subject to the Student Administration Office by 5.00 pm on the HECS census date for the session, enrolment in the subject will not be recorded on the student's transcript.

13.2.2 Withdrawal from all Subjects
If students withdraw from all subjects by 5.00 pm on the HECS census date for the session, they will be considered not to have enrolled and will be withdrawn from the course unless they apply for and are granted leave of absence.

13.2.3 Annual Subjects
If withdrawal is notified to the Student Administration Office by 5.00 pm on the HECS census date of the first session, enrolment in the subject will not be recorded on the student's transcript. Withdrawal from any annual subject in the weeks preceding the HECS census date of the second session will count as a failure unless the student applies for and is granted approved withdrawal (AW).

13.3 Withdrawal After the HECS Census Date
Unless the subject coordinator recommends and records the grade approved withdrawal (AW), grade pending (GP) or a supplementary examination (SX), students who withdraw after the HECS census date in a session will be failed in the subject. In such cases the grade fail (FL) will be recorded unless the student was not assessed on any of the compulsory assessment tasks in the subject, in which case the grade FW (withdrew failed) will be recorded.

13.3.1 Grounds for Approved Withdrawal After the HECS Census Date
Approved withdrawal (AW) after the HECS date will only be granted where:
• misadventure or extenuating circumstances apply (see Special Consideration Regulation 3); and
• the student was making satisfactory progress at the time the misadventure or extenuating circumstances occurred. Failure to submit optional assessment tasks at the time of the application to withdraw is not evidence that the student was performing unsatisfactorily.

The granting of Approved Withdrawal (AW) after the HECS census date does not mean that the student is entitled to the automatic remission of their HECS debt or liability for that subject (see clause 13.3.2 below).

13.3.2 Cancellation of HECS Liability
Where students are granted approved withdrawal (AW) in a subject they may apply in writing within 28 days of the notification of AW to the Student Administration Office for a refund of their HECS payment for that subject. Where students have elected the pay later option, they may apply for a cancellation of their HECS liability for that subject to the Department of Education, Science and Training (DEST).

Such applications are approved only in exceptional circumstances and must be fully documented.

13.3.3 Extension of Time to Complete a Subject (GP or SX)
Where circumstances warrant, the subject coordinator may recommend an extension of time to complete the subject (GP) or, where the student is prevented from sitting the final examination, the subject coordinator may recommend a supplementary examination (SX).

Where misadventure or extenuating circumstances are such as to prevent students from completing the subject within reasonable time (usually the end of the second week of the following Autumn or Spring session), the subject coordinator may recommend approved withdrawal (AW).

Where the subject coordinator does not recommend AW, GP or SX and the student had at least one assessment task assessed, the grade
FL will be awarded. If the student was not assessed on any compulsory assessment tasks the grade FW will be awarded.

13.4 Notification
All approved withdrawals, including those made before the HECS census date, will be notified in writing by the Student Administration Office. A student whose application for approved withdrawal is declined will be offered the option of continuing with the subject or of discontinuing the subject and being graded FW.

14. LEAVE OF ABSENCE
14.1 All Courses Except PhD, Master by Research and Professional Doctoral Programs
14.1.1 Maximum Leave Permitted
Australian Students
Students may be granted leave of absence from their course.

Except with the approval of the Dean, the amount of leave granted during candidature in any course may not exceed two sessions in any four consecutive calendar years.

14.1.1.2 Fee Paying Overseas Students
Fee paying overseas students in Australia on a student visa are normally not permitted to take leave of absence. Such students who wish to apply for leave must obtain a written statement from the International Office recommending approval of their leave application, before they submit it to the Student Administration Office as provided in clause 14.2 below. Only in exceptional circumstances will the International Office support an application for leave.

14.1.2 Applications for Leave
Students must apply to the Student Administration Office in writing to take leave of absence, specifying the session(s) in which they wish to take leave (e.g. Autumn 2004) and giving reasons for the application. Applications will be treated confidentially.

Applications for leave exceeding two sessions in any four consecutive calendar years must be documented as specified in Special Consideration Regulation 5.

The deadline for applications is 5.00 pm on the HECS census date of the session in which leave is required.

14.1.3 Applications after the HECS Census Date
Where students apply for leave of absence in a session after the HECS census date, the applications will be treated as applications for approved withdrawal (AW) for that session under clause 13 above.

14.1.4 Deciding Applications
Applications will be decided by Student Administration Office staff or the Course Coordinator, Sub-Dean or Dean within the policy and delegations approved by the Faculty Boards.

14.1.5 Notification of Leave
The decision with respect to an application for leave will be notified in writing by the Student Administration Office.

14.2 Coursework Professional Doctoral Programs
14.2.1 Maximum Leave Permitted
The amount of leave granted during candidature shall normally be up to a total of two sessions. Applications for leave of absence exceeding two sessions shall only be approved in exceptional circumstances.

14.2.2 Applications for Leave
Students must apply to the Student Administration Office in writing to take leave of absence, specifying the session(s) in which they wish to take leave (e.g. Autumn 2004) and giving reasons for the application.

14.2.3 Deciding Applications and Notification of Leave
See clauses 14.1.5 and 14.1.6 above.

14.3 PhD, Master by Research and Professional Doctoral Programs
14.3.1 Maximum Leave Permitted
Normally, the total leave of absence accumulated in a given candidature will not exceed one year unless the Board of Graduate Studies deems the circumstances to be exceptional.

14.3.2 Applications for Leave
Applications for leave of absence, which shall specify the reasons for which leave is sought, shall be made on the appropriate form and submitted to the Centre for Research and Graduate Training.

14.3.3 Deciding Applications
Requests for leave of six months duration or less may be determined by the Dean on the advice of the supervisor and Faculty Postgraduate Course Coordinator. Requests for leave of greater than six months shall be determined by the Board following advice from the Dean.

14.3.4 Notification of Leave
The decision with respect to an application for leave will be notified in writing by the Centre for Research and Graduate Training.
15. RE-ENROLMENT AFTER LEAVE OF ABSENCE

Students granted leave of absence shall re-enrol as continuing students when they resume their course. Such students will be sent enrolment instructions by mail at the appropriate time.

Students returning from leave should not apply for admission as commencing students.

16. FAILURE TO RE-ENROL

16.1 Expectation of Enrolment

Students eligible to enrol in a particular session or trimester are expected to enrol in that session or trimester unless they have been granted leave of absence.

16.2 Withdrawal from a Course

Students eligible to enrol who fail to enrol and have not been granted leave of absence shall be invited to show cause why they should not be withdrawn from their course.

16.3 Show Cause

16.3.1 Invitation

The Director of Student Administration shall write to the student at the student's last known address and give the student 30 days in which to show cause.

16.3.2 Response

A student who wishes to show cause shall do so in writing by the due date and shall provide reasons for his or her failure to re-enrol.

16.3.3 Late Show Cause

A late show cause may be accepted by the Director of Student Administration.

16.3.4 Decisions

A student who shows cause and is not on probation and has not used up his or her entitlement to leave of absence shall have his or her show cause upheld by the Director, Student Administration and be placed on leave of absence for the session or trimester in question.

A student who shows cause and who is on probation or has used up his or her entitlement to leave of absence shall have his or her show cause decided by the Dean of Faculty on the recommendation of the Course Coordinator.

16.3.5 Notification

Students shall be notified in writing of the result of their show cause by the Director of Student Administration who shall advise the student of his or her right of appeal if the show cause is denied.

16.4 Conditions of Withdrawal

Students withdrawn from a course cease to be a student of the University and must apply for admission to a course in accordance with the Admission Regulations should they later wish to resume studies.

16.5 Appeal Against Withdrawal

16.5.1 Academic Appeals Committee

A student withdrawn from a course by the Dean of Faculty for failing to enrol in a course may appeal the decision to the Academic Appeals Committee.

16.5.2 Lodging an Appeal

Appeals shall be in writing giving reasons for the appeal and must be lodged with the University Secretary within 21 days of the date of notification of the withdrawal.

16.5.3 Deciding Appeals

Appeals shall be decided by the Academic Appeals Committee in the same manner as the Committee decides an appeal against exclusion which includes the right of the appellant to seek an interview with the Committee. The decision of the Committee shall be final.

16.5.4 Notification

Students shall be notified in writing of the result of their appeal by the University Secretary.

17. LAST DATE FOR ENROLMENT

17.1 Continuing Internal Students

Subject to payment of a late fee, continuing internal students will be permitted to re-enrol late up to 5.00 pm on the Friday of the first week of session. In exceptional circumstances, a student may be permitted by the Course Coordinator to re-enrol late in the second week of session.

17.2 Continuing Distance Education Students

Subject to payment of a late fee, continuing distance education students will be permitted to enrol late until the advertised dates published in the Principal Dates. Late re-enrolments will not be accepted after those dates.

18. ENROLMENT IN MORE THAN ONE COURSE

With the exception of PhD, Master by research and research professional doctoral programs (see clause 18.1 below) students may enrol concurrently in two or more CSU courses, or in a CSU course concurrently with courses at another institution.

Students who enrol concurrently must meet the normal requirements of their courses including minimum progression rates. They must also satisfy clause 6.2 above Maximum Subject Load and may only enrol in more than a normal session load with the approval of all course coordinators of the respective CSU courses.
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The University will not make special arrangements or grant concessions to students to accommodate their concurrent enrolment.

18.1 PhD, Master by Research and Research Professional Doctoral Programs

No candidate may enrol for a course leading to the award of another degree or diploma while enrolled in a research higher degree program. However, the candidate may be required to enrol in such supplementary subjects as the Board of Graduate Studies may prescribe.

19. MIXED MODE ENROLMENT

Internal students may apply to enrol in one or more distance education subjects in a session. Applications should be made to the Student Administration Office. Applications will be decided by Student Administration Office staff or the Course Coordinator, Sub-Dean or Dean within policy and delegations approved by the Faculty Boards and will be conditional upon a place being available in the subject quota.

Fee paying overseas students are not permitted to study off campus in the distance education mode while they are resident in Australia. They may however enrol in subjects in the distance education mode while in attendance at a campus of the University or upon their return overseas.

20. ENROLMENT IN OPEN LEARNING AUSTRALIA SUBJECTS

Students enrolled in CSU courses may enrol concurrently in OLA subjects without the need to obtain faculty approval.

CSU will not make special arrangements or grant concessions to students to accommodate their enrolment in OLA subjects.

21. TRANSFER BETWEEN STUDY MODES AND STUDY LOADS

21.1 All Courses Except PhD, Master by Research and Professional Doctoral Programs

Provided places are available in subject quotas, students may apply to transfer from enrolment in the internal mode to enrolment in the distance education mode and vice versa. Applications for permission to effect such a transfer must be made in writing to the Student Administration Office. Applications will be decided by Student Administration Office staff, or the Course Coordinator, Sub-Dean or Dean within the policy and delegations approved by the Faculty Boards.

21.2 PhD, Master by Research and Professional Doctoral Programs

A candidate in a PhD or Master by research program may request to transfer from:

i) full-time to part-time candidature; and/or

ii) internal to distance mode;

or vice versa. Such requests shall be made on the appropriate form available from the Centre for Research and Graduate Training.

Candidates enrolled in a professional doctoral program shall normally enrol in the distance education mode and take a part-time study load. However, the Board of Graduate Studies, on the recommendation of the Dean of Faculty, (for research programs), or the Dean of the Faculty (for coursework programs), may approve a candidate's enrolment in a full-time load (either in the internal or distance education mode) for a period of the candidacy. Such approval may be granted to enable a candidate to complete a program in the maximum time.

21.3 Fee Paying Overseas Students

Fee paying overseas students are not permitted to study off campus in the distance education mode while they are resident in Australia. They may however enrol in subjects in the distance education mode while in attendance at a campus of the University or upon their return overseas.

22. TUTORIAL STUDY MODE

The Head of the teaching School in consultation with the subject coordinator and the Course Coordinators may transfer internal students in particular subjects to the tutorial or distance education study modes in accordance with policies set by the Faculty Boards.

23. ENROLMENT AFTER EXCLUSION

Enrolment after exclusion is not automatic. Excluded students may apply for re-admission after a period of exclusion, to any course offered by the University under the Admission Regulations in competition with other applicants.

24. REFUSAL OF ENROLMENT

24.1 Indebtedness to the University

Students who are indebted to the University by reason of non-payment of any fee or charge, and who fail to make satisfactory settlement of indebtedness after receipt of due notice, may be refused enrolment or have their enrolment cancelled by the Student Administration Office.

24.2 Absence Overseas

24.2.1 Australian Students

Students who are Australian or New Zealand citizens or persons granted permanent Australian
residency who wish to continue studies with the University while resident outside Australia, will be refused permission to do so unless they can satisfy the University that:

• an adequate mail service between the University and the student can be maintained;
• all administrative and academic requirements can be met within the time frame prescribed by the University (including completion of practical components and attendance at compulsory residential schools unless exemption from attendance is granted);
• a satisfactory examination venue and supervision is available (at no cost to the University); and
• satisfactory access to appropriate texts/reference material/specialised facilities is available.

Approval is conditional also upon the availability of the appropriate subjects in the distance education mode and students may be required to meet additional costs incurred by the University on their behalf.

Applications to study outside Australia should be lodged in writing with the Student Administration Office as early as possible. Applications will be decided by Student Administration Office staff or the Course Coordinator, Sub-Dean or Dean within the policy and delegations approved by the Faculty Boards.

24.2.2 Fee Paying Overseas Students
Final Session of Enrolment

Fee paying overseas students in their final session of enrolment with less than full-time session load to complete may apply to the Student Administration Office to complete their course in their home country by distance education. Such students must satisfy the University that they can meet the conditions specified in clause 24.2.1 above.

Summer Session

Fee paying overseas students who enrol in Summer session subjects must complete all the on campus requirements of the subjects and must sit for the final examination (if any) in such subjects in Australia.

25. COURSE REGULATIONS

25.1 Course Regulations

Course Regulations are the conditions within which students must select their subjects, undertake practical work and fulfil any other requirements of the course. Course regulations are specified annually in the University Handbooks.

25.2 Changes to Course Regulations

The Faculty Board or the Academic Senate may approve changes to course regulations at any time and such changes shall apply as decided by the Faculty Board or the Academic Senate. Students will not be disadvantaged academically as a result of such changes.

26. CLASSES

26.1 Tutorial Attendance

No tutorial is to be held in any subject before the first lecture of that subject in the session.

26.2 Class Free Period

Wednesdays from 3.00-5.00 pm will be free from classes on all campuses to facilitate student and staff meetings and similar University activities.