

Enrolment amendment

Swinburne University of Technology

Use this form if:

- One or multiple units are not appearing on your Study Plan
 - You want to withdraw from a unit
 - You want to underload or overload in the next Teaching Period
 - You want to change your major or minor
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1. Personal details

Student ID:		
Family name:		
Given name:		
Date of birth:		
Are you a local or international student?	Local	International

2. Course details

Course Code:		
Course Title:		
Location:		

3. Changes you are requesting

I want to add units to My Study Plan		
* Please refer to point 3.1 at the bottom of this form for additional information about adding a unit to your Study Plan		
Teaching Period:	January Intake May Intake	September Intake
		Year:

Please provide the details of the unit(s) you want to be added to your study plan

Unit Code:	Unit Title:	
Comments:		
I want to change major/minor		
Current major/minor:		
Proposed new major/minor:		
Comments:		

Internal

I want to withdraw from a unit				
<p>* Please refer to point 3.2 at the bottom of this form for penalties that may apply if you are applying to withdraw post census date</p>				
Teaching Period:		January Intake May Intake	September Intake	Year:
Unit(s) to be withdrawn				
Unit Code:		Unit Title:		
Unit Code:		Unit Title:		
Unit Code:		Unit Title:		
Comments:				

I want to overload in the next semester				
<p>* Please refer to point 3.3 at the bottom of this form for information about overloading</p>				
Teaching period in which you wish to overload:		January Intake May Intake	September Intake	Year:
Reason for wishing to overload:				
Have you overload previously?				
Do you intend to request to overload again in the future?				
Unit of study you would like to add as an overload				
Unit Code:		Unit Title:		
Comments:				
I want to underload in the next semester				
<p>* Please refer to point 3.4 at the bottom of this form for information about underloading</p>				
Teaching period in which you wish to underload:		January Intake May Intake	September Intake	Year:
Reason for wishing to underload:				
Have you underload previously?				
Do you intend to request to underload again in the future?				
Units of study you would like to study as part of your underload				
Unit Code:		Unit Title:		
Comments:				
I want to change teaching locations in Vietnam				

Current teaching location	Hanoi	Ho Chi Minh City	Da Nang	
New teaching location	Hanoi	Ho Chi Minh City	Da Nang	
Teaching period you would like to transfer?	January Intake May Intake	September Intake		Year:
Comments (if any)				

3.1 Add units to My Study Plan

- This form must be submitted by 5pm on the Friday of the first week of classes for a 12-week semester, or by 5pm on the first day of term for a 6-week term.
- It is your responsibility to check the timetable availability when requesting to add a unit, and make sure the unit's classes do not create a timetable clash.
- You must check the unit you want to add is running for the particular teaching period you are requesting.

3.2 There are some things you need to know if you're applying to withdraw from a unit after Census date

- The census date is the last day you can withdraw from a unit without being liable for all fees that relate to that unit.
- You will also incur an academic penalty (fail grade) if you withdraw from a unit after the academic penalty date.
- For more information on the last day to withdraw from units without incurring financial liability and academic penalty please visit Academic Calendar. Please note you cannot withdraw from a unit after the last day of classes for the teaching period.

3.3 Information about overloading

- In order to be approved to overload you must have completed at least 50 credit points of study and have an overall average of 60% or greater across all studies.
- Further important information for students requesting to overload
- The maximum overload is 50 credit points (usually four units of study).
- Students who have been identified as having unsatisfactory academic performance are not permitted to overload.
- You should ensure that you are able to attend all activities for each unit of study in which you are enrolled.
- Overload approvals are provisional and may be subject to review based on your academic performance.
- The last day you can swap a unit is the Friday of the first week of classes. After this date, you will not be able to enrol in any more units.
- A unit(s) is not appearing on your Study Plan: Your request will be assessed and if approved, the requested units will be added* to your Study Plan for you to enrol into online. *You will receive an email notification once these units have been added.

3.4 Information about underloading

- Underload will only be approved in extenuating circumstances such as mental/physical health issues, financial difficulties, etc.
- Evidence of circumstances will need to be submitted with this form.
- Students have a sanction with the minimum and maximum number of units each teaching period.
- With the exception of your first teaching period of a course where you are required to study 2 units, each subsequent teaching period requires you to study 3 units.
- Please consult with StudentHQ to confirm last day to withdraw without financial penalty, or last day to withdraw without fail.
- The census date is the last day you can withdraw from a unit without being liable for all fees that relate to that unit.
- You will also incur an academic penalty (fail grade) if you withdraw from a unit after the academic penalty date.
- For more information on the last day to withdraw from units without incurring financial liability and academic penalty please visit Academic Calendar. Please note you cannot withdraw from a unit after the last day of classes for the teaching period.

I understand the information stated above:



Student's Signature

Date