

## Enrolments Policy

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|-------------------------------|--|---------------|----------------------|
| <b>Purpose:</b>               | This policy provides the principles that govern enrolments at Murdoch University to ensure compliance with applicable external and internal requirements; maintain procedural consistency, transparency and fairness; and support academic progression and timely course completion by students. |               |                      |
| <b>Audience:</b>              | Staff, Students  |               |                      |
| <b>Supporting Procedures:</b> | <i>Enrolments (Coursework) Procedure</i>   |               |                      |
| <b>Contact Officer:</b>       | Secretary to Educational Policy Review Committee   | <b>Phone:</b> | See Campus Directory |

**Printed copies are for reference only. Please refer to the electronic copy in Policy and Procedure Manager™ [the electronic policy management system (EPMS)] to ensure you are referring to the latest version.**

### Preamble:

Murdoch University recognises that enrolment activity constitutes an important aspect of the relationship between students and the University. The University is committed to ensuring that all enrolment activity complies with applicable external and internal requirements, supports student progression and completion, and is conducted in a consistent, transparent and fair manner.

### Objectives:

1. To ensure that all enrolment activity is compliant with applicable external and internal requirements.
2. To ensure that all enrolment activity is conducted in a consistent, transparent and fair manner.
3. To monitor and manage enrolment activity so as to support academic progression and timely course completion by students.

### Policy:

1. This policy is applicable to all enrolments at the University.
2. Each enrolled student is identified by a unique identifier that remains associated with that student for life and is used to record all individually attributable data and information in accordance with legislation and policy.
3. Students and the University share responsibility for providing, collecting and recording enrolment related information in accordance with legislation and policy.
4. By enrolling, students accept liability for all fees, levies and charges they directly incur arising from their enrolment.
5. A student is deemed active whilst enrolled in both a Course and at least one unit, and inactive whilst enrolled in a Course only.
6. Actively enrolled students are permitted to participate in offerings of the University and utilise the resources and services of the University in accordance with legislation and policy.

7. Students who require their enrolment to be inactive for one or more teaching periods must apply for, and be granted, leave from study prior to the census date of the relevant teaching period. The maximum permitted leave from study period is two years within an undergraduate Award Course and one year within a Bachelor Honours or graduate Award Course.
8. Students are responsible for completing enrolment within the timeframes specified by the University.

### **Unit Enrolment**

9. The University prescribes dates by which enrolment associated with each teaching period must be finalised.
10. Full-time students are expected to enrol in units totalling 12 credit points per standard teaching period.
11. Unless otherwise approved by the relevant Academic Chair or delegate, students are restricted to enrolling in a maximum of 15 credit points in a teaching period.
12. Part-time students are expected to enrol in units totalling 6 credit points per standard teaching period, but may enrol in as few as 3 credit points.
13. Full and part-time study may be differently defined by local regulators in transnational locations.
14. Students must meet, or be exempted from, all requisite requirements to enrol in a unit in accordance with relevant University enrolment and progression procedures.
15. Students may withdraw their enrolment in a unit in accordance with University enrolment and progression procedures.
16. The University may preclude or withdraw a student's enrolment in a unit in accordance with University enrolment and progression procedures.
17. Unless otherwise approved by the relevant Academic Chair or delegate, a student who fails, or withdraws after the census date, is restricted from enrolling in the unit for a second time where the unit is a:
  - 17.1. placement unit (or incorporates a substantial workplace experience component); or
  - 17.2. dissertation or thesis.
18. Unless otherwise approved by the relevant Academic Chair or delegate, Students are restricted from enrolling in a unit a third time. For a fourth attempt at a unit, the approval of President of Academic Council, or Deputy President of Academic Council is required.
19. Consistent with the requirements of the *Academic Monitoring and Progression Policy*, students with other than satisfactory academic standing may be subject to an Academic Performance Plan which places conditions on continuing enrolment in excess of those stated in the *Enrolments Policy*.

### **Course Enrolment**

20. Students are enrolled in a specified Course at a specified campus.
21. The University prescribes a maximum completion time for each Course, beyond which a student's enrolment may be discontinued or conditions to continuing enrolment applied.
22. Enrolled students may concurrently enrol in a maximum of two Courses subject to meeting admission requirements to each Course and not exceeding the maximum enrolled credit point limit in any teaching period.

23. Enrolled students may apply for leave from an enrolled course in certain circumstances and in accordance with criteria established in relevant University procedures.
24. The University actively manages individual and student cohort enrolments to support academic progression and timely course completion.
25. A student's enrolment may be amended, suspended, lapsed, encumbered or discontinued at the instigation of either the enrolled student or the University in accordance with relevant University enrolment and progression procedures.
26. A student remains enrolled until:
  - 26.1. the completion requirements of their Course have been satisfied; or
  - 26.2. the maximum completion time for their enrolled Course has been exceeded; or
  - 26.3. they are neither actively enrolled nor on approved leave.
27. Previously enrolled students whose enrolment has been discontinued may apply for readmission to the University in certain circumstances and in accordance with criteria established by the University.
28. Matters relating to the interpretation of the *Enrolments Policy* and related procedures are to be referred to the Director Student and Library Services, or delegate, in the first instance for a determination.
29. Students have the right to appeal decisions made under the provisions of this policy in accordance with the *Student Appeals Policy*.

**Supporting Procedures:**

The Director Student and Library Services is authorised to approve all the supporting procedures.

**Supporting Guidelines:**

There are no supporting guidelines.

**Supporting Standards:**

There are no supporting standards.

**Performance Indicators:**

There are no performance indicators.

**Definitions:**

**The definition of these terms appears in the "Dictionary of Terms". Please refer to the "Dictionary of Terms" in Policy and Procedure Manager™ to ensure you are referring to the latest version.**

There are no key terms.

**Related Documents:**

[Academic Monitoring and Progression Policy](#)

[Coursework Regulations: Effective from 1 January 2018](#)

[Graduate Research Degrees Regulations](#)

[Enrolments \(Coursework\) Procedure](#)

[Honours Policy](#)

[Student Appeals Policy](#)

**References:**

There are no references.

**Approval and Implementation:**

|                                |                               |
|--------------------------------|-------------------------------|
| <b>Approval Authority:</b>     | Academic Council              |
| <b>Responsible Officer(s):</b> | Secretary to Academic Council |

**Revision History:**

| <b>Version</b>              | <b>Date Approved</b> | <b>Effective Date<br/>(if later than<br/>'Date<br/>Approved')</b> | <b>Next Review<br/>Date</b> | <b>Resolution No.<br/>(if applicable)</b> |
|-----------------------------|----------------------|---|-----------------------------|---|
|                             |                      |   |                             |   |
| Administrative<br>Amendment | 11/08/2020           |   |                             |   |
| Approved by<br>AC           | 17/04/2019           |   |                             | AC/33/2019(i)                             |
| Administrative<br>amendment | 08/03/2019           |   |                             |   |
| Approved                    | 05/12/2017           | 01/01/2018  | 05/12/2020                  | AC/155/2017(i)                            |