

## Enrolments (Coursework) Procedure

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### Policy Supported:

Enrolments Policy

### Audience:

Staff, students, public

### Objectives:

- To implement the *Enrolment Policy* for all Award and Non-award coursework enrolments.
- To ensure that decisions on particular student circumstances:
  - are made in time to allow the student to engage in learning without disadvantage;
  - facilitate the academic progression of a student through to completion of their course in the minimum time;
  - uphold the academic integrity of courses, course components, units, and the learning and teaching process; and
  - support and enable the efficient and effective use of University resources.

### Definitions:

*Any defined terms below are specific to this document. The definition of common terms appears in the Murdoch University Dictionary of Terms.*

- **“International Student”** is a person (whether within or outside Australia) who holds an Australian student visa but does not include:
  - a Foreign Affairs student (within the meaning of the Migration Regulations 1994); or
  - a Defence student (within the meaning of the Migration Regulations 1994); or
  - a secondary exchange student (within the meaning of the Migration Regulations 1994); or
  - an international student who has been approved under a scholarship scheme, or an exchange scheme, sponsored by the Commonwealth to undertake a course of study or training in Australia; or
  - a person who satisfies the secondary criteria, but not the primary criteria, under the Migration Regulations 1994 for the grant of the visa.

## **Enrolment Framework:**

This section outlines the general framework in which student enrolment occurs.

### **Courses**

- The course, and version, is the primary entity for enrolment. All course components and units are attached to the course. Other significant information attached to the course includes admission information, fee information, progression and completion.
- Enrolment in a course may be subject to conditions including, but not limited to, a specified location, mode of study, and the achievement of specified academic results.
- Completion requirements for each course are published in the University Handbook and are articulated in software completion rules in the Student Management System. Students may seek approval to vary the completion requirements of a course in accordance with the *Coursework Regulations*.
- A new version of a course is created following approval in accordance with the *Coursework Regulations* and *Curriculum Policy*.

### **Units**

- Units are identified by a unique code and are offered at levels from 000 to 900. Units have an enrolled credit point value from 0 to 24, which is used to determine enrolment load and fees. Units also have an achieved credit point value. Where a student receives a fail grade the achieved credit point value for that unit is zero. Where a student received a pass grade or greater the achieved credit point value for that unit is normally the enrolled credit point value. In certain circumstances the achieved credit point value may be varied downward, e.g. where a unit already passed is repeated, or where dissertation and project units have a capped enrolled credit point value and, due to special circumstances, a student must enrol in more enrolled points than that cap.
- Enrolment in units may be subject to conditions that include pre-requisite units, co-requisite units, enrolment in specific courses or course components, and completion of a quantum of credit points or units at particular levels. These conditions are specified according to the *Coursework Regulations* and *Curriculum Policy* and published in the University Handbook. These conditions are articulated in software enrolment rules in the Student Management System. Students may seek approval to waive these conditions in accordance with the *Coursework Regulations*.
- Enrolment in units is self-managed by coursework students with the exception of the following cohorts: Transnational Students, Higher Degree by Research, non-Award, 24 credit point Honours and OUA.
- A new version of a unit may be created following approval in accordance with the *Coursework Regulations* and *Curriculum Policy*.
- In terms of satisfying the requirements of a course or course component, all versions of a unit are considered to be the same.

### **Course components**

- Enrolment in a course component may be subject to conditions that include enrolment in a specific course. Students are expected to enrol in each course component when they commence study towards it; however they must enrol in each course component prior to the last day of teaching in their final teaching period to have course components counted towards their course completion requirements and recorded on their transcript.
- Completion requirements for each course component are published in the University Handbook and are articulated in software completion rules in the Student Management System. Students may seek approval to vary the completion requirements of a course component in accordance with the *Coursework Regulations*.
- A new version of a course component may be created following approval in accordance with the *Coursework Regulations* and *Curriculum Policy*.
- A unit is used to satisfy the completion requirements of a single course component except where the *Coursework Regulations* permit a unit to be used to satisfy the completion requirements of two course components.

### **Locations**

- The University has the following formally designated teaching campuses: South Street (Murdoch), Mandurah, Rockingham, Singapore, Myanmar and Dubai. The University also offers units through Open University Australia for OUA non-Award students, Murdoch Award students, and Award students from other providers. Additional teaching locations may be designated for administrative purposes.
- Students are generally prevented from enrolling in units offered at campuses other than the campus specified by their course enrolment. Students seeking such enrolment must request approval through the office responsible for student enrolment.

### **Teaching periods**

- Units are offered in specific teaching periods, attached to an academic year. Teaching periods are grouped into types to facilitate management of enrolment, assessment, results, progression, fees, etc.
- Enrolment is controlled by various dates attached to the academic year and to the teaching periods. For most coursework students and units, enrolment is self-managed in the timeframes allowed by the University. Nominated staff have security roles that allow unit enrolments to be changed outside the self-management dates.

### **Implementation Steps:**

#### **ENROLMENT IN COURSES**

##### **Completing administrative course enrolment requirements**

1. Students must complete administrative requirements when admitted and first enrolling in a course. These include:
  - 1.1. Completing a Commonwealth Assistance Form;

- 1.2. Supplying a Tax File number to defer fees to HELP;
- 1.3. Confirming citizenship status;
- 1.4. Completing required police clearances and health checks;
- 1.5. Supplying proof of completion of courses at another institution(s); and/or
- 1.6. Providing proof of a valid student visa.
2. Students who do not complete the administrative requirements for enrolment in their Course in the timeframe specified by the University may:
  - 2.1. Have their course enrolment cancelled for the current period or discontinued;
  - 2.2. Have their access to University systems restricted or blocked until the requirements are completed; or
  - 2.3. Be charged administrative fees.

### **Course versions**

3. Students are enrolled in the version a course that is current at the time of admission or first enrolment, or at readmission and re-enrolment after a break of study.
4. When a new version of a course is approved:
  - 4.1. Students are transferred into the new version where there is deemed to be no disadvantage to the student;
  - 4.2. Students are dealt with in accordance with the enrolment transfer plan approved with the new course version where one is required to mitigate disadvantage to the students.
5. Students are required to satisfy the completion requirements specified for the version of the course in which they are enrolled at the time of completion.
  - 5.1. Where a student would be disadvantaged, in terms of time or additional requirements to complete, by readmission and re-enrolment in the current version, the Academic Chair can approve re-enrolment in a previous version provided the required units are available or suitable alternatives identified and the student is able to complete them within an acceptable University timeframe.
  - 5.2. If the course is formally closed to new enrolment by Academic Council resolution, the approval of the President of Academic Council is also required.

### **Completion time**

6. Students are required to complete their enrolled course within the maximum completion time periods described in the *Coursework Regulations*.
7. Where a student reaches the maximum completion time period for a course and has not satisfied the specified completion requirements:
  - 7.1. The Academic Chair of the course will review the student's enrolment and determine whether the student should be excluded, or can continue to study up to a specific date with specified conditions which may include:

- 7.1.1. Satisfying the requirements of a specified version of the course and course components;
- 7.1.2. Repeating specific units already passed if their content has significantly changed; or
- 7.1.3. Completing additional specified units;
- 7.2. Where a student has progressed at a less than standard part-time rate, and maintains an active enrolment, the student may negotiate and seek approval for:
  - 7.2.1. A personal study plan with modified course requirements; or
  - 7.2.2. Transition to a new course or course version.
- 7.3. Variations made by the Academic Chair in accordance with this clause are approved by the Chair of the Board of Studies / Dean Learning and Teaching.
  - 7.3.1. Variations are recorded in the Student Management System.

### **Concurrent enrolment**

- 8. International Students must not be enrolled in two courses concurrently. For other students, they may enrol in two courses concurrently under the following conditions:
  - 8.1. Where unit enrolment is concurrent, approval is granted by the Academic Chairs of each course following consideration of overlap of academic content of the courses, acceptable workload on the student, reduced focus on one course (Honours and Research courses typically have expectations that student will commit 100% of their effort to that course).
  - 8.2. Where unit enrolment is not concurrent and the student requires admission to the second course to facilitate enrolment in units for the first semester of the second course.
  - 8.3. Where the student is a Murdoch based student enrolled in a Murdoch unit through OUA, and to satisfy contractual arrangements between Murdoch University and OUA, requires enrolment in the OUA offering for that unit.
- 9. Concurrent enrolment may not exceed the maximum of 15 enrolled credit points in any standard teaching period.

### **Approved leave**

- 10. Where a student requires time away from studies for one or more teaching periods, they must gain approved leave from study in order to maintain their place in the course and course components, and the enrolment, fee and other conditions associated with their place.
- 11. The maximum total period of approved leave from study available during an undergraduate Course is 4 semesters or 6 trimesters.

- 11.1. In exceptional circumstances, a student may apply for leave for a longer duration. The Director Student and Library Services, or delegate, must determine whether a student may be granted leave for a longer duration. This decision must be made upon recommendation from the Academic Chair or Dean Learning and Teaching.
- 12. For Honours and graduate courses, the maximum total period of approved leave from study available is 2 semesters or 3 trimesters.
- 13. See the *Suspension, Cancellation, Approved Leave and Withdrawal from Courses Procedure* for more information.

### **Changing and transferring courses**

- 14. Students with an enrolment status other than discontinued, and who have had a substantive enrolment within the last 12 months, in undergraduate courses, and a limited number of related postgraduate courses, can apply to change their course enrolment by:
  - 14.1. Transferring from one course to another course, which entails:
    - 14.1.1. Discontinuation of enrolment in a current course;
    - 14.1.2. Enrolment in a new course;
    - 14.1.3. Transfer of advanced standing granted towards the old Course to the new course, noting that student can request reassessment;
    - 14.1.4. Transfer of unit attempts from the old to the new course, except those from which the student has withdrawn; and
    - 14.1.5. Transfer of the current academic progression status from the old course to the new course.
  - 14.2. Adding and/or discontinuing a course component;
  - 14.3. Transferring between campuses, where the course is offered at both campuses.
- 15. Students wishing to change their course enrolment must:
  - 15.1. Submit the relevant application; or
  - 15.2. Submit a request for the change via MyAnswers; or
  - 15.3. Effect the change themselves via self-management.
- 16. For students wishing to transfer to a restricted course or add a restricted Major:
  - 16.1. The relevant Discipline will determine the additional entry criteria.
  - 16.2. The relevant Discipline may consider applications together with other admission applications.
  - 16.3. The relevant Academic Chairs approve the applications.
  - 16.4. The actual transfer is effected between the release of results and the start of the next standard teaching period.
- 17. For students wishing to transfer to a non-restricted course or major:
  - 17.1. No additional entry criteria need to be satisfied.

18. For students wishing to discontinue a course component
  - 18.1. A student must maintain enrolment in at least one major associated with their course, unless their course does not contain majors.
19. Applications by students excluded from a Course or Major to transfer to another major within the course from which a student has been excluded will be considered by the relevant Academic Chair.
  - 19.1. Following approval this is managed as a change of enrolment following application of progression outcomes, and not as a new admission.
20. Applicants who have been granted advanced standing in their current course and consider that they may be entitled to advanced standing in their new course, if their application is successful, should request a review of their advanced standing at the same time as their change of course enrolment application.
21. Applicants will be formally advised of the outcome, and where relevant the reason for refusal, of their application.
  - 21.1. Unsuccessful applicants who wish to appeal the outcome may submit an appeal to the Student Appeals Committee.
22. For International Students who change Course, Director, Student and Library Services or delegate must advise the student to contact the Department of Home Affairs to seek advice on their student visa, advise the student of any implications on their Overseas Student Health Cover, and provide information about tuition fees. Director, Student and Library Services or delegate must cancel the student's Confirmation of Enrolment, issue a new Confirmation of Enrolment and report the change to the student's enrolment in PRISMS in accordance with section 19 of the ESOS Act.

### **Withdrawal from a Course**

23. There are different requirements for withdrawal for international and domestic students, and for different types of courses and enrolment.
  - 23.1. International Students are required to remain enrolled as a condition of their visa.
  - 23.2. Domestic students enrolled in a coursework award course can formally withdraw at any time by notifying the office responsible for student services via the appropriate form.
  - 23.3. Students enrolled in a Murdoch course offered through a partner (e.g. OUA, Kaplan, Navitas) are required to initiate withdrawal with the partner institution.
  - 23.4. Students enrolled in a non-Award course will be discontinued at the end of the academic year, unless the course is specifically intended for longer periods of enrolment (e.g. Waardong, Ngoolark).
    - 23.4.1. Non-Award students must formally withdraw from any unit enrolment if they do not intend to complete the unit requirements, but there is no requirement or expectation that non-Award students will formally withdraw from the course.
24. All enrolled units will be discontinued on the same date as the Course withdrawal.

- 24.1. Depending on the date in relation to the census date and the withdraw-fail date, the withdrawal may result in units being removed from the student's record, being recorded as a withdrawal before the census date, appearing on the formal academic record as a Withdrawn outcome, or appearing on the formal academic record as Withdrawn-Fail outcome.
- 24.2. Normal financial liabilities and academic progression statuses arising from the unit enrolment and outcome will be applied notwithstanding withdrawal from the course.
- 25. See the *Suspension, Cancellation, Approved Leave and Withdrawal from Courses Procedure* for more information.

### **Changes to Course requirements**

- 26. Academic Chair may vary the requirements of a course or course component in accordance with the *Coursework Regulations*.
- 27. A variation should not be considered when:
  - 27.1. There is a progression issue that is a consequence of unit choices made by the student.
  - 27.2. The student wishes to be exempt from a unit they previously failed.
  - 27.3. The student has failed a unit in the final standard teaching period prior to graduation.
  - 27.4. The student has four or more failures and/or withdrawn late results in their academic record.
  - 27.5. The student is enrolled for any course of 24 credit points or less.
  - 27.6. As a consequence of the variation, a student would be unable to satisfy the requirements for completion and conferral as stated in the *Coursework Regulations*.
- 28. Individual course variations are recorded in the Student Management System.

### **Course Component Enrolment**

- 29. The course components included in a course are approved in accordance with the *Coursework Regulations* and *Curriculum Policy*, are specified in the University Handbook, and implemented via the Student Management System.
- 30. For students enrolled in pre-2014 courses, and versions:
  - 30.1. The student may enrol in up to four majors or a combination of majors and minors totalling no more than four.
    - 30.1.1. A request to change or add a pre-2014 major requires the approval of the Academic Chair and President of Academic Council.
  - 30.2. At least 12 credit points at 200 level and above must be exclusive to the major and not included in the requirements of another course component.
  - 30.3. Unless otherwise set out in the course requirements, the student must maintain enrolment in at least one primary major relevant to their enrolled course.



- 30.4. A student may enrol in up to three minors without approval so long as the total number of majors and minors does not exceed four.
- 31. For students enrolled in courses, and versions, approved 2014-2017 inclusive:
  - 31.1. The student may enrol in two 2014-2017 majors at the same time, unless there is substantial overlap in content such that Academic Council has prohibited enrolment.
  - 31.2. At least 9 credit points at 200 level and above must be exclusive to the major and not included in the requirements of another major or minor.
  - 31.3. The College may determine that admission to a specified major requires the approval of the Academic Chair.
  - 31.4. The student must maintain enrolment in at least one primary major relevant to their enrolled course.
  - 31.5. A student may enrol in up to two minors without approval so long as the total number of majors and minors does not exceed three.
- 32. For students enrolled in courses, and versions, approved post-2017 courses:
  - 32.1. The student is expected to enrol in course components and units that have been approved for their enrolled course.
  - 32.2. A student who wishes to enrol in Course Components or Units other than those approved for their enrolled Course must apply to the office responsible for student services.
    - 32.2.1. The student must submit a study plan including all the units required for completion.
    - 32.2.2. The student must be informed and accept that their time to complete and total fees for the course may differ from the time and fees stated in the University Handbook.
    - 32.2.3. The decision must be recorded in the Student Management System, and available for course progression monitoring and Graduation.
    - 32.2.4. For a major, at least half of the credit points must be exclusive to the major and not used to satisfy the requirements of another course component.
    - 32.2.5. The number of majors and minors that will be recognised is restricted in accordance with the *Coursework Regulations*.
  - 32.3. A College may determine that enrolment in a specified major requires the approval of the Academic Chair.

### **Transition and foundation units in pre-2014-2017 courses**

- 33. For transition and foundation units:
  - 33.1. A student is required to enrol in a transition unit in their first semester or trimester unless they have been exempted, or permitted to delay enrolment in the unit by the Academic Chair.
  - 33.2. A student cannot enrol in more than one foundation unit for credit.

- 33.3. A student cannot enrol in more than one transition unit for credit towards the course requirements.
- 33.4. A student who transfers to a new course may credit a second transition unit as a general elective.

## **UNIT ENROLMENT**

- 34. The Units included in a course, or course component, are approved in accordance with the *Coursework Regulations* and *Curriculum Policy*, are specified in the University Handbook, and implemented via the Student Management System.
- 35. A student is enrolled in units in accordance with the requirements of Commonwealth legislation, University Statutes, *Coursework Regulations*, University Handbook, and University Policies.
  - 35.1. In the event of conflicts the order of precedence as expressed herein applies.

### **Enrolment load**

- 36. A standard full-time load is:
  - 36.1. Twelve credit points per standard semester or trimester;
  - 36.2. Three credit points in winter teaching periods;
  - 36.3. Six credit points in summer teaching periods.
  - 36.4. Equal to 3 points in four weeks where teaching is delivered in non-standard or intensive periods.
- 37. For some internal administrative activities, the University deems 9 or more points in a standard semester, or equivalent for other teaching periods, as full-time enrolment.
- 38. A standard part-time load is one half of the standard full-time load for the equivalent period
- 39. A student is permitted to enrol in a maximum of 15 credit points per semester or trimester, or the equivalent for other teaching periods, unless otherwise approved.
  - 39.1. A student with a GPA below 2.0 should not to enrol in more than a 12 credit point load without support from the relevant Academic Chair.
- 40. University definitions of full-time and part-time study may differ to those of external bodies.

### **Dates and deadlines for unit enrolment and withdrawal**

- 41. The office responsible for student services will approve and publish relevant enrolment dates and deadlines on the University's website.
- 42. A Unit Coordinator must approve requests for enrolment after the deadline for a student initiated enrolment. Such approval may be refused where the enrolment is deemed:
  - 42.1. Disruptive to teaching and learning activity in the unit;
  - 42.2. Disadvantageous to students already enrolled in the unit; or

- 42.3. Disadvantageous to the student seeking late enrolment.
- 43. A Unit Coordinator must approve requests for changes to mode of study after the date determined by the University. Such approval may be refused where the change is deemed:
  - 43.1. Disruptive to teaching and learning activity in the unit;
  - 43.2. Disadvantageous to students already enrolled in the unit; or
  - 43.3. Disadvantageous to the student seeking late change;
- 44. The Examinations Office must approve changes to mode of study after the draft examinations timetable has been released.
- 45. Unit withdrawals shall be recorded as follows:
  - 45.1. For withdrawals before the commencement of the fourth week prior to the start of teaching, enrolment in the unit is deleted.
  - 45.2. For withdrawals made from the fourth week prior to the start of the teaching period and up to the census date:
    - 45.2.1. A discontinuation is recorded on the student's record but no discontinuation record will appear on the student's transcript.
    - 45.2.2. No unit fee is incurred, unless alternative arrangements are specified in partnership agreements and advised to students in their admission documents, or in other contractual arrangements that may be entered into with third parties to deliver courses, units and training, or unless the *Fee Rules* state otherwise.
    - 45.2.3. International Students who withdraw from all units are regarded as having withdrawn from their course, as they have failed to maintain an enrolment as required under their visa conditions, and are then subject to fee refund conditions of the *Fee Rules*.
  - 45.3. For withdrawals after the census date but before the last day for withdrawal without academic penalty in the teaching period in which the unit is to be completed:
    - 45.3.1. A discontinuation is recorded on the student's record and academic transcript.
    - 45.3.2. The *Fee Rules* apply.
  - 45.4. For withdrawals after the census date and after the last day for withdrawal without academic penalty in the teaching period in which the unit is to be completed:
    - 45.4.1. A discontinuation fail grade is recorded on the student's record and academic transcript.
    - 45.4.2. The *Fee Rules* apply.
    - 45.4.3. The unit result is included in academic progression.
  - 45.5. Cross institutional and study abroad (outbound) unit withdrawals are determined by the status accorded by the host institution.

- 45.6. Administrative withdrawals may be approved by the office responsible for student services at the request of the College:
  - 45.6.1. Where a student enrolment has been affected by University administrative actions or errors; or
  - 45.6.2. As part of a change in the enrolment in a unit offered over two standard teaching periods to properly record the student's actual participation in the unit, as is particularly relevant for placement, practicum, internship, project and thesis units where the student is not able to control their access to external resources.

### **Retrospective withdrawal**

- 46. Students may apply for retrospective withdrawal from a unit due to exceptional circumstances. Such applications:
  - 46.1. Must meet the requirements of guidelines approved by Academic Council.
  - 46.2. Will be considered by the office responsible for student services.

### **Unit enrolment rules**

- 47. A student enrolling in a unit must:
  - 47.1. Have passed any specific prerequisite unit(s) or be exempt;
  - 47.2. Be enrolled in any co-requisite unit(s) at the same time or be exempt;
  - 47.3. Be enrolled in any required course or course components for the unit;
  - 47.4. Have satisfied any special clearances or similar checks specified for the unit;
  - 47.5. Be accepted by the Unit Coordinator if the unit has a quota on enrolment;
  - 47.6. Meet any additional requirements if the unit is a designated type of unit.
- 48. The Unit Coordinator, or Academic Chair with agreement of the Unit Coordinator, may permit a student to enrol in a unit without satisfying the prerequisite or co-requisite requirements on the basis that the student will complete the prerequisite or co-requisite unit at a later date.
- 49. The Academic Chair may exempt a student from a prerequisite or co-requisite unit.
- 50. A student must satisfactorily complete a minimum number of credit points at 100 level, as prescribed in the *Coursework Regulations*, before enrolling in units at other levels.
  - 50.1. The relevant Academic Chair may grant approval for a student to enrol in units at other levels before completing the minimum number of credit points at 100 level prescribed in the *Coursework Regulations*.
- 51. Students enrolled in a pre-2018 course may include a maximum of 30 credit points of 100 level units towards the requirements of their course, except where Academic Council has specified a different maximum for a course.

52. Students enrolled in a post-2017 course will complete level 100 units as specified for their Course and Course Components and in accordance with the *Coursework Regulations*.
53. A Dean Academic Operations - may set a maximum enrolment limit for a particular unit in a particular teaching period due to resource limitations including space, equipment, and staff; or external constraints relating to placement and work integrated learning units.
  - 53.1. The restriction must be reported to the College Board and Academic Council, and advised to the office responsible for student services.
  - 53.2. Any course component requiring that unit is also designated as restricted to entry.
  - 53.3. For any course or course component in which the unit is listed as a specified elective the relevant College must determine if the course or course component should also be designated as restricted to entry, or otherwise clearly indicate to prospective and enrolled students that the unit choice is restricted.
  - 53.4. The office responsible for student enrolment will administer the enrolment approval process associated with such units.
54. A student is precluded from enrolling in units where:
  - 54.1. In the opinion of the relevant Academic Chair, the content has significant overlap with the content of another unit which the student has passed or in which they are enrolled; or
  - 54.2. In the opinion of the relevant Academic Chair, the student has previous knowledge of the language being taught in a particular unit.
  - 54.3. They have been granted an exemption from that unit.

### **Enrolment in Specific Types of units**

55. A student may include a maximum of two Independent Study Contracts in their course.
56. For work integrated learning units:
  - 56.1. A student may be removed from a workplace and given a fail grade in the unit in accordance with the *Work Integrated Learning Procedure*.
  - 56.2. A student who twice fails and/or withdraws after the unit census date from a unit with substantial workplace experience component shall not enrol in any further such units until approval has been granted by the relevant Dean Learning and Teaching.
57. For a thesis, practicum or project unit, the relevant Academic Chair, Honours Subcommittee Chair, or Dean Learning and Teaching - may approve a retrospective change of enrolled points where a student is unable to undertake the original intended learning due to external factors beyond their control.
  - 57.1. Such approval should be granted before the end of the teaching period for the unit.
  - 57.2. Where such approval is granted after the end of the teaching period approval must also be granted by the office responsible for student

services in order that the student's enrolment, fees and eligibility for Centrelink or similar support is correctly adjusted, and university budget allocations are not compromised.

58. A student may be permitted by the relevant Academic Chair to undertake a unit for credit at another institution if an equivalent unit will not be offered by Murdoch University within the expected duration of the student's course enrolment.
  - 58.1. The office responsible for student services will determine the appropriate level and credit point value of the unit in accordance with the *Advanced Standing Policy*.
  - 58.2. The enrolment is recorded on the Murdoch University transcript as a generic cross-institutional unit, with a Pass/Fail grade.
  - 58.3. The student should use the host institution's academic transcript to demonstrate their outcome(s).
59. For study abroad (outgoing) units:
  - 59.1. The conditions of enrolling are specific to the host institution, and details of the enrolment deadlines, fee payment, record of enrolment and results, and other administrative matters are set out in the specific study abroad arrangement.
60. A student may be enrolled in a placeholder unit to allow access to University resources.
  - 60.1. Honours students are enrolled in a placeholder unit at the commencement of their course until their Honours Study Plan is approved by the Academic Chair.
  - 60.2. Graduate Research students are enrolled in a placeholder unit upon submitting their thesis until assessment is complete.

### **Repeating units**

61. Where a student has previously received a Fail grade for a unit that student:
  - 61.1. Is permitted enrol in it for a second time without approval, except where the unit is designated non-repeatable or the Dean Learning and Teaching directs otherwise.
  - 61.2. Is not permitted to enrol in it for a third time, except where approval is granted by the relevant Academic Chair in consultation with the Unit Coordinator.
    - 61.2.1. Where approval is refused, and the unit is a required unit, the student is thereby excluded from the course component and course and the student is not able to transfer or seek admission to any course or course component that also requires that unit.
  - 61.3. Is not permitted to enrol in it for a fourth time, except where approval is granted by the President of Academic Council, or Deputy President of Academic Council.

- 61.3.1. Where approval is refused, and the unit is a required unit, the student is thereby excluded from the course component and course and the student is not able to transfer or seek admission to any course or course component that also requires that unit.
- 61.3.2. Is not permitted to enrol in it for a fifth time.
- 61.4. For the purpose of determining the number of times a student can enrol in a unit, the following are regarded as the same unit: foundation units (for students enrolled in pre-2014 courses); and units that have replaced another either as a new version of the same unit or as a new unit where the material taught and the learning outcomes overlap such that a student is not permitted to enrol in the new version or unit.
- 62. Where a student has previously received a Pass grade, or better, for a unit that student:
  - 62.1. Shall not enrol in it again, unless:
    - 62.1.1. The unit is a special topics unit, and the topic in which the student enrolls is different from that passed previously;
    - 62.1.2. The unit is a workplace learning or project unit and is different from that passed previously; or
    - 62.1.3. The student has been granted approval by the relevant Academic Chair who deems there to be academic benefit to the student in repeating the unit due to the passage of time since the unit was originally passed, changes to the unit content and professional accreditation requirements (where applicable).
  - 62.2. Will incur normal course fees and charges, unless Commonwealth legislation requires that the student pay the full cost of the unit prior to enrolment.
  - 62.3. Will have the credit points for the original passed and the repeated units credited to the course and component requirements once only.
  - 62.4. Will have the outcomes of both enrolments included on the academic record and included in in any calculation of Grade Point Average, Weighted Average Mark, eligibility for prizes or similar University purpose.
  - 62.5. Will have the grade achieved for the most recent attempt applied where there is an achieved grade requirement in the course.

**Performance Indicators:**

There are no performance indicators.

**Related Documents:**

[Advanced Standing Policy](#)

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

[Curriculum Policy](#)

[Enrolments Policy](#)

[Fee Regulations](#)

[Fee Rules](#)

[Suspension, Cancellation, Approved Leave and Withdrawal from Courses Procedure](#)

[Work Integrated Learning Policy](#)

**References:**

There are no references.

**Approval and Implementation:**

<b>Approval Authority:</b>	Director, Student and Library Services
<b>Responsible Officer(s):</b>	Manager Student Records
<b>Contact Officer:</b>	Manager Student Records

**Revision History:**

Approved/ Amended/ Rescinded	Date Approved	Effective Date	Next Review Date	Resolution No. (if applicable)
Approved	12/06/2020		12/06/2023	
Approved by AC	17/04/2019		12/03/2022	AC/33/2019(iii)
Approved by AC	12/03/2019			AC/16/2019(ii)
Approved	18/12/2017	01/01/2018	05/12/2020	
Policy approved	05/12/2017	01/01/2018	05/12/2020	AC/155/2017(i)