Enrolment Manual

Section 1 - About This Manual

Foreword

(1) This Manual supports the Governance Rule and Schedule 2 – Delegation of Academic Matters. In the event of an inconsistency between lower level policy documents and a Rule or Schedule to a Rule, the Rule made by Council prevails to the extent of the inconsistency.

(2) For information on admission to a program, please refer to the Admissions Manual – Coursework and Enabling Programs.

Purpose

(3) This Manual is designed to provide clear and concise information for staff and students of the University regarding enrolment, study loads, leave of absence and fees.

Scope

(4) This Manual applies to all students enrolling in courses as part of an enabling, undergraduate or postgraduate coursework program at the University, including students who enrol through a partner institution.

(5) This Manual does not apply to students enrolling in Higher Degree by Research programs. Please refer to the Higher Degree by Research Policy and Procedure.

(6) This Manual applies to students enrolling in the Joint Medical Program (JMP). In the event of an inconsistency between this Manual and the policies and procedures specific to the JMP, the policies and procedures of the JMP prevail to the extent of the inconsistency.

Definitions

(7) In the context of this Manual:

a. “compassionate or compelling circumstances” may include, but are not limited to:
    i. physical or psychological illness or injury that prevents a student from participating in study;
    ii. unavoidable commitments within the term – for example, cultural or religious commitments, or military service;
    iii. hardship or trauma – for example, impacts of crime, accidents or natural disasters, sudden loss of employment, family breakdown, or severe disruption to domestic arrangements;
    iv. death or injury of a close family member or friend; or
    v. enrolment conflict or course availability issues;
b. “compulsory term” refers to a term in which the core/compulsory courses for a student's program are offered and that a student would ordinarily need to enrol in to complete their program within the minimum duration;
c. “non-compulsory term” refers to an optional term in which supplementary course offerings may be available and that a student may choose to enrol in to catch up or accelerate their studies;

d. “standard terms” are the official teaching periods specified in the University Academic Calendar. The standard terms are Semesters and Trimesters, including Singapore Semesters and Trimesters, and Midyear Session.
e. “non-standard terms” are specialised teaching periods used for specific programs, or for administrative purposes. These include, but are not limited to, the Joint Medical Program (JMP) terms and ELICOS sessions.

Section 2 - Enrolment Responsibilities

(8) The University Registrar is responsible for overseeing student enrolment, including:

a. establishing and maintaining procedures relevant to enrolment;
b. approving enrolment dates for each available term of study (see Academic Calendar Approval Procedure);
c. ensuring University-wide changes or decisions relating to enrolment are communicated to staff and students; and
d. ensuring information and resources on key dates, student visa obligations and enrolment processes are available to staff and students.

(9) Students are responsible for:

a. managing their enrolment according to the Terms, Conditions and Informed Consent for Enrolment, and any terms outlined in their letter of offer, for the duration of their study at the University;
b. enrolling in the correct courses each term according to their program requirements (including any teach-out or transition arrangements);
c. maintaining up-to-date contact information in University systems, including their home and postal address, phone number, personal email account, and emergency contact details;
d. payment and/or deferral (where eligible) of all relevant tuition and non-tuition fees and charges by the date set by the University;
e. ensuring any prescribed course enrolment rules, enrolment requirements and/or assumed knowledge as stated in the Course Handbook are satisfied;
f. meeting any applicable study load requirements for student visa conditions, and/or student payment eligibility criteria, and as needed to complete their program within the maximum time to complete;
g. maintaining enrolment in accordance with the provisions specified in this Manual, and in line with their own personal priorities and responsibilities.

(10) International students studying in Australia on a student visa (‘student visa holders’) are also responsible for:

a. the cost of their tuition and support;
b. all other expenses associated with their study;
c. enrolling on a full-time basis (see Part B – Additional Requirements for Student Visa Holders); and
d. complying with their student visa conditions.

(11) The University's primary method of communication with students is via email to their University email account. Students are responsible for ensuring they regularly monitor their University email for important information regarding their enrolment.

Section 3 - Enrolment Policy

Part A - Eligibility to Enrol

(12) To be eligible to enrol, students must:

a. have received and accepted an offer of admission, in accordance with the Admissions Manual – Coursework and Enabling Programs;
b. have provided correct and complete information as required for enrolment (see clauses 14-18);
c. not be on a period of leave of absence, suspension or exclusion;
d. not owe a debt to the University (refer to clauses 19-20);
e. for domestic students in a Commonwealth Supported Place, have completed the relevant electronic Commonwealth Assistance Form (eCAF) and provided their Australian tax file number (TFN); and
f. for international students on a student visa, have a current Confirmation of Enrolment (COE).

(13) All students are required to complete compulsory learning modules within their first term of study. Students who fail to do so will be ineligible to enrol in subsequent terms until the outstanding modules have been completed.

Student Information

(14) Commencing students must provide necessary personal information prior to enrolment in their first term of study. This may include, but is not limited to, the student's legal name, date of birth, contact details, citizenship or residency status, emergency contact information, and any other information required under Commonwealth or State legislation or University policy.

(15) Continuing students must confirm the accuracy of their personal information and provide any necessary updates prior to enrolment in each subsequent term of study.

(16) International students must provide both their overseas and Australian residential address and contact details, and must update these details within seven calendar days of any change.

(17) All students studying in Australia (including students studying online while residing in Australia) must provide their Unique Student Identifier (USI) to the University prior to the census date in their first term of enrolment. For more information, see Unique Student Identifier website.

(18) Personal information will be handled in accordance with the Privacy Policy, Privacy Management Plan and Records Governance Policy.

Indebted Students

(19) Students will not be permitted to enrol if they have an outstanding debt to the University. This includes, but is not limited to, where the student has failed to:

a. pay tuition fees, Student Services and Amenities Fee (SSAF) or University accommodation charges by the relevant due date;
b. pay any other University-imposed fee or charge where the terms and conditions specify that non-payment may result in enrolment restrictions; or
c. meet the agreed repayment schedule for any loan or financial assistance provided by the University.

(20) Students who are indebted will not be permitted to enrol until all outstanding debts are resolved or an authorised delegate approves the discharge of the debt.

Extraneous Enrolment

(21) Students are not permitted to enrol in courses that will not contribute to the requirements of their program and award. Enrolment in such courses may be undertaken as non-award study on a full fee-paying basis.

(22) A student who has passed a course is not permitted to re-enrol in that course within the same program, unless otherwise specified in their program requirements.

(23) Where a student has contravened clause 22 and subsequently enrols in a successfully completed course in the same program, the second enrolment in the course will be removed by the University and any associated fees will be refunded.

(24) A student who wishes to re-enrol in a course that they have already successfully completed may do so:

a. in a different program of study, after having been admitted via the University's prescribed admission process; or
b. as non-award study.

Part B - Additional Requirements for Student Visa Holders

(25) International students intending to study in Australia on a student visa will be issued with an electronic Confirmation of Enrolment (CoE) upon acceptance of an offer of admission and payment of a deposit.

(26) Student visa holders must maintain a current and valid CoE for the duration of their studies in Australia.

(27) A student visa holder whose CoE is due to expire prior to completion of their program may submit a request for a CoE extension to cover the remainder of their study. CoE extension requests will only be approved where the additional duration is required due to:

a. an approved deferral (see Admissions Manual – Coursework and Enabling Programs);
b. an approved leave of absence;
c. an approved reduced study load;
d. any University-imposed intervention strategy implemented in accordance with the Student Academic Progress Procedure; or
e. compassionate or compelling circumstances (see definition in Clause 7).

Study Load Requirements

(28) Student visa holders must maintain a maximum full-time study load in each compulsory term of study for their program (see Part E – Study Loads), unless they are:

a. in their final term of study and have insufficient courses remaining to reach a full-time load; or
b. on an approved leave of absence (see Part F – Leave of Absence).

(29) In compassionate or compelling circumstances, student visa holders may request approval to study a reduced study load – see Part J – Variation to Study Loads.

(30) Student visa holders may be placed on a reduced study load in accordance with the Student Academic Progess Procedure.

(31) Student visa holders who fail to enrol by the census date of a compulsory term of study, without an approved

leave of absence, will be administratively withdrawn in accordance with Part H – Cessation of Enrolment: Failure to Maintain Enrolment.

Limitations on Online Study

(32) Student visa holders must be enrolled in at least one on-campus course in each compulsory term of study, unless they are completing the last course required for their program.

(33) Student visa holders are not permitted to enrol in more than one-third of the total courses required for their program online.

(34) The University reserves the right to amend the enrolment of student visa holders who are not compliant with the requirements of clauses 32 and 33.

Welfare and Accommodation Arrangements

(35) International applicants who are under 18 years of age must satisfy the relevant Commonwealth government department requirements that suitable welfare and accommodation arrangements have been made for them.

(36) The University will provide welfare and accommodation arrangements for international students under the age of 18 years and who are unable to independently satisfy the Commonwealth government's welfare and accommodation requirements, subject to the following conditions:

a. the student must live in a University approved Homestay and their parents must enter into a contractual agreement with a University approved guardian. Under these circumstances the University will accept responsibility for the student's welfare and complete the Confirmation of Appropriate Accommodation and Welfare (CAAW) form;
b. the duration of the University's responsibility for welfare and accommodation arrangements will routinely commence one week prior to the Confirmation of Enrolment (CoE) start date and will cease when the:
    i. student turns 18 years of age;
    ii. student leaves the country; or
    iii. University no longer approves the welfare arrangements.

(37) If a student wishes to transfer to another provider prior to reaching the age of 18, the University will negotiate a suitable date to terminate its responsibilities for welfare and accommodation arrangements to the student.

Part C - Enrolment Timelines

Census Dates

(38) The census dates for Semester and Trimester terms, including Singapore Semester and Trimester terms, is the Friday of week four.

(39) The census date for Midyear Session is the Friday of week three.

(40) The census dates for non-standard terms may vary depending on the length of the term. The census date will be determined as part of the approval of the Academic Calendar (see Academic Calendar Approval Procedure) and will be published from the commencement of the enrolment period for the relevant terms.

Late Enrolment

(41) A student cannot self-enrol in a course after the end of the second week of a standard term. The deadline for self-enrolment in a non-standard term will be determined as part of the approval of the Academic Calendar and will be

published from the commencement of the enrolment period for the relevant terms.

(42) The relevant Course Co-ordinator may, upon receipt of an application from the student, approve the student's enrolment in the course after the end of the second week of the term, but before the census date of that term. Any outstanding fees and charges must be paid before the enrolment will be processed.

(43) To ensure students are not academically disadvantaged, where late enrolment is approved per clause 42:

a. the Course Co-ordinator must ensure the student has access to all relevant teaching materials made available prior to the student's enrolment;
b. the Course Co-ordinator may be required to repeat learning activities that are not able to be delivered to the student in an appropriate alternative format, particularly where activities relate to a compulsory WHS or placement requirement (refer to Part D of the Course Design and Management Manual); and
c. the student should be exempted from any compulsory attendance requirements for activities that took place prior to their enrolment in the course, unless those activities are repeated in accordance with clause 43 (b).

Withdrawal from a Course

(44) A student who withdraws from a course prior to the census date for the course will not incur financial liability and will not receive a grade for the course.

(45) A student who withdraws from a course after the census date for the term, but before the final day of term, will:

a. incur financial liability for the course (subject to clause 47);
b. receive a Withdrawn (W) grade; and
c. have the withdrawal considered towards their academic progress status, in accordance with the Student Academic Progress Procedure.

(46) A student cannot withdraw from a course after the final day of the term in which the course is offered.

(47) A student who withdraws from a course after the census date of the relevant term for compassionate or compelling reasons may be eligible to seek a remission of fees or refund of upfront payment. Refer to the Student Fees Refund Procedure and International Student Fees Refund Procedure.

(48) Where completion of a course requires the student to participate in a placement, the final date for withdrawal from the course without academic penalty will be clearly specified in the Course Outline.

(49) Withdrawals from a placement course (after census date) without Head of School or Deputy Head of School permission will incur an academic penalty.

Part D - Fees

(50) For each term of study in which they are enrolled, students will be charged the following fees:

a. the student contribution amount for each course in which they are enrolled in a Commonwealth Supported Place (CSP);
b. the tuition fees for each of the courses in which they are enrolled as a fee-paying student; and
c. the Student Services and Amenities Fee (SSAF).

(51) Tuition fees are set based on the academic subject area applicable to a courses, and:

a. are determined by the University in accordance with relevant legislation, including the Higher Education

Support Act 2003, the ESOS Act, and the Higher Education Standards Framework (Threshold Standards) 2021;

b. may vary between undergraduate and postgraduate courses, and for domestic and international students; and
c. for students studying in a Commonwealth Supported Place (CSP), will be the student contribution amount (refer to Study Assist for more information).

(52) Where a student undertakes a postgraduate course as part of an undergraduate program, the usual undergraduate tuition fee for the academic subject area will apply.

(53) The Student Services and Amenities Fee (SSAF) is determined by the Commonwealth Government, and will be charged at a pro-rata amount for students who are enrolled in less than the maximum full-time study load (1.0 EFTSL – see Part E – Study Loads).

(54) Students must pay their fees or student contribution prior to the relevant census/due date for the relevant term, unless they are a domestic student who is eligible to defer their fees via a relevant Higher Education Loan Program (HELP) loan (see clauses 58-60).

(55) Failure to pay or arrange for the deferral of tuition fees or student contribution prior to the census date for the relevant term may result in the cancellation of a student's enrolment.

(56) Failure to pay or arrange for the deferral of the Student Services and Amenities Fee (SSAF) by the due date may result in a student being unable to access results or official documentation relating to their study.

(57) Details of delegates who are authorised to defer, waive, reduce, or refund fees and charges, and the conditions and limitations of these authorities, are outlined in the University's Delegation of Authority Schedules.

Deferral of Fees

(58) Eligible domestic students seeking to defer their fees via a Higher Education Loan Program (HELP) loan must complete the relevant electronic Commonwealth Assistance Form (eCAF) and provide their Australian tax file number (TFN) prior to the census date in their first term of study.

(59) Domestic students who have completed an eCAF to defer their fees via a HELP loan may instead choose to pay their fees upfront (in full or in part) for a given term, by making a payment towards their fees directly to the University prior to the census date for the relevant term. In such cases:

a. if the student pays their fees in full, no fees will be deferred via their HELP loan for that term; or
b. if the student pays their fees in part, the amount outstanding after the census date for the term will be deferred via their HELP loan.

(60) Domestic students should refer to the Commonwealth Government's Study Assist website for information on the eligibility requirements for HELP loans.

Part E - Study Loads

Full-Time Study Loads

(61) A standard full-time study load is 80 units (1.0 EFTSL) per academic year.

(62) Domestic students will be considered full-time if they undertake at least 75% of a standard full-time study load, i.e. 60 units (0.75 EFTSL) per academic year.

(63) While a student's enrolment in a single term may be assessed as full-time (see Table 1 – Full-Time Study Loads by Term), study load can also be assessed based on total units enrolled in across the year. This means that a student

with a part-time load in individual terms may still meet the full-time threshold across each year.

(64) Government departments or authorities may specify different definitions for full-time study. Students are responsible for ensuring their enrolment is compliant with these external definitions where applicable to them.

Table 1 – Full Time Study Loads by Term

Term Type	Standard Full-Time Study Load	Minimum Full-Time Study Load (Domestic)
Semesters – including Singapore Semesters and JMP Semesters	40 units	30 units
Trimesters	30 units	20 units
Singapore Trimesters	40 units	30 units
Midyear Session	20 units	10 units

Note: The Program and Course Approval Committee (PCAC) may approve a recommended enrolment pattern for full-time study in a specific program which exceeds the study loads in Table 1. However, students enrolled in such programs will still be considered full-time as long as they meet the study loads in Table 1.

(65) With the exception of student visa holders, students may choose to enrol on a part-time basis if their program permits it. Students who enrol on a part-time basis are responsible for:

a. seeking advice on course enrolment and program progression; and
b. ensuring they complete their program within the maximum time for completion (see Awards and Programs Schedule).

Exceeding Full-Time Study loads

(66) Students in their first term of study at the University are not permitted to exceed the full-time study load for that term.

(67) Students in their second or subsequent term of study at the University may be permitted to exceed the full-time study load for a term in accordance with Table 2 – Exceeding Maximum Study Loads. Students may not exceed maximum study loads beyond the loads specified in Table 2.

Table 2 – Exceeding Full-Time Study Loads

Term Type	Study load requested by student	Conditions / Approval Requirement
Semesters and Singapore Trimesters	50 units	Permitted without need for approval where the student: a. has successfully completed 40 units in the previous Semester; or b. is required to enrol in 50 units per the full-time enrolment pattern for their program. Approval by the relevant Program Convenor will be required in all other cases.
	60 units	Approval by the relevant Program Convenor is required in all cases.

Term Type	Study load requested by student	Conditions / Approval Requirement
Trimesters (excluding Singapore Trimester)	40 units	Permitted without need for approval where the student: a. has successfully completed 30 units in the previous Trimester; or b. is required to enrol in 40 units per the recommended enrolment pattern. Approval by the relevant Program Convenor will be required in all other cases.
	50 units	Approval by the relevant Program Convenor is required in all cases.
Simultaneous Semester and Trimester study	50 or 60 units	Approval by the relevant Program Convenor is required in all cases.
Midyear Session	More than 20 units	Permitted without need for approval where the student is enrolling in a single course with a unit value greater than 20 units. Not permitted in any other circumstances.

Note: The Associate Dean (Education) may approve the requested study load in the absence of the Program Convenor.

Part F - Leave of Absence

(68) A leave of absence allows a continuing student to take temporary leave from their studies without withdrawing from their program.

(69) Where the University places a student on enforced leave or suspension from their program of study, the enforced leave or suspension will override any voluntary leave of absence.

(70) The maximum duration for a leave of absence is two years. Students wishing to take leave from their studies for more than two years must withdraw from their program and reapply to the University when they are ready to re-commence studies.

(71) Students who do not re-enrol following a leave of absence may be administratively withdrawn from their program by the University, in accordance with Part H of this Manual.

(72) If a student's program is revised, discontinued, or ceases to be accredited while the student is on a leave of absence, the University will make every attempt to provide the student with the opportunity to complete the original program. Where this is not possible, the University reserves the right to offer the student a place in an equivalent or near-equivalent program.

Eligibility for Leave of Absence

(73) Students will be eligible for a leave of absence (subject to approval as specified in Part K) where:

a. they have completed a minimum of 10 units of study; or
b. they have withdrawn after the census date of their first term of study, but prior to completion of 10 units of study; and
c. taking a leave of absence will not impact on the student's ability to complete their studies, which includes being able to complete their program within the maximum time.

Additional Eligibility Requirements for Student Visa Holders

(74) In addition to the eligibility criteria listed in clause 78, applications for leave of absence made by student visa holders will only be approved where the student has demonstrated compassionate or compelling circumstances (see definition in clause 7), and where the leave is deemed to be in the student's best interest.

(75) Compelling circumstances will include where a College Progress and Appeals Committee has requested a student to take a leave of absence, in accordance with the Student Academic Progress Procedure. In such cases, the requirement to take a leave of absence must include other strategies throughout the leave of absence period if the student does not return home.

Appealing Leave of Absence Decisions

(76) Students may appeal the outcome of their application for a leave of absence.

(77) An appeal must be lodged within five working days of notice of the outcome, and must be made in accordance with the Academic Appeals Policy.

(78) An appeal on the basis of the decision alone will not be considered.

Part G - Concurrent Enrolment

(79) Concurrent enrolment refers to simultaneous admission to and enrolment in two separate programs which a student would otherwise need to study consecutively. This differs from undertaking a combined program, which incorporates two component programs into a single program structure (see Program Design and Management Manual).

Eligibility for concurrent enrolment

(80) A student may apply for concurrent enrolment where:

a. they have successfully completed 50% of their current program with at least 25% of the completed units undertaken within their current program at the University of Newcastle; or
b. the application is to enrol in two Graduate Certificate programs where each Graduate Certificate is only offered on a part-time basis.

(81) Students applying for concurrent enrolment in the following programs are exempt from the eligibility requirements listed in clause 80:

a. Diploma in Languages;
b. Bachelor of Applied Data Science.

(82) Students seeking to undertake concurrent enrolment must also meet the admission requirements for the second program.

(83) Students enrolled in an existing combined program are ineligible to apply for concurrent enrolment.

(84) Concurrent enrolment for student visa holders cannot be guaranteed. Student visa holders may apply for concurrent enrolment provided that:

a. concurrent enrolment is permitted under the conditions of the student's visa; and
b. the student will be able to complete their studies within the specified duration of their visa.

Compatibility of Programs

(85) Concurrent enrolment will only be approved where the two programs to be studied are deemed compatible by the relevant College(s).

(86) Compatible programs are programs that do not:

a. share a significant overlap (see clause 87);
b. have majors or specialisations in common – students may be permitted to concurrently enrol but must complete a distinct major within each program; or
c. already exist as a combined program – students should seek to transfer to the combined program, rather than undertaking concurrent enrolment.

(87) Where there is significant overlap in the content of the programs, such that there would be insufficient unique units to justify the conferral of both Awards, concurrent enrolment will not be approved. See Minimum Requirements for Completion below.

(88) Programs may be designed to be available through concurrent enrolment only. This must be specified as part of the new program proposal submitted to the Program and Course Approval Committee (PCAC), in accordance with the Program Design and Management Manual. The proposal may also identify incompatible programs, the students of which will not be permitted to undertake the proposed program.

Minimum Requirements for Completion

(89) To be conferred both Awards following approval of concurrent enrolment, a student must:

a. complete the minimum requirements for each individual program; and
b. satisfy the minimum volume of learning requirements for completion of concurrent enrolment. The minimum volume of learning requirements are outlined in Table 3 – Minimum Volume of Learning Required for Completion.

Table 3 – Minimum Volume of Learning Required for Completion

Unit value – Program 1	Unit value – Program 2	Minimum volume of learning
40	40	60
40	80	100
80	80	120
80	120	160
120	120	180
240	240	320
240	320	400
320	320	400

(90) The University Registrar may set minimum volume of learning requirements other than those listed in Table 3, on a case-by-case basis:

a. to ensure that the appropriate learning outcomes are met for an individual student; and/or
b. where the programs requested for concurrent enrolment are not covered by Table 3.

Part H - Cessation of Enrolment

Failure to Maintain Enrolment

(91) Students who fail to maintain enrolment in their program, without an approved leave of absence, will be

administratively withdrawn from their program by the University:

a. for student visa holders, after the census date of their first compulsory term without enrolment; and
b. for all other students, in accordance with the timelines outlined in Table 4 – Timelines for Administrative Withdrawal.

(92) Students who have not yet met the requirements to graduate, but who have no further courses to enrol in for their program, will be administratively withdrawn from their program in accordance with the timelines in Table 4.

(93) In compassionate or compelling circumstances, a student who has been administratively withdrawn from their program may apply to the University Registrar to have the withdrawal lifted to allow them to continue studying.

Table 4 – Timelines for Administrative Withdrawal due to Non-Enrolment

Program	Students will be administratively withdrawn after the census date of their:
Enabling programs	Third consecutive compulsory term without enrolment.
Bachelor of Medical Science and Doctor of Medicine	First consecutive compulsory term without enrolment.
Bachelor of Midwifery	First consecutive compulsory term without enrolment.
Undergraduate programs within the College of Health, Medicine and Wellbeing	Second consecutive compulsory term without enrolment.
All undergraduate end-on Honours programs	First consecutive compulsory term without enrolment.
Master of Clinical Psychology	First consecutive compulsory term without enrolment.
All programs in teach out (listed here)	Second consecutive compulsory term without enrolment for Semester-based programs. Third consecutive compulsory term without enrolment for Trimester-based programs.
All other active programs	Third consecutive compulsory term without enrolment for Semester-based programs. Fourth consecutive compulsory term without enrolment for Trimester-based programs.

Termination of Enrolment – Student Visa Holders

(94) Student visa holders who have their enrolment or admission withdrawn or suspended for any reason (including due to a voluntary leave of absence) will be reported to the relevant Commonwealth government departments in accordance with the Education Services for Overseas Students Act 2000 and the National Code of Practice for Providers of Education and Training to Overseas Students 2018.

(95) If an onshore international student under the age of 18 has their enrolment or admission withdrawn or suspended for any reason (including due to a voluntary leave of absence), the University will maintain the student's welfare arrangements until the student departs Australia, or other welfare arrangements are in place.

Section 4 - Enrolment Procedures

Part I - Course Enrolment

Adding a Course

(96) Students may add courses to their enrolment via the online course enrolment system at any time during the official enrolment period as published in the Academic Calendar.

Late Enrolment Before the Census Date

(97) Following the conclusion of the enrolment period (see Part C – Enrolment Timelines), students seeking to enrol in a course must submit:

a. an Application for Late Enrolment, for undergraduate or postgraduate students; or
b. an Enabling Pathways Application for Late Enrolment, for enabling students.

(98) Approval for late enrolment must be obtained from the relevant Course Co-ordinator prior to the census date of the relevant term.

Withdrawal

(99) Students seeking to withdraw from a course must amend their enrolment via the online course enrolment system in accordance with the timeframes for withdrawal outlined in Part C – Enrolment Timelines.

(100) Student visa holders must consult International Student Support prior to withdrawing from any course, as changes to their enrolment may affect their visa.

(101) Students studying a program in teach out (listed here) must consult relevant teach-out arrangement and/or Program Advice prior to withdrawing from any courses, to ensure they will be able to meet the requirements of their program within the teach-out window.

(102) Students seeking to withdraw from a course that requires participation in a placement, after commencement of the placement, must seek permission from the Head of School or Deputy Head of School.

Part J - Variation to Study Loads

Exceeding Full-Time Study Load

(103) Students who are required to enrol above the full-time study load per the full-time enrolment pattern for their program can enrol themselves via the online course enrolment system.

(104) Students who have successfully completed a full-time study load in the previous compulsory term can enrol in 50 units in a Semester or 40 units in a Trimester by emailing enrolments@newcastle.edu.au, specifying the additional course to be added.

(105) Students who have completed less than a full-time study load, or who failed or withdrew from courses in the previous compulsory term, and students seeking to enrol in 60 units in a Semester or 50 units in a Trimester, must submit the relevant form:

a. Enrolling in More than 40 Units in a Semester Form;
b. Enrolling in More than 30 Units in a Trimester Form;

(106) Applications should be submitted prior to the commencement of the relevant term. Late enrolment procedures will apply to applications received after the end of the enrolment period for the relevant term.

(107) Applications will be considered by the Program Convenor, or the Associate Dean (Education) in the absence of

the Program Convenor, and students will be advised of the outcome of their application via email.

Applying for Reduced Study Load

(108) Student visa holders seeking a reduced study load due to compelling or compassionate circumstances must submit a Study Variation Request with supporting documentation that demonstrates compassionate or compelling circumstances.

(109) Requests must be submitted prior to the census date of the relevant term.

(110) Applications will be considered by International Student Support and an outcome will be provided within 10 working days of receipt of the request.

(111) International students must remain enrolled in the maximum full-time study load until the outcome of their application is received.

Part K - Applying for Leave of Absence

Domestic and Off-Shore Students

(112) Domestic and off-shore students seeking a leave of absence must apply in accordance with Table 5 – Application Procedures for Leave of Absence by Program.

Table 5 – Application Procedures for Leave of Absence by Program for Domestic and Offshore Students

Program	Leave of absence availability or conditions
Enabling programs – Open Foundation and Yapug.	For a leave of absence of up to one year, submit a Leave of Absence request via the online course enrolment system. For a leave of absence greater than one year, submit an Application for Leave of Absence form.
All undergraduate end-on Honours programs.	Students must submit an Application for Leave of Absence form.
All undergraduate programs in the College of Health, Medicine and Wellbeing (listed here).	
All programs in teach out (listed here).	
All other active programs.	For a leave of absence of up to one year, submit a Leave of Absence request via the online course enrolment system. For a leave of absence greater than one year, submit an Application for Leave of Absence form.

(113) Applications for leave of absence, including any supporting documentation, must be submitted prior to the commencement of the term of study in which the leave is to begin.

(114) The College Pro Vice-Chancellor (CPVC), or the Dean of Medicine - Joint Medical Program (JMP) for applications from students in the Joint Medical Program, will be responsible for assessing and approving applications for leave of absence.

(115) Students will be advised of the outcome of their application for leave of absence by email.

Student Visa Holders

(116) Student visa holders who are seeking a leave of absence must submit a Study Variation Request with supporting documentation that demonstrates compassionate or compelling circumstances.

(117) The request must be submitted prior to the commencement of the term of study in which the leave is to begin.

(118) The University Registrar, or the Dean of Medicine - Joint Medical Program (JMP) for applications from students in the Joint Medical Program, will be responsible for assessing and approving applications for leave of absence.

(119) Students will be advised of the outcome of their application for leave of absence by email.

Appeals

(120) Students may lodge an appeal within five working days of notice of the outcome of their application for leave of absence.

(121) Appeals must be made in writing, and in accordance with the Academic Appeals Policy.

(122) The grounds of appeal must be clearly set out.

(123) Appeals are to be made to the Senior Deputy Vice-Chancellor (Academic & Global).

Part L - Applying for Concurrent Enrolment

(124) Students seeking concurrent enrolment must:

a. submit an Application for Concurrent Enrolment at least two weeks before the commencement of the term in which the concurrent enrolment is intended to begin; and
b. apply for admission (see Admissions Manual - Coursework and Enabling Programs) prior to any applicable deadline for the additional program they are seeking to add.

(125) Late applications may not be accepted.

(126) Applications will be reviewed by:

a. Program Advice to determine whether the student meets the eligibility criteria; and
b. the relevant Admissions team to determine whether the student satisfies the admission criteria for the new program.

(127) Eligible applications will be forwarded to the College Pro Vice-Chancellor (CPVC)(s) for consideration under delegated authority.

(128) Students will be notified of the outcome of their application by email.

Exempt Programs

(129) Students seeking concurrent enrolment in the Diploma in Languages must submit the Diploma in Languages Concurrent Application Form to the relevant Admissions team at least two weeks prior to the commencement of the term in which the concurrent enrolment is intended to begin.

(130) Applications will be assessed by the relevant Admissions team to ensure the admission criteria have been met.

(131) Students will be notified of the outcome of their application by email.

Section 5 - Relaxing Provision

(132) To provide for exceptional circumstances arising in any case, the Senior Deputy Vice-Chancellor (Academic & Global) and President Academic Senate in a joint capacity and on the recommendation of the relevant College Pro Vice-Chancellor may relax any provision of this Manual, provided that the relaxation:

a. does not compromise compliance with external obligations (including but not limited to contractual, legislative, or accreditation requirements);
b. does not override a decision made under a formal delegation of authority;
c. does not replace a decision that is subject to a formal delegation of authority; and
d. gives due consideration to the principles of procedural fairness.

Status and Details

Status	Current
Effective Date	5th November 2026
Review Date	2nd March 2029
Approval Authority	President Academic Senate
Approval Date	5th November 2026
Expiry Date	Not Applicable
Responsible Executive	Belinda Yourn Senior Deputy Vice-Chancellor (Academic & Global)
Enquiries Contact	Bridene Doherty Senior Manager, Student Administration 0249215923 Student Central

Glossary Terms and Definitions

"Enabling program" - A tertiary preparation program offered to domestic students.

"Graduate" - (Noun) Has the same meaning as in section 3(2) of the University of Newcastle Act 1989.

"University" - The University of Newcastle, a body corporate established under sections 4 and 5 of the University of Newcastle Act 1989.

"Joint Medical Program (JMP)" - The Bachelor of Medicine or Bachelor of Medical Science and Doctor of Medicine as delivered in partnership by University of Newcastle and University of New England.

"Working day" - Any day other than Saturday, Sunday, or a public holiday in Newcastle, on which business may be conducted.

"Academic year" - The period 1 January to 31 December in a given year.

"Award" - When referring to a University qualification, this term means an academic qualification approved by Academic Senate that is conferred when a student has met the relevant program requirements. For all other uses of this term, the generic definition applies.

"Calendar days" - All days in a month including weekends and public holidays.

"Campus" - means any place or premises owned or controlled by the University, but may also specifically refer to a designated operating location such as the Callaghan Campus.

"Census date" - The date in each term on which a student / candidate enrolled in a course is deemed to be financially liable for the course.

"Confirmation of Enrolment (CoE)" - Means the document issued through the Australian Government's relevant department and associated systems, by authorised officers of the University that confirms that an international student is eligible to enrol in a course. The CoE is required under Commonwealth Legislation for the student visa.

"Course" - When referring to a course offered by the University, a course is a set of learning activities or learning opportunities with defined, assessed and recorded learning outcomes. A course will be identified by an alphanumeric

course code and course title. Course types include core courses, compulsory courses, directed courses, capstone courses and electives. For all other uses of this term, the generic definition applies.

"Personal information" - Has the same meaning as in the Privacy and Personal Information Protection Act 1998 (NSW).

"Student" - A person formally enrolled in a course or active in a program offered by the University or affiliated entity.

"Volume of learning" - Identifies the notional duration of all activities required for the achievement of the learning outcomes specified for a particular AQF qualification type. It is expressed in equivalent full-time years.

"Concurrent enrolment" - Enrolment in two programs at the same time.

"Learning outcome" - In accordance with the AQF definitions, the expression of a set of knowledge, skills and the application of the knowledge and skills a person has acquired and is able to demonstrate as a result of learning.

"Postgraduate" - Any qualification being at the level of Graduate Certificate or above.

"Program" - When referring to learning, a program is a sequence of approved learning, usually leading to an Award. For all other uses of this term, the generic definition applies.

"Program Convenor" - The academic staff member with overall responsibility for the management and quality of a program.

"Staff" - Means a person who was at the relevant time employed by the University and includes professional and academic staff of the University, by contract or ongoing, as well as conjoint staff but does not include visitors to the University.

"Student Services and Amenities Fee (SSAF)" - Is a fee collected by the University to fund non-academic student services and amenities.

"Suspension" - The temporary termination of a student's rights and privileges for a specified period of time, which may include: (a) suspension from attendance at lectures, seminars, tutorials, practical classes, supervisor meetings or similar periods of instruction (b) withdrawal of the right to use, enter or to be within the Premises and/or (c) suspension from representing the University.

"Term" - When referring to an academic period, term means a period of time aligned to an academic year for the delivery of a course in which students enrol and for which they are usually charged fees for example semesters, trimesters, summer, winter or full-year term. The academic year for a term is determined by the academic year in which the course commences, not concludes. For all other uses of this term, the generic definition applies.

"Undergraduate" - Refers to any qualification up to and including the level of a Bachelor Honours degree.

"Unit" - When referring to an academic unit, unit means the proportional amount of academic credit allotted to a course. This term is used to define the requirements for a program award of the University and indicate a student's enrolment load. For all other uses of this term, the generic definition applies.

"Major" - When referring to a program major, this is a sequence of courses approved by the Program and Course Approval Committee, which students may be required to complete as part of their undergraduate program (except undergraduate Diplomas). Each major will contain at least 80 units with at least 60 unique units. For all other uses of this term, the generic definition applies.

"Domestic student" - A student (as defined by the University) who is an Australian citizen, Australian Permanent Humanitarian visa holder, Australian Permanent Resident or New Zealand citizen (or dual citizenship holders of either

Australia or New Zealand).

"International applicant" - An applicant (as defined by the University) who is not an Australian citizen, Australian Permanent Resident or New Zealand citizen (or dual citizenship holders of either Australia or New Zealand). See also International Student.

"International student" - A student (as defined by the University) who is not an Australian citizen, Australian Permanent Resident or New Zealand citizen (or dual citizenship holders of either Australia or New Zealand). This includes students who will be studying offshore and those who will be studying onshore and have a student visa, provisional residency, temporary residency, bridging visa, or any other category of non-permanent visa for Australia.

"College" - An organisational unit established within the University by the Council.

"Delegate" - (noun) refers to a person occupying a position that has been granted or sub-delegated a delegation of authority, or a committee or body that has been granted or sub-delegated a delegation of authority.

"Delegated authority" - refers to the specific description of the authority that is delegated or sub-delegated to a holder.