

Enrolment Procedure: Pre-Masters Program

1. Purpose

This Enrolment Procedure for the Pre-Masters Program is designed to implement the UNSW College (College) [Enrolment Policy](#) and is specific to the College's Pre-Masters Program. This document should be read in conjunction with that Policy.

2. Scope

This Procedure applies to all Students enrolling at the College in the Pre-Masters Program and any staff involved in the Enrolment process.

3. Enrolment

- (a) Enrolment is a process by which Students remain active in their program, subjects are assigned for a specific Study Period based on program requirements and offerings and subsequently Students will be registered for classes.
- (b) Following an offer and acceptance of a place at the College, Students will be enrolled in subjects and classes for their approved program of study. Registration for specific classes may occur several weeks prior to the Commencement of each Term.
- (c) A Student is enrolled if, by the start date as specified in the Letter of Offer or as specified on the College website under [Key Dates](#), they have:
 - i. enrolled in subjects in the relevant Term or Study Period of the Academic Year; and
 - ii. satisfied any Enrolment conditions identified in the Letter of Offer, or resulting from processes applied through the [Academic Progression and Exclusion Policy](#), [Student Misconduct Policy](#), [Attendance Monitoring Policy](#) and/or [Academic Integrity Policy](#) ;
 - iii. an appropriate Student visa, if an International Student; and
 - iv. paid any requisite fees and charges.

4. Student Study Load

4.1 Units of Credit

- (a) A Student's study load and whether it is considered full-time or part-time, is determined by the total Units of Credit (UoC) value undertaken by a Student across the required Term or Study Period to complete the Program.
- (b) Successful completion of a Program requires that 18 UoC are completed in one Term or Study Period.



4.2 Full-time study load for Pre-Masters Program

A normal full-time study load is 18 Units of Credit (UoC) in the relevant Term or Study Period.

4.3 Study Load for Domestic Students

Domestic Students may be eligible for a part-time study load, providing they maintain a minimum of 12 UoC per Term or Study Period, with the exception of their final Term, when their study load may be less than 12 UoC.

4.4 Students at Risk of Poor Academic Performance

Students at risk of poor academic performance may have enrolment conditions imposed as part of an intervention strategy, which may result in less than a full-time load. More detail is in the [Academic Progression and Exclusion Policy](#) and the [Academic Progression and Exclusion Procedure](#).

4.5 International Student Study Load

- (a) International Students are required to enrol in a study load that ensures completion of the program within the expected duration of study identified in their Confirmation of Enrolment (CoE).
- (b) International Students who need to extend their Enrolment, in order to complete the program, due to failed subjects:
 - i. will only be provided with an extended CoE to reflect the revised Study Period where an intervention strategy has been implemented;
 - ii. are permitted to take less than a full-time study load;
 - iii. are responsible for checking with the Department of Home Affairs to determine whether the revised CoE will have any impact on their current Student visa status;
 - iv. will receive an extended CoE for the UNSW Sydney program, if holding a Packaged Offer to a UNSW Sydney degree.

5. Census Dates

- (a) Each Academic Program has designated Census Dates in each Term or Study Period which are published on the website under [Key Dates](#).
- (b) Census Dates are typically the Sunday of week four of the teaching period.
- (c) The Census Date each Term is the last day a Student can request to withdraw from the program without financial penalty.
- (d) For details relating to Student Fees and Refunds, see the [Student Fees Policy](#), the [Student Fees Procedure](#), the [Student Refund Policy](#) and the [Student Refund Procedure](#).



- (e) Any Student who is enrolled in the Pre-Masters Program on the Census Date is deemed to be effectively enrolled and liable for any relevant fees and charges for any subjects in which they are enrolled.

6. Current Contact Details for Students

- (a) All College Students are required to maintain current contact details within the College Student Management System (SMS).
- (b) International Students are required to notify the College of their contact details within seven (7) days of arriving in Australia and within seven (7) days of any subsequent change. Contact details required include current residential address, mobile number and email address and name and details of a contact in the event of any emergency situations.

7. Change of Personal Details and/or Visa Status

- (a) Students can request to change or correct the College record of their: Formal Name, Date of Birth, Gender, Contact Details including email address and mailing address and preferred name. The legal name must appear on the Student's birth certificate or passport.
- (b) Students are not permitted to change their personal details or visa status in the College SMS.
- (c) In order to change a Student's personal details or visa status, Students must lodge a Change of Personal Details request via the Student Portal with the Enrolments team and provide relevant supporting documents.
- (d) Students who have been admitted or have applied as an International Student and subsequently achieve Australian Permanent Residency must notify the College within seven (7) days of receiving formal confirmation from the Department of Home Affairs by submitting the Residency Change Form.

8. Enrolment Process

8.1 Enrolment Process

Students are required to enrol by the start date as specified in the Letter of Offer or as specified on the College website under [Key Dates](#).

8.2 Subject Selection

- (a) Students will be automatically enrolled by the College into their required subjects.
- (b) At all times, Students are responsible for checking their Enrolment status and subject selection in the Student Management System (SMS), including ensuring their Enrolment forms part of the approval structure for the program in which they are enrolled.



8.3 Reporting of International Students who Fail to Re-enrol

International Students who fail subjects must re-enrol into the next available teaching period. Failure to re-enrol will result in Students being reported to the Department of Home Affairs within thirty-one (31) days after the Commencement of the relevant teaching period.

8.4 Registration for Classes

Where class self-registration options exist, Students will be responsible for selecting their preferred classes by the start date for that teaching period. Failure to do so, may result in Students not having any choice in timetabled class times.

9. Change of Enrolment – Domestic Students only

9.1 Withdrawal from a Subject

- (a) A Student may apply to withdraw from a subject at any time during a teaching period. However, different academic and financial outcomes will apply depending on the timing of the withdrawal.
- (b) Detailed information relating to the outcome of withdrawals at different times can be viewed on the College website.

9.2 Withdrawal from a Subject due to Compassionate or Compelling Circumstances

A Student may withdraw from a subject after Census Date or an Academic Withdrawal Date without the associated academic or financial penalty, if the reasons for the withdrawal fall within the limits of compassionate or compelling circumstances. Further details can be found in the [Guidelines to Assessing Compassionate or Compelling Circumstances](#)

9.3 Financial impact of withdrawal from a subject

The financial impact of withdrawing from a subject can be found in the [Student Refund Policy](#) and the [Student Refund Procedure](#).

10. Change of program

- (a) Students who wish to change programs will need to meet the relevant entry requirements for the program into which they are seeking admission, in accordance with the [Admissions Policy](#).
- (b) Students who wish to change their program should email admissions@unswcollege.edu.au and may be required to withdraw from their current program before the start date.

11. Cancellation of Enrolment by the College

- (a) A Student's Enrolment may be cancelled by the College:



- i. for breach of and in accordance with the [Academic Progression and Exclusion Policy](#), the [Academic Integrity Policy](#) or the [Student Misconduct Policy](#);
 - ii. for non-payment of fees by the due date;
 - iii. for consistent failure to make Satisfactory Academic Progress;
 - iv. if an International Student, for a breach of Student visa conditions, including failure of the Student to enrol;
- (b) If the College cancels a Student's Enrolment, the Student will be:
- i. informed in writing of the cancellation and the reason for the cancellation;
 - ii. advised of their right of appeal under the [Student Appeal Policy](#);
 - iii. if an International Student, advised of the need to seek advice about visa implications and the steps that will be undertaken by the College and those that must be undertaken by the Student.
- (c) If the Student appeals the decision to cancel their Enrolment, the Enrolment cancellation will be suspended until the appeals process is completed.
- (d) The College will securely store all documents and evidence relating to the cancellation.

12. Deferral of Studies

- (a) Applicants who have received an offer of a place in a Pre-Masters program at the College, may apply for a Deferral of studies.
- (b) The Deferral request must:
- i. be in writing, addressed to admissions@unswcollege.edu.au explaining the reason for the Deferral request;
 - ii. be submitted to the College prior to the Commencement of studies in the offered program;
 - iii. specify the duration of the Deferral sought, which can be no longer than twelve (12) months.
 - iv. If a Student Visa has already been granted, applications for Deferral will only be considered on the grounds of compassionate or compelling circumstances. Further details can be found in the [Guidelines to Assessing Compassionate or Compelling Circumstances](#) .
- (c) Applicants will be notified in writing of the outcome of their request within five (5) working days of receipt. If approved, the College will specify the teaching period in which the applicant will take up their deferred place and enrol. If an applicant does not enrol in the specified teaching period, the offer of a place will lapse.
- (d) Deferral may not be available if a program is being withdrawn and a teach out of that program is planned.



- (e) If a student has enrolled into a subject, they may apply for a deferral before the census date, subject to approval based on Compassionate and Compelling circumstances.
- (f) If a student didn't enrol into a subject before census date, but attended orientation, they still can apply for deferral before the census date.
- (g) Fees and charges that are applied are those current at the time the applicant takes up their place and enrolls.
- (h) International Students will be advised that a Deferral may affect their visa status and they should seek advice from the Department of Home Affairs.

13. Program Leave for Domestic Students

- (a) Domestic Students may apply for Program Leave from their program of study up to a period of twelve (12) months, providing:
 - i. they are enrolled in their second or later teaching period; and
 - ii. the application is received no later than the relevant Census Date in the teaching period in which they are enrolled.
- (b) Domestic Students should be aware that any Program Leave sought after Census Date will be subject to the College rules for withdrawal and may result in academic and / or financial penalties.
- (c) Domestic Students, who have received approval for Program Leave will be provided with written notification upon their return. If Program Leave is approved by the College and the program in which the Student was enrolled is discontinued during the period of leave, the College will make every effort to ensure the Student is offered the same or a near-equivalent program.
- (d) If a Student is excluded or suspended under College policies or rules, no Program Leave will be granted.
- (e) The fees and charges that apply in the teaching period in which the Student returns to study, will be applicable when the Student re-enrols.
- (f) The Enrolment of Students who do not re-enrol in the teaching period specified in the approved Program Leave, will be cancelled and the Student will then have to re-apply for admission.

14. Program withdrawal

- (a) Students wishing to withdraw their Enrolment with the College should submit a [Withdrawal Request Form](#) to enrolments@unswcollege.edu.au.
- (b) The academic and financial impact of the withdrawal will depend on the date the withdrawal request is received by the College. Further detail is contained in the [Student Refund Policy](#) and [Student Refund Procedure](#).



- (c) After program withdrawal, a Student’s Enrolment is cancelled. If a Student wishes to resume studies at a future date, an application for re-admission will need to be submitted.
- (d) For International Students who withdraw their Enrolment with the College:
 - i. the College will cancel the Student’s CoE and notify the Department of Home Affairs of the program withdrawal;
 - ii. the Student is required to notify the Department of Home Affairs of the program withdrawal to arrange an alternate visa or depart Australia within twenty-eight (28) days;
 - iii. .
- (e) Students who wish to transfer to another provider prior to completing the first six (6) months of their principal program will need to apply for a release under the [International Student Transfer Policy](#).

15. Roles and responsibilities

Role	Responsibility
UNSW College Board of Directors	Has the ultimate responsibility of compliance with Higher Education Standards Framework and Higher Education Support Act 2003 (Cth).
UNSW College	Must provide prospective and enrolled Students with accurate information regarding course requirements, relevant policies and procedures, any course fees, and Census Dates.
Admissions Team	Must ensure the Admissions processes are equitable and transparent.
Enrolment Team	Must ensure the Enrolments processes are equitable and transparent.
Enrolled Students wishing to vary their program	Are responsible for following procedures such as withdrawal and change of program.
Enrolled Students	Must ensure their Enrolment record is accurate and up to date.
All staff involved in Student Enrolment	Must comply with the Enrolment Policy , this Procedure and associated policies and procedures.
Assessment and Integrity Committee	Responsible for ratification of final results and academic progression.

16. Definitions

Definitions and Acronyms	
Academic Program	An Academic Board approved set of requirements, Courses and/or supervised research into which a student is admitted. In some cases, this will lead to an award of UNSW College.



Academic Withdrawal Date	The last date a student can withdraw from a course, where the course will not appear on an academic transcript.
Academic Year	This begins on the first day of the first study period in a calendar year and ends on the last day of the last study period in the same calendar year.
Admissions	This is the process whereby an applicant is formally admitted into their chosen course of study following an offer and acceptance of that offer.
Australian Permanent Residency	An Australian permanent resident is someone who holds a permanent visa but is not a citizen. A permanent resident can live, work and study without restriction in Australia.
Census Date	This is the date within each study period when a student's enrolment must be finalised and the last day a student can withdraw from a course without financial penalty.
Commencement	The Date on which a student is due to start their Course or Program, as set out in their Confirmation of Enrolment (CoE) or as previously agreed by the provider and student.
Confirmation of Enrolment (CoE)	A document, which is issued by UNSW College to intending overseas students and which must accompany their application for a student Visa. It confirms the overseas student's eligibility to enrol in the particular Program.
Deferral	Delaying enrolment for an approved amount of time.
Department of Home Affairs	The Australian Government department with responsibilities for national security, law enforcement, border control, immigration, refugees, citizenship, transport, security and multicultural affairs.
Domestic Student	A student enrolled at an Australian location who is an Australian or New Zealand citizen or who holds an Australian permanent resident visa or Australian permanent humanitarian visa.
Enrolment	Enrolment is a process by which Students remain active in their program, subjects are assigned for a specific teaching period based on program requirements and offerings and subsequently Students will be registered for classes.
FEE-HELP	An Australian Government loan scheme that assists eligible full fee-paying students pay their tuition fees at university and other higher education providers.
Higher Education Standards Framework	Higher Education Standards Framework (Threshold Standards) 2021 (Cth)
International Student	A student who is not a citizen or permanent resident of Australia or holder of a humanitarian visa, or citizens of New Zealand who are not eligible to be a Commonwealth supported student.
Package Offer	An offer where more than one program delivered by UNSW College or UNSW is covered by the same student visa
Program Leave	An approved leave of absence from a program for a period of no longer than twelve (12) months after completing at least one Term

	of study. Approved Program Leave may incur academic and/or financial penalties.
Recognition of Prior Learning	The process of assessing an individual's relevant prior learning (including formal, non-formal learning and informal / workplace learning) for equivalence to: the learning outcomes of the qualification specified as a requirement for admission to the program, or courses in the program to which a student has been admitted to determine the credit value to be granted as advanced standing or exemptions.
Satisfactory Academic Progress	A level of performance and engagement which meets the academic and administrative requirements of the program in which a student is enrolled.
Student	Is a person enrolled in an approved course of study at UNSW College whose enrolment has not lapsed or been cancelled.
Study Period	Each study period has a designated start and end date, census date, last date by which students can add or substitute units of study, date for withdrawal with or without academic penalty (if applicable), and date for release of subject results.
Term	The administrative time period in which Teaching Periods are defined, students enrol and for which students are charged fees or student contributions.
Units of Credit	The value assigned to Programs and Courses indicating duration and workload. For a Course, UOC indicates the Student workload expectations and the contribution of the Course to meeting Program requirements

Related Policy Documents and Supporting Documents	
Legislation	<ul style="list-style-type: none"> • <u>Higher Education Standards Framework (Threshold Standards) 2021 (Cth)</u> • <u>Higher Education Support Act 2003 (Cth)</u> • <u>Education Services for Overseas Students Act 2000 (Cth)</u> • <u>National Code of Practice for Providers of Education and Training to Overseas Students 2018 (Cth)</u>



Policy	<ul style="list-style-type: none"> • Admissions Policy • Enrolment Policy • Student Grievances and Complaints Policy • Recognition of Prior Learning and Credit Transfer Policy • Student Code of Conduct • Student Misconduct Policy • Student Fees Policy • Student Refund Policy • Academic Progression and Exclusion Policy • Student Appeal Policy
Procedures	<ul style="list-style-type: none"> • Admissions Procedure • Student Misconduct Procedure • Student Fees Procedure • Student Refund Procedure • Academic Progression and Exclusion Procedure
Guidelines	<ul style="list-style-type: none"> • Guidelines to Assessing Compassionate or Compelling Circumstances

Procedure Governance

Enrolment Procedure: Pre-Masters Program	
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Approver	Executive Director, Students
Responsible Officer	Head of Student and Program Administration
Contact Officer	Head of Student and Program Administration
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2.0	Executive Director, Students – Sally Chatterjee	30 April 2024	30 April 2024	Changes made to accommodate feedback received from the Department of Education.
1.0	Executive Director, Students – Jacqueline Clements	15 August 2023	17 August 2023	N/A

Please visit our website to ensure that you have the latest version of this Procedure. Policies and procedures are available at: unswcollege.edu.au/about/policies