Deakin University

Regulation 5.1(1) – Enrolment

This regulation is made pursuant to Statute 5.1 – *Admission, Selection and Enrolment*.

In this regulation, and in Chapter 5 generally, unless otherwise defined:

"**Course**" means a set of units or a higher degree by research program approved by the Academic Board, and which when satisfactorily completed will normally qualify a Student for an award of the University;

"**Enrolment**" means the process of completing all required procedures including the payment of all prescribed fees and charges for the Course to be undertaken by the Student and/or the status which results from the completion of the process;

"**Student**" means a person (including a candidate for a Higher Degree by Research) who is enrolled in a Course or unit in the University pursuant to Statute 5.1 – *Admission, Selection and Enrolment*, and continues to meet the requirements of Enrolment; unless the person:

- has completed the requirements of the Course;
- has had conferred on them or been granted the academic award for which the person has enrolled;
- has failed to re-enrol as required;
- has intermitted his or her studies;
- has had his/her Enrolment terminated pursuant to the statutes and regulations; or
- has withdrawn from the Course.

1. Unless otherwise determined by the Council, a person who seeks to become or continue as a Student in any Course or unit, must:

   (a) meet the requirements for admission to the University;

   (b) meet the selection requirements into the Course leading to the award;

   (c) formally enrol or re-enrol as required on or before the date, and in accordance with the University's procedures;

   (d) pay the prescribed fees and charges;

   (e) pay any other fines or imposition, and repay any loan which has become due and payable; and

   (f) comply with all requirements prescribed from time to time by the Academic Board.

2. A Student who accepts an offer of Enrolment, and enrols by any approved means, is deemed to have consented to all usual administrative procedures and requirements that are necessary to complete that Student's Enrolment.

3. A Student who does not enrol in accordance with legislation, policies, procedures, and/or Course rules may not obtain credit for any studies undertaken while in that status.

4. Students enrolled in Courses other than Higher Degrees by Research:

   (a) must submit a proposed program of study for that year and have it approved;

   (b) who wish to vary their Enrolment, must submit an appropriate application for approval.

5. Students enrolled in Higher Degrees by Research must:

(a) submit an appropriate application ~~through their faculty to the designated committee of the Academic Board~~ for approval by the relevant faculty or institute; and

(b) have their candidature approved by the ~~Academic Board~~faculty or institute.

6. If the relevant Commonwealth legislation requires, an enrolled Student must:

(a) pay the Student contributions, tuition fees and/or funding prescribed in the relevant Commonwealth legislation in the manner specified; and

(b) provide the personal information required by the relevant Commonwealth legislation.

Approved by Council on 10 April 2008 and incorporating all amendments to ~~2 July 2013~~.