

Part 1—Interpretation

1.1 Application

- 1.1.1 Subject to rule 1.1.2, these rules apply to enrolment in—
- (a) programs listed in Schedule 2 of the General Award Rules; and
 - (b) non-award programs and courses.
- 1.1.2 Unless otherwise stated, the application of Part 5—Academic Standing may be displaced wholly or partly by a different intention appearing in any program rule.

1.2 Dictionary

The dictionary in the Schedule defines particular words used in these rules.

Part 2—Calendar and Enrolment Dates

2.1 Semesters

- 2.1.1 Each academic year is divided into a first, second and summer semester. Each semester commences on the date and continues for the period determined by senate.
- 2.1.2 The president may authorise variations to the dates approved by senate for specific cohorts of students.
- 2.1.3 In determining variations set out in 2.1.2, the president may consult the committee for academic programs policy.

2.2 Teaching periods

- 2.2.1 Each semester must comprise a minimum of 1 teaching period.
- 2.2.2 The academic registrar must determine the number and duration of teaching periods for each semester in every academic year.

2.3 Enrolment dates

- 2.3.1 Subject to subrule 2.3.2, the enrolment dates are set as follows—
- (a) the census date is—
 - (i) for first semester—31 March; or
 - (ii) for second semester—31 August; or
 - (iii) for summer semester—18 December; and
 - (b) the final date for addition of courses or alteration of enrolment is the end of the second week of the semester or teaching period; and
 - (c) the final date for cancellation without academic penalty is—
 - (i) for first semester courses—30 April; or
 - (ii) for second semester courses—30 September; or
 - (iii) for summer semester courses—the end of the fourth week of the summer semester.
- 2.3.2 The academic registrar may prescribe—
- (a) closing dates for enrolment;
 - (b) different closing dates for enrolments for—
 - (i) different programs or courses;
 - (ii) different classes of students;

- (iii) different teaching periods;
 - (c) census dates for semesters and, where more than one teaching period is approved for a semester, the census dates for each teaching period;
 - (d) for each semester and where applicable, each teaching period, the final date for—
 - (i) addition of courses or alteration of enrolment; and
 - (ii) cancellation without academic penalty.
- 2.3.3 The academic registrar must publicly notify the dates set under in rule 2.3.2 at least 2 months before the date takes effect by displaying a copy of them—
- (a) on the noticeboard in the foyer of the JD Story Building or another noticeboard designated by the academic registrar; and
 - (b) on the university’s website on the internet.

Part 3—Enrolment

3.1 Provisional enrolment

- 3.1.1 In each semester in which a person seeks to—
- (a) gain credit in; or
 - (b) pursue any program; or
 - (c) take any course in a non-award program;
- provisional enrolment must be submitted not later than the closing date set in rule 2.3.

3.2 Effective enrolment

- 3.2.1 Provisional enrolment becomes an effective enrolment on the date when all prescribed fees and charges have been paid.
- 3.2.2 Subject to the provisions of this rule, a person must not attend any class in any course without being provisionally or effectively enrolled for that course or a program of study comprising it.

3.3 Late enrolments

- 3.3.1 The addition of a course to a provisional or an effective enrolment after the commencement of the semester will be accepted as approved up to the final date for addition of courses or alteration of enrolment subject to payment of any prescribed charges.
- 3.3.2 Approval for late enrolments after the final date for addition of courses or alteration of enrolment will be made by—
- (a) up to and including the census date—the associate dean (academic); or
 - (b) after the census date—the academic registrar (or where not available or not reasonably practicable, director of student administration or director of academic administration).
- 3.3.3. Where approval for late enrolment in a course is given to take effect after the census date—
- (a) a domestic student must pay the tuition fees in Fee Rule 4; or
 - (b) an overseas student must pay the tuition fees in Fee Rule 5,
- irrespective of whether they would have been eligible to pay student contribution amounts as prescribed in Fee Rule 3.

3.4 Withdrawal or change of enrolment

- 3.4.1 A student may at any time during the semester, and subject to payment of fees due, cancel enrolment for the semester or amend it by withdrawing from one or more of the courses previously included in it.
- 3.4.2 Despite rule 3.4.1, the cancellation of enrolment may be subject to academic penalty and or financial liability as follows—
- (a) no academic penalty or financial liability for withdrawal prior to census date;
 - (b) financial penalty only for cancellation between census date and the final date for cancellation without academic penalty;
 - (c) academic penalty and financial liability for withdrawal after the final date for cancellation without academic penalty.
- 3.4.3 Despite rule 3.4.2, the associate dean (academic) may approve a student's withdrawal from a course without academic penalty only if—
- (a) the application is made between the final date for cancellation of enrolment without academic penalty and the date for finalisation of results for the semester; and
 - (b) the associate dean (academic) is satisfied that the withdrawal is justified by reason of special circumstances not related to the student's academic ability or diligence.
- 3.4.4 An authorised officer may require a student who fails to—
- (a) pass courses in a semester; or
 - (b) comply with these rules or the rules relating to the program of study;
- to amend his or her enrolment for the subsequent semester.

3.5 Cancellation of provisional enrolment

- 3.5.1 If a student—
- (a) fails to pay any fee or other money payable under the provisions of any statute or rule within the time prescribed for payment; or
 - (b) amends his or her enrolment as required under rule 3.4.4,
- the academic registrar may—
- (c) cancel the student's provisional enrolment; and
 - (d) suspend all rights and privileges previously enjoyed by that person in consequence of the provisional enrolment.
- 3.5.2 If a student's enrolment has been cancelled under rule 3.5.1, the academic registrar may allow a student to become effectively enrolled only if—
- (a) all fees and other monies that would have due from the student have been paid; or
 - (b) the student amends his or her enrolment.
- 3.5.3 Provisional enrolment may, whether or not it has been approved by an authorised officer, be cancelled by the university if any fee or other money payable under a statute or rule of the university by a student in any previous academic year or semester has not been paid.
- 3.5.4 A person whose provisional enrolment has been cancelled under rules 3.5.1 or 3.5.3 may, in exceptional circumstances, have that enrolment reinstated subject to rule 3.3—Late Enrolments.

3.6 Refusal of enrolment

- 3.6.1 Effective enrolment may be refused if a student has failed to—
- (a) comply with the provisions of a statute or other rule; or
 - (b) qualify for admission to the relevant program.

3.6.2 A provisional enrolment for an honours program may be refused or cancelled by the executive dean of the faculty if the student's academic progress, unexplained by special circumstances, indicates a lack of the qualifications appropriate to undertake honours.

3.7 Provisional enrolment where consultation and advice directed

3.7.1 The vice-chancellor may, on the recommendation of the executive dean or academic registrar, direct any person who is provisionally enrolled to attend one or more consultations with a university officer or another person nominated by the executive dean.

3.7.2 Provisional enrolment of a person directed to attend a consultation under rule 3.7.1 will become effective only if the person attends the consultation as directed.

3.7.3 The executive dean or academic registrar may cancel a person's provisional or effective enrolment if he or she fails to attend for consultation.

3.8 Enrolment in more than one program

3.8.1 A person may not at any one time be enrolled for programs in 2 or more faculties (other than approved dual degree programs) except with the prior written permission of the associate deans (academic) of the faculties concerned.

3.9 Provision relating to overseas students

3.9.1 A person who is liable to pay the overseas student health cover for issue and continuation of a student visa, and fails to pay the charge to the university by the due date, or fails to provide evidence that the charge has been paid—

- (a) may have their enrolment cancelled by an authorised officer; and
- (b) must not undertake study in any course until the charge has been paid.

3.10 Medical fitness

3.10.1 Subject to the *Anti-Discrimination Act 1991*, the academic board, on the recommendation of the relevant executive dean may direct that each person who provisionally enrolls for a program in that faculty must lodge by the closing date of enrolment, a medical certificate stating whether or not, in the opinion of the medical practitioner giving the certificate, the person is in a fit state of health to undertake that program. If the executive dean considers that the facts stated in the certificate render it undesirable for the person to undertake the program, the enrolment may be refused.

3.10.2 If, in the opinion of the academic registrar or the executive dean, the state of health of any student enrolled or of any person seeking re-enrolment for any program gives cause for concern, the academic registrar or the executive dean may refer the matter to the vice-chancellor who may thereupon take such action as is considered necessary in the interests of the student or person concerned, the university, its staff or students.

3.10.3 A person whose enrolment is refused or in respect of whom any other action is taken under the powers given by this rule may appeal to senate.

3.11 Credit for courses

3.11.1 Credit must be given on the basis of work done at this university towards the completion of any program only if during the relevant period the person was enrolled for the program for which credit is sought.

3.11.2 Despite rule 3.11.1, the academic registrar may, on the recommendation of the executive dean, grant credit on the basis of work done at this university towards the completion of a

program where, during the relevant period, the person was not enrolled for the program for which credit is sought, provided—

- (a) the person would have been eligible for admission for the program they are seeking credit towards at the time they commenced the program of study in which the courses for credit were undertaken; and
- (b) the person derived no advantage in undertaking the courses under the original program, in respect of the conditions that would have applied to them had they taken the courses in the program they are seeking credit towards; and
- (c) it is onerous or impractical for the student to comply with rule 3.11.1; and
- (d) academic standards will not be lowered; and
- (e) the action will not be unfair to another student.

3.12 Student exempted from part of requirements

3.12.1 A student who has been exempted from fulfilling the requirements of part of a course must enrol in order to complete the remaining requirements of the course.

3.13 Refusal of enrolment from another tertiary educational institution

3.13.1 A person who has been expelled from continuing a program at another tertiary educational institution, for either academic or non-academic reasons, may be refused enrolment for any program at this university.

Part 4—Course Requirements

4.1 Prerequisites and related course requirements

4.1.1 The executive dean of the relevant faculty may declare a course or courses are—

- (a) prerequisite; or
- (b) co-requisite; or
- (c) incompatible.

4.1.2 Subject to this rule, a person must not—

- (a) enrol for a course unless the person has—
 - (i) obtained the appropriate grade of pass in; or
 - (ii) been granted credit for; or
 - (iii) been granted a supplementary, special or qualifying examination in, each course that is a prerequisite to that course; or
- (b) enrol for a course unless the person has—
 - (i) passed, been granted credit for, or at the same time enrolls for each course that is a co-requisite to that course; or
 - (ii) passed or been granted credit for each course that is a prerequisite to that course; or
- (c) be given credit for a course if credit has been received for a course incompatible with that course unless credit for the incompatible course is surrendered.

4.1.3 The associate dean (academic) may set additional enrolment requirements for a course, which may be academic or non-academic in nature.

Example of additional enrolment requirements—

require a student to obtain head of school permission.

the requirement to have a specific GPA in selected courses.

the requirements to hold a current first aid certificate.

4.2 Variation of course requirements

- 4.2.1 The associate dean (academic) of the faculty administering a program, may approve an application for a waiver or variation of the requirements in relation to a prerequisite or co-requisite course only if the associate dean (academic) is satisfied—
- (a) the qualifications or previous experience of the person are substantially similar to the relevant prerequisite or co-requisite course; or
 - (b) special circumstances apply.

4.3 Quotas for courses

- 4.3.1 The executive dean may set—
- (a) a minimum; or
 - (b) a maximum; or
 - (c) both minimum and maximum, enrolment quota for a course.
- 4.3.2 Where a maximum quota for a course has been set, the executive dean must make available to prospective students the method of selection for students permitted to enrol in the course.
- 4.3.3 The quota for a course must be set by the following dates:
- (a) for courses with a census date from 1 January to 30 June—by 1 October in the preceding year;
 - (b) for courses with a census date from 1 July to 31 December—by 1 April of that year.
- 4.3.4 The quota must be published in the catalogue of courses.

4.4 Cancellation of elective courses

- 4.4.1 The executive dean may, under specified circumstances and on the recommendation of a head of school, cancel elective courses up to two weeks before the commencement of semester.
- 4.4.2 For the purposes of rule 4.4.1, specified circumstances include—
- (a) no provisional enrolments have been accepted for the course; or
 - (b) the published minimum enrolment quota has not been met.
- 4.4.3 The deputy vice-chancellor (academic) may, in exceptional circumstances as demonstrated by the executive dean, cancel courses in the two weeks prior to the commencement of semester, even where provisional enrolments have been accepted.
- 4.4.4 Where a course has been cancelled under rule 4.4.3, the faculty must—
- (a) notify the students of the cancellation prior to the commencement of the semester; and
 - (b) offer alternative arrangements for the students affected.

Part 5—Academic Standing

5.1 Notification of poor academic standing

- 5.1.1 The academic registrar must notify all persons who are—
- (a) warned students; or
 - (b) required to show cause why enrolment should not be cancelled under the provisions of these rules.

5.2 Academic warning

5.2.1 A student, enrolled in a non-award program who—

- (a) has either—
 - (i) completed one semester of study at the University in the non-award program; or
 - (ii) (A) completed more than one semester of study; and
(B) not been a warned student in their previous semester of study; and
(C) not been required to show cause in the previous two most recent semesters of study in the non-award program; and
- (b) (i) attains a GPA of less than 3.5; or
(ii) gains a grade of less than 4 in 50% of units in which the student is enrolled,

is to be cautioned by the academic registrar that his or her academic progress falls below an acceptable standard and the student becomes a ‘warned student’.

5.2.2 A student enrolled in an undergraduate program who—

- (a) has either—
 - (i) completed one semester of study at the University in the undergraduate program; or
 - (ii) (A) completed more than one semester of study; and
(B) not been a warned student in their previous semester of study; and
(C) not been required to show cause in the previous two most recent semesters of study in the undergraduate program; and
- (b) (i) attains a GPA of less than 3.5; or
(ii) gains a grade of less than 4 in 50% of units in which the student is enrolled,

is to be cautioned by the academic registrar that his or her academic progress falls below an acceptable standard and the student becomes a ‘warned student’.

5.2.3 A student enrolled in a postgraduate program who—

- (a) has either—
 - (i) completed one semester of study at the University in the postgraduate program; or
 - (ii) (A) completed more than one semester of study; and
(B) not been a warned student in their previous semester of study; and
(C) not been required to show cause in the previous two most recent semesters of study in the postgraduate program; and
- (b) (i) attains a GPA of less than 3.5; or
(ii) gains a grade of less than 4 in 50% of units in which the student is enrolled,

is to be cautioned by the academic registrar that his or her academic progress falls below an acceptable standard and the student becomes a ‘warned student’.

5.2.4 A ‘warned student’ must be notified to seek—

- (a) academic advice; or
- (b) learning assistance; or
- (c) both academic advice and learning assistance.

- 5.2.5 A warned student may, at the direction of the associate dean (academic), be required to attend an interview or negotiate an agreed plan to remediate their academic standing.
- 5.2.6 Where a student has undertaken—
- (a) year long courses only in a year, the determination of the student’s academic standing will be based on the student’s performance in the year long courses, not the performance in individual semesters; or
 - (b) a mixture of semester based and year long courses, the determination of the student’s academic standing—
 - (i) in the semester based course will be based on the student’s performance in the semester; and
 - (ii) in a year long course will be based on the student’s performance in the semester when the year long course is finalised.

5.2.7 In this rule—

semester does not include summer semester.

year long course is considered a semester of study for the determination of academic standing.

5.3 Unsatisfactory academic progress

5.3.1 A student enrolled in a non-award program who—

- (a) either—
 - (i) was warned under rule 5.2.1 in the previous semester of study in the non-award program; or
 - (ii) was required to show cause under this rule in one of the previous two most recent semesters of study in the non-award program; and
- (b) in the latest semester of study—
 - (i) attains a GPA of less than 3.5; or
 - (ii) gains a grade of less than 4 in 50% of units in which the student is enrolled,

will be required to show cause under rule 5.4 why enrolment should not be cancelled in all non-award programs.

5.3.2 A student enrolled in undergraduate program who—

- (a) either—
 - (i) was warned under rule 5.2.2 in the previous semester of study in the undergraduate program; or
 - (ii) was required to show cause under this rule in one of the previous two most recent semesters of study in the undergraduate program; and
- (b) in the latest semester of study—
 - (i) attains a GPA of less than 3.5; or
 - (ii) gains a grade of less than 4 in 50% of units in which the student is enrolled,

will be required to show cause under rule 5.4 why enrolment should not be cancelled in all undergraduate programs.

5.3.3 A student enrolled in a postgraduate program who—

- (a) either—
 - (i) was warned under rule 5.2.3 in the previous semester of study in the postgraduate program; or

- (ii) was required to show cause under this rule in one of the previous two most recent semesters of study in the postgraduate program; and
- (b) in the latest semester of study—
 - (i) attains a GPA of less than 3.5; or
 - (ii) gains a grade of less than 4 in 50% of units in which the student is enrolled,

will be required to show cause under rule 5.4 why enrolment should not be cancelled in all postgraduate programs.

5.3.4 Where a student has undertaken—

- (a) year long courses only in a year, the determination of the student's academic standing will be based on the student's performance in the year long courses, not the performance in individual semesters; or
- (b) a mixture of semester based and year long courses, the determination of the student's academic standing—
 - (i) in the semester based course will be based on the student's performance in the semester; and
 - (ii) in a year long course will be based on the student's performance in the semester when the year long course is finalised.

5.3.5 In this rule—

semester does not include summer semester.

year long course is considered a semester of study for the determination of academic standing.

5.4 Showing Cause

5.4.1 This rule applies when a person is required to show cause why enrolment should not be cancelled under rule 5.3.

5.4.2 A person must apply to the associate dean (academic) to show cause why enrolment should not be cancelled. A show cause application must—

- (a) be made in the approved form; and
- (b) be lodged with the academic registrar not later than 20 business days after the date of the notice issued under rule 5.1.

5.4.3 In determining a show cause application, the associate dean (academic) may consider—

- (a) the circumstances contributing to the applicant's continued poor academic progress; and
- (b) the steps taken by the applicant to remediate their academic progress following receipt of the warning in a previous semester of study.

5.4.4 Before determining a show cause application, the applicant must attend an interview with the associate dean (academic), or nominee, to discuss the applicant's academic performance to date only if the applicant was required to show cause under these rules in one of the previous two most recent semesters of study.

5.4.4A Despite rule 5.4.4, the associate dean (academic) may waive the interview requirement in rule 5.4.4 if the associate dean (academic) interviewed the applicant following the first requirement to show cause under 5.3.

5.4.5 An applicant undertaking a dual degree program may, in the show cause application, seek permission to remain enrolled in the dual program or either of the programs contributing to the dual program.

- 5.4.6 The associate dean (academic) may impose conditions, whether or not a show cause application is approved, with respect to academic rehabilitation or other conditions deemed necessary in the circumstances.
- 5.4.7 If the associate dean (academic) imposes conditions under this rule, the associate dean (academic) must—
- (a) specify a time within which the applicant must comply with the conditions; and
 - (b) notify the applicant in writing of the conditions imposed and the time within which they must be complied with.
- 5.4.8 The associate dean (academic) may refuse a show cause application where an applicant has not complied with a condition imposed under this rule within the time specified or to the satisfaction of the associate dean (academic).
- 5.4.9 The associate dean (academic) must approve a show cause application where an applicant has complied with all conditions imposed under these rules within the time specified and to the satisfaction of the associate dean (academic).
- 5.4.10 Where a show cause application is not submitted in accordance with rule 5.4.2 or a show cause application is refused enrolment will be cancelled.

5.5 Appeal to Senate

- 5.5.1 A person dissatisfied with any action taken in relation to enrolment under these rules may appeal to the senate student appeals committee by notice in writing given to the academic registrar within 10 business days of the receipt of the document notifying that the action has been taken.
- 5.5.2 Senate student appeals committee has full power to—
- (a) uphold or dismiss the appeal; or
 - (b) impose such conditions as it may determine whether or not an appeal was upheld or dismissed.

5.6 Subsequent application

- 5.6.1 A person who—
- (a) is required to show cause why enrolment should not be cancelled under rules 5.3 or 5.4; or
 - (b)
 - (i) is required to show cause why enrolment should not be cancelled under rules 5.4; and
 - (ii) a show cause application is refused; or
 - (c) has had an appeal of the decision to refuse a show cause application under rule 5.5 dismissed,

may not apply for permission to re-enrol until the same semester of the following year.

Example—

A student is refused enrolment based on poor academic progress in Semester 2, 2006. The student seeks permission to re-enrol for semester 1, 2007 and is refused and unsuccessfully appeals the decision. The earliest semester that the student can next seek permission to re-enrol in is semester 1, 2008.

- 5.6.2 Despite rule 5.6.1, an associate dean (academic) may, in exceptional circumstances, reduce the period of interruption by permitting a student to re-enrol before the same semester of the following year.

5.7 Breach of condition of enrolment

A person who fails to comply with any condition of continued enrolment or re-enrolment imposed under this Part may be refused further enrolment.

5.8 Calculation of GPA for academic standing

For the purpose of these rules—

- (a) the unit value and grade of result for a course studied over a full year is treated as the unit value and grade of result for a course studied over the second half only of that year; and
- (b) the unit value and grade of result for all courses studies in a semester, regardless of the number of teaching periods in that semester, will be considered together to calculate a semester GPA.

Part 6—Miscellaneous

6.1 Student card

6.1.1 When a person is first enrolled as an internal student, he or she must—

- (a) attend at a time and place prescribed by the academic registrar to be photographed; and
- (b) obtain a student card at a time and place prescribed by the academic registrar.

6.1.2 Any student who attends or proposes to attend a university site must obtain a student card before doing so.

6.2 Transitional

6.2.1 For the purposes of these rules, a person whose enrolment was refused under the exclusion rules is recognised under these rules for determining whether the person has previously been required to show cause why enrolment should not be cancelled under rule 5.4.

Schedule 1

Dictionary

academic year means the period starting on the first Monday of the first semester and ending with the Sunday before the corresponding Monday of the following year.

associate dean (academic) means the relevant associate dean (academic) within the faculty administering the award.

authorised officer means the relevant associate dean (academic) or other officer authorised by the executive dean, the dean of the graduate school or academic registrar to approve enrolments.

census date means the final date for enrolment for the semester as advised by the academic registrar.

charge means a fee payable to the university.

class means an organised teaching activity that forms part of a course (e.g. lecture, tutorial, practical).

closing date means the final date for enrolment to be completed.

co-requisite means a course completed before or undertaken with the course in which a student wishes to enrol.

course means a discrete portion of a program of study with a distinct name, code and unit value.

course coordinator means the teaching staff with overall responsibility for teaching a particular course.

credit means a pass in a course that contributes toward the award.

dual program means a program leading to 2 degrees for which there is a single set of program rules.

enrolment means enrolment in courses or programs approved by an authorised officer and after fees and charges have been paid.

executive dean means the executive dean of the faculty administering the award.

external means a course or program offered by this university that does not require attendance on campus.

faculty means the major organisational unit with responsibility for the program.

fee includes any amount payable under a statute or rule.

grade of pass means a grade of 4 or P.

grade of result means the final result awarded for the course.

grade point average or **GPA** means the result of applying the formula —
$$\frac{\sum(GP)}{\sum(P)}$$

where G = the result in a course; and
P = the unit value of that course.

If a student is enrolled in a course but gets no result, G=0.

head of school includes the person with comparable responsibilities for the course.

higher doctorate means a program, other than the PhD, with the title Doctor of as part of the nomenclature.

incompatible means a course that is equivalent in content and/or learning outcomes to another course.

part-time means enrolment in less than 75% of the standard full-time load for a program.

postgraduate research award means the PhD or MPhil.

prerequisite means a course that must have been previously passed to be able to enrol in a particular course.

president means president of the academic board.

program means the study set for a particular award at the university.

provisional enrolment means enrolment in courses before fees are paid.

remote means a program of study undertaken by a research higher degree student at a location other than a UQ campus.

student means a student enrolled in the university.

student card means an identification card issued to a student by the university which contains a photograph and the student's signature

teaching period means a semester or any other time determined by the academic registrar.

tutor means a leader of a small discussion group that is offered as part of a course to complement the material provided in a lecture.