

INFORMATION NON-AWARD PROGRAM



THE UNIVERSITY
OF QUEENSLAND

A U S T R A L I A

Brisbane Qld 4072 www.uq.edu.au
CRICOS Provider Number 00025B

Please retain for future reference

1 GENERAL INFORMATION

- Non-award students undertake approved courses at The University of Queensland for personal or professional development. They receive normal instruction, assessment and examination results but are not enrolled in a University of Queensland award program.
- If you wish to undertake approved courses at The University of Queensland for credit towards study at another institution, complete the Cross-Institutional Application Form.
- Non-award students are subject to the rules of The University of Queensland including those relating to late fees and academic progress. For clarification of these rules, consult The University of Queensland myAdvisor website www.uq.edu.au/myAdvisor. Course information is also available at www.uq.edu.au/study.
- International students undertaking non-award studies must meet the University's minimum English language proficiency requirements.
- On completion of the course, students may obtain an official academic transcript for a fee.
- Applications must be submitted by – Semester 1: **31 January**; Semester 2: **30 June**; Summer Semester: **31 October**.
- Late applications may be considered.
- Depending upon the reason for undertaking the study, students may be permitted to study up to a maximum of four courses (i.e., 8 units) per semester with a limit of eight courses (i.e., 16 units) in total being undertaken as short-term study.

Privacy statement

The information on this form is collected for the primary purpose of assessing your application for enrolment in a non-award program. Other purposes of collection include the creation of a student record and statistical analyses. **To comply with legal and administrative obligations personal information is supplied to relevant government agencies.** Personal information may also be disclosed to the education institutions you have attended or your employer(s) to make an informed decision about the application or matters that concern your enrolment at the University of Queensland. **Otherwise the information you provide will not be disclosed to a third party without your consent unless disclosure is authorised or required by law.** For further information please consult the UQ Privacy Management Policy at: <http://www.uq.edu.au/hupp/index.html?page=24999>.

Disability support

The University is committed to accessibility in teaching, learning and the physical environment and a number of facilities and services are available. Students with a disability should contact a Disability Advisor the year before they intend to commence studies at UQ. Disability Advisor: www.uq.edu.au/student-services (see Disability Program) Phone (07) 3365 1704.

2 APPLICATION

An application for non-award enrolment must be submitted and approved before you can enrol electronically using mySI-net (<http://my.uq.edu.au>). To apply you will need to:

1 Complete this non-award application form.

Ensure all sections are completed. Incomplete applications may not be processed.

2 Provide documentary evidence of tertiary study or relevant work experience.

Your application cannot be considered without this information. Attach complete, officially certified statement(s) of academic transcripts of all tertiary-level studies undertaken, except those undertaken at The University of Queensland, as well as documentary evidence of English language proficiency. Photocopies must be certified by a Justice of the Peace or by the home institution. Examination result slips or copies of degree certificates are **not** acceptable.

3 Submit your application to a Student Centre.

- St Lucia – Level 1 JD Story Building (61) *or by post to:* Student Centre
- Ipswich – Level 2 Building 8 The University of Queensland
- Gatton – Building 8101A Brisbane Q 4072

If you wish to have original documents returned, enclose a request together with a stamped, self-addressed envelope.

Due dates: Semester 1: **31 January** Semester 2: **30 June** Summer Semester: **31 October**

4 This is not an enrolment form. When your application is approved you will be sent written approval, along with information on how to enrol online via mySI-net.

3 ENROLMENT

1 Enrol by the due date on mySI-net (<http://my.uq.edu.au>).

You can obtain enrolment information from the *Enrolment Guide* available online at The University of Queensland website (www.uq.edu.au), via the my.UQ or mySI-net links, or from the Student Centre on any campus. All students are required to enrol online via mySI-net. **Pay fees by the relevant due date.**

2 The *Enrolment Guide* gives details on due dates for enrolment and payment of tuition fees. Your enrolment is not effective until all fees and charges are paid. If these are not paid by the census date your enrolment will be cancelled.

3 Obtain your University of Queensland student ID card.

The *Enrolment Guide* gives details of how and when to obtain your student ID card.

APPLICATION NON-AWARD PROGRAM



THE UNIVERSITY
OF QUEENSLAND
AUSTRALIA

Note: this is not an enrolment form. When your application is approved you will be sent written approval, along with information on how to apply via the University's online enrolment system, mySI-net.

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1 PERSONAL DETAILS

Name:

Title:

Family name:

Given names:

Preferred name:

Gender: Female Male

Date of Birth:

Day: _____ Month: _____ Year: _____

Your University of Queensland student number (if known)
or previous name (if enrolled under another name):

Citizenship: Australian citizen
 New Zealand citizen*
 Australian permanent resident*
 Australian permanent resident
(Humanitarian visa)*

*Please supply certified documentary evidence

Are you an International student? Yes No

(not an Australian citizen, Permanent resident or New Zealand citizen)
If **Yes**, please ensure Section 3 is completed.

2 CONTACT DETAILS

Mailing Address:

Country:

Street name & no:

Suburb/Town:

Postcode: _____ State: _____

Email(s):

Telephone:

Home:

Work:

Mobile:

Facsimile:

3 ENGLISH LANGUAGE PROFICIENCY

Proficiency in the English language is a requirement for admission to all programs at The University of Queensland.
For acceptable proof of English proficiency see www.uq.edu.au/hupp/?page=25467.

A Have you undertaken a TOEFL or academic IELTS test in the last two years? No Yes For direct reporting of TOEFL results, UQ's TOEFL Code is 0987. **Note:** institutional test results, photocopies or certified copies of TOEFL results are insufficient for entry.

B Provide details of how you meet UQ's English proficiency requirements:

C Is documentary evidence attached? No Yes

OFFICE USE ONLY

EMPL ID

APPL NO

4 PROPOSED COURSES

Enter **all courses** for which you seek enrolment at The University of Queensland:

Semester*	Year	Course code	Course title

* Enter Semester 1, Semester 2, Year Long or Summer Semester. See www.uq.edu.au/events for Academic Calendar dates.

5 REASONS FOR UNDERTAKING NON-AWARD STUDIES

6 DECLARATION

I declare that the information supplied on this form is correct and complete and hereby authorise The University of Queensland to obtain further information where necessary in relation to this application from other institutions directly.

Signature:

Date:

7 FOR FURTHER INFORMATION

See The University of Queensland website: www.uq.edu.au or www.uq.edu.au/uqanswers

Note: This is not an enrolment form. You will be sent details on how to enrol online **via my SI-net** when your application is approved.

THE UNIVERSITY OF QUEENSLAND OFFICE USE ONLY

Course(s):		Course(s):	
Course prerequisites met?	Yes No	Course prerequisites met?	Yes No
Approved:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Approved:	<input type="checkbox"/> Yes <input type="checkbox"/> No
English language proficiency:	<input type="checkbox"/> Yes <input type="checkbox"/> No	English language proficiency:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Academic Advisor's signature:	<input type="checkbox"/> <input type="checkbox"/>	Academic Advisor's signature:	<input type="checkbox"/> <input type="checkbox"/>
Date:	_____	Date:	_____
Dean's (or delegate's) Signature:	_____	Dean's (or delegate's) Signature:	_____
Date:	_____	Date:	_____
Comments:	_____ _____ _____	Comments:	_____ _____ _____