

## REGULATION 5.2-ENTRY QUOTAS, ADMISSIONS AND ENROLMENT

### Interpretation

1. In this Regulation unless the contrary intention appears-  
  
"another institution" means any institution other than the University.  
  
"another tertiary educational institution" means any university or post-secondary educational institution other than the University.  
  
"credit transfer" is granted in TAFE on evidence of successful completion of previous Australian VET students  
  
"recognition of prior learning" occurs in TAFE when a student seeks, and gains recognition, for their skills and knowledge no matter where or how these were acquired (ie work experience, education, training or life experience).
2. (1) A decision by the Vice-Chancellor, under section 2 of Statute 5.2, may specify the number of persons who shall be enrolled as full course students in the University and the number of persons who may be admitted in a particular course.  
  
(2) In deciding who will be enrolled or admitted under section 2 of Statute 5.2, the Vice-Chancellor shall express equivalent full time student load (EFTSL) in the Higher Education Division and Student Contact Hours (SCH) in the TAFE Division.  
  
(3) In special circumstances the Vice-Chancellor may vary a decision made as to quotas.

### Eligibility for admission to courses

3. Subject to the Statutes and Regulations any person shall be eligible for admission to any course for a certificate, diploma, advanced diploma or in the University if the person has-
  - [a] passed in the prescribed manner-
    - [i] up to 31 March 1979 at the examinations conducted by the Victorian University and School Examinations Board; or
    - [ii] after 31 March 1979 at the Higher School Certificate examinations conducted by the Victorian Institute of Secondary Education; or
    - [iii] the Victorian Certificate of Education; or
    - [iv] other qualifications declared by Academic Board to be equivalent to the examinations referred to in sub-paragraph [i], [ii] or [iii]; or
  - [b] achieved a standard in any area of learning from a recognised provider or which has been acquired in an uncredentialed context such as work or life experience and which, in the opinion of the Head of School, will fit the person to undertake the course; and

- [c] met the University's English language requirements as determined by Academic Board; and
  - [d] satisfied the conditions for admission to the course; and
  - [e] been selected for the course.
4. (1) Notwithstanding the provisions of section 3 any person shall be eligible for admission to any course or to be enrolled in any unit on such terms and conditions as the appropriate School may determine either generally or in relation to particular courses units or persons -
- [a] who at the date of his or her proposed application -
    - [i] to a degree course, has not been enrolled in a secondary course during the preceding two years; or
    - [ii] is recognised as being "disadvantaged" and warranting consideration under access and equity concepts.
  - [b] who has completed a full year of Year 12 studies but whose results were adversely affected by-
    - [i] economic hardship; and/or
    - [ii] illness; and/or
    - [iii] family problems; and/or
    - [iv] English language learning difficulties; and/or
    - [v] geographical isolation; and/or
    - [vi] disability; and/or
  - [c] who is of Aboriginal or Torres Strait Islander descent.
- (2) Although a person may not be eligible under sub-section (1) or section 3 for admission to a course Academic Board may, in special circumstances-
- [a] declare the person to be eligible for admission to the course; and
  - [b] impose any conditions in relation to completion of qualifications ordinarily required for admission to the course or otherwise as Academic Board thinks fit.

#### **Granting of credits (Higher Education)**

5. (1) In determining if a person is admitted to a higher education course with credit, under section 4 of Statute 5.2, the Vice-Chancellor shall have regard to whether the person-

- [a] seeks admission to a course other than a course leading to a higher degree by research and produces satisfactory evidence of-
  - [i] having been an enrolled student of the University or of another tertiary, higher education or TAFE institution recognised by Academic Board; or
  - [ii] graduation from another tertiary, higher education or TAFE institution recognised by Academic Board; or
  - [iii] having achieved a standard in any area of learning from a recognised provider or which has been acquired in an uncredentialed context such as work or life experience and which, in the opinion of the Head of School, will fit the person to undertake the course; and

is otherwise eligible for enrolment as a student at the University and for admission to the higher education course; or

- [b] seeks admission to a course for a higher degree by research and produces satisfactory evidence-
  - [i] of admission in another tertiary educational institution to a degree which is appropriate to the course and recognised by the School; or
  - [ii] that the person has had adequate training and has the ability to pursue the course; and

is otherwise eligible for the course; or-

- (2) If a person seeking admission to a higher education course with credit has been an enrolled student of, or has graduated from, another tertiary, higher education or TAFE institution not recognised by Academic Board then before making a determination under section 4 of Statute 5.2, the Vice-Chancellor will request Academic Board determine whether the relevant tertiary, higher education or TAFE institution should be recognised by Academic Board and the level of credit that should be given.

- 6. (1) Before a person is admitted to a higher education course under section 5 the University shall-
  - [a] specify any units and/or portion of the higher education course for which credit is to be given; and
  - [b] specify the work to be performed by the person to complete the higher education course.
- (2) Notwithstanding sub-section (1), any person or body authorised by the Statutes to grant credit may exercise that authority during any period in which a student is enrolled.

**Limitation on granting credit (Higher Education)**

7. No higher education student shall be exempted from passing assessments for more than 66% of the work, as determined by the appropriate School, prescribed for the student's program.

**Recognition of Prior Learning and Credit Transfers (TAFE)**

8.
  - (1) In determining if a student who has been admitted to a TAFE course should be granted recognition of prior learning, under section 4 of Statute 5.2, the Vice-Chancellor shall have regard to whether the student's current competence and prior formal and informal learning has resulted in the student attaining the required outcome of the unit or course.
  - (2) In determining if a student who has been admitted to a TAFE course should be granted a credit transfer, the Vice-Chancellor shall have regard to whether the previous Australian VET studies are identical or equivalent to the unit or course to which the student has been admitted.
  - (3) If a person seeking admission to a TAFE course with recognition of prior learning as a result of being an enrolled student of another institution not recognised by Academic Board then before making a determination under section 4 of Statute 5.2, the Vice-Chancellor will request Academic Board determine whether the relevant institution should be recognised by Academic Board and the level of recognition of prior learning that should be granted.

**Evidence of granting of credit**

9.
  - (1) A person seeking admission to a course with credit from another institution or recognition of prior learning or a student to whom sub-section (2) applies shall provide a certificate or any other evidence that may be required of work completed or results achieved.
  - (2) Every applicant for admission with credit or recognition of prior learning and every applicant for admission to the University after previous admission to another tertiary educational institution shall be informed that the University may obtain any information from the other tertiary educational institution it thinks fit in relation to the applicant.

**Admissions in a subsequent year**

10.
  - (1) An applicant who is refused admission to the University by the Appeals Committee under Statute 5.2 may apply for admission in any Teaching period subsequent to the Teaching period in which the application was refused.
  - (2) In determining an application under this section the Appeals Committee shall take into account any evidence considered in any previous application by the applicant and any further evidence relating to the applicant's performance in the period since the last application.

**Recognised institutions**

11. (1) Academic Board may recognise any other tertiary educational institution for the purposes of Statute 5.2 and this Regulation or any other Statute or Regulation of the Council governing courses or the conferring or granting of an academic award.
- (2) Academic Board will maintain a register of recognised tertiary, higher education or TAFE institutions and any credit or recognition of prior learning that should be granted to students or graduates from the recognised institution.

**Deferred enrolment (Higher Education)**

12. (1) A person to whom an offer of admission to a higher education course has been made may, within the specified time, apply in writing to the Head of the appropriate School for permission to defer his or her enrolment in the higher education course for a period of up to one year.
- (2) A higher education Head of a School may grant an application made under sub-section (1) on any conditions as prescribed by the Vice-Chancellor.
- (3) A higher education student who has been granted a deferral under sub-section (2) shall, at the expiry of the period of deferment approved, be entitled to enrol in the higher education course to which an offer of admission referred to in sub-section (1).
- (4) Where a higher education School refuses an application for deferral the applicant may appeal to the relevant Deputy Vice-Chancellor. An appeal must be lodged in writing within 7 days of the decision to refuse the application.

**Re-enrolment**

13. (1) Subject to Statute 9.1-Fees and Charges and Statute 9.2-Fees and Charges (TAFE), every student who is qualified to continue a course shall re-enrol annually within the time specified by the Vice-Chancellor.
- (2) A student who is not qualified to continue a course may, when qualified to continue the course, re-enrol within any other period specified by the Vice-Chancellor.
- (3) If a student fails to re-enrol under sub-sections (1) and (2) and has not obtained leave under section 17 the student's enrolment in the course shall cease.

**Enrolment in more than one course (Higher Education)**

14. (1) With the prior approval of the Head of School concerned, a higher education student admitted to a course may enrol for units in any other higher education course in the University.

- (2) A higher education student admitted to a course or courses leading to more than one award shall enrol for the units in a manner approved by the School(s) concerned.

#### **Withdrawal from course**

15. (1) A student who wishes to withdraw from a course shall give notice in writing to the Vice-Chancellor of his or her intention to withdraw from the course.
- (2) Upon receipt by the Vice-Chancellor of a notice under sub-section (1) the student shall be regarded as having withdrawn from the course and the student's enrolment shall cease.
- (3) Where a student withdraws from a course under sub-section (1), a withdrawal grade shall be recorded for all units in which a student was enrolled in at the time of withdrawal.
- (4) A TAFE Head of School may withdraw a TAFE student from a course following a non-negotiated absence of two weeks.

#### **Enrolment after cessation or withdrawal**

16. (1) A student whose enrolment has ceased under sub-section 17(2) may apply to the appropriate School for enrolment in a course.
- (2) A student who applies for enrolment under sub-section (1) may be enrolled in a course if he or she is selected for the course by the appropriate School.

#### **Leave from study (Higher Education)**

17. (1) A higher education student who wishes to interrupt his or her course must make application to the appropriate School for leave from studies and specify the purpose and the period of time, not being in excess of twelve months, for which the leave is required.
- (2) The appropriate School may approve the application made under sub-section (1) subject to any conditions Academic Board thinks fit.
- (3) Notwithstanding anything to the contrary in this or any other Statute, in special circumstances a higher education student may seek approval from the Vice-Chancellor for leave from study.

#### **Course Restructure**

18. The University reserves the right to restructure or delete any course or studies within any course. A student whose progress through a course has been interrupted may not be able to re-enter the same course or studies within the course in which the student was originally enrolled.

#### **Appeals**

19. A person seeking admission to a course with credit or recognition of prior learning or a student seeking exemption during the period in which the

student is enrolled who believes a decision made under sections 5, 6, 7, 8 or 9 is inconsistent with the University's credit or recognition of prior learning policy may, within 7 days of being notified of the decision, appeal to Academic Board in writing addressed to the nominated officer.

20. A person or a student shall be regarded as having received notification at the time when the notification would have been received in the ordinary course of the post.
21. Academic Board shall appoint an Appeals Committee to consider any appeals received under section 19 and the Appeals Committee, after allowing the person or student an opportunity to be heard or to make a written submission, may-
  - (a) dismiss an appeal; or
  - (b) make a recommendation as to the granting of credit or recognition of prior learning to the appropriate Head of School.

### **Confidentiality**

22. All student information shall be treated by the University as confidential, excepting data required to be disclosed under Commonwealth or State legislation.

### **Withdrawal from a unit**

23.
  - (1) A student who wishes to withdraw from a unit shall give notice, in writing on the prescribed form to the Head of School, of his or her intention to withdraw from the unit.
  - (2) In addition to sub-section (1) the time for higher education students to give notice of withdrawal shall be:
    - (a) prior to the completion of the tenth teaching week of the Teaching period in which the unit is taught; or
    - (b) in the case of a full year unit, prior to the completion of the tenth teaching week of the second Teaching period of the unit, or
    - (c) in the case of a unit taught over a period of less than ten weeks, prior to the completion of one half of the period in which the unit is taught,

and the final dates for withdrawal from a higher education unit will be published annually in the Academic Calendar.

- (3) Where a student gives notice of withdrawal from any units in accordance with sub-section (1), a withdrawal grade shall be recorded for the units.
- (4) A TAFE Head of School may withdraw a TAFE student from a unit following a non-negotiated absence of two weeks.

**Credit for study at another institution (Higher Education)**

24. (1) A student who has successfully completed studies at another tertiary educational institution, whilst enrolled in a higher education course at the University, may apply to the relevant Head of School to convert the grade(s) provided on the student's transcript or statement of results from the other tertiary educational institution to a grade in accordance with this University's system of recording results.
- (2) A Head of School may convert a grade under sub-section (1) by asking the other relevant tertiary educational institution to:
- (a) grade the student according to the grading system of the University of Ballarat; or
  - (b) provide sufficient information to enable the School to complete the conversion.
- (3) Where the other tertiary educational institution fails to provide the grade or information requested under sub-section (2), the student may provide sufficient information to enable the School to complete the conversion.

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