Enrolment Dates

**1.0 Purpose**

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**4.0 Definitions**

## 1.0 Purpose

This document outlines the key enrolment dates for courses.

## 2.0 Scope

This procedure applies to non-award, undergraduate and postgraduate coursework and higher degree research courses.

## 3.0 Local protocols

These protocols are subordinate to and must be consistent with all policy documents above them in the policy document hierarchy.

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| Courses which start in week 1 of trimester 1 or 2 or 3 where the teaching period is more than 10 weeks but less than 20 weeks |
| Last date to add courseCensus dateFinal date for withdrawal without failure | End of second week of trimesterFirst day after the end of the fourth week of trimester, as specified in the Academic CalendarEnd of eighth week of teaching period |
| Courses where the teaching period1 is more than 10 weeks but less than 20 weeks |
| Last date to add courseCensus dateFinal date for withdrawal without failure | End of second week of teaching periodFirst day after the end of the fourth week of teaching periodEnd of eighth week of teaching period |
| Courses where the teaching period1 is more than 20 weeks but less than 26 weeks |
| Last date to add courseCensus dateFinal date for withdrawal without failure | End of second week of teaching periodDay 37 of teaching periodEnd of eighth week of teaching period |
| Intensive mode courses where the teaching period1 is 7 days or fewer |
| Last date to add courseCensus date Final date for withdrawal without failure | Day prior to the first day of teaching periodDay 2 of teaching periodDay 2 of teaching period |

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| Courses where the teaching period1 is more than 7 days but not more than 2 weeks |
| Last date to add courseCensus dateFinal date for withdrawal without failure | Day prior to the first day of teaching periodDay 3 of teaching periodDay 7 of teaching period |
| Courses where the teaching period1 is more than 2 weeks but not more than 5 weeks |
| Last date to add courseCensus dateFinal date for withdrawal without failure | Day prior to the first day of teaching periodEnd of first week of teaching periodEnd of second week of teaching period |
| Courses where the teaching period1 is more than 5 weeks but not more than 10 weeks |
| Last date to add courseCensus dateFinal date for withdrawal without failure | End of first week of teaching periodEnd of second week of teaching periodEnd of third week of teaching period |
| Full Year Courses2 which start in week 1 of trimester 1  |
| Last date to add courseCensus dateFinal date for withdrawal without failure | End of second week of trimesterFirst day of fifth week of trimester, as specified in the Academic CalendarEnd of eighth week of trimester 2 |
| Full Year Courses1 |
| Last date to add courseCensus dateFinal date for withdrawal without failure | End of second week of teaching periodEnd of fourth week of teaching period End of eighth week of trimester 2 |
| Courses offered in the Six Week Teaching Calendar |
| Last date to add courseCensus dateFinal date for withdrawal without failure | 3 days prior to the first day of teaching period3End of second week of teaching periodEnd of third week of teaching period |
| OUA Study Periods |
| Last date to add courseCensus dateFinal date for withdrawal without failure | 8 days prior to the first day of Study PeriodFirst day of fourth week of Study PeriodEnd of eight week of Study Period |
| OUA Study Sessions |
| Last date to add courseCensus dateFinal date for withdrawal without failure | 8 days prior to the first day of Study SessionFirst day of fifth week of Study SessionEnd of eight week of Study Session |

(**1** 12 o'clock midnight of the designated day)
(**2** 12 o'clock midnight on Monday of the designated week)
(**3** except for teaching period 1 which is Friday of the week when the prior teaching period ends)

## 4.0 Definitions

**Policy Library** refers to the repository for all current and expired University policy documents.

**Census Date:** The census date for a course is the effective enrolment date and charges liability date for the course

**OUA:** Open Universities Australia.

**Trimesters and Teaching Periods:** The standard academic year is comprised of two standard trimesters, Trimester 1 and Trimester 2 as designated in the University’s Academic Calendar. Other teaching periods may be designated in the academic calendar and may be used for the offering of certain courses.

**Study Period:** Study periods are the teaching periods for OUA undergraduate units.

**Study Session:** Study periods are the teaching periods for OUA postgraduate units.

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| Policy advisor | Senior Manager, Enrolment and Fees |
| Approving authority | Registrar |

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| **RELATED POLICY DOCUMENTS AND supporting documents** |
| Legislation  | [Higher Education Support Act 2003](https://www.legislation.gov.au/Details/C2020C00078) |
| Policy | [Enrolment Policy](https://sharepointpubstor.blob.core.windows.net/policylibrary-prod/Enrolment%20Policy.pdf) |
| Procedures | [Enrolment Procedure](https://sharepointpubstor.blob.core.windows.net/policylibrary-prod/Enrolment%20Procedure.pdf) |
| Local protocols | N/A |
| Forms | N/A  |