

Enrolment Dates

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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.

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 course	End of second week of trimester
Census date	First day after the end of the fourth week of trimester, as specified in the Academic Calendar
Final date for withdrawal without failure	End of eighth week of teaching period
Courses where the teaching period ¹ is more than 10 weeks but less than 20 weeks	
Last date to add course	End of second week of teaching period
Census date	First day after the end of the fourth week of teaching period
Final date for withdrawal without failure	End of eighth week of teaching period
Courses where the teaching period ¹ is more than 20 weeks but less than 26 weeks	
Last date to add course	End of second week of teaching period
Census date	Day 37 of teaching period
Final date for withdrawal without failure	End of eighth week of teaching period
Intensive mode courses where the teaching period ¹ is 7 days or fewer	
Last date to add course	Day prior to the first day of teaching period
Census date	Day 2 of teaching period
Final date for withdrawal without failure	Day 2 of teaching period

Courses where the teaching period ¹ is more than 7 days but not more than 2 weeks	
Last date to add course	Day prior to the first day of teaching period
Census date	Day 3 of teaching period
Final date for withdrawal without failure	Day 7 of teaching period
Courses where the teaching period ¹ is more than 2 weeks but not more than 5 weeks	
Last date to add course	Day prior to the first day of teaching period
Census date	End of first week of teaching period
Final date for withdrawal without failure	End of second week of teaching period
Courses where the teaching period ¹ is more than 5 weeks but not more than 10 weeks	
Last date to add course	End of first week of teaching period
Census date	End of second week of teaching period
Final date for withdrawal without failure	End of third week of teaching period
Full Year Courses ² which start in week 1 of trimester 1	
Last date to add course	End of second week of trimester
Census date	First day of fifth week of trimester, as specified in the Academic Calendar
Final date for withdrawal without failure	End of eighth week of trimester 2
Full Year Courses ¹	
Last date to add course	End of second week of teaching period
Census date	End of fourth week of teaching period
Final date for withdrawal without failure	End of eighth week of trimester 2
Courses offered in the Six Week Teaching Calendar	
Last date to add course	3 days prior to the first day of teaching period ³
Census date	End of second week of teaching period
Final date for withdrawal without failure	End of third week of teaching period
OUA Study Periods	
Last date to add course	8 days prior to the first day of Study Period
Census date	First day of fourth week of Study Period
Final date for withdrawal without failure	End of eighth week of Study Period
OUA Study Sessions	
Last date to add course	8 days prior to the first day of Study Session
Census date	First day of fifth week of Study Session
Final date for withdrawal without failure	End of eighth 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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INFORMATION

Printable version (PDF) Downloadable version (Word)

Title	Enrolment Dates Protocol
Document number	2023/0000340
Purpose	This document outlines key enrolment dates for courses.
Audience	Staff; Students
Category	Academic; Governance
Subcategory	Academic Learning and Teaching
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Policy advisor	Senior Manager, Enrolment and Fees
Approving authority	Registrar

RELATED POLICY DOCUMENTS AND SUPPORTING DOCUMENTS

Legislation	Higher Education Support Act 2003
Policy	Enrolment Policy
Procedures	Enrolment Procedure
Local protocols	N/A
Forms	N/A