

Unit Enrolment Policy

Commencement Date: 01 December 2008

Category: Student Services

1. PURPOSE

This document is to describe the policy for students to enrol in unit/s for each study period.

2. APPLICATION

Students

3. EXCEPTIONS

This policy does not apply to Navitas English, as Navitas English does not have unit enrolments.

4. POLICY STATEMENT

For the purposes of progression through their enrolled courses, it is important to have procedures for students to enrol in the correct units for their study program.

Curtin Singapore will develop and implement processes to enable students in external provider programs to enrol in the correct units.

Where-ever possible, provision will be made to enable students to enrol through an on-line process.

Curtin Singapore will apply the policy and procedure on unit enrolment of Curtin University and Curtin College, as modified to suit Singapore requirements.

5. OBJECTIVES

- To enable a proper record and update of students' study plans and status
- To provide a system for students to enrol in the correct units.

RESPONSIBILITIES	
Policy Owner	Director of Academic Services
Contact	Student Services Manager
Review Date	08 October 2012

Revision Ref No	Approved/ Rescinded	Date	Committee /Board	Document Reference
Version 1	Approved	01 Dec 08	Executive Committee	Nil
Version 1.1	Approved	01 Nov 09	Executive Committee	Change of logo and format
Version 2	Approved	08 Oct 10	Executive Committee	Executive Committee Meeting Minutes