HOW TO advise students who enrol in or apply to enrol in additional units

After reading this guide, you will be able to:

1. understand and apply Part 2 (5) of the undergraduate pass degree rules
2. understand and apply UP14/9 Part 3 Requests for units additional to coursework course requirements
3. advise students who enrol in or apply to enrol in more than the minimum number of units required for course completion

WHO IS THIS GUIDE FOR?

Staff in central administration and faculty student advising offices can advise students on the undergraduate course rules and policy governing enrolment in additional units. Student requests to enrol in additional units to enable course completion are determined by Senior Student Advisors in their capacity as an Academic Broad delegate under Section 3 of the University Policy on Waiver of rules and policies applying to courses. (UP14/9)

UNDERGRADUATE PASS DEGREE RULES

Achieving course completion

To complete the requirements of an undergraduate pass degree, a student must complete the requirements of a degree-specific major, in the form of either a single major or a double major, must not include more than 12 Level 1 units, must include at least four Level 3 units, must include four broadening units, at least one of which must be a Category A broadening unit, and must pass the ACE, CARS and ISE on-line modules.

Most students will achieve course completion by enrolling in and passing 24 units. In a limited number of circumstances, students will need to enrol in and pass more than 24 units before they satisfy the requirements for course completion.

Additional units - acceptable circumstances

These include:

(i) A decision to discontinue their degree-specific major in favour of another. The student may decide that their original degree-specific major is no longer appropriate to their career or future study plans. In this circumstance, where the change of degree-specific major is approved the student may in some situations need to pass additional units to satisfy the core, option and / or complementary unit requirements of the new degree-specific major;

(ii) A student who undertakes a period of study abroad and discovers that not all of their pre-approved units are available at the overseas university. In this circumstance, the student may enrol in alternative units acceptable to UWA to maintain their full-time status confident that UWA will, upon their return to Australia, also approve their enrolment in any additional units required to complete their course.

(iii) Each undergraduate pass degree course requires a student to complete 24 units of which no more than 12 must be at Level 1 and at least four must be at Level 3. These units may also comprise a second major taken from the same area of knowledge as the degree-specific major or from a different area of knowledge. Some combinations of the two major (i.e degree-specific major and a second major) may exceed 24 points. In such instances, a student may be permitted to undertake up to two additional units to complete a second major. Anything beyond the permitted up to two additional units will require submission of a request for a rule waiver.

Additional units - unacceptable circumstances

These include:

- Consistently excellent academic performance and/or a desire to increase the breadth of studies in a course that already provides for such breadth are not in themselves grounds for approving requests to enrol in additional units.
- Students who have already completed the requirements of the course (that is, 24 units), including the following, should not be permitted to enrol in additional units:
  - the requirements of their degree specific major; and

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1 See Clauses 2.5-2.8 of the University Policy on Undergraduate Degree Courses (UP12/20)
- passed 4 broadening units at any level, including at least one Category A unit.

- Students who want to enrol in one or more additional units to enhance their employment prospects or satisfy the admission requirements for a postgraduate course.

A Senior Student Advisor or Academic Board who delegate discovers that a student has enrolled in one or more additional units beyond those required for course completion, should, before the teaching period Census date advise the student that their enrolment in the additional unit(s) is not approved. If the student still wishes to study the units they must either (i) first gain admission to a second award course within which the units can be credited or (ii) undertake the units on a non-award fee-paying basis.

**Commonwealth supported students**

Students enrolled in Commonwealth supported places are not entitled to receive Commonwealth assistance under the HELP scheme for units that are additional to course requirements. These students should be enrolled on a non-award basis or encouraged to enrol in a second award course (e.g. one of the graduate entry diplomas if the student is seeking to complete the requirements of an additional major.)

- A student can only receive Commonwealth support if the unit of study contributes to the requirements of a course of study in which the person is enrolled; and
- A student is not eligible to be Commonwealth supported for a unit if the unit does not contribute to the requirements of the course of study in which the student is enrolled.

**Example 1:**

*Can a student be Commonwealth supported for units that they undertake which are additional to the award course requirements?*

If a student can complete their award course of study, having satisfied all course requirements, without having to undertake the additional units, then the additional units are not eligible for Commonwealth support or government assistance under HELP. This is because the additional units do not contribute towards the course of study. Students may undertake additional units on a non-award basis and would need to make other arrangements to pay tuition costs.

**Example 2:**

*Can a student be Commonwealth supported for a unit of study that they have already completed and for which they received a pass grade or better?*

If a student has already successfully completed the requirements of the course of study in which they are enrolled, the student is not able to re-take units of study as a Commonwealth supported student for which they have received a pass grade or better.

A student is able to undertake units of study on a Commonwealth supported basis if the student undertook those units in a previous course of study, and not in the current course of study, and the units will be part of the current course.

**Units of study that are not undertaken as part of the course of study are undertaken on a non-award basis. Fees charged for non-award units of study are tuition fees and must comply with all the provisions of HESA relating to tuition fees.**

### Resources for Advisers

- The [Undergraduate Degree Course Rules](www.handbook.uwa.edu.au) are published in the Handbook.
- The [University Policy on: Waiver of rules and policies applying to courses (UP14/9)](www.governance.uwa.edu.au/procedures/policies) is published on the Policies Website.
- The [Australian Government Higher Education Administrative Information Providers (AIP): Student Support (2014)](http://education.gov.au/help-resources-providers) manual has been developed to help approved education providers interpret and implement the student support policies that are enacted under Commonwealth legislation and associated guidelines.