
Higher Education Division

2004 Admission Information

General Admission

The University of Ballarat Higher Education Division has General Admission information, which outlines the eligibility of applicants for admission to courses. Quotas and particular selection criteria govern admission to specific courses. The purpose of this document is (a) to explain who is eligible for consideration for admission to programs in the Higher Education Division; (b) to explain the primary routes through which applicants apply; (c) to outline the bases on which applications are considered; and (d) to provide an overview of the mechanisms for seeking credit or advanced standing for previous learning both credentialled and uncredentialled.

1. Eligibility

The University welcomes applications from the following categories of applicants for admission to studies in the Higher Education Division:

- 1.1. Those who have **completed VCE/Year 12** schooling, having satisfied one of the following:
- 1.1.1. VCE Tertiary Entrance Requirements;
 - 1.1.2. VCE/HSC Year 12 completion;
 - 1.1.3. Other VTAC exemption requirements, including interstate and overseas equivalents; or
 - 1.1.4. Year 12 study requirements in Victorian schools which issue a School Certificate;

OR

- 1.2. Those who have **completed other programs**, including:
- 1.2.1. Certificate or Associate Diploma courses;
 - 1.2.2. Approved TAFE courses involving full-time post-secondary education; or
 - 1.2.3. Tertiary courses or approved parts of tertiary courses;

OR

- 1.3. Those with combinations of **approved Year 12 studies not covered above** by Categories 1.1 or 1.2;

OR

- 1.4. Those who have **not completed Year 12 or other post-compulsory studies**, but who, on the basis of work and life experience including participation in various training programs, believe that they could cope with and benefit from further formal studies.

2. Applications

- 2.1 The following applicants are advised to apply direct to the University of Ballarat through the University's **Tertiary Access Scheme**:
- 2.1.1 Current University of Ballarat students wishing to undertake another course within the University.

- 2.1.2 Non Year 12 applicants wishing to apply *only* to the University of Ballarat.

Such intending applicants should contact Student Recruitment for information and a *Direct Application for Admission (Undergraduate) Form*.

Those seeking consideration on grounds such as illness, disability, financial hardship or membership of DETYA equity categories or because they are of Aboriginal or Torres Strait Island descent, must complete a *University of Ballarat Consideration on Equity Grounds* form and attach to the *Direct Application for Admission Form*. Contact Student Recruitment for details.

- 2.2 The following applicants are advised to apply through the **Victorian Tertiary Admissions Centre (VTAC)**:

- 2.2.1 Students undertaking a Year 12 program;
- 2.2.2 Applicants who have completed a Year 12 program within the preceding 2 years; or
- 2.2.3 Non Year 12 applicants considering study at more than one institution. (Such applicants should NOT apply for study via the Tertiary Access Scheme as well).

Those who are seeking consideration, either on the grounds of disadvantage (such as, for example, illness, disability, financial hardship or membership of a DETYA equity category), or because they are of Aboriginal or Torres Strait Island descent, must complete a *University of Ballarat Consideration on Equity Grounds* form. Contact Student Recruitment for details.

- 2.3 All applicants must complete the Extra Requirements as listed within individual course entries. **Please note:** Not all courses have extra requirements.

Dealing with applications

Students who have been successful in meeting VCE/Year 12 requirements during the previous two years are considered for admission on the basis of their results and, where specified for the course, any special course requirements such as prerequisite subjects for Years 11 or 12. Please refer to the course entries for any additional information or specific requirements. Procedures may vary from course to course.

Applicants who have NOT completed Year 12 or its equivalent, or who are considering transferring between courses within the University, will be assessed on their background including: work and life experiences, education level, motivation and commitment to undertake study. Such applicants will be given appropriate advice on the options available, including preparatory study programs, single unit or module, certificate, diploma, advanced diploma and degree courses.

It should be noted that where course committees have established some proportion and priority guidelines, **quota restrictions** may apply to those courses. Such quotas may include some regional preference and/or sub-quotas of particular categories of applicants.

3. Specific Course Requirements

Refer to the course information in each School section of this handbook.

4. Credit Regulations

Credit may be granted for study, learning or experience in any or all of the following cases:

4.1 Credit Transfer

- 4.1.1 Previous successful study at University of Ballarat.
- 4.1.2 Previous successful study at another higher education, tertiary or TAFE institution.

4.2 Recognition of Prior Learning (RPL)

- 4.2.1 Learning acquired in a credentialled context other than higher education, tertiary, or TAFE, such as courses offered by professional organisations, enterprises, private educational institutions and/or any other recognised providers.
- 4.2.2 Learning acquired in an uncredentialled context, such as through work experience or through life experience.

4.3 Complementary Credit

Specific studies approved in advance by a course(s) committee, which are successfully completed at another institution.

5.4 Types of Credit

Three categories of credit may be approved by course(s) committees:

- 5.4.1 Block credit: granted for whole stages or years of a course, such as semester, year or credit point equivalent.
- 5.4.2 Specified credit: granted for a unit deemed to be similar to that for which credit is sought.
- 5.4.3 Unspecified credit: granted in the form of course credit points or equivalent, which may be used where block or specified credit is inappropriate.

5.5 Conditions Relating to Credit

Applications for credit transfer and notice of intent to apply for recognition of prior learning (RPL) should be lodged with the Head of School administering the course at the time of application for admission to the course. Students should be advised of provisional credit that is offered at the time they accept a place in the course. RPL assessment procedures should be completed, and the results recorded, before the beginning of the semester in which credit is sought.

Any information concerning credit given prior to enrolment will be provisional and will be subject to confirmation by the course(s) committees conducting the course concerned and to ratification by the Academic Board.

Eligibility for credit does not guarantee a place in the course in which that credit would be available.

5.6 Maximum Credit

Credit may be granted for up to 50 per cent of a course. Further credit, however, may be granted in cases where:

- Credit transfer arrangements exist between University of Ballarat courses.
- Credit transfer agreements have been negotiated between the University of Ballarat and other institutions and approved by Academic Board.
- Course(s) committees consider there are exceptional circumstances.

5.7 Appeals

An applicant shall have the right of appeal against a decision on the granting of credit to a Committee established by Academic Board (refer Regulation 5.2, Section 18). The appeal should be made in writing to the Secretary, Academic Board within seven working days of receiving the decision. The Committee will normally hear the appeal within seven working days of its receipt and will report its findings to Academic Board.

The grounds for appeal are that the decision is inconsistent with the University's credit policy.

Please refer to Appendix 1, Regulation 5.2 for 'Entry Quotas, Admissions and Enrolment' details.

Consideration on Equity Grounds

The University of Ballarat seeks to provide equality of opportunity so that all sectors of the community can participate equally in the life and work of the University.

To help to achieve this aim, the University undertakes a range of strategies to increase the participation and success in higher education of students from equity groups. One strategy is accepting applications for consideration in admission on the grounds of disadvantage as a result of factors relating to membership of a nominated equity group.

At present, the equity groups, nominated by the Commonwealth as having a history of disadvantage, are: Indigenous Australians; people from rural and isolated areas; people from socio-economically disadvantaged backgrounds; people with disabilities; people from non-English speaking backgrounds; and women in non-traditional areas of study.

Contact the Manager, Equity and Equal Opportunity on (03) 5327 9357 or Student Recruitment on 1800 811 711 for information.

Students with Disabilities

The University of Ballarat welcomes students with disabilities to an environment that nurtures the diverse range of abilities, talents and interests of all its students.

The Disability Liaison Officers (DLOs) are available to assist prospective and enrolled students with information and support services. Students are encouraged to contact a DLO for confidential assistance on issues ranging from accessible buildings to alternative assessment; from academic support workers to referral to community services. These services are available to students with disabilities, medical conditions and temporary injuries.

For further information contact the DLO at either:

Mt Helen & Camp Street

Phone (03) 5327 9757

TTY (03) 5327 9849

OR

Horsham

Phone (03) 5362 2638

TTY (03) 5362 2765

Email: disability@ballarat.edu.au

Foundation Access Studies (FAST) Program

This enabling program commenced in 1992 as part of the University's policy to actively encourage and increase the numbers of students enrolled from backgrounds currently under-represented in universities.

FAST provides an opportunity for prospective students to experience tertiary study in a non-threatening environment and to develop the skills and confidence to undertake degree or diploma level studies. FAST is offered as a full-time course over one semester.

PROGRAM OBJECTIVES

The FAST program aims to provide an alternative entry point to tertiary study. It provides an opportunity to develop the independent learning strategies necessary in the tertiary study environment. It also provides a supportive environment to build skills and confidence in a number of key areas of language, literacy, communication, mathematics, computer use and research, and to delineate more clearly an appropriate subsequent tertiary study path.

PROGRAM STRUCTURE

Unless formally exempted by the FAST Course Committee, all students will enrol in:

	Unit
FA001	Intro. to Tertiary Study
FA002	Oral Communication and Presentation Skills
FA003	Mathematical Skills and Introductory Statistics
FA004	Research and Information Literacy
FA005	Academic Writing
FA006	Using Computers and the Internet

These units are offered in Semester 2.

For further details contact the program coordinator, Mr Peter Kerwan, Head of Program - Humanities on (03) 5327 8087.

Australian Aboriginal and Torres Strait Islander Peoples

The University of Ballarat recognises that Australian Aboriginal and Torres Strait Islander (ATSI) peoples are generally disadvantaged in education.

The University of Ballarat is committed to Aboriginal* Education and its Aboriginal Education Management Committee has developed an Aboriginal Education Strategy. This committee comprises members of the Aboriginal community and the University and regularly monitors and evaluates strategies to encourage the successful participation of Aboriginal and Torres Strait Islander students at the University of Ballarat.

To cater for those people who are unable to meet the normal admission requirements, the University gives consideration to Aboriginal persons seeking entrance to courses of study within its various Schools.

Persons seeking admission under this policy will be considered under the following criteria:

- Each applicant must satisfy the Commonwealth's criteria for Aboriginality; that is, be of Aboriginal descent, identify as an Aboriginal person and be acknowledged as a member of the Aboriginal community;

- The key consideration should be the assessment of the ability of the applicant to complete the proposed course of study. It is not intended to grant admission which would clearly be beyond the capacity of the applicant;
- Council has identified Aboriginal people as belonging to a disadvantaged group. When considering Aboriginal applicants, it is not appropriate to attempt to "quantify" the disadvantage experienced by an individual;
- As a social justice strategy, this policy is designed to help not only the individual but also the disadvantaged group to which the individual belongs. It would be beneficial to Aboriginal people in general for there to be an increase in the number of professionally qualified Aboriginal persons;
- The Aboriginal Education Management Committee has established an Aboriginal Admissions Committee comprising the Aboriginal Education Manager, Equal Opportunity Officer, the Course Selection Officer and a member of the local Aboriginal community. Successful applicants will be admitted to a tertiary course of study. Others may be admitted to a bridging course;
- A prospective applicant who has been assessed as having successfully completed a one or two semester bridging course is eligible to apply or reapply for admission by this policy.

Applications from prospective Aboriginal students are considered on an individual basis, which may involve an interview and/or testing according to specific course procedures (see specific course requirements). Aboriginal students seeking admission to the University's courses should contact the Aboriginal Education Officer.

The Aboriginal Education Centre provides educational support and a community base for Aboriginal students enrolled at the University. The Centre is also a contact point for prospective Aboriginal students.

Tutorial Assistance for ATSI

The Aboriginal Education Officer can provide study assistance or, if specialised assistance is required, are able to arrange for tutors through the Aboriginal Tutorial Assistance Scheme (ATAS). This scheme is administered by the Department of Education, Science and Training. Aboriginal students can receive two hours additional tutorial assistance per subject per week.

Accommodation for ATSI

In addition to the accommodation options listed later in this chapter, the staff in the Aboriginal Education Centre can advise Aboriginal and Torres Strait Islander students about short-term and long-term accommodation. Referral to Aboriginal community accommodation and housing services can be provided.

**The terms 'Aboriginal people/persons' refer to Indigenous Australians and are used to include Torres Strait Islanders.*

International Education

The role of the International Education office at the University of Ballarat includes:

- The recruitment, selection, enrolment and support of international students in University programs;
- Providing opportunities for Australian and International students to undertake exchange and study abroad programs, which will be credited towards their degrees.

International Full-Fee Students

The University of Ballarat's International students contribute substantially to the life of the University and provide the opportunity for Australian students to meet and learn from people from a wide variety of other cultures and societies.

The University welcomes International students and has a dedicated International Education office to assist and support students from overseas.

The University of Ballarat offers its courses on a full-time basis to qualified international students. Under such arrangements students pay the full tuition fees.

Exchange and Study Abroad

The University of Ballarat has exchange agreements with a number of universities overseas. These agreements allow current students to study overseas for one or sometimes two semesters, and provide an opportunity for students from overseas to experience the adventure and benefits of student life and travel in Australia. Exchange and Study Abroad programs provide an excellent opportunity for students to continue their studies while experiencing life in another country.

Further Information

Further information about admission requirements, enrolment, course tuition fee payment and refund agreement as an International student at the University of Ballarat, or information about the University's Exchange and Study Abroad programs can be obtained from the International Education office at:

Web address: www.ballarat.edu.au/international
 Email address: international@ballarat.edu.au
 Phone: +61 3 5327 9018
 Facsimile: +61 3 5327 9017

Student Administration

Student Responsibility

It is the responsibility of each student to ensure that s/he is correctly enrolled and complies with all University policies and procedures relating to enrolment and changes to enrolment. It is each student's responsibility to read official University notices on the University noticeboards or notices sent to the student's nominated Correspondence address held by Student Administration.

All students are responsible for ensuring that Student Administration has their current address. The University does not accept responsibility if official communication fails to reach a student who has not notified Student Administration of a change of address.

Student Administration collects home and correspondence addresses at the time of enrolment. Students nominate either address as their correspondence address. All official information will

be sent to their correspondence address (including during lecture breaks).

Confidentiality

The University maintains a policy of prohibiting the release of information about students to third parties, unless written authorisation is provided by the student concerned. Certain information requested by government departments in relation to HECS, Youth Allowance and immigration are not included in this policy.

Proxy

A proxy is a person who completes administrative requirements on behalf of a student. A proxy can be used to complete most student administration requirements. The student must supply the person acting as their proxy with a letter of authority to act on their behalf. The student should determine the details that the proxy will require. This may include a list of units in which they wish to be enrolled or their tax file number.

Enrolment Procedures

New Students

New undergraduate students applying through the VTAC system are given enrolment details at the time a course offer is made.

New students who receive an offer through the Direct Entry system will be mailed the enrolment details.

Continuing Students

A continuing student is defined as a student who is returning to the same course in consecutive years, or after a period of approved leave from that course.

Continuing students re-enrol either by completing a *Continuing Enrolment* form prior to the end of Semester 2, or by completing and returning their enrolment form by a specified date. Some courses mail *Continuing Enrolment* forms to students at the end of the year and request that they be returned by a specified date.

All students are advised, prior to the end of the academic year, which procedure applies to each course.

Continuing students are sent a fee invoice prior to the commencement of Semester 1 in each year.

Postgraduate Program Information

Information relating to higher degree candidature and postgraduate scholarships can be obtained from the Office of Research on (03) 5327 9508.

Graduate Diploma and Masters by Coursework

A *Direct Application - Postgraduate* form is available from Student Recruitment. Please note: Applicants for the Graduate Diploma of Education (Secondary) must apply through the Victorian Tertiary Admissions Centre (VTAC).

Masters by Research and Doctor of Philosophy

Enquiries should be directed to the Research, Higher Degree & Ethics Coordinator in the relevant School, or to the Office of Research. Applications on the appropriate forms should be directed to the Office of Research, University of Ballarat.

International Students

Commencing international students are advised by the International Office of the dates and requirements for enrolment.

Continuing international students are required to complete a *Continuing Enrolment* form and have their enrolment finalised prior to the end of Semester 2.

Off-campus Students

Students are advised by their Head of School, or the off-campus institution at which they are studying, of enrolment dates and arrangements for ID cards, HECS booklets and other student administration matters. Off-campus students are welcome to telephone the University of Ballarat, Student Administration for further information about any aspect of their enrolment or study program.

Non-Award Enrolment

Enrolment forms for Non-Award enrolment are available from Student Administration.

A Non-Award enrolment applies to a prospective student who seeks to enrol for one or more units within an academic year for professional development or personal interest (*i.e.* is not undertaking an award or completing a whole course).

Undertaking Non-Award units does not guarantee a student a course place for any future academic years. Non-Award students must apply for an award course place through the normal processes (details available from Student Recruitment).

Students undertaking Non-Award units do not receive re-enrolment material; a new Non-Award enrolment form must be obtained from Student Administration and lodged by the respective semester date of 31 March (Semester 1 and whole year units) and 31 August (Semester 2 units).

It is the student's responsibility to contact the relevant School office regarding the day/time the units will be offered.

Enrolment Notice

For each semester in which a student is enrolled, Student Administration issues a *Confirmation of Enrolment and HECS Liability* notice.

This notice is issued each semester (in April and September). The notice lists all course and unit details as at the March or August HECS census date.

Students have approximately two weeks to advise Student Administration of any variation due to administrative error.

Variations to Enrolment

An *Enrolment Amendment* form is to be used by a student who wishes to amend his/her enrolment (by adding or deleting units), but who remains enrolled for studies during the current academic year.

Please note that the date on which an *Enrolment Amendment* form is lodged at Student Administration is the date when the amendment to enrolment takes effect. Students should therefore ensure that forms are lodged before any relevant cut-off dates. Unit additions are not possible after the relevant cut-off dates. Refer to the *Academic Calendar - Principal Dates 2004* in this Handbook.

Leave from Studies

Enrolled students may apply for leave from studies (generally up to one year) by completing the *Application For Leave From Studies* form, which is available from Student Administration. The application must be approved by the relevant authority. Students must comply with the requirements for leave from study pertaining to their course.

Students wishing to take leave from studies should apply as early as possible in the semester, to avoid having to pay the HECS charge or other course charges. Students who apply after the relevant HECS census date may still be granted leave from studies, however they will be required to pay the semester's HECS and course charges. Student Administration staff are available to assist in completing the relevant form.

Deferment

The University may allow an offer of a place in an undergraduate course to be deferred (generally up to one year). An application for deferment must be made in writing to the University by the end of the nominated enrolment time. Deferment will not be granted automatically and may have restrictions placed on it. Not all undergraduate courses permit deferment.

Withdrawal from All Studies

Withdrawal from a course means that a student leaves the University with the intention of not returning, *i.e.* s/he forfeits her/his place in a course. A *Withdrawal From All Studies* form, available from Student Administration, must be completed.

A student can withdraw from a course at any time throughout the year, but s/he will still have to pay HECS and course charges if s/he withdraws after the respective HECS census date in either semester.

Students who discontinue their studies without completing the *Withdrawal From All Studies* form will be considered still enrolled and will be liable to pay the HECS or course charges and/or will forfeit a possible refund of any monies already paid.

Previously Enrolled Students

Students whose enrolment has lapsed due to:

- being excluded;
 - withdrawal;
 - a period of suspension expiring without subsequent re-enrolment; or
 - a period of leave from studies expiring without subsequent enrolment;
- need to reapply using the appropriate method. Contact Student Recruitment on (03) 5327 9923 for further details.

Change of Address

Students must notify Student Administration using the *Change of Address or Name* form as soon as they change their address.

All Student Administration correspondence is mailed to the Correspondence address.

Change of Name

A change of name should be notified to Student Administration by using the *Change of Address or Name* form. Name changes must be accompanied by official documentary evidence, *eg. marriage certificate*.

Other Matters

Written Confirmation

Student Administration has a designated computer available for students wishing to obtain a printed copy of:

- Results (all units studied);
- Current enrolment (including the HECS weight of each unit of study).

Providing Information to Centrelink

The following is accepted as evidence to apply for Youth Allowance:

New Students

- fee receipt;
- HECS liability notice;
- student ID card;
- a written offer of a place; or
- a statement from the University showing acceptance of a course offer.

Continuing Students

- fee receipt;
- HECS liability notice;
- updated student ID card;
- continuing enrolment form;
- evidence of enrolment (current enrolment) printout, available from Student Administration.

Statement of Results

A Statement of Results is a record of a student's enrolment and results for their current course of study. Each currently enrolled student is automatically sent an authorised (official) Statement of Results at the end of each semester (late July and late December). Unofficial statements of results can be obtained, free of charge, from the Student Access Computer located in the Student Centre.

Results via WWW

Current University of Ballarat (Higher Education) students may access their results at www.ballarat.edu.au/results.

Academic Transcripts

An Academic Transcript is an official record of a student's results for the duration of the student's enrolment at the University.

Academic Transcript request forms are available from Student Administration or from the following web site:

www.ballarat.edu.au/non_academic/studentstaff/administration/academictranscript.shtml

The administrative charges for Academic Transcripts are:

- \$10 produced in the weekly cycle
- \$20 for an immediate copy.
- \$3 for any additional copy (at the time of original request).

Academic Transcripts are produced on Tuesdays and can be collected from Student Administration after 12 noon. Alternatively, they can be posted to a nominated address if the request is received before 5.00pm Monday.

The administrative charge must be paid to the Finance and Development Office. Students who request an Academic Transcript by telephone or mail will be advised to submit a cheque for the relevant amount. An Academic Transcript will not be issued to a third party unless the request is accompanied by written approval from the student.

Standard Letters

A range of standard letters are available on request to confirm a student's enrolment.

They are produced on Tuesdays and can be collected from Student Administration after 12 noon. Alternatively, they can be posted to a nominated address if the request is received before 5.00pm Monday.

Handbooks

Copies of the Handbook are available from Student Recruitment, Ground Floor, Building T, or they can be purchased during the enrolment process.

Student Identification Cards

Students enrolled in award courses are issued with a student identification (ID) card at the time of their enrolment, or at a time arranged by their Course Coordinator. An ID card is required for admittance to examination centres and for borrowing library books.

The ID card can also be registered as the student's photocopy card. This can be done either at the time of enrolment, or by presenting the ID card to staff at the Information desk in the EJ Barker Library.

ID cards for new students are free of charge. Replacement cards are available from the library at a cost of \$10.

Late Charges

The late charges are designed to encourage students to enrol on time and to comply with University regulations regarding study programs. The late charges are non-refundable, and apply in the following situations:

\$55	For continuing students who fail to pre-enrol/re-enrol by the specified date
\$20	Addition of a unit after the specified date

Students should note that the above late charges are *in addition* to any relevant HECS charge or fees which pertain to the respective course or study program.

V/LINE Concession Cards

Application forms for a V/LINE Student Concession Card are available from Student Administration. Conditions apply.

Examinations

The University has two main examination periods, one at the end of each semester, following a week of Swot Vac.

Draft examination timetables are published four to six weeks before the examination period. A copy of the draft timetable is posted on the noticeboard outside T Building. Students may also access a copy of the draft timetable from the University's homepage. Students should check the draft timetable carefully, and promptly notify their lecturer/s if they have a clash or if their unit is not listed.

The final timetable is posted on the same noticeboard at least three weeks prior to the examination period and is also available on the University's homepage. Failure to carefully check the examination timetable is not an acceptable excuse for late arrival or non-attendance at an examination.

Unless otherwise indicated on the timetable, end of semester examinations are held in the Open Flexible Space (Rooms T202/3/4), the Exam Hall (PL Building near the tennis courts and sports fields), Room P917 (upper level, P Building) and Rooms B905 and B906 (B Building).

The usual start times are:

	Reading Time	Writing Time
Morning	9.20am	9.30am
Afternoon	1.20pm	1.30pm
Evening	5.20pm	5.30pm

Noticeboards

The University noticeboards are provided to advise students and staff of forthcoming events, changes in regulations, examination timetables, etc. Students and staff should regularly check the noticeboards associated with their course, and the official University noticeboard, outside on the ground level of T Building.

Results will be displayed on relevant noticeboards within the respective Schools of the University.

Graduations

Students who have completed all of the requirements of a course are eligible to graduate and have their diploma or degree awarded at a conferring ceremony.

Conferring ceremonies are held twice yearly. Ceremonies in May are attended by students who completed their course of study at the end of the previous calendar year; the ceremony in December is attended by students who completed their course mid-year. All students have the choice of attending a graduation ceremony to receive their award, or receiving their award in absentia. In addition there are two times in the year when students can apply to receive their award "in absentia" (certificate only, not at a ceremony). These "in absentia" only opportunities are in September and February.

Students must apply to graduate. The award will be conferred under the name held on student records and a graduation fee is payable when lodging the form. Due to time constraints, no late applications are accepted. All details of closing dates for applications, fees, application forms and other requirements are available on the Graduations Web page. Details of graduation procedure are provided on the graduation webpage at: www.ballarat.edu.au/graduation

Fees

Fee Payment

An enrolment or continuing enrolment is confirmed when the appropriate documents are completed, approved and lodged by the specified times. New students will receive their invoice at enrolment or it will be posted to them. Continuing students will have their invoice posted to them. To maintain an enrolment the invoice must be paid by the date specified on the invoice. If the invoice is not paid then the student may be classified as having an Agency Debt. If no payment is received from a student who has been advised of this situation, then the consequences listed under the **Agency Debt** heading in this section will apply. Failure to pay fees may result in the incurring of financial and HECS liability and a failure result being recorded. To avoid this, written advice regarding withdrawal is required by Student Administration by the respective HECS

census date. International fee-paying students should refer to the Course Tuition Fees Payment and Refund Agreement for international students.

Non-Award Fees

A Non-Award enrolment applies to a prospective student who seeks to enrol for one or more units within an academic year for professional development or personal interest.

Undergraduate 2004 Non-Award fees:

Domestic Students

School	Fee
Arts Academy	\$600
Business	\$700
Behavioural & Social Sciences & Humanities	\$750
Education	\$750
Human Movement & Sport Sciences	\$800
Information Technology & Mathematical Sciences	\$800
Nursing (Undergraduate units) (Fieldwork in Australian Nursing Practice unit)	\$750
Science and Engineering	\$700
VIOSH	\$800

Students enrolling in units from undergraduate award courses will be charged at the above rate on a per unit per semester basis (full year units run for 2 semesters) or at the discounted HECS charge per unit per semester, if the HECS charge is greater. Students enrolling in units from fee-paying postgraduate courses will be charged the postgraduate course fee for that unit; for non fee-paying postgraduate courses the non-award fee per unit will be charged at the same rate as the undergraduate fee specified above. Fees are non-refundable after the respective HECS census dates for each semester.

Fee Invoices

A Fee Invoice is issued at the time of enrolment or is mailed to students. The invoice, which includes course and unit details and relevant charges or fees, states the date by which all fees must be paid to maintain enrolment.

General Service Fee and Unit Charges

All students are required to pay an annual General Service Fee, which contributes towards services offered by the Student Association.

In 2003 the General Service Fees were:

New & Returning Students

Full-time:	\$250
Part-time:	\$102
Limited-time:	\$ 61

The General Service Fee for 2004 will be approved by Council late in 2003. The amount of this fee may be obtained by contacting Student Administration.

Whether a student is full-time, part-time, or limited-time depends on the student's study load in each semester, not on the basis of when studies are undertaken. (A student may have contact hours on a weekend or during a vacation period but still be classified as full-time). The fee is calculated on the load in each semester and is levied on an annual basis at the beginning of the year.

A **Full-Time** student is one who is undertaking units that have a total HECS weight (EFTSU) of .375 or higher per semester.

A **Part-Time** student is one who is undertaking units that have a total HECS weight (EFTSU) of less than .375 but greater than .125 per semester.

A **Limited-Time** student is one who is undertaking units that have a total HECS weight (EFTSU) of .125 or less per semester.

Students are advised of their student status at the time of enrolment (new students), or on their fee invoice (continuing students). Some students may elect to pay non-compulsory unit and/or course charges. These charges are to cover special equipment or materials issued by the respective School.

Higher Education Contribution Scheme (HECS)

HECS booklets and *HECS Payment Option* forms are available from Student Administration. All new students are given a copy of the booklet and are asked to complete a *HECS Payment Option* form at the time of enrolment. Continuing students will receive, by mail, a copy of the 2004 HECS booklet. Student Administration staff are available to answer HECS queries.

Postgraduate Education Loans Scheme (PELS)

The Postgraduate Education Loans Scheme (PELS) is an interest-free loans facility for eligible students who are enrolled in fee-paying, postgraduate non-research courses. It is similar to the deferred payment arrangements available under the Higher Education Contribution Scheme (HECS). It is available for both commencing and continuing students. The Commonwealth pays the amount of the loan directly to the student's institution. Students repay their loan through the taxation system once their income reaches the minimum threshold for compulsory repayment.

Eligible students will be able to borrow up to the total amount of the tuition fee being charged by the institution for each semester for the duration of their course from 2002 onwards. PELS cannot be used to cover costs for text books and other materials. Students will also be able to pay part of their semester tuition fee to the institution for a course and obtain a PELS loan for the balance of their outstanding fees for each semester.

Students must complete a PELS Loan Request form for each course they are enrolled in by the census date for the semester. By completing the form, the student requests the Commonwealth to pay all or part of their tuition fees to their institution if they do not pay them. Students also declare that they are aware of their obligations to repay the loan made under the Scheme when their income reaches the minimum repayment threshold.

As PELS debts are added to existing HECS debts to form a single debt, the HECS income-contingent repayment arrangements will automatically apply. PELS booklets and PELS Loan Request forms are available from Student Administration. Student Administration staff are available to answer PELS queries.

Refunds

A student may be eligible for a full or partial refund of the General Service Fee and unit charges if the withdrawal is made prior to the applicable HECS census date.

A full refund is made for up-front HECS if the withdrawal is prior to the HECS census date in each semester. Enquiries regarding refunds may be made to Student Administration.

Australian students enrolled in postgraduate fee-paying courses will be eligible for a full or partial refund if withdrawal occurs prior to the applicable HECS census date.

International fee-paying students should refer to the 'Course Tuition Fees Payment and Refund Agreement' available from the International Education office.

Non-award fees are non-refundable after the respective HECS census dates for each semester.

Agency Debt

A student can incur an Agency Debt any time after being confirmed as a student for the relevant semester.

Agency debts are any monies owed to the University as a result of any of the following:

- Any fee or charge payable under Statute 9.1-Fees and Charges
- Charges and fees incurred for late enrolments/enrolment amendments;
- Library fines and charges for book replacements;
- Residential fees;
- Student loans and;
- Fines or order of compensation made by the Student Discipline Committee.

Unless the Vice-Chancellor in a particular case decides otherwise, a person who has not paid all fees and charges owing by the person to the University, will not be entitled to the rights and privileges of a student of the University and/or the use of the University services and facilities as prescribed in the regulations as follows:

- (a) enrol or re-enrol;
- (b) receive any results of assessment;
- (c) graduate or receive any higher education award of the University;
- (d) receive an academic transcript;
- (e) use library services;
- (f) use computer services.

After incurring an Agency Debt the student has two options:

- (a) Remove the Agency Debt by paying the outstanding amount. All student rights are then restored.
- (b) Ignore the Agency Debt, which means penalties will be enforced.

Cancellation of Enrolment

A cancellation of enrolment may occur when a student fails to pay the relevant fees. A cancellation means that enrolment in a course is terminated and the student's course place is forfeited. To recommence the course the student would need to submit a new application (using the appropriate method) for consideration by the respective Course Selection Officer and pay all outstanding debts to the University.

For further information on please contact the student fees officer:

Email address: r.hartigan@ballarat.edu.au
Phone: +61 3 5327 9539
Facsimile: +61 3 5327 9333

Financial Assistance & Student Loans

Financial Assistance

University of Ballarat students in all courses are eligible to apply for assistance from the Commonwealth Government through the Youth Allowance Scheme. Application forms are available from the University of Ballarat, Student Development or any Centrelink Office.

Other forms of financial assistance are also available for students. For further information telephone Student Development on (03) 5327 9470.

Student Loans

The University of Ballarat has a commitment to a Student Loans Fund, administered according to the following principles:

- (a) the major objective will be to assist students to complete their studies;
- (b) management of the Fund will comply with the University's educational objectives, particularly in relation to equity and social justice, and encouraging students to handle their own financial affairs

The following bases have been established by the University with respect to its loan funds:

Eligibility

Any currently enrolled student studying on campus, apart from those studying a full fee paying course, may apply for a loan.

Range of loans

Students may apply for up to \$2,000 at a time with the exception of first year students who may apply for up to \$1,000 at a time. (For international students the limit is \$500).

Purpose

The Student Loans Fund is to help you with costs that would affect your ability to study if you were not able to get the money. Some items that may be considered include textbooks, course materials or accommodation.

Loans will not be given for Tuition, General Service, Residence or Amenities Fees or Higher Education Contribution Scheme (HECS) Fees. Fee deferment processes are in place on all campuses. Loans are not normally approved for costs of computers. Loans are not available for the purchase of motor vehicles.

Repayment

As a general rule, smaller loans (\$1,000 or less) are required to be repaid within 12 months of the granting of the loan. For amounts above \$1,000, the loan is to be paid out before the end of the students' current course. All amounts owing become due and immediately repayable when the loan recipient ceases to be an enrolled student of the University. In both cases repayment by instalments can be negotiated.

Interest

Interest is payable at the current rate of 10% per annum. If the student complies with the loan conditions, and payment(s) are made on or before the due date(s), then the interest will be reduced to a concessional rate of 5% per annum. Interest is simple interest calculated on a daily reducing balance.

Administration Fee

The Student Loan Fund Committee may at its discretion charge an administration fee of up to \$40 on each occasion where it is necessary to follow up overdue loans.

Guarantee

A guarantee is required for all loans of greater than \$500 and for students under 18 years of age.

Loan Application Forms may be obtained from:
Accommodation Services Office;
Student Administration; and
Student Loans Office.

All loan applicants require an appointment for an interview with the Student Loans Officer. Appointments can be arranged by contacting the Student Loans Officer or the Financial Operations Section. Completed application forms and supporting documents are to be brought to the interview.

For further information on please contact the student loans officer:

Email address: k.white@ballarat.edu.au
Phone: +61 3 5327 9513
Facsimile: +61 3 5327 9333

Higher Degrees by Research

The University offers higher degrees by research programs including Doctor of Philosophy (PhD), Professional Doctorates, and Masters by Research.

For more information about higher degrees by research, contact the Research and Graduate Studies Office on (03) 5327 9508, or consult the University homepage under "Research".

Scholarships

Australian Postgraduate Awards with Stipend (APA)

The Department of Education, Science and Training offers Postgraduate Awards With Stipend (APAs) each year to train people with exceptional promise to undertake a higher degree by research. The Awards include a stipend for living expenses, the payment of all course fees, and a relocation and thesis allowance. They are awarded to individuals for academic excellence.

University of Ballarat Postgraduate Research Scholarships (UBPRS)

Priority in awarding these scholarships is given to graduates who have completed a four-year undergraduate degree with first class honours (or equivalent). Awards are restricted to Australian citizens or those with residence status and current University of Ballarat IPRS Awardees.

International Postgraduate Research Scholarships (IPRS)

These awards are open to citizens of all overseas countries except New Zealand. The scholarship is available for full-time postgraduate research study in areas of research concentration as designated by individual institutions.

For details about entitlements and application requirements contact the Research and Graduate Studies Office, phone (03) 5327 9508.

The Scholarship Application form is available from the Research and Graduate Studies Office. Application closing date is October 31. Website address: www.ballarat.edu.au/ard/research/graduate-studies/applications/docs/expint.doc.

Prizes and Awards

Arts Academy

- National Gallery Trustees Award
- Arts Academy Student Scholarships
- Arts Academy Travel Award

School of Behavioural & Social Sciences & Humanities

- Jean Gittens Award - \$500
- Award for Academic Excellence
 - Bachelor of Arts (Humanities & Social Sciences)
 - Bachelor of Arts (Rural Social Welfare)
 - Bachelor of Arts/Bachelor of Business
 - Bachelor of Psychology
 - Bachelor of Arts/Diploma of Arts (Professional Writing & Editing)
 - Award for Literary Excellence for 1st year students. Donated by the Australian Federation of University Women and the School of BSSH – Two \$150 prizes.

School of Business

Scholarships

- * HECS Scholarship
- * HECS Scholarships for Indigenous Students
- * Textbook Scholarships

Bachelor of Commerce

- ANZ Prizes
- Australian Computer Society Prize
- Butterworths Pty. Ltd. Book Prize
- Certified Practising Accountants of Australia Prizes
- Cuthberts Solicitors Award
- Evans & Metcalfe Award
- Heinz & Partners Award
- JN Cooke & Foley & Co Award
- LBC Information Services Prize
- Nevett Ford Award
- School of Business Courses Committee Award

Bachelor of Management

- Australian Human Resource Institute Award
- Australian Institute of Management Prize - Book Prize
- Ballarat Tourism Award
- Butterworths Pty. Ltd. Book Prize
- Golden Plains Shire Council Award
- IBM Global Services Prize
- Rural Ambulance Victoria Award
- JK Personnel Award
- School of Business Award
- School of Business Courses Committee Award
- School of Business Marketing Award
- Sovereign Hill

Bachelor of Commerce/Bachelor of Management

- School of Business Courses Committee Award

Graduate Programs

- Australian Institute of Management Award
- Butterworths Pty. Ltd. Book Prize
- Graduate Course Committee Awards
- Head of School Award

School of Education

- Benita Van Raaphorst Memorial Award
- Ian Gordon Award
- me&u Scholarship

School of Human Movement and Sport Sciences

- Peter Fryar Award for:
 - Excellence in Teaching Practice and Academic Achievement (Physical Education)
 - Excellence in Fieldwork and Academic Achievement (Human Movement)
 - Excellence in Fieldwork and Academic Achievement (Human Movement/Management)
- Human Movement and Sport Sciences Academic Excellence Award (Human Movement)
- Human Movement and Sport Sciences Academic Excellence Award (Physical Education)
- Most Outstanding Graduate (Master of Exercise Rehabilitation)
- The Service Award - for contributions to the wider University community.
- Summer Research Scholarships for commencing Honours students – Two \$2500 grants.
- Athlete Travel Scholarships – for students competing at National or International level competition. National competition \$100 / International competition \$350.
- Human Movement / Management Scholarships – up to 4 scholarships available to students who are selected into the double degree program with a VCE score of 40 and above in 2 pre-requisite subjects and / or an ENTER score above 75.
- Honours Scholarships – up to 2 scholarships of \$1000 each are available to students enrolled in an Honours program in Physical Education or Human Movement. The scholarships will be awarded to assist staff on a research project during 2004.

School of Information Technology and Mathematical Sciences

- \$15,000 Information Technology Scholarships
- \$15,000 Women in IT Scholarships Exemption, Equal Opportunity 1995 Application Number A185/2002
- \$15,000 Aboriginal and Torres Strait Islander Scholarship
- \$3,600 ITMS Scholarships
- SMB Articulation Scholarships
- Australian Computer Society Award
- School of ITMS Honours Scholarships
- School of ITMS Summer Scholarships

School of Nursing

- Faculty Awards from the School of Nursing -
 - School of Nursing Scholarship (incoming first year students)
 - School of Nursing Academic Achievement Award (Postgraduate)
 - Award for Academic Excellence (Post registration)
- Rotary Club of Ballarat South
 - Outstanding Achievement in the Study of Nursing 2nd Year student
 - Outstanding Achievement in the Study of Nursing 3rd Year student
 - Leadership in Student Affairs
- High Achiever Award - Royal College of Nursing Australia

- Australian Nursing Federation (ANF), Victorian Branch – Nurses Care Award, 3rd Year Student
- Harcourt Publishers Award
- Sir Albert Coates Award

School of Science and Engineering

Science

- Josephine Brelaz Scholarship for Science
- RW Richards Medal
- Science Commencer Scholarships
- First Year Environmental Management Award
- Second Year Environmental Management Award
- Third Year Environmental Management Award
- Botany Prize
- Best Environmental Management Project Award
- Yakult Student Prize
- Highest Achievement in 1st Year Food Science Award
- Highest Achievement in 2nd Year Food Science Award
- Highest Achievement in 3rd Year Food Science Award
- Recognition of Service to Food Science Promotion Award
- AIFST Award of Excellence
- Krause Medal
- The Harold Yates Scholarship
- AusIMM Scholarships
- Prospectors Supply Award

Engineering

- AusIMM Endowment Scholarship
 - AusIMM Mining and Metallurgical Bursaries
 - Clough Engineering 4th Year Mining Engineering Scholarship
 - Engineering Commencer Scholarships
 - Women in Engineering Scholarships Exemption, Equal Opportunity 1995 Application Number A185/2002
- VIOSH Australia**
- The Ray Epthorp Human Factors Prize
 - The Max Brooke Memorial Prize
 - The Oliver Footwear Solution Award
 - Safety Institute of Australia Dissertation Prize
 - National Safety Council of Australia Perpetual Trophy for Best Academic Performance

Note: Scholarships, prizes and awards are subject to change from time to time. Contact the relevant School for further details.

Accommodation

The Accommodation Services Office exists to help students locate suitable housing in a range of accommodation: Halls of Residence shared housing or private board. The Office incorporates both Residences Management and a Student Housing Office.

Halls of Residence

Applications from intending students may be lodged at any time from the commencement of the academic semester preceding their intended enrolment. Applications from students already enrolled at the University may be lodged at any time. If a student is initially unsuccessful in obtaining a place they should keep in mind that vacancies often become available as the year progresses. Any student who is not happy with their housing arrangements and would like to live on campus or in one of the University's three city Residences is

encouraged to make enquiries at the Accommodation Services Office.

Student Housing Office

The Accommodation Services Office manages a number of properties around the Mt Helen and SMB campuses. Rooms in the houses are rented to students or staff on an individual basis. These houses provide for independent living under the management of the University.

Staff in the Accommodation Services Office will also assist students who are not living in Residence find suitable living quarters in the private sector. The Accommodation Services Office maintains a database detailing availability and cost of rooms in student hostels, student-shared houses, flats and private homes offering board. The same staff are also available to assist students and staff with tenancy advice.

Location

The Accommodation Services Office is located at the Mt Helen Campus, at the northern end of Residence Drive, adjacent to Peter Lalor Hall. Services are available throughout the year from 8.45am to 5.00pm, Monday to Friday, including non-lecture periods but not on public holidays.

For further enquiries regarding the Halls of Residence or off-campus housing please contact:

The Accommodation Services Office
 PO Box 575 Ballarat 3353 Victoria Australia
 Telephone: (03) 5327 9480
 Fax: (03) 5327 9484
 Email: accommodation@ballarat.edu.au

Student Support Services

Counselling & Welfare

Counsellors help students with:

- dealing with difficult personal situations;
- personal skills like motivation, time management, exam preparation, making oral presentations, working in groups;
- understanding the way the university works, interpreting "official language", knowing who to ask about what;
- choosing the right course or career;
- budgeting, including Youth Allowance & Austudy enquiries;
- referrals to other welfare services.

Counselling and Welfare are located in the Student Centre, ground floor, T building, adjacent to the Library.

Chaplains

The Chaplains at the University represent a range of Christian denominations. They are nominated by their respective churches and endorsed by the University to offer pastoral care and support to all students and staff irrespective of faith or denomination.

Creche – Student Association

In a friendly, caring and safe environment, your child can have experiences that promote independence, creativity and increase self-esteem. Taking into consideration your child's physical, social, emotional development, and cultural background, your child will be approached as an individual with respect and due care. The Creche is open from 8.20am-5.30pm Monday to Friday. Bookings are essential due to limited places, for further information call (03) 5327 9456.

Disability Services

The Disability Liaison Officers (DLOs) can assist students with disabilities with information and support services and can also help in addressing issues of discrimination relating to disability. The DLOs can be contacted at:

- Mt Helen & Camp Street: (03) 5327 9757/ TTY (03) 5327 9849
- Horsham: (03) 5362 2638 / TTY (03) 5362 2765
- email: disability@ballarat.edu.au

Discrimination, Harassment and Equal Opportunity

The Manager, Equity and Equal Opportunity can assist students with:

- addressing concerns of discrimination on grounds such as their sex, gender identity, marital status, pregnancy, breast feeding, parenthood, sexual orientation, race, disability, age, physical features, industrial activity, religious and/or political beliefs or activities;
- addressing concerns of sexual, sex-based, disability or racial harassment;
- advice and referral on a range of equal opportunity issues.

For further details contact the Manager, Equity and Equal Opportunity on (03) 5327 9357 or email: b.webb@ballarat.edu.au.

Graduate Careers

This service is available to students during their study and is designed to support students in the transition from study into full-time employment. Services include careers counselling, job search assistance, vacancy listing, vacation employment information and employer liaison. Careers Events are run through the year to provide opportunities for students to meet potential employers. The Graduate Careers web site lists all vacancies that are relevant to UB students. www.ballarat.edu.au/gradcareers

The Seminar program runs weekly and sessions include regular job search seminars, employer information sessions and workshop programs. A Professional Skills Program is held in second semester to provide students with training to assist in developing a "Professional" approach to their career and a smooth transition into the workforce.

Health Centre

The Health Centre aims to meet your health needs while you are studying at the University. It provides a friendly and professional service, with a strong student focus. The Centre is staffed during the teaching period by a receptionist, a nurse and three doctors. Doctors services are bulk billed for students.

Some of the services provided by the Health Centre are:

- general health issues
- sports injuries
- pregnancy testing
- contraceptive information

- immunisation for Hepatitis B and various others eg. tetanus, rubella, meningococcal
- dietary information
- pap smears
- vaccination for overseas travel
- health information on sexually transmitted infections and safe sex.

The Health Centre also specialises in travel health, providing overseas travellers with comprehensive pre-travel health care. A full range of vaccines and medications, and up to date information on travel health issues are available. The Health Centre is located in the Student Centre, ground floor, T building, adjacent to the Library.

Learning Support

Learning Support is provided to assist students to become independent learners and achieve their academic goals. Specific information on how to manage time wisely, how to approach reading for research, preparation of essays and assignments and exam preparation etc., are provided in printed form and in workshops on a regular basis. Students are encouraged to seek assistance and support before they get into any difficulties. Students having trouble with any aspects of their studies should visit the Student Learning Support Centre. Tutors are available to assist in areas such as statistics, maths and general skills such as essay writing, note taking and time management. Specific information on the assistance available can be found on the university web page at www.ballarat.edu.au/learningsupport

Requests for assistance can also be emailed to learningsupport@ballarat.edu.au.

Loans

The University, through the Loans Committee, operates a loans scheme for enrolled students. The scheme provides loans of up to \$2000 to assist students to complete their studies.

Short Term Loans

Loans of up to \$20 are available to students for emergencies such as urgent bills, food, important course materials or travel. Repayment of the loan must be made within one week.

For more information about loans, contact the receptionist at Student Development in the Student Centre, ground floor, T building, adjacent to the Library, and opposite Student Administration.

Unijobs

This service provides current students with assistance throughout their course in locating part time employment to support their study. Advice on resumes and employment opportunities is also available. This service is funded and co-ordinated by the Student Association at Mount Helen. For more information please contact (03) 5327 9450.

The Student Charter

The Teaching and Learning Committee currently have a working party underway to develop the Student Charter. In the interim, students seeking information regarding University policies and procedures should visit www.ballarat.edu.au/policies.