

Permission to Enrol Elsewhere (PTEE) Policy

1. Introduction

Permission to enrol elsewhere (PTEE) or cross-institutional enrolment is accepted by the Faculty of Economics, Business and Law but is granted at the discretion of the Faculty and will, or will not, be approved under the circumstances outlined in sections 2 and 3, and in accordance with the administrative procedures outlined in section 4, of this policy. Applicants must make a strong case for PTEE as the Faculty expects its students to undertake their full degree with UNE.

2. Grounds for Approving PTEE

The Faculty will provide permission to enrol elsewhere for:

- students taking a Study Abroad program;
- students requiring units to complete their program irrespective of graduation which, as a result of annual phasing, are unavailable that year;
- students wishing to undertake units which are not offered by UNE and for which it can be demonstrated that the units would be advantageous to the student's program;
- students who have made a special case outside these conditions which the relevant Course Coordinator has accepted.

In all cases, only units that are deemed to be comparable to UNE units of the same level (as recommended by the appropriate Head of School) and which are approved by the Course Coordinator will be accepted.

Only in the most exceptional circumstances will cross-institutional units be accepted as replacement for core units in Faculty awards.

3. Grounds for Not Approving PTEE

The Faculty will *not* approve students undertaking cross-institutional enrolment except under exceptional circumstances at the discretion of the Course Coordinator (see section 2 above):

- where an equivalent unit is available from UNE;
- for reasons of inability to attend a compulsory residential school;
- for reasons of "inconvenience" or preference not to travel to Armidale (these must be considerations made at the time of seeking admission – especially to external candidature);
- in units that are not approved for the degree program;
- where the limit upon units credited through the advanced standing process has already been reached;
- for reasons of accelerated degree progression where an equivalent unit is available from UNE within the ensuing academic year (including the summer session);
- to undertake a degree major or sequence of units in a discipline which is not available at UNE.
- where the student's academic performance is deemed to be unsuitable for cross-institutional enrolment.

4. Administrative Procedures

Students who receive permission to enrol elsewhere will:

- be enrolled concurrently at UNE during the period of their study elsewhere;

- be liable for all normal charges (excepting a General Service Fee providing that has been paid to UNE) charged by the cross-institution such as transcript fees;
- be liable for tuition fees or HECS charges as determined by the cross-institution;
- remain subject to UNE disciplinary rules and codes of conduct as well as to the similar requirements of the cross-institution.

Requests for permission to enrol elsewhere must:

- be received by Student Administration by 31 October in the year preceding the intended enrolment for first semester units, and by 31 May for second semester enrolments. Later requests may not be considered in time for enrolment.
- be sought on a year-by-year basis. Retrospective permission will *not* be given.

Advanced standing will only be granted for passing grades which are equivalent to those of UNE, ie Pass, Credit, Distinction, High Distinction. Conceded Pass results (as they are defined in the UNE Rules) will not attract advanced standing.