

# Enrolment Declaration and Student Privacy Statement

In consideration of my enrolment at the University of Melbourne ('**University**'), and the provision by the University of teaching services, educational resources and student services, I:

## University Rules

1. Agree to be bound by the terms and conditions, statutes, regulations, policies, procedures and guidelines of the University ('**University Rules**') whilst I am enrolled as a student of the University, including:
  - a. the [Student Conduct Policy](#);
  - b. the [Student Academic Integrity Policy](#);
  - c. the [Research Integrity and Misconduct Policy](#);
  - d. those relating to the ownership, use and control of any intellectual property in any work, invention, discovery or other thing made, created or developed by me in connection with my studies at the University (including the University Statute); and
  - e. those relating to the payment and refunding of tuition and other fees (including the Students Loans, Fees and Charges Policy).
2. Shall act in accordance with all lawful instructions of officers of the University.
3. Understand that falsification of records or details about myself either before or after my enrolment as a student, which may be construed as academic or general misconduct, may result in the University terminating my enrolment or imposing other penalties in accordance with the University Rules. Termination and/or other penalties may be exercised at any time during my studies at the University.
4. Consent to any work I submit for assessment being scanned, copied or used by the University or its agents for the purpose of identifying plagiarism and any other academic or research misconduct.
5. Agree to participate in and complete any programs or training required by the University.

## Fees and enrolment

6. Acknowledge that I am responsible for maintaining my enrolment, and acknowledge that this includes:
  - a. ensuring that my enrolment is accurately reflected on my student portal ([my.unimelb.edu.au](http://my.unimelb.edu.au)) and that any subjects that I am undertaking to count

- towards my course requirements are shown as "enrolled" on my study plan by the census date;
- b. recognising that I have until the subject census date to finalise my enrolment and that any subjects that remain enrolled beyond this will appear on my academic record;
  - c. enrolling and re-enrolling within the given time frames and in the manner specified;
  - d. recognising that I am considered enrolled in my course when I am enrolled in at least one subject per half-year period, or have an approved leave of absence; and
  - e. ensuring payment of mandatory fees by the due date or an extended date approved by the University on application for a fee date extension.
7. Acknowledge that, I will be liable for the subject's tuition fee or student contribution amount (except where the subject is exempt from fees) unless I withdraw from the subject by the subject census date or Fee Remission in Special Circumstances is approved under the provisions of the Higher Education Support Act (2003) and the University Student Loans Fees and Charges Policy (MPF1325).
  8. Where relevant, acknowledge that as a graduate researcher my fee liability, or any funded candidature support usage, will be calculated on a daily basis for every day that I am enrolled (excluding any approved leave of absence) until I submit my thesis, or my enrolment ceases. Enrolment cessation may include: course withdrawal or termination of enrolment.
  9. Will also be liable for all student services and amenities fees or other fees or charges as set out in the University Rules as applicable to my enrolment. This is not applicable if you are enrolled in a course governed by a contract between the University (acting through Melbourne School of Professional and Continuing Education, MSPACE) and an external organisation.
  10. Consent to receiving my invoice electronically and, if I am a Commonwealth supported student, consent to receiving my Commonwealth Assistance Notice electronically.
  11. Understand that it is my responsibility to check my Invoice/Statement of Liability on the student portal ([my.unimelb.edu.au](http://my.unimelb.edu.au)) and ensure payment by the due date.

## **My Personal Details**

12. Will notify the University of any change to my personal details (including changes to my mailing address and contact details) within 48 hours and I acknowledge that the University shall not be in any way liable for any matter arising out of a failure to notify the University of such changes.

13. Acknowledge that a failure to update my personal details will not be an acceptable reason for failing to respond to any correspondence from the University as required.
14. Declare that all information that I have provided to the University (whether directly or via VTAC or other institutions) is, to the best of my knowledge, complete, true, and correct.
15. Authorise the University to obtain information about me from other educational institutions for the purposes of verifying my details and managing my enrolment.
16. Understand that the University must comply with Australian laws and regulations, including those relating to export controls, and may need to take appropriate actions.
17. Authorise the University to verify all details relating to my enrolment. This may include verification of my Australian visa details and study entitlements from the Department of Home Affairs Visa Entitlement Verification Online (VEVO) facility.

## **University communication, notices and records**

18. Acknowledge that University correspondence, including formal notices and other communications, will be issued to me electronically via my University student email address and the student portal (my.unimelb.edu.au).
19. Agree to check my student portal (my.unimelb.edu.au) notices and University emails on a regular basis, which is at least twice per week, including during University breaks or leave periods. This includes making arrangements to access University emails while travelling outside of Australia.
20. Understand that upon graduation, the details of my qualifications will be included in the University's records of graduation and awards and become a matter of public record.

## **My confirmation**

21. I have read and understood all information relevant to my enrolment and made available by the University, including the University of Melbourne Student Privacy Statement set out below as the Appendix to this enrolment declaration.
22. I acknowledge that the collection, management, use and disclosure of my personal information in accordance with the University of Melbourne Student Privacy Statement.
23. I acknowledge that, if applicable, the University may release other information about my enrolment where required for the administration of my Australia Awards Scholarship to the Australian Government Department of Foreign

Affairs and Trade, and other external parties engaged by the University to provide services under the Australia Awards Scholarship program (such as the University's preferred travel agency and health insurance provider).

24. I acknowledge that, if I am enrolled in a course run jointly by the University and another partner organisation or in a formal cross-institutional, study abroad or exchange program, the University may release information about my enrolment and results to the other organisation and any other entity providing financial sponsorship including but not limited to the Australian government or other foreign entity.

25. I acknowledge that the terms of this enrolment declaration, as set out above, are legally binding and may be enforced by the University.

Last updated 11 November 2020.