

Enrolment Declaration and Student Privacy Statement

As a condition of my enrolment at the University of Melbourne ('University'), I:

University Rules

1. Agree to be bound by all 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 \(MPF1324\)](#);
 - b. the [Student Academic Integrity Policy \(MPF1310\)](#);
 - c. the [Research Integrity and Misconduct Policy \(MPF1318\)](#);
 - 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 [Intellectual Property Policy](#); and
 - e. those relating to the payment and refunding of tuition and other fees (including the [Students Loans, Fees and Charges Policy](#)).
2. Agree to act in accordance with all reasonable and 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, in accordance with relevant University policies and procedures which provide for transparent, fair and timely processes for addressing allegations of misconduct in accordance with principles of natural justice. Such policies include:
 - a. the [Student Conduct Policy \(MPF1324\)](#);
 - b. the [Student Academic Integrity Policy \(MPF1310\)](#);
 - c. the [Research Integrity and Misconduct Policy \(MPF1318\)](#); and
 - d. the [Selection and Admission Policy \(MPF1295\)](#).
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 reasonably required by the University. For example, the [Preventing Sexual Misconduct module](#), the Graduate Cornerstones of Good Scholarship module, and Preparing for Placements module prior to undertaking a vocational placement.

Fees and enrolment

6. Acknowledge that I am responsible for maintaining my enrolment, and acknowledge that this includes:
 - a. Being aware of the course rules and key dates for my course as set out in the Student Handbook (handbook.unimelb.edu.au) and at students.unimelb.edu.au/your-course/manage-your-course/key-dates;

- b. Ensuring that my enrolment is accurately reflected on my student portal (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;
 - c. 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;
 - d. Enrolling and re-enrolling within the given time frames and in the manner specified;
 - e. Recognising that I am considered enrolled in my course when in each half-year period I am either (i) enrolled in at least one subject; or (ii) have an approved leave of absence;
 - f. Ensuring payment of mandatory fees which are set out in the Invoice/Statement of Liability issued by the University to me, and that I must pay those fees by the due date set out in the Invoice/Statement of Liability, or an extended date approved by the University on application for a fee date extension; and
 - g. Ensuring that I provide my valid Australian Government issued Unique Student Identifier (USI) within the required time frames.
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 a 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. Acknowledge that if I am 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. Acknowledge that, I will also be liable for all student services and amenities fees or other fees or charges specified in the University Rules as applicable to my enrolment, and which are set out in the Invoice/Statement of Liability, and that I must pay those fees and charges by the due date set out in the Invoice/Statement of Liability.
 10. Consent to receiving any 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) and ensure payment by the due date or, if using the Higher Education Loan Program (HELP) loan to pay my fees, ensure I have a sufficient HELP balance to cover the invoiced amount.
 12. Acknowledge that there are University academic progress requirements that apply to my enrolment (including those outlined in the [Academic Progress Review Policy \(Coursework\)](#) (MPF1291) or [Academic Progress Review Policy \(Graduate Research\)](#) (MPF1363), and that there may also be course progression or other requirements that apply to the funding arrangement for my enrolment (including in relation to any Commonwealth support) and any scholarships/sponsorships that I receive. I acknowledge that if my academic progress is deemed unsatisfactory, I will be notified by email and invited to provide a written submission to the Course Academic Progress Committee (CAPC) and/or attend a CAPC meeting. I acknowledge that, after considering my submission, the CAPC may impose restrictions on my enrolment, suspend or terminate my enrolment and this may lead to changes to, or loss of, my funding, scholarship or sponsorship.

My Personal Details

13. Will notify the University of any change to my personal details (including changes to my mailing address and contact details) within 7 days and I acknowledge that the University is not responsible for any matter arising out of my failure to notify the University of such changes (except where my failure to do so is the University's fault).
14. Acknowledge that the University relies on my personal details being accurate to provide me with correspondence and accordingly my failure to update my personal details will not be an acceptable reason for failing to respond to any correspondence from the University as required.
15. 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.
16. Authorise the University to obtain information about me from other educational institutions for the purposes of verifying my details and managing my enrolment.
17. Understand that the University must comply with Australian laws and regulations, including those relating to export controls, and may need to take appropriate actions.
18. Will complete a foreign interest disclosure if requested by the University.
19. 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

20. 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).
21. 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.
22. 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.

Graduate Research Thesis

23. If I am a graduate researcher, I acknowledge that I will be required to make my thesis openly available to the public through the University's institutional digital repository unless otherwise agreed with the University (for example where an embargo has been approved by the University for my thesis). I will ensure that I will retain all necessary rights to enable the University to publish and share my thesis and will not grant an exclusive copyright licence in my thesis to any other person or organisation.

My confirmation

24. I have read and understood all information relevant to my enrolment and made available to me by the University, including the University of [Melbourne Student Privacy Statement](#) set out below as the Appendix to this enrolment declaration.
25. I acknowledge the collection, management, use and disclosure of my personal information in accordance with the University of [Melbourne Student Privacy Statement](#).
26. I acknowledge that if required for the administration of my Australia Awards Scholarship the University may release other information about my enrolment 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).
27. 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. [
28. I acknowledge that the terms of this enrolment declaration, as set out above, are legally binding and may be enforced by the University.

The most recent substantive changes were made in November 2023.