



# University Policy

## Deferment and Leave From Studies

### 1. Purpose

Among students in higher education courses, deferment of courses and taking leave from studies are common occurrences that may well increase in frequency. The growing cost of tertiary education, greater competition between institutions, increasing choice of tertiary courses, and comparatively high demand for labour, are all inducements for students to defer their entry into higher education courses and to take leave during their courses.

The policy has been developed with the aim of balancing two competing demands that:

- (i) students expect deferment or leave from studies; and
- (ii) the University is obliged to operate as efficiently and effectively as possible in enrolling students and ensuring they graduate in a timely manner.

The policy will result in potential and existing students perceiving the University as a fair and reasonable educational institution to which they will apply, return from periods of absence, and from which they will ultimately graduate.

To achieve these aims the policy seeks to:

- (a) allow deferment across higher education courses;
- (b) develop a set of guidelines that would govern the frequency and duration of, and allowable circumstances that would pertain to, granting leave to any student enrolled in a higher education course.

### 2. Scope

This policy allows deferment and leave from studies from all University of Ballarat higher education award courses. All commencing students who have been given a formal written offer by the University of Ballarat and who have not yet enrolled will have the option to defer this offer for one teaching period (6 months) to a maximum of two teaching periods (12 months). Students who enrol in the University may apply to take leave from studies at any time.

### 3. Definitions

**Deferment:** A period of up to 12 months, normally covering the academic year, before a student, who has been offered a place in a higher education course, enrolls in that course.

**Leave:** Periods of either six or 12 months, covering the normal teaching period(s), when an enrolled student is excused from formal study.

**Course:** A program of study/research leading to the granting of an official award or qualification of the University contained in [University Schedule 5.1](#) or in [Regulation 5.1 The Degree of Doctor of Philosophy, Masters Degrees by Research and Professional Doctorates](#). A course usually contains subsidiary elements variously referred to as units, competency units or modules.

**Warning – Uncontrolled when printed! The current version of this document is kept on the UB website.**



## Deferment and Leave From Studies continued.../.

**Offer:** When an applicant to the University is informed in writing that they have a place in a course of study.

**Enrolment:** The process by which a person, having received a written offer of a place, shall enrol by lodging with the Vice-Chancellor a duly completed form of enrolment signed by both the applicant and the course coordinator or person of equivalent authority [[University Statute 5.2](#)].

## 4. Policy Statement

### Deferment

Students who have received a written offer of a place in a higher education course will be granted deferment on application. A written application must be made within two weeks of receiving the letter of offer.

The maximum period of deferment will be 12 months however deferment for a period of six months may be granted where appropriate. Deferment cannot be offered once a student has enrolled.

Schools or the Dean of Graduate Studies may seek exemption for particular courses from this policy of automatic deferment on application to the Deputy Vice-Chancellors. Any exemptions must be consistent with the Equity and Equal Opportunity policies of the University.

### Leave

Once enrolled, a student may apply for leave from studies extending for at least one teaching period and up to one year.

First applications for leave will normally be granted automatically provided, in the case of coursework programs, the Course Coordinator and the relevant Courses Committee are satisfied that the reasons are appropriate. In the case of research higher degrees the Dean of Graduate Studies and the Research Committee will consider applications for leave.

Second applications will be scrutinised more closely but will be accepted on grounds such as: physical or mental health, financial hardship, or clear loss of motivation. Students granted second periods of leave will be warned that third applications may not succeed unless the grounds for leave are serious.

Applications for leave from students whose performance warrants appearance before an academic progress committee will only be considered after the decision of the progress committee has been reached.

## 5. Responsibility

Academic Board and associated Standing Committees Divisions/Schools and Portfolios/Sections.

## 6. Legislative Context

- [Disability Discrimination Act 1992](#)
- [Educational Services to Overseas Students \(ESOS\) Act 2000](#), [Educational Services to Overseas Students \(ESOS\) Regulations 2001](#); and [National Code of Practice 2007](#).
- [Victorian Qualifications Authority Act 2000](#)
- [The University of Ballarat Act - 1993 \(as amended\)](#)
- [Victorian Equal Opportunity Act 1995](#)
- [Vocational Education and Training Act 1990](#)

**Warning – Uncontrolled when printed! The current version of this document is kept on the UB website.**



# University Policy

## Deferment and Leave From Studies continued.../.

- [The Australian Quality Training Framework: Standards for Registered Training Organisations \(2007\).](#)
- [The Code of Practice in the Provision of Education to International Students approved by the Australian Vice-Chancellor's Committee \(AVCC\).](#)
- The policy was also developed with reference to [University of Ballarat policies, procedures and guidelines](#) in the Learning, Teaching and Assessment Domain.

### Statutes and Regulations:

- [Statute 2.2 Academic Board](#)
- [Statute 5.1 Academic Awards and Courses](#)
- [Statute 5.2 Entry Quotas, Admissions and Enrolment](#)
- [Statute 5.3 Assessment](#)
- [Statute 5.4 Exclusion for Reasons of Unfitness](#)
- [Statute 5.6 Admission to Academic Awards](#)
- [Regulation 5.1 The Degree of Doctor of Philosophy, Masters Degrees by Research and Professional Doctorates](#)

## 7. Associated Documents

- [Pathways and Articulation Policy](#)
- [Equal Opportunity / Valuing Diversity Policy](#)

[End of Policy – Return to Top](#)

**Warning – Uncontrolled when printed! The current version of this document is kept on the UB website.**