

The University of Melbourne

POLICY

Title	Deferment
Overview	Describes the principles and practice for deferment of commencement in a course at the University of Melbourne.
Key Words	deferment
Scope	All coursework degrees in the Melbourne Model
Related documents	
Approved by	Academic Board
Date approved	31 July 2007
Start Date	31 July 2007
Date for review	July 2008
Business Owner	
Contact Name/extension/email	

Definition: *Deferment (sometimes known as deferral) is the process whereby successful applicants to a particular course are able to delay commencement of their studies in that course.*

Policy:

Students delay the commencement of their studies for a variety of reasons and may gain significant benefit from doing so.

Students selected into coursework degrees are eligible for up to one year of deferment for such activities as knowledge transfer, employment, travel, or for personal or compassionate reasons.

Deferment may not be permitted if a course is being discontinued. As the University implements the Melbourne Model over the coming years there will be some courses in which deferment is not permitted. For transitional arrangements that apply to undergraduate courses in 2008 please refer to the table in attachment A.

Deferment is not permitted to allow the commencement of another tertiary course of more than one year in duration.

Deferment of a place in a concurrent diploma or certificate is not possible.

Subject to the availability of relevant core subjects, deferment may be permitted for only one semester but will normally not be permitted for more than one year.

In some courses deferment may be conditional (e.g. Students wishing to defer the offer of a place in the Bachelor of Music may need to re-audition successfully before they are permitted to commence studies).

Students who have transferred from one course (the first course) to another (the second course) within the University may be permitted to defer commencement of the second course but will not be permitted to continue the first course during this time.

The University of Melbourne

POLICY

Course requirements may be altered during the period for which a student has deferred commencement. In such cases students will be subject to the course requirements that are applicable upon commencement of their studies.

Students selected into a coursework program will receive a letter of offer which sets out the last date by which the offer should be accepted. Students intending to defer must inform the University of their intention within the designated period.

Students whose offer permits alternate commencement dates will not be considered deferred if they choose a later date.

POLICY

Procedure and Practice:

Advertisement

- Information about deferment should be advertised to students on the University's website and in other relevant publications.
- Such information should include clear advice about the possible implications for students of deferring the commencement of their studies.

Implications of deferment for students

- Course content, including the availability of subjects and subject areas, may be altered during the period for which a student has deferred commencement of their studies. Students will only be able to plan their course on the basis of the subjects and subject areas available when they commence their studies.
- Tuition fees (including Australian or International fees, or HECS liability) for the relevant course may increase during the period for which a student has deferred commencement of their studies. Students will be liable for tuition fees at the rate applicable upon commencement of their studies.

Application Process

- Students may receive offers throughout the year for commencement in a future semester.
- Students must apply to defer direct to the University online citing their reasons for the request and the year/semester in which they intend to commence their studies and providing their email address for correspondence.
- Applications for deferment must be received:
 - By the end of the enrolment period (VTAC applicants)
 - By the Offer Lapse Date (Direct applicants)This allows alternative offers to be made if required.

Response to application

- Applications for deferment are assessed by the body responsible for selection into the degrees.
- Responses to applications should include a request to notify the University if:
 - Contact details change during the period of deferment or;
 - The student decides not to take up their place in the degree.

Enrolment of deferred students

- Prior to the applicable enrolment period the University will contact those students who have deferred commencement of their course until the following semester.
- Deferred students will be asked to indicate whether or not they intend to take up their place.
- Once a student has indicated that they intend to take up their place they should be managed as a commencing student.

The University of Melbourne

POLICY

Forfeiting a Place

- Students who fail to respond to instructions regarding enrolment, and those who indicate their intention not to take up their place will forfeit.
- Students who have forfeited may re-apply for entry to the same degree at a later stage according to the admission process and selection criteria in operation at that time. Selection will not be guaranteed.

Discretion

- The body responsible for selection into the degrees has discretion to vary the application of this policy as follows:
 - Deferment may be granted for up to two years in situations where the reasons for the request are serious and outside the student's control. (e.g. A student is required to perform two years of national service in their home country).
 - Deferment of a place in an Honours or postgraduate coursework degree may not be possible for various reasons concerning the availability of academic staff or resources (e.g. availability of research project, subjects or supervisor unable to be guaranteed).

The University of Melbourne

POLICY

Attachment A: Deferment of Undergraduate degrees in 2008

Course	Proposed future for this area of study within the Melbourne Model	Deferral possible in 2008
Associate Degree in Agriculture (Dookie campus)	To continue in current form.	Yes
Associate Degree in Environmental Horticulture (Burnley campus)	To continue in current form.	Yes
Associate Degree in Forest Management (Creswick campus)	To continue in current form.	Yes
Bachelor of Agriculture (Dookie campus)	To continue in a revised form.	Yes
Bachelor of Arts (Media and Communications)	Course available until 2009 but beyond that to be confirmed.	Yes
Bachelor of Arts (New Generation)	Available from 2008.	Yes
Bachelor of Biomedicine (New Generation)	Available from 2008.	Yes
Bachelor of Commerce (New Generation)	Available from 2008.	Yes
Bachelor of Computer Science	Last undergraduate intake in 2008. Computer science will be available as a major area of study in the new generation Bachelor of Science.	No
Bachelor of Dance	The VCA is reviewing its undergraduate courses for 2009. While the course title may change the content and focus will be similar to the current course.	No
Bachelor of Dental Science	Last undergraduate intake in 2009. Dental science will be studied in the graduate Dentistry program to be introduced in 2011.	Yes

The University of Melbourne

POLICY

Course	Proposed future for this area of study within the Melbourne Model	Deferral possible in 2008
Bachelor of Dramatic Art	The VCA is reviewing its undergraduate courses for 2009. While the course title may change the content and focus will be similar to the current course.	No
Bachelor of Early Childhood Education	Last undergraduate intake in 2008. From 2008 early childhood education will be offered in the Master of Teaching.	No
Bachelor of Education (Primary)	Last undergraduate intake in 2008. From 2008 primary education will be offered in the Master of Teaching.	No
Bachelor of Engineering	Course available until 2009 but beyond that to be confirmed. Engineering will also be available as a major area of study in the New Generation Bachelor of Biomedicine, Environments, Commerce or Science.	Yes
Bachelor of Environments (New Generation)	Available from 2008.	Yes
Bachelor of Film and TV	The VCA is reviewing its undergraduate courses for 2009. While the course title may change the content and focus will be similar to the current course.	No
Bachelor of Fine Art	Expected last undergraduate intake in 2008. The VCA is reviewing its undergraduate courses for 2009. While the course title may change the content and focus will be similar to the current course.	No
Bachelor of Information Systems	Last undergraduate intake in 2008. Information Systems will be available as a major in the new generation Bachelor of Science and as a non-core major in the new generation Bachelor of Commerce.	No
Bachelor of Medicine/Surgery/Medical Science	Last undergraduate intake in 2008. Medicine will be studied as a new graduate Medicine program to be introduced in 2011.	No

The University of Melbourne

POLICY

Course	Proposed future for this area of study within the Melbourne Model	Deferral possible in 2008
Bachelor of Music (New Generation)	Available from 2008.	Yes
Bachelor of Music Performance	The VCA is reviewing its undergraduate courses for 2009. While the course title may change the content and focus will be similar to the current course.	No
Bachelor of Optometry	Last undergraduate intake in 2009. Optometry will be studied in the graduate Optometry program to be introduced in 2011.	Yes (in exceptional circumstances only)
Bachelor of Oral Health	To continue in current form.	Yes
Bachelor of Physiotherapy	Last undergraduate intake in 2009. Physiotherapy will be studied in the graduate Physiotherapy program to be introduced in 2011.	Yes (in exceptional circumstances only)
Bachelor of Production	The VCA is reviewing its undergraduate courses for 2009. While the course title may change the content and focus will be similar to the current course.	No
Bachelor of Science (New Generation)	Available from 2008.	Yes
Bachelor of Veterinary Science	To be confirmed.	No