STUDENT ADMINISTRATION

Re-enrolment 2010

Information for continuing students:
Undergraduate & Postgraduate
IMPORTANT!

Please email the completed Re-enrolment Form using your student webmail to enrolment@swinburne.edu.my by 5.00 pm on Friday, 22 January 2010.

Students will need to select units of study /subjects for BOTH March and August semester 2010. Students must select 4 subjects per semester. Any student wishing to make changes to their enrolment will need to submit signed and approved Amendment to Enrolment Form to SIC prior to semester commencement.

Re-enrolment forms received after this date will be charged a LATE ENROLMENT PENALTY of RM200.00.
ADDITIONAL INFORMATION FOR BACHELOR DEGREE BUSINESS STUDENTS

Changes to the Bachelor of Business Suite of Programs

Starting from Semester 1, 2010, the Bachelor of Business suite of programs will be renamed as Bachelor of Commerce.

This name change is part of the University’s ongoing curriculum review process. It reflects the innovative nature of our degrees which are continuously aligned to the changing industry demands.

To those who have received the Transition Letter, kindly be reminded to return the Acknowledgement of Acceptance Letter to Student Administration upon receiving the Transition letter.

After you have read and understood the instructions stated in the letter, you are required to return a copy of the Study Plan (only applicable to ABLE TO TRANSFER students) and Transition Planner. We will not proceed with your Re-enrolment if you have not submitted the required documents.

Kindly refer to the subject listing attached together with the Transition Letter for Re-enrolment purposes.

The last day to submit the above documents is 31st December 2009.
Student who is exempted from Re-enrolment:

If you are in one of the following categories, then you do not need to complete a re-enrolment form for 2010:

- **Completing your studies / program in Sem 2, 2009 Intake:-**

  If you are Degree student expecting to complete your program in Semester 2, 2009, you do not need to submit a re-enrolment form but you should complete an Application for Award/Graduation form available at Student Information Center (SIC), Level 1. However, if you fail a unit of study in your final semester (Semester 2, 2009) you should submit the Re-enrolment Form via email within 5 working days after the result publication day to arrange your enrolment for Mar 2010.

  If you are Diploma student expecting to complete your program in your current semester and decide to further to Degree program, you need to apply through Marketing. You are required to come for enrolment during Registration of New Students on 1 – 4 March 2010.

  If you are Foundation expecting to complete your program in your current semester and decide to continue to desired program, you are required to submit your Re-enrolment Form via email by the closing date of Re-enrolment for 2010. Please indicate in your email that you are articulation student from Foundation to Degree.

- **Taking Leave of Absence for 2010**

  If you are applying to take Leave of Absence (LoA) for 2010, you need to complete an Application for Leave of Absence and submit this form by the closing date for Re-enrolment.

- **Withdrawing from your program**

  If you intend not to continue your studies, then you need to officially withdraw from your program by submitting a Withdrawal form to SIC as soon as possible.
1. Re-enrolment via Webmail

All returning students are to enroll via the webmail system.

Re-enrolment Process

**STEP 1**
- Log on to [www.swinburne.edu.my](http://www.swinburne.edu.my) or Blackboard.
- Read and understand the Re-enrolment Information for Undergraduate & Postgraduate 2010.
- Select “Re-enrolment Form” and complete the form.
- Read the information on Unit Listing available on the website, Blackboard & notice board.

**STEP 2**
- Fill in all your particulars in the spaces provided.
- Select/choose the 8 units of study (4 units per semester) based on the units listings available on the Website and Blackboard. Please ensure that you have met the necessary unit’s prerequisite before selecting the units or subjects.
- Email the completed form as an attachment to enrolment@swinburne.edu.my before the closing date. You MUST use your Swinburne’s email account (liaise with the ITS department if you have problems accessing your email account.).

**STEP 3**
- You will be notified via your University email account of the acceptance of Re-enrolment Form or any problems related to incomplete particulars & unit of study selections. Therefore, please make sure that you check your Swinburne’s email regularly. If you do not receive any reply from us please contact us immediately.
- Your Registration Summary and Invoice will be emailed to your Swinburne’s email account a week prior to semester commencement.
- Please print a copy for your own record. A fee will be charged for reprint of Invoice and Registration Summary from Student Information Center.
NOTE:

★ It is your responsibility to check and reconfirm your Re-enrolment status. The University is not obliged to CALL or INFORM you regarding your Re-enrolment status.

★ Ensure to check your student webmail regularly. If you are under AT RISK or EXCLUSION you will receive a letter via your student webmail. Take note the deadline stated in the above letter. NO appeal will be entertained after the deadline and NO enrolment will be allowed thereafter. Student Progress Review Panel will only be conducted during the week before the semester commencement.

★ You MUST keep the University informed of your personal details (address, telephone contacts, etc). Your contact details are important in order for us to contact you when needed.
2. Amendment to enrolment

Amendment to enrolment includes:

2.1 Program withdrawals

Students who are withdrawing from a program at Swinburne to take up an offer in another institution must complete the Withdrawal from Program Form and return the form to the Registrar for approval.

2.2 Unit of study additions*

If a student wishes to add a unit of study, they must seek advice and approval from their Head of School and make sure the Application to Amendment Enrolment Form must be filled and duly completed before submitting it to the SIC. Amendments without approval and submitted thereafter will not be entertained.

The closing date will be the Friday at the end of Week 1 of the semester (refer to Page 2). Student Administration MUST be notified immediately should there be any discrepancies or amendments in the unit of study enrolment, failing which they will not be permitted from attending classes and sitting the final examination. Thereafter, students must make sure that they receive the Registration Summary and Invoice which show the confirmed enrolled units of study for the semester after amendment.

Students whose names not listed in any of the lecture and tutorial groupings will not be allowed to sit for the Final Examination even though they have been attending classes and completed all the assessments.

2.3 Unit of study withdrawals*

If a student wishes to withdraw/drop from a unit of study, the Application to Amend Enrolment Form must be filled in and duly completed before submitting it to the SIC. Amendments without approval and submitted thereafter will not be entertained.

The closing date will be the Friday at the end of Week 4 of the semester (refer to Page 2).

* Students are only allowed a maximum of two (2) times to add/drop units of study. Any amendment exceeding the above limit will incur a fee of RM50.00 per subsequent amendment.
2.4 Applications for Leave of Absence

Students must apply for leave of absence in writing by the census date / before and end of the fourth week of commencement of course date by completing the Leave of Absence (LOA) Form and submitting to the SIC.

Students who are granted LOA, and whose application was made prior to the close of business will be eligible for a refund.

2.5 Applications for Exemption

Students must submit an Application for Exemption Form for any units of study that have already been completed in the original program and can be credited to the new program. The students will be notified, by letter on the decision made to the exemption applications.

All amendments to enrolments must be made on the appropriate forms.
3. Eligibility for amendment to enrolment

Only students who fall in one of the following categories are allowed to submit the Amendment to Enrolment form.

3.1 Clashes of units of study
The Student Administration will only enroll students in unit(s) that do not clash with one another. For unit(s) that clash with one another, students are required to find a substitute unit and submit the Application to Amend Enrolment Form immediately for further action.

3.2 Class Full
If lectures or tutorial groups have reached full capacity, they will be “closed” and no more students are allowed to enroll. The Student Administration will only enroll students on unit that are not full. Students will be notified via student webmail should this happen. Upon receipt of the notification, the students will have to find a substitute unit by completing and submitting the duly signed Application to Amend Enrolment Form immediately to SIC for further action.

3.3 Failures in Final Examinations
You are required to re-enroll before the results are published, thus, you should initially re-enroll assuming you will pass all units. If you fail any units and are required to REPEAT, the new units enrolled for next semester will need to be dropped and replaced with unit/s that you need to REPEAT by completing and submitting the duly signed Application to Amend Enrolment Form within 5 working days after the result publication day. Amendments without approval will not be entertained.

A standard semester's study load for Degree & DBIS students are **4 units**; DEE & Foundation students are **5 units**.

Students are not allowed to overload unless approved by the Head of School and subject to compliance with the relevant policies.
3.4 Re-sit Candidates

If you fail your Re-sit exams, you can add the failed unit by completing and submitting the duly signed Application to Amend Enrolment Form within 5 working days after the Resit results publication day. Amendments without approval will not be entertained.

You **MUST** check your webmail for Registration Summary and Invoice to confirm your enrolment.
4. Pending Re-enrolment

If you are subject to any of the following conditions, your Re-enrolment will be pending. Kindly take the necessary action as follows:

4.1 At Risk students

- Students who fail **50%** or more of their units of study in any one semester; or
- Students who fail a unit of study the **second** time inclusive of a Resit exam; or
- Students who fail to meet the academic conditions previously imposed by the Swinburne University of Technology’s Examination Board

AT RISK student will receive a letter from Student Administration via student webmail. **You will not be permitted to enroll until you have complied with the terms and conditions stated in the AT RISK letter.**

4.2 Exclusion students*

- Students who fail **all** the units of study in the semester
- In both their **two most recent semesters**, the students fail **50%** or more of their units of study; or
- Students who fail a unit of study the **third (3rd) time**, inclusive of a Resit exam; or
- Students who fail to meet the academic conditions previously imposed by the Swinburne University of Technology’s Examination Board.

You will be issued an Exclusion from Program letter and you are required to submit show cause letter on why you should not be excluded from a particular program within a specified date. Once a decision on your appeal has been made, you will be notified via Blackboard/ notice boards/ webmail for interview sessions. A letter on the panel’s decision will be issued before you could proceed with the enrolment. Thereafter, the Exclusion’s Consultation Form **MUST** be submitted to the SIC after meeting with the Program Coordinator for processing. **You will not be permitted to attend classes and sit the final examination if you have yet to receive the Registration Summary and Invoice via webmail.** Last day to submit Exclusion Consultation & Re-enrolment Form is within 5 working days after the interview.
4.3 Applying for subject exemptions from the previous program
You must submit the Application for Exemptions Form before the closing date for Re-enrolment to avoid delays in enrolment. The Student Administration will notify students on the decision made by webmail. You will not be permitted to attend classes and sit the final examination if you have yet to receive the Registration Summary and Invoice via webmail.

4.4 Applying for Internal Program Transfer
You must submit an Internal Program Transfer Form a month before the semester begins for processing and to avoid delays in enrolment. The Student Administration will notify students on the decision made by webmail. You will not be permitted to attend classes and sit the final examination if you have yet to receive the Registration Summary and Invoice via webmail.

4.5 Outstanding debts (Loans, Scholarships)
You must settle the outstanding debts before we can proceed with the Re-enrolment process. Kindly liaise with Finance Department for payment details.
5. Penalties for late Re-enrolment

Continuing students who do not enroll by the due date will be charged a Late Re-enrolment Fee of **RM200**.

6. Payment of fees

All fees must be paid in full within 7 working days from the date of enrolled program at the Cashier’s Counter at 1st Floor, G Block. However if you are unable to make payment within the stipulated time frame, you must contact the Finance Department to make alternative arrangements.

Any payment received after the payment due date will be charged with **Late Payment Penalty** of **RM200.00**.

Our account details are:

- **Account Name**: Swinburne Sarawak Sdn Bhd
- **Bank Name**: RHB Bank Berhad
- **Account Number**: 2-11016-00065829
- **Address**: 256 Jalan Padungan, 93100 Kuching, Sarawak, Malaysia
- **SWIFT Code**: RHBBMYKL

Where the payment is made via bank, please kindly extend us a copy of bank-in-slip to enable us to issue the official receipt.

**IMPORTANT:-**

Please be informed that we do not appoint/assign/authorise any third party(s) as our fees collection agent. We will not be liable for the payment made to any third party account(s) except to our designated account as indicated above.
7. Re-enrolment checklist

✔ 1. Completed and submitted the Re-enrolment Form via Student webmail
✔ 2. Received Registration Summary and Invoice via Student webmail
✔ 3. Paid fees according to the invoice
✔ 4. Tutorial Registration

PLEASE TAKE NOTE:

1. It is the responsibility of each student to ensure that she/he is correctly enrolled and complies with all University policies and procedures relating to enrolment and changes to enrolment. It is each student's responsibility to check the notice boards or Blackboard or information sent via their student webmail.

2. Students without the Registration Summary will not be allowed to attend any lectures. If you do not receive your Registration Summary, please inform the Student Administration Unit immediately.

3. Students are reminded to activate their Student Webmail for any official correspondence pertaining to students' Re-enrolment will be sent to their Student Webmail. (For Activation, please liaise with the ITS Department, Ground Floor, Block G).

Please refer to Swinburne’s Website, Blackboard, notice boards and student webmail for updates.