

FACULTY OF HEALTH SCIENCES - VARIATION OF UNITS OF STUDY INFORMATION SHEET

General Information:

Students may change their units of study in the enrolled course through the MyUni website. If you are unable to change the unit of study through MyUni, the Variation of Units of Study form must be completed and submitted to **Student Central** in person or posted to the address at the top of this form.

Key dates for variation of Units of Study

Semester 1, 2011	Due Date
Add a Unit	Friday, 11 March
Withdrawal (W)	Thursday, 31 March
Discontinue without Failure (DNF)	Friday, 15 April
Discontinued – Fail (DF)	Friday, 3 June

Semester 2, 2011	Due Date
Add a Unit	Friday, 5 August
Withdrawal (W)	Thursday, 31 August
Discontinue Without Failure (DNF)	Friday, 9 September
Discontinue (Discontinued - Fail)	Friday, 28 October

Key dates for variation of units of study in non-standard sessions*

Last day to withdraw from a non-standard unit of study: Census date of the unit

*any unit not in sessions 1 or 2. Deadlines for adding and withdrawing from units of study without financial and academic penalty differ from the standard Semester 1 and 2 census dates. Deadlines for these units are available in the session calendar on the University Timetabling website

<http://web.timetable.usyd.edu.au/calendar.jsp?academicYear=2010&sessionId=-1>

HECS, HECS-HELP, FEE-HELP, and Local Fee Paying students

- If a student withdraws from a unit before the census date for that semester, the unit does not appear on the academic transcript and they are not charged for that unit.
- If a student discontinues from a unit, either 'Discontinued without Failure' (DNF) or 'Discontinued – Fail' (DF), the unit will appear on the transcript, and the student will be charged for the unit through HECS-HELP or FEE-HELP or will be liable for the HECS or course fees for that unit of study.
- A student may be permitted to discontinue a unit of study after the relevant due date (as above) if they can provide evidence of serious illness or misadventure. Please contact **Student Central** for further information.

Note: Students must be enrolled in minimum **18** credit points per semester to maintain their full-time status and entitlements such as Travel Concession and Centrelink benefits.

International students

- If a student withdraws from a unit before the semester census date, the unit does not appear on the academic transcript.
- If a student discontinues a unit of study it will appear on the transcript as DNF or DF depending on the due dates as above.
- A student may be permitted to discontinue a unit of study after the relevant due date (as above) if they can provide evidence of serious illness or misadventure. Please contact **Student Central** for further information.

Note:

1. International students must be enrolled in **24** credit points per semester to meet the requirements of their Student Visa. You must obtain permission from your Course Director to enrol in less than 24 credit points.
2. Students are advised to contact the **International Office** to determine their financial liability due to a variation of enrolment.

Refund of Fees

Local students: Refund information can be obtained at: http://www.finance.usyd.edu.au/revenue_income/refund.shtml

International students: Please refer to the refund policy and form for international students at http://www.usyd.edu.au/future_students/international_undergraduate/costs_scholarships/fees/refund_policy.shtml

Timetable changes due to variation of units of study

You may need to download a new timetable to include units you have added. Please note that any change to your timetable will re-allocate ALL your classes. You cannot choose to keep some classes the same while moving others. You cannot revert to a previous timetable.

Check your enrolment via MyUni

Students should check their enrolment via MyUni to ensure that it reflects the correct units of study you wish to complete. If your enrolment is not correct you should contact Student Central immediately.

Enrolment Restrictions

Under the provisions of the Coursework Rule 2000 (March 2011), except with the permission of the Dean, a student may not enrol in units of study with a total value of more than 30 credit points in any one semester.



Student Central
 Faculty of Health Sciences
 75 East Street
 Lidcombe
 NSW 2141 Australia
 T +61 2 9351 9161 F +61 2 9351 9412

APPLICATION FOR VARIATION OF UNITS OF STUDY - FACULTY OF HEALTH SCIENCES

Refer to Variation to Units of Study Information Sheet for key dates and related information
 Lodge this form with Student Central

SID									Course Name	Course Code
Title		Family Name						Given Name		
University Email								Mobile		

Units of Study to be <u>deleted</u>			Units of Study to be <u>added</u>			
			If you are unable to add a UoS via MyUni, you must obtain permission from your UoS Coordinator before lodging this form			
UoS Code	Unit of Study Name	Semester	UoS Code	Unit of Study Name	Semester	UoS Coordinator Signature

To ensure that your application is processed as quickly as possible, tick each box for which supporting documents have been completed and/or attached:

- Signed and dated, and completed all the required fields in the Application for Variation of Unit of Study form.
- Copies of supporting documentation, if applying for discontinuation of unit of study after the relevant due date.

Declaration:

1. I have read and understood the Variation of Unit of Study information.
2. The information supplied on this form is correct and complete.
3. I authorise the Faculty of Health Sciences to obtain further information with respect to my application, as required.

Applicant's signature: _____

Date: _____

Internal use only

Unit of Study Coordinator's Name: _____

Comments (if any):

Course Director's Name: _____

Signature: _____

Date: _____

Student Central:

Student record updated by: _____

Date: _____