

Faculty of Law – Melbourne Law Masters

The University's privacy statement with regards to student information can be viewed at <http://www.unimelb.edu.au/unisec/privacy/studentinfo.html>



**THE UNIVERSITY OF
MELBOURNE**

Application to Change Subjects

Student ID number: Date of Birth:

Surname: Contact telephone number:

Given Names:

Course in which you are currently enrolled:

Students should refer to the Course Rules in relation to timely withdrawal of subjects. An extract from the rules in relation to subject changes and withdrawals has been provided on the next page for your reference as well as details on the priority of places awarded in subjects where a quota is imposed.

List the subject/s from which you wish to withdraw:

Subject Code	Subject Name	Semester

Please note: materials for subjects in which you are no longer enrolled **MUST** be returned to the Melbourne Law Masters Office as soon as possible. These materials are subject to copyright and may only be kept by students completing these subjects.

List the subject/s you wish to add to your enrolment

(please indicate if you wish to be placed on the waiting list (W/L) if a subject is fully enrolled):

Subject Code	Subject Name	Semester	W/L?

List below any alternative subjects in which you wish to enrol if the subject/s of your first choice are unavailable/fully enrolled:

Subject Code	Subject Name	Semester

Briefly outline your reasons for applying to change subjects:

You will be notified via your University of Melbourne email account of the outcome of your application. Students can activate their accounts at: <http://accounts.unimelb.edu.au/>

Student Signature and Declaration:

I have read and understood the Course Rules with regards to subject withdrawals and changes and authorise the University to make the amendments listed above to my enrolment:

Signature: _____ Date: _____

Office Use: Approved? Yes / No Initials: _____ Merlin Updated _____ Student Notified: _____
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Please post or fax your completed form to:
 Melbourne Law Masters Office, Faculty of Law
 The University of Melbourne VIC 3010
 Fax: +61 3 9347 9129 email: law-masters@unimelb.edu.au

Policy on Subject Changes and Withdrawals:

Extracts From the Melbourne Law Masters Working Rules:

8.1 Procedure for withdrawal

Students who wish to cancel or change their enrolment in a subject must complete an 'Application to Change Subjects' form or otherwise notify the Melbourne Law Masters Office in writing (i.e. by letter, fax or email) of their cancellation. Changes and cancellations will not be accepted by telephone.

8.2 Deadlines for withdrawal

Students must observe the University's regulations in regard to timely withdrawal from subjects. Failure to comply may result in the recording of late withdrawal or a fail grade and/or the inability for a student to obtain a refund of fees.

8.2.1 Semester-long subjects

A subject enrolment may be cancelled or altered (by the methods outlined in 8.1) prior to the semester census date:

- Semester 1: 31 March
- Semester 2: 31 August

Subject enrolments cancelled during this time will not appear on a candidate's record and subject fees paid will be refunded.

Students who withdraw after the census dates but before the first piece of assessment is available/due will incur a late withdrawal '**WD**' on their record and will forfeit their full subject fees.

Students who do not submit any assessment or make an application to withdraw after the assessment is available/due will incur a '**NH**' grade (not completed/fail), and will forfeit their fees.

8.2.2 Intensive subjects

A subject enrolment may be cancelled or altered (by the methods outlined in 8.1) by **5:00 pm on the first day of an intensive subject**. Subject enrolments cancelled during this time will not appear on a candidate's record and subject fees paid will be refunded.

Students who withdraw after this period, but before the first piece of assessment is available/due will incur a late withdrawal '**WD**' on their record and will forfeit their full subject fees.

Students who do not submit any assessment or who make an application to withdraw after the assessment is available/due will incur a '**NH**' grade (not completed/fail), and will forfeit their fees.

For further information regarding fee refunds please see <http://www.studentadmin.unimelb.edu.au/>.

Quota restrictions:

5.2.2 Waiting List

Once a class has reached its quota, a waiting list is available. Subject numbers are checked regularly and if places become available students on the waiting list are contacted and offered a place. Candidates have a limited time within which to accept their place before it is offered to the next person on the list.

5.2.3 Priority of places

Candidates should note priority of places in subjects will be given as follows:

- To candidates where the subject is compulsory for their degree
- To currently enrolled Graduate Diploma and Masters students with a satisfactory record in their degree
- To eligible applicants who have not previously been enrolled in the degree
- To students enrolling on a continuing education, cross-faculty or cross-institutional basis.

Within categories a 'first in, best dressed' policy will apply. Every effort is made to adhere to the priority order as far as possible. The same priority order applies to candidates on the waiting list.