

Extension of Services

Category: Student Services
Last Modified: June 2012
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Introduction:

JadeSMS provides actual course start and end dates to the interface system for enrolled courses to be distributed electronically to service departments (ICTS, Library, Security). It is desirable to accommodate a “grace period,” – or extension of services – after the course expiry to allow for various options needed by some student groups that will facilitate progress to the next stage of a qualification in a seamless manner.

Definitions:

SMS – Student Management System

ENR Status – Enrolled

PhD/Masters – Postgraduate

ICTS – Information & Communication Technology Services

Policy Statement:

An extension period for services of three months (90 days) is to be added by the Library and ICTS to the actual expiry dates for all students. The exceptions are those enrolled for Postgraduate studies and students whose course end in November and are to re-enrol in February (refer notes below).

An extension period for services of six months (180 days) is to be added by the Library and ICTS to the actual expiry dates for all students enrolled for Postgraduate studies.

No extension period for Security services (door access) will be added to any actual expiry dates, except for “The Loft.”

The extension periods will operate for enrolled courses administered by Student Administration through JadeSMS, and covers all enrolled students.

Any requests for a further extension period, in addition to those listed above, are to be by application to Student Services or the Postgraduate Office. Please refer to notes below.

Notes:

1. All students whose course ends in November and are to re-enrol in February will receive notification on the first official day of S1 that they have two weeks to complete enrolment. The remainder of students will receive notification one month prior to the 90 or 180 day extension period.

Version Control Table		
Action	Approval Body	Date changed in UCPL
New Policy	PVC Student	14 October 2008
Amendment <i>Included Master in definitions</i>	AVC, Student Services	24 June 2009
Annual Review <i>No changes</i>	AVC, Student Services	1 September 2009
Annual Review <i>No changes</i>	PVC (Student Services and International)	13 August 2010
Annual Review <i>Minor changes</i>	PVC (Student Services and International)	21 June 2012

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