
Limitations on Courses and Programmes Statute

Academic Policy

1 Purpose

In accordance with section 224(5) of the [Education Amendment Act \(1990\)](#), the University Council may determine the maximum number of students who may be enrolled in a particular course of study in a particular year. This statute sets out the procedures for setting enrolment limitations on particular courses and programmes. The appendix lists limitations for the relevant academic year.

2 Organisational Scope

This is a University-wide statute.

3 Definitions

For purposes of this statute, unless otherwise stated, the following definitions shall apply:

Academic year: The approximately 12 month period from the beginning of first trimester in late February/early March in a particular year to the end of summer (third) trimester in late February of the following year.

SMT: Senior Management Team

4 Statute Content and Guidelines

4.1 Justification for Limitations

In accordance with section 224(5) of the [Education Amendment Act \(1990\)](#), enrolment limitations may be imposed on particular courses or programmes in a particular year where it is necessary to do so because of insufficiency of staff, accommodation or resources.

4.2 Procedure

- (a) By June each year, each faculty may submit a proposal to impose enrolments limitations on particular courses or programmes it intends offering in the following academic year. These proposals are submitted to the, where consideration is given to the appropriateness of the proposed limitations in the context of broader resourcing and strategic issues.
- (b) Following SMT approval, the proposals are forwarded to Academic Board for consideration of academic issues.
- (c) The proposals, together with any comments or recommendations from SMT or Academic Board are then forwarded to Council for consideration and approval.

4.3 Late Limitation Decisions

- (a) A limitation may be approved at a later date when:
 - (i) anticipated staff, or other key resources become unavailable;
 - (ii) unexpectedly high numbers of students apply to enrol in a course during the enrolment period, and it becomes apparent that the capacity of the assigned teaching space will be exceeded.
- (b) In such cases, the Head of School shall consider options such as arranging for access to a larger lecture theatre, running additional streams, offering the course again in another trimester, or alternative staffing arrangements. If the situation cannot be satisfactorily resolved, the Head of School will recommend to the Dean that a late limitation be approved.
- (c) Decisions on late limitations are to be made by the Dean and reported to:
 - (i) SMT
 - (ii) The relevant Faculty Administration Manager
 - (iii) Academic Policy Adviser
 - (iv) Enrolment Manager
 - (v) Course Administration and Timetable Coordinator
 - (vi) Home Website Content Manager

Note: Situations where an advertised course or programme intake needs to be cancelled are covered by the [Cancellation of Course Offerings Policy](#) and the [Cancellation of Programme Intakes Policy](#).

5 Legislative Compliance

The University is required to manage its policy documentation within a legislative framework. The legislation directing this statute is the:

[Education Amendment Act \(1990\)](#)

6 References

[Cancellation of Course Offerings Policy](#)

[Cancellation of Programme Intakes Policy](#)

Previous Version: [archived LimitationsonCoursesandProgrammesStatute_20091130.pdf](#)

7 Appendices

Appendix A: [Limitations on Courses and Programmes for 2010](#).

8 Approval Agency

University Council

9 Approval Dates

This statute was originally approved as the 1980
Restrictions on Enrolment Statute in:

This version takes effect from: 1 December 2009

This statute will be reviewed by: 1 December 2010

10 Statute Sponsor

Assistant Vice Chancellor (Academic)

11 Contact Person

The following people may be approached on a routine basis in relation to this statute:

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