

Your enrolment - Frequently asked Questions

When do I need to enrol?

Research Higher Degree Students are required to enrol on line using QUT Virtual in each year of enrolment after they commence. A request to enrol will be sent out to your student email address in October/November each year to encourage enrolment for the following year.

Your first year of enrolment will be entered by the Research Students Centre based on your application details. This guide is designed to assist you to enrol in future years.

Where will I find course information?

QUT staff will provide every form of assistance possible, but it is ultimately your responsibility to ensure the accuracy and validity of your enrolment. The Course Summary Sheet for your course is the authoritative source on what units need to be completed and the order of progression required to get you to graduation. Course summary sheets are available via the web at <http://www.rsc.qut.edu.au/future/select/>

I have accepted my offer into a postgraduate research degree and I cannot enrol in units on-line?

Initial enrolment in postgraduate research degree programs are processed by the [Research Students Centre](#) based on the units specified in your application form (if you are a domestic student) or enrolment form (if you are an international student). You can process subsequent enrolments on-line through the [QUT Virtual](#) ([How to enrol on line](#)). A reminder will be sent to your student email when on-line enrolment opens.

I want to use my private email address rather than the student email address?

Important student advices are sent to student email addresses and it is recommended you check your student email account on a weekly basis. If you are a QUT staff member you can forward your student email to your staff email address through your personal profile on [QUT Virtual](#). If you have any problem doing this, please ring [Student HelpDesk](#) on 3138 4000. We do not recommend that you forward your student email to hotmail or yahoo as the mailbox can get full quickly. Students are warned against forwarding their email to an employer's email because of firewall restrictions.

My enrolment status is *inactive*. I am a research student not doing any coursework units so do I need to be enrolled in any units?

All research students must be enrolled in units for the duration of their candidature. Coursework units are either required by the Faculty or are undertaken to support a student's research. Research units make up the balance to achieve the required credit points for the semester. When a student is not undertaking any coursework then the student must be enrolled in research units (otherwise you are not an enrolled student). If you are not enrolled you will not be eligible for access to resources and services that you will require during candidature.

I forgot to enrol for this semester and the online enrolment is now closed?

Please contact the [Research Students Centre](#) and we will enrol you. You do need to be enrolled to be eligible to access all relevant resources and services you will need during your candidature.

When should I begin my studies?

As a postgraduate research student you can begin your studies at any time. However the normal academic year for research postgraduate students runs from January to December. You can see the key University dates [on this webpage](#). However it is worth remembering that your supervisor may be absent over the summer as he or she may be conducting their own research at this time. Consequently it is often best to begin your study around the time of the commencement of the normal academic semesters.

How do I ensure I am enrolled correctly?

QUT Virtual does not validate your unit selection/s for correct progression and course completion. Consult your Course Summary Sheet to ensure units you enrol in count towards the completion requirements and rules of your course.

Transitioning between an old and new course or out of step with standard program (due to credit, changes to study load or incurring fails): pay particular attention to information provided by your faculty and seek further advice where required.

If in doubt, contact your course coordinator or designated contact as listed in your Course Summary Sheet.

What are the consequences of not enrolling correctly?

Enrolling in the wrong unit/s may result in you not meeting the requirements for course completion. This can result in:

- denied or delayed graduation
- an extended period of study in order to complete the required units
- payment of extra fees
- visa impacts for International students
- extra consumption of Student Learning Entitlements (SLE) for Commonwealth Supported Students.

Your responsibilities

Enrolment program

You must provide an accurate enrolment program each year which complies with course guidelines as outlined in your Course Summary Sheet.

Mailing address

You must provide an accurate and reliable mailing address for University correspondence and promptly notify the University of any change of address. You can change your address online at [QUT Virtual](#).

Failure to receive a notice because of change of address is not a sufficient excuse for missing a deadline or obligation. The University will deem that correspondence issued to your recorded mailing address has been received.

Email address

You must activate your [QUT student email account](#) as it will be used for a range of correspondence and notification by the University including Library notices, fee statements and reminders of on-line enrolment timeframes.

University rules

It is important to be aware of all [Student Rules](#) and [administrative dates](#) to avoid any financial or academic penalties.

Policy

[For policy and procedures on enrolment](#)