Welcome

Welcome to Open Universities Australia (OUA) at Murdoch University. We wish you every success with your study.

No doubt, having enrolled in Open Universities Australia you are very keen to start studying. However, we would like to inject a note of caution at this point. You should now carefully look at your personal situation and evaluate your educational commitment. Please refer to the section on planning and budgeting in this booklet.

Remember, while you are studying an OUA unit offered by Murdoch University, you must abide by Murdoch's regulations. These can be found in Murdoch University's Handbook. A copy of our Handbook can be found in the Reserve Collection of most Australian University libraries and OUA Melbourne as well as on the Internet at http://handbook.murdoch.edu.au/

Contact

For any queries you have regarding your study at Murdoch University, contact the Open Universities Australia Office at Murdoch University on (08) 9360 2401 or (08) 9360 2844. You can also send an email to OUA@murdoch.edu.au

Change of Registration

After your initial registration you may need to make amendments to your enrolment. The changes should be made through OUA unless otherwise indicated.

Swapping units in your Study Program

You can swap from one unit to another up until two weeks before the Close of Enrolment of each study period at no cost. From then until the start of the study period there is a penalty of $50 if you swap, up to four, undergraduate or postgraduate units."

To swap units in your study program, you need to pay the applicable penalty and email your request to advisors@open.edu.au

OUA Census Date

The OUA final Census Date is the end of Week 3. Please refer to the OUA Handbook or website for further information.
Withdrawal Prior to Census Date

The Census Date is the last date you can drop (withdraw from) your unit(s) without incurring a FEE-HELP debt or if you have paid upfront, it is the last date you can claim a refund for some of your unit fees.

After the Census Date, you are not eligible for a refund of your unit fees unless you meet the Special Circumstances criteria and can support your case with appropriate documentation.

If you are using FEE-HELP, you will incur a debt for your unit fees immediately after the Census Date.

Please refer to the OUA website for further information concerning the financial penalties of withdrawing prior to the Census Date.

Withdrawal from Study after the Census Date

You need to apply to Murdoch University for withdrawal from a unit, after the Census Date, before the first day of week 10 in the Study Period in which you are enrolled.

(A Withdrawal Form is provided at the end of this booklet.)

Remember - If you withdraw after the Census Date you will not be eligible for a refund of fees or be eligible to have your FEE-HELP balance re-credited, unless you meet the following Special Circumstances.

Special Circumstances

Special Circumstances are circumstances beyond your control that did not make their full impact until after the Census Date and made it impractical for you to complete the study requirements of your units.

For more information you will need to contact the Student Advisers at OUA, Melbourne.

Email: advisers@open.edu.au
Phone: 1300 36 36 52
Deferring your study

As an OUA student you are able to defer your study in a Murdoch University unit. Only one deferral is permitted unless a student can meet compassionate, medical or psychological grounds. The deferral must be to the next available study period.

You need to apply to Murdoch University for the Deferral of Study before the **first day of Week 10** in the Study Period in which you are enrolled. There is a non-refundable administration fee of **$80** for deferring your enrolment. **The Deferral of Study is not valid until the fee is paid.**

(A Deferral Form is provided at the end of this booklet)

The money order or cheque should be made payable to Murdoch University and be sent to:

OUA Coordinator  
Teaching and Learning Centre  
Murdoch University  
South Street  
MURDOCH WA 6150

Financial impact of enrolment change

Please visit the OUA website to determine what impact your enrolment change will have on your fees, or contact an OUA student adviser.

Tel: 1 300 36 36 52  

Change of address

It is important that you keep OUA and Murdoch University informed of any change of postal address. Please notify, in writing, OUA Melbourne and Murdoch University of the change. (A Change of Address Form is provided at the end of this booklet)

All mail will be sent to the address that Murdoch University receives from OUA Melbourne. If mail is returned unclaimed no further mail will be forwarded to you until your new address is known.
Unit materials

Unit Study Package
Your initial unit mailing generally includes a cover letter, Study Guide, examination information and other related information to assist with your study. You will find your Murdoch Student No. (also known as Murdoch ID.) amongst these documents. Your password to access Murdoch systems such as WebCT and the Library will be sent to you in a separate secure mailing.

Read the Study Guide carefully and note any deadlines. Order your textbooks Readers if you have not already done so.

Look over any accompanying unit materials and, using the information provided in the Study Guide, begin any preliminary reading.

Login in to your unit website and familiarise yourself with its features eg Frequently Asked Questions. Enrol in your online tutorial group if this is a requirement of the unit.

Draw up a personal study plan to pace yourself and organise how and when you are going to use the learning resources available to you. Your Study Guide will provide you with information on how to do this.

Texts
A list of the required texts for your unit is in your Study Guide. You should obtain your textbooks as soon as possible. OUA has arranged for Unibooks to provide a mail order service for all OUA students, though the textbooks may be purchased from other bookstores or a copy may be found in a library. Contact details for Unibooks are as follows:

Telephone: 1 800 447 313
Facsimile: 08 8223 4876
Email: open@unibooks.com.au
Website: www.unibooks.com.au

Textbooks for some Murdoch units are to be ordered directly from the Murdoch University Bookshop. Order forms will be supplied with the unit materials or check the OUA unit website for further information.
### Time: Planning and budgeting

As an Open Universities student, your study time is not structured as it would be if you were studying on campus at a university. You will need to know how to allocate your time between study and other commitments. Here are a few notes and tips to help you plan your time effectively.

#### Hours of study per unit

Every student has a different pace of study and must gear study time to personal circumstances. In general an OUA student can expect to spend between **eight to ten hours per week** on each unit of study. If you have been away from study for an extended period you may find that you will need to devote additional time to your studies. When planning your overall workload for a study period allow for 'just in case' time, school holiday demands and occasional breaks from study when you are 'stale'.

It is advisable to integrate regular study time into your everyday life. It is also advisable to make other people aware that this is your study time and you are not to be disturbed. You should find a place where you can study effectively and comfortably. The space where you read and write should have adequate lighting and be comfortable. When problems arise, take time to remind yourself of the reasons why you are studying. If this is your first attempt at tertiary study allow yourself a 'settling-in' time.

#### Unseen costs

In order to succeed with your Open Universities study you need to be strongly motivated to stay with your units in the face of the many daily strains which are likely to happen.

Based on past observations, OUA/Murdoch University staff have identified a number of pressures which affect the ability of some students to handle study at a distance. You may need to be aware of and prepared for some of those pressures.

- The ordinary and extraordinary stresses of job and/or family, particularly the responsibilities associated with children (if you are working and/or have children).
- The high personal expectations some students are inclined to demand of themselves.
• The desire for perfection.

• Feelings of inadequacy and lack of confidence after being away from formal study for a number of years.

• Difficulties with your level of work in the absence of opportunities to compare yourself with other students.

• Your feeling that friends (or family) frequently are not interested in your study and resent the time you devote to it.

Balancing your commitment

You should weigh up carefully your capacity to handle not only outside demands but the pressures of your expectations about studying externally. It is essential that you gain the support of your family because the required commitment to study will inevitably affect family life.

The extent of cooperation and understanding from one's employer and/or possible seasonal variations in work are other factors which should be taken into consideration.

Remember also that your study time may encroach on your social life and other recreational activities.

You should aim to balance out the time required for each obligation or commitment.

To help you calculate the spare time you have in a week fill in the following table.

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<th>Activity</th>
<th>Hours</th>
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<td>Your work (including travel to and from)</td>
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<td>Family commitments</td>
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<td>Domestic duties</td>
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<td>Sports</td>
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<td>Hobbies</td>
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<td>Meetings</td>
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<td>Visits</td>
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<td>Socialising</td>
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<td>Sleeping</td>
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<td>Other</td>
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<td><strong>TOTAL</strong></td>
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How much time do you have left over for study? Will you have to cut down on some things? Which ones?
Preparation From the beginning of your enrolment you should familiarise yourself with the essential dates and deadlines. Awareness of these will minimise unnecessary anxiety at a later stage.

Reduce stress To reduce stress and anxiety you should plan your study activities in a deliberate and ordered way rather than rush at them or run the risk of forgetting a critical deadline.

It is important to be able to put aside adequate time for study and to establish a systematic and organised approach. People work in different ways. Some might be able to read with full concentration with children playing in the living room. However, most people need a quiet place free from distractions. Work out your level of concentration in a realistic way.

Learning skills As you proceed with your study, you will become increasingly aware of the importance of skills such as reading, comprehension, problem solving, language usage, and the ability to analyse critically to discover basic principles and underlying themes. A useful source of information on these aspects of study is A Guide to Learning Independently by Marshall & Rowland.

Quick Skills Modules OUA’s Quick Skills Modules are designed to help students build the skills they need to succeed with university study. Each module is designed to help develop strategies and techniques to be an efficient and effective student.

Visit www.open.edu.au to access these useful modules.

Financial commitment There is a financial commitment with study, be it on-campus or off campus. Financial costs that could be incurred during your study are:

- textbooks
- stationery
- postage
- phone calls
- travel
- software
- student guild fees
- exam invigilator costs
- Late submission of exam invigilator form
- Deferral of study costs
- Deferral of assessment costs

Remember to include these costs in your budget.
Course work and assignments

The number of assignments or other required course work projects, their form and when they should be submitted will vary for each unit. Details of all the required course work are listed in the relevant Study Guide.

The unit Study Guide has a section outlining the due dates for each assignment. Please note these dates and set aside enough study time so you can meet the deadlines. It is a good idea to pin up a copy of these dates so nothing is forgotten. At Murdoch University, assignments must be received at the University ON the due date.

Keep a copy of your assignments

When submitting your assignments, whether by post, email or fax, remember to keep a copy. It is not impossible for things to go astray in the mail so you should always keep a copy of any assignment or communication you send to us.

Files

Please do not submit your hard copy assignments in a file. The file will not be returned as they do not fit into our standard envelopes.

Address for assignments

The mailing address for OUA assignments is:

Open Universities Australia
Teaching and Learning Centre
Murdoch University
South Street
MURDOCH WA 6150

Assignments can also be faxed to
(08) 9310 8480.

or emailed to:
OUA@murdoch.edu.au

Emailed assignments will be printed, sent to your tutor for marking and returned to you by mail. (If you are asked to upload your assignments to the website, full instructions will be available from the website.)

It is preferable for emailed assignments to be sent as an attached MIME compliant word document. Your assignment will be acknowledged when it has been successfully printed. Should we encounter any problems, you will be contacted.
NB: Please DO NOT send multiple copies of assignments e.g. email and then follow up with a hard copy in the mail.

**Assignment attachments**

Assignment attachments (or cover sheets) are to be used each time you submit an assignment. These sheets are usually included in your course materials, or if you are submitting your assignment by email you will require an electronic version. If the unit you are studying does not have an electronic cover sheet on its website, you may obtain a generic version by going to [http://external.murdoch.edu.au/support/info.html](http://external.murdoch.edu.au/support/info.html) and scrolling down to Assignment Attachments.

When completing the Assignment attachments, please write clearly, using a dark ink ballpoint pen. You can sign your electronic cover sheet by using italics.

**Extensions**

Circumstances can arise that will prevent you from submitting your assignment on time. You can ask for an extension of time so you can avoid any assessment penalty.

You must contact the Murdoch University OUA Office phone (08) 9360 2401 or email OUA@murdoch.edu.au if you require an extension of time for the submission of an assignment.

**Assignment turn-around time**

Markers are requested to return assignments to students within three weeks of receiving them. If you have not received an assignment back within four weeks after you despatched it (allow extra time for postal delivery if Perth mail takes a long time to reach you), let the OUA Office know (08 9360 2401). This will help our staff pick up the odd case where an assignment has been lost in the post. Don't forget to keep a copy of your assignment just in case this happens.

**Assignment fax**

The OUA Office has a dedicated fax especially for the submission of assignments. The number is (08) 9310 8480. When sending in assignments by fax please use black biro or type your assignments. Assignments should be on white A4 paper (number each page) and please remember to include the number of pages of your assignment on the front sheet.

Please clearly mark that it is an OUA assignment and include a contact telephone number in case of any
transmission problems.

Please do not fax your assignment twice. It is preferable that you check with the OUA Office if you have reason to believe there has been a transmission problem.

If you send your assignment in by fax do not send the original by mail.

Postage

The postage of all items to OUA Murdoch is your responsibility. Please ensure that you affix enough stamps to cover the postage whenever you send material to OUA at Murdoch University. The University does not accept any responsibility for any unpaid postage costs.

Assignment receipt acknowledgement

If you wish to receive confirmation that your assignment has been received, please attach to your assignment a stamped self-addressed envelope. If there is insufficient or no postage on the envelope, it will NOT be returned.

Assessment and examinations

Details of the University's policy on assessment is given in the Undergraduate Studies section of the Murdoch University Handbook.

http://handbook.murdoch.edu.au

Assessment methods

Units are assessed according to the following grading system:

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<th>Grade</th>
<th>Description</th>
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<tr>
<td>HD</td>
<td>High Distinction</td>
<td>80-100%</td>
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<td>D</td>
<td>Distinction</td>
<td>70-79%</td>
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<tr>
<td>C</td>
<td>Credit</td>
<td>60-69%</td>
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<tr>
<td>P</td>
<td>Pass</td>
<td>50-59%</td>
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<td>S</td>
<td>Supplementary Assessment</td>
<td>45-49</td>
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<tr>
<td>N</td>
<td>Fail</td>
<td>Below 50%</td>
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<td>DNS</td>
<td>Did Not Submit</td>
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<td>G</td>
<td>Goodstanding</td>
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Deferred assessment

Deferred assessment allows you to apply for approval to postpone an examination or other compulsory coursework on the grounds of major illness or other exceptional circumstances.
personal circumstances which seriously impair your performance. Students granted deferred assessment can be given up to six weeks extra to complete the unit.

When applying for deferred assessment you must be up-to-date with your work in the unit at the time at which the circumstances necessitating deferral of assessment arose. There is a non-refundable administration fee of $20 for deferring your assessment.

An application for Deferred Assessment can be found at the back of this booklet and this must be received no later than the **Friday of Week 13** of the Study Period.

You will need to substantiate your case. If an application is made on the grounds of illness, it must be accompanied by a medical certificate stating the nature and duration of the illness and the extent to which it affected your studies.

If you need further information contact the OUA Coordinator at Murdoch University.

**Examinations**

All Murdoch University units have an invigilated exam. The details of date and time of this examination will be sent to you with your unit materials.

As explained in this information, you must make your own examination arrangements at the required time. An exam invigilator and venue nomination form will be sent to you with your unit materials, together with information on who is eligible to be your supervisor. Please read this information carefully.

Your examination must be sat at the scheduled time. Bags, textbooks and notes must be left outside or at the front of the examination venue. You are not allowed to leave the room during the first thirty (30) minutes or the last ten (10) minutes of the examination.

You must ensure your examination invigilator form is returned by the due date indicated in your exam information. Failure to do so will incur a late fee of $50.

**Cost**

Unfortunately the fees for OUA units do not cover the cost of an examination venue or supervision during the actual exam itself. These costs will need to be paid by you. Of course if you can find somewhere and
Examination aids

Unless other aids are specified, you can only bring writing materials (pens, ink, pencils, eraser, ruler) into an examination room.

Any other items will be confiscated for the duration of the examination or will be handed in with the examination script/s.

Late arrival at examinations

If you are less than thirty minutes late in arriving for the examination you will be permitted to sit the examination. You will not be granted extra time. If you are more than thirty minutes late for your examination, you should contact Murdoch's OUA Coordinator immediately on 08 9360 2844 as soon as practicable before the end of the examination.

Missed examinations

Students who miss an examination because they misread the date and time, did not check it, forgot, slept in, car broke down on the way etc, and who do not arrive before the end of the examination will not be allowed to take the examination.

Starting time

You can enter an examination room approximately five minutes before the commencement time. At the commencement of the examination you are allowed reading time. For example, for a 3 hour examination with 10 minutes reading time scheduled at 9.30am, the reading time will commence at 9.30am and the examination will finish at 12.40pm.

Alternative examination arrangements

Students with a disability or special medical condition which prevents them sitting an examination under normal conditions may be eligible for alternative examination arrangements. Medical evidence will need to be supplied.

Alternative examination arrangements will not be granted because an examination is during working hours, travel arrangements, misreading the scheduled date and time, student forgot, slept in etc. Applications for alternative examination arrangements should be made when returning the invigilator form.

Cheating

Students found cheating or with unauthorised material during an examination may receive a fail mark for either the examination or the entire unit.

Failed units

If you fail a unit and wish to repeat it, you will normally
be given only one further attempt to complete the unit satisfactorily. You will need to re-enrol in this unit and pay the associated fees.

**Appeals**

Students may appeal against the final grade awarded in any unit. For further details on appeals contact the OUA Coordinator at Murdoch University. Further information can be obtained by visiting [http://www.murdoch.edu.au/oss/legacy_pages/appeals.html](http://www.murdoch.edu.au/oss/legacy_pages/appeals.html)

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**Support services**

**Study Contact Lists**

A study contact list is a great way to talk to other students and share information, textbooks or tips. Some students meet at libraries, come chat online or talk on the phone – it’s up to you.

All you need to do is answer “Yes” to Question 12 when you enrol with OUA. You will be sent a list of other students in your area and you can then make contact.

OUA will protect your privacy and will not release your surname or address to anyone. Only your given name, daytime telephone number and email address will appear on your study contact list.

Some OUA/Murdoch units incorporate online discussion groups on their websites. Access details are provided in the unit materials.

**Learning Network Centres**

There is a network of telecentres and learning centres in Western Australia and other parts of Australia. Many can offer students alternative methods of distance learning using the latest educational technology. Most operate on a membership system.

**Murdoch University Library services**

Murdoch University Library provides free library services for all OUA units taught by Murdoch University. Visit the Library’s website, the gateway to all Library collections and services and check under the tab [Open University Australia](http://www.murdoch.edu.au/oss/legacy_pages/appeals.html) to find how to:

- Access Library resources online, including readings on eReserve
- Request books and photocopies to be supplied to you by post
- Request journal articles and book chapters for access from your desk top
- Find online Library training packages
Using Other Libraries

Telephone enquiries: 08 9360 2563

While Murdoch University provides full library services for the Murdoch units you are enrolled in, you may also wish to use another library closer to home. Please contact them for details about the services available and any fees (which will be your responsibility).

Information technology

Help

Should you require technical assistance at any time please refer to the IT website at http://www.murdoch.edu.au/itservicedesk/

Tel: (08) 9360 2000

Re-enrolling with OUA

What you should do

Take care in completing your registration form.

Read the instructions on the form carefully and check that the units you are enrolling in are offered in the relevant study periods.

Overloads

The number of units you take depends upon the amount of time which you have available for study, and the extent of your experience with external study.

It is suggested that if you are studying through OUA for the first time you register for a maximum of two units in any one study period.

If you have any concerns about your registration, contact a student adviser at OUA Melbourne at

advisers@open.edu.au

Tel: 1 300 36 36 52
## Important contacts

| OUA Melbourne | Student Advisers | (03) 8628 2555  
or 1 300 363 652 |
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<tr>
<td></td>
<td>Crisis Support Counselling</td>
<td>1 300 760 538</td>
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<td>OUA Murdoch University</td>
<td>OUA Coordinator</td>
<td>(08) 9360 2844</td>
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<td></td>
<td>OUA Administration</td>
<td>(08) 9360 2401</td>
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<td></td>
<td>Murdoch Bookshop</td>
<td>(08) 9360 2540</td>
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<tr>
<td>Address for assignments</td>
<td>OUA Murdoch University Teaching and Learning Centre Murdoch University Murdoch W A 6150</td>
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<tr>
<td>Fax for assignments</td>
<td>(08) 9310 8480</td>
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<td>Email address for assignments</td>
<td><a href="mailto:OUA@murdoch.edu.au">OUA@murdoch.edu.au</a></td>
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<td>Murdoch University Library</td>
<td>Telephone</td>
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<td>Email Ask a Librarian</td>
<td><a href="mailto:libhelp@murdoch.edu.au">libhelp@murdoch.edu.au</a></td>
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<td>Chat with Online Librarian:msn</td>
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<tr>
<td>Unibooks</td>
<td>Telephone</td>
<td>1 800 447 313</td>
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<td>Fax</td>
<td>(08) 8223 4876</td>
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<td>Website</td>
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## CHANGE OF NAME/ADDRESS

Please read and complete the following form carefully

This form is to be used if you change your name, address or telephone number.

A copy of this form must also be sent to **OUA Melbourne**.

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<th>Current Student Details</th>
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<th>New Student Details</th>
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<tbody>
<tr>
<td><strong>Student number</strong></td>
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<td><strong>Name</strong></td>
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**Student's signature**  **Date: / /**

Send this form to the **OUA Coordinator/Murdoch University**
Teaching and Learning Centre
Murdoch University
MURDOCH WA 6150

and a copy to **Open Universities Australia**
GPO Box 5387
MELBOURNE VIC 3000
Application for Deferral of Study

Please read the following information carefully

You need to apply for the Deferral of Study before the first day of Week 10 in the Study Period in which you are enrolled.

Students can only defer ONCE and it must be to the next available study period unless a student can meet compassionate, medical or psychological grounds.

There is a non-refundable administration fee of $80 for deferring your enrolment. The cheque or money order should be made payable to Murdoch University.

The deferral of study is not valid until the fee is paid

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I wish to defer study of the following units

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<th>Student's signature</th>
<th>Date: / /</th>
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Send this form to the OUA Coordinator at Murdoch University, South Street, Murdoch, WA, 6150
Withdrawal from a Unit

Please read the following information carefully

You need to apply for withdrawal from a unit before the first day of Week 10 in the Study Period in which you are enrolled.

Withdrawal after this date will result in a fail being recorded as your result.

A copy of this form must also be sent to OUA Melbourne

<table>
<thead>
<tr>
<th>Students Details</th>
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<tbody>
<tr>
<td>Student number</td>
</tr>
<tr>
<td>Name</td>
</tr>
<tr>
<td>Address</td>
</tr>
<tr>
<td>Tel: Home:</td>
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<tr>
<td>Wk:</td>
</tr>
</tbody>
</table>

| P/code |

I wish to withdraw from the following unit/s

<table>
<thead>
<tr>
<th>Unit code</th>
<th>Unit name</th>
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Student's signature

Date: / /

Send this form to the
OUA Coordinator / Murdoch University
Teaching and Learning Centre
Murdoch University
MURDOCH  WA  6150

and a copy to
Open Universities Australia
PO Box 5387
MELBOURNE  VIC  3000
Application for Deferral of Assessment

Please read the following information carefully

A student can apply for deferred assessment only on the grounds of major illness or exceptional personal circumstances which seriously impair the student's performance.

When applying for deferred assessment you must be up-to-date with your work in the unit.

An application for deferred assessment must be received no later than the Friday of Week 13 of the Study Period. Please substantiate your case in an accompanying letter. If an application is made on the grounds of illness, it must be accompanied by a medical certificate stating the nature and duration of the illness and the extent to which it affected your studies.

Students granted deferred assessment can be given up to six weeks extra to complete the unit.

There is a non-refundable administration fee of $20 for deferring your assessment.

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<tbody>
<tr>
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<tr>
<td>Name</td>
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<td>Address</td>
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<tr>
<td>Tel: Home: Wk:</td>
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<tr>
<td>P/code</td>
</tr>
</tbody>
</table>

I wish to defer assessment of the following unit/s

<table>
<thead>
<tr>
<th>Unit code</th>
<th>Unit name</th>
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</thead>
<tbody>
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</table>

I wish to apply for deferred assessment on the grounds of:

illness    |    | exceptional personal circumstances    |    | both    |

as explained in the accompanying letter.

<table>
<thead>
<tr>
<th>Student's signature</th>
<th>Date:   /   /</th>
</tr>
</thead>
</table>

Send this form to the OUA Coordinator at Murdoch University, South Street, Murdoch, WA, 6150.

References