Study Periods and Admissions

Fact Sheet

Introduction

ISIS relies on Study Periods to define and control a variety of course and subject related activity. The Study Period is defined as an Availability against the course or subject. The Availability information is in turn derived from the Location Calendars.

For further information please refer to the Course and Subjects section of the SSP home page (http://www.ssp.unimelb.edu.au/topics/courses-and-subjects), and the Flexible Teaching – Fact Sheet in particular.

Background

From an Admissions perspective, the primary Study Periods are the Intakes to which courses are attached (not subjects).

- The Intakes control application dates, offer dates and Admittance dates and are associated with courses.
- The Teaching periods control enrolment and reporting dates (e.g. census) and are associated with subjects.

In Merlin there was no distinction made between Intakes and Teaching Periods – e.g. semester 1 applied to both admission and teaching.

However, ISIS supports flexible teaching and provides a range of periods available for both intake into courses and for enrolment into subjects for teaching – unlike Merlin it has processing controls on these dates.

The relationship between an Admission Intake and Teaching periods, particularly where intensive subjects are involved, needs to be reviewed with a view to the future.

Issue

An issue has emerged relating to the relationship between the Intakes and the Teaching Periods particularly in the context of intensive subjects.

In essence, students cannot be enrolled in subjects that will start before the start date of the Intake in which they were admitted.

So, for example, a student admitted to course in the Mid Year Intake 2010 (which starts on X July) cannot be enrolled in a June intensive subject because the subject start date commences before the start date of the Intake.

Figure 1 below sets out the relationship between the Intakes and the Study Periods using 2010 as the date examples.
Figure 1 - Study Period Relationships

Study Periods Relationships – 2010 Example

4 Jan

Summer Term Intake
4 January to 21 February 2010

Term 1 Intake
8 Feb to 2 May

Intensive Teaching Period Examples

June
1 June 2010 to 30 June 2010

1 March 2010 to 30 May 2010

Semester 1
1 March 2010 to 30 May 2010

Semester 2
26 July 2010 to 31 October 2010

1 March 2010 to 30 May 2010

Term 2 Intake
24 May to 15 August

Term 2
24 May to 15 August

1 March 2010 to 30 May 2010

Semester 2
26 July 2010 to 31 October 2010

Term 3 Intake
13 Sep to 5 December

13 Sep to 5 December

Summer Term
4 January to 21 February 2010

Coursework Intakes

Start Year Intake
1 March 2010 to 30 May 2010

Mid Year Intake
26 July 2010 to 31 October 2010

Term 3 Intake
13 Sep to 5 December

26 July 2010 to 31 October 2010

26 July 2010 to 31 October 2010

Coursework Intakes

Coursework Intakes

Standard Teaching Period Examples

1 March 2010 to 30 May 2010

1 March 2010 to 30 May 2010

1 March 2010 to 30 May 2010

1 March 2010 to 30 May 2010

Term 3
13 Sep to 5 December
Next Steps

Therefore, the next steps are twofold:

1. Review of Admission Intake Usage
   a. The Admission Intakes for all courses, but particularly those which have intensive subjects, need to be reviewed to maximize processing efficiency. For example, the use of Terms rather than Summer, Start Year or Mid Year Intakes.
   b. Contact the ISIS helpline if any advice is required on principle or practicality.

2. Processing Principles
   a. However, until this occurs, and as a matter of principle, when processing applications it is always advisable to Admit an Applicant to an Admission Intake that is earlier than start date of the earliest offered subject because this will allow processing to occur.
   b. If the Admittance process occurs in a timely fashion (i.e. prior to the Last Date for Admittance – one of the control dates mentioned above) there will be no processing impediments. However, if the admittance is processed late in the Intake – for example a Start Year Intake with a July intensive processed in June, the user will need the Admission 7 role with the associated authorisations to Admit the applicant after the Last Date to Admit.

Contact ISIShelp for user help

Phone ISIShelp
8344 2690

Email ISIShelp
isis-help@unimelb.edu.au

How do I get more information?

- Visit the SSP website www.ssp.unimelb.edu.au for more information and:
  - Read the project newsletters which provide the latest news and updates about the project,
  - Read fact sheets about the key changes to system areas, and what the changes mean for staff and students,
  - Find out about upcoming staff briefings and system demonstrations,
  - Register to receive project news by completing the following web form.
    http://www.ssp.unimelb.edu.au/stayinformed/subscribe