

# HDR - Encumbrances Procedure

## Section 1 - Overview

(1) These Procedures are for managing situations where sponsors of HDR candidates fail to pay tuition fees, or other monies, to UNE on behalf of the HDR candidate, as agreed between the sponsor organisation and UNE.

## Section 2 - Scope

(2) These Procedures apply to any Student Visa Holder HDR candidates who are sponsored by International governments, or organisations, to undertake higher degree study at UNE.

## Section 3 - Procedure

(3) Where Student Accounts become aware that the fees or other monies are outstanding for a sponsored HDR candidate they will refer the matter to the Senior HDR Support Officer in Research Services for evaluation.

(4) The Senior HDR Support Officer will assess the situation, seek advice from the Head of School, or nominee, and UNE International, then provide an overview and recommendation to the Deputy Vice-Chancellor Research, or delegate.

(5) The Deputy Vice-Chancellor Research, or delegate, will make a determination regarding the financial liability, including whether any encumbrances should be placed on the HDR candidates enrolment.

(6) The Deputy Vice-Chancellor Research, or delegates determination will be communicated to the Student Accounts by the Senior HDR Support Officer, who will oversee the implementation of the determination.

(7) No encumbrances will be placed on a Student Visa Holder HDR Candidate's enrolment without the permission of the Deputy Vice-Chancellor Research.

### Authority and Compliance

(8) The Procedure Administrator, the Deputy Vice-Chancellor Research, makes these Procedures.

(9) University Representatives and Students must observe these Procedures in relation to University matters.

(10) These Procedures operate as and from the Effective Date.

(11) Previous Procedures relating to encumbrances are replaced and have no further operation from the Effective Date of this new Procedure.

## Status and Details

<b>Status</b>	Historic
<b>Effective Date</b>	4th January 2017
<b>Review Date</b>	4th September 2019
<b>Approval Authority</b>	Pro Vice-Chancellor (Research)
<b>Approval Date</b>	19th December 2016
<b>Expiry Date</b>	7th December 2023
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## Glossary Terms and Definitions

**"Student"** - Is an admitted student or an enrolled student, at the relevant time: 1. an admitted student is a student who has been admitted to a UNE course of study and who is entitled to enrol in a unit of study or who has completed all of the units in the UNE course of study; 2. an enrolled student is a student who is enrolled in a unit of study at UNE.

**"Student Visa Holder"** - Is an international student studying in Australia on an appropriate visa.

**"Effective Date"** - means the Rule/Policy takes effect on the day on which it is published, or such later day as may be specified in the policy document.

**"University Representative"** - University Representative means a University employee (casual, fixed term and permanent) contractor, agent, appointee, UNE Council member, adjunct, visiting academic and any other person engaged by the University to undertake some activity for or on behalf of the University. It includes corporations and other bodies falling into one or more of these categories.