

ATT: Ms Cathy McGrath
Director
Student Administration
c.mcgrath@griffith.edu.au

Ph: 0433 229 006

Email: president@gums.org.au

Postal: GUMS, C/- School of Medicine, Gold Coast campus, Griffith University QLD 4222

Dear Cathy,

RE: \$50 Late Fee for Late Enrolment of Medical Students

My name is Laura Stitz and I am President of the Griffith University Medicine Society (GUMS). I am writing to you on behalf of Griffith University medicine students regarding our enrolment for Semester 2, 2010.

As you may be aware there were many medical students who did not enrol prior to the date at which the late enrolment/administration fee (\$50) applied, meaning many students had to pay this fee. We believe that this is an unjust move by the administration of Griffith University for the reasons outlined below and ask that this fee be reimbursed to the relevant students.

The medical program at Griffith University consists of 4 subjects: medicine 1, medicine 2, medicine 3 and medicine 4. These correlate with our year of study, meaning we are only enrolled in one subject each year – i.e. each of these are year long subjects. As students we are aware of this from the start of the year so the idea of re-enrolling halfway through the year, in a subject that we are already enrolled in, doesn't occur to many of us as it doesn't seem logical.

The medical school runs off of a different calendar to the rest of the university (see attached calendar). Our academic year starts earlier, finishes later and has different holiday periods. We do not run off of the typical 2 semesters per year timetable but instead run according to our teaching blocks, which are different for each of the four years at medical school. Hence we simply don't know when semester 1 ends and semester 2 starts, so even if we did know we had to re-enrol our academic calendar provides no insight as to when this would occur.

I understand that the University sent out two mass emails (attached), which we received on Wednesday May 26 and Thursday June 3, with the subject line of "Open Enrolment Thursday June 10 from 10:00 AM", which said that we have been allocated a day to enrol for Semester 2, 2010 and it provided instructions on how to enrol. However as mentioned above we do not have semesters so this email was disregarded by many medical students. Compounding this is the fact that emails from 'Student Administration' rarely have relevance to us because all of our administrative processes are handled internally at the medical school itself – when we do have an administrative issue we receive an email from the medical school staff, not a generic email from 'Student Administration – Enrolment'.

That said, I recognise that it is still our responsibility as Griffith University students to read these emails and act accordingly. However these emails did not have an 'enrol by' date, nor did they mention a fee if someone attempted to enrol after a given date, so for those students who did open and read the email, they were not informed of any potential penalty. I am in 3rd year, and the first mention of this penalty was a posting on our Learning at Griffith dated Fri July 9th by Julie Saville stating that we do need to re-enrol and pay the \$50 fee.

Finally I'd like to mention that this has all been confused more by the fact that last year none of us had to re-enrol, i.e. we enrolled in our one subject at the start of the year and that was it. I've since been informed that this was due to an administrative error leading to the medical school automatically enrolling all of us in our 'semester 2' continuing subject.

I hope that this helps to shed some light on the array of differences between the medical school and the rest of Griffith University, both in regards to the administrative process and also from a student perspective.

I ask that you reimburse the \$50 late fee for the medical students affected by this incident, and also for my reference point out the Griffith University policy document that dictates when the semester 2, 2010 'enrol by' date for medical students is and that a \$50 fee is applicable for students enrolling after this date.

Please feel free to call or email me to discuss this issue further.

Regards,

Laura Stitz
President
Griffith University Medicine Society

From: "Student Administration - Enrolment" <enrolment-support@griffith.edu.au>

Sent: Wednesday, May 26, 2010 9:31 AM

Subject: Open Enrolment Thursday 10th June 2010 from 10:00AM

Dear Student.

Do not respond to this email as it has been sent via a mass-email address. Instead, contact your Student Centre if you have any queries on (07) 3735 7700 (Brisbane) or (07) 5552 8811 (07) 5552 8811 (Gold Coast).

All students have been allocated a specific day to begin enrolling for Semester 2 2010.

The first day you are able to enrol into your program of study is called an enrolment appointment. This is an on-line appointment via your Griffith Portal > Online Student Centre.

Your enrolment appointment is Thursday 10th June 2010 from 10:00AM. You will be unable to add a class prior to this date and time.

Please note that your enrolment cart and your enrolment appointment will open at the same time.

Details of your enrolment appointment can be viewed on-line via the Griffith Portal > Online Student Centre > Enrolment Dates.

The Semester 2, 2010 class timetable will be published by 5pm on Monday 31st May 2010.

It is strongly recommended that you familiarise yourself with your program and degree requirements, plan your courses and build your timetable prior to your enrolment appointment date. Ensure you also select alternate class numbers in case your first preferences are full when you come to enrol.

In the case where all classes are 'full', click on the 'Please view the additional timetabling and full class information...' link, which is available within the timetable display, to access the relevant contact details for your School.

Please be aware that if you change your program or transfer to another program your enrolment appointment may change. You will need to verify your enrolment appointment in the Griffith portal.

Regards

Student Administration

From: "Student Administration - Enrolment" <enrolment-support@griffith.edu.au>

Sent: Thursday, June 03, 2010 10:03 AM

Subject: Open Enrolment Thursday 10th June 2010 from 10:00AM

Dear Student.

Do not respond to this email as it has been sent via a mass-email address. Instead, contact your Student Centre if you have any queries on (07) 3735 7700 (Brisbane) or (07) 5552 8811 (07) 5552 8811 (Gold Coast).

All students have been allocated a specific day to begin enrolling for Semester 2 2010.

The first day you are able to enrol into your program of study is called an enrolment appointment. This is an on-line appointment via your Griffith Portal > Online Student Centre.

Your enrolment appointment is Thursday 10th June 2010 from 10:00AM. You will be unable to add a class prior to this date and time.

Please note that your enrolment cart and your enrolment appointment will open at the same time.

Details of your enrolment appointment can be viewed on-line via the Griffith Portal > Online Student Centre > Enrolment Dates.

The Semester 2, 2010 class timetable is now available at
<https://intranet.secure.griffith.edu.au/student/timetable-support>

It is strongly recommended that you familiarise yourself with your program and degree requirements, plan your courses and build your timetable prior to your enrolment appointment date. Ensure you also select alternate class numbers in case your first preferences are full when you come to enrol.

In the case where all classes are 'full', click on the 'Please view the additional timetabling and full class information...' link, which is available within the timetable display, to access the relevant contact details for your School.

Please be aware that if you change your program or transfer to another program your enrolment appointment may change. You will need to verify your enrolment appointment in the Griffith portal.

Regards
Student Administration

DRAFT Academic Calendar 2010

Month	Week	Teaching	Year 1	Year 2	Year 3	Year 4	GU Semester Timings	Public Holidays & Critical Dates	
January	0	15 - 22			Block 1	Block 7 SCIM			
	1	25 - 29	Orientation day 29/1/10	Gastrointestinal 1	Block 1	Block 7		26 Jan Aust Day	
February	2	01 - 05	Homeostasis 1	Gastrointestinal 2	Block 1	Block 7			
	3	08 - 12	Homeostasis 2	Gastrointestinal 3	Block 1 SCIM	Block 7			
	4	15 - 19	Homeostasis 3	Gastrointestinal 4	Block 1	Block 7			
	5	22 - 25	Homeostasis 4	Endocrine/ Reproductive 1	Block 1	Block 7	Orientation		
March	6	01 - 05	Homeostasis 5	Endocrine/ Reproductive 2	Block 1	Block 7	Classes commence		
	7	08 - 12	Homeostasis 6	Endocrine/ Reproductive 3	Block 2	Block 8 SCIM			
	8	15 - 19	Homeostasis 7	Endocrine/ Reproductive 4	Block 2	Block 8			
	9	22 - 25	Homeostasis 8	Endocrine/ Reproductive 5	Block 2	Block 8	MID SEM VACATION		
April	10	29 - 02	Homeostasis 9	Study Week	Block 2 SCIM	Block 8		2 Apr Good Fri	
	11	05 - 09	Break	Exams GI/Endo/Repro, DLEPP, DHC	Block 2	Block 8		05 Apr Easter Mon	
	12	12 - 16	Homeostasis 10	Brain 1	Block 2	Block 8			
	13	19 - 23	Microbes 1	Brain 2	Block 2	Block 8			
	14	26 - 30	Microbes 2	Break	Block 3	Block 9 SCIM		26 Apr ANZAC Day	
May	15	03 - 07	Microbes 3	Brain 3	Block 3	Block 9		3 May Labour Day	
	16	10 - 14	Microbes 4	Brain 4	Block 3	Block 9			
	17	17 - 21	Microbes 5	Brain 5 Def/Supp exams GI/Endo/Repro	Block 3 SCIM	Block 9			
	18	24 - 28	Microbes 6	Brain 6	Block 3	Block 9			
June	19	31 - 04	Microbes 7	Brain 7	Block 3	Block 9	End of teaching		
	20	07 - 11	Microbes 8	Brain 8	Block 3	Block 9	Study week		
	21	14 - 18	Microbes 9	Brain 9	Break	Break	Examinations	14 Jun Queen Bty	
	22	21 - 25	Study week	Musculoskeletal 1	Block 4	Selective 1	Examinations		
July	23	28 - 02	Exams HH, IMD, DLEPP, DHC	Musculoskeletal 2	Block 4	Selective 1	INTER SEM VACATION		
	24	05 - 09	Break	Break	Block 4	Selective 1			
	25	12 - 16	Cardiovascular 1	Musculoskeletal 3	Block 4 SCIM	Selective 1		13-16 Jul ANZAME	
	26	19 - 23	Cardiovascular 2	Musculoskeletal 4	Block 4	Spot Vac			
	27	26 - 30	Cardiovascular 3	Musculoskeletal 5	Block 4	Exams OSCE & Written	Classes commence		
August	28	03 - 06	Cardiovascular 4	Musculoskeletal 6	Block 4	Break			
	29	09 - 13	Cardiovascular 5 Def/Supp exams HH, IMD	Study week	Block 5	Elective 1		9 Aug Logan Show 11 Aug QLD Show	
	30	16 - 20	Respiratory 1	Exams MSK/Brain, DLEPP, DHC	Block 5	Elective 1			
	31	23 - 27	Respiratory 2	Integration 1	Block 5	Elective 1		27 Aug GC Show?	
September	32	30 - 03	Respiratory 3	Integration 2	Block 5 SCIM	Elective 1			
	33	06 - 10	Respiratory 4	Integration 3	Block 5	Elective 1		MDSG Interviews?	
	34	13 - 17	Respiratory 5	Integration 4	Block 5	Elective 2		MDSG Interviews?	
	35	20 - 24	Respiratory 6	Integration 5	Block 5	Elective 2		MDSG Interviews? School Holidays	
October	36	27 - 01	Break	Integration 6 Def/Supp exams MSK/Brain	Block 6	Elective 2	Mid Sem Vacation	School Holidays	
	37	04 - 08	Renal 1	Break	Block 6	Elective 2		4 Oct Labour Day (NSW)	
	38	11 - 15	Renal 2	Integration 7	Block 6	Elective 2			
	39	18 - 22	Renal 3	Integration 8	Block 6 SCIM	Selective 2 Def/Supp Exams			
	40	25 - 29	Study week	Integration 9	Block 6	Selective 2	End of teaching		
November	41	01 - 05	Exams CVS/Resp/Renal, DLEPP, DHC, OSCE	Study week	Block 6	Selective 2	Study Week		
	42	08 - 12		Exams Integration, DLEPP, DHC, OSCE	Block 6	Selective 2	Examinations		
	43	15 - 19			Spot vac		Examinations		
	44	22 - 26			Exams				
December	45	29 - 03	Def/Supp exams CVS/Resp/Renal, DLEPP, DHC, OSCE						
	46	06 - 10		Def/Supp exams Integration, DLEPP, DHC, OSCE	Def/Supp Exams				
	47	13 - 17	Years 1, 2, 3 Assessment & Progression Panels						