Enrolment Policy

Responsible Officer: Executive Director, Student Operations

Approved by: Vice-Chancellor

Approved and commenced: December, 2017

Review by: December, 2020

Relevant Legislation, Ordinance, Rule and/or Governance Level Principle:

- Education Services for Overseas Students Act 2000
- Higher Education Support Act 2003
- Rule 6 - Admission, Assessment & Student Progress
- Underage Students Policy
- Admissions Policy
- International Student Enrolment Policy
- Domestic Student Fee Collection Policy

Responsible Organisational Unit: Student Operations

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Objective

The objectives of this Policy are to:

• outline the framework that governs all enrolments at the University;
• ensure compliance with relevant Australian Government requirements;
• ensure that the University’s enrolment processes and practices are fair, transparent and consistent; and
• establish student responsibilities with respect to enrolment.

Scope

This policy applies to the enrolment of students in all enabling and award units offered by the University, and to the enrolment of students approved to undertake units on a non-award, non-traditional, exchange, study abroad or cross-institutional basis.

Policy Provisions

3.1 General Provisions

3.1.1 The University is committed to ensuring that all practices in relation to enrolments are consistent, fair and transparent, and comply with applicable external regulations and requirements.

3.2 Enrolment in an award course

3.2.1 Students are responsible for ensuring that they are correctly enrolled in accordance with the degree rules as specified in the Course and Unit Handbook and shall take the necessary actions to correct any enrolment anomalies, such as amending their enrolment on eStudent or seeking assistance in resolving issues. Students are expected to maintain their enrolment throughout their course.

3.2.2 At the time of enrolling, students are required to confirm they have read and accepted the Terms and Conditions of Enrolment.

3.2.3 Students are expected to enrol in their full expected enrolment for the year if they are not expecting to complete the course requirements prior to the end of that year.

3.3 Enrolment on a non-award, non-traditional, study abroad or inbound cross-institutional basis

3.3.1 Students must use the prescribed form to request enrolment on a non-award, non-traditional, exchange, study abroad or cross-institutional basis.
3.4 Previously completed units

3.4.1 Students may not enrol in units that they have previously passed unless the College requests them to do so in order to meet course completion or professional registration/knowledge requirements.

3.5 Outbound Cross Institutional enrolment

3.5.1 Students may, with permission from the relevant Executive Dean or nominee, undertake pre-approved study at other institutions on an outbound cross-institutional basis provided the study will contribute to their University award course.

3.6 Concurrent enrolments

3.6.1 Students are permitted to enrol in units in more than one course at the same time. Concurrent course admission and corresponding enrolments are permitted if the student has met the admission requirements and has been admitted to each course. Students are required to apply for admission to the concurrent courses in the same manner as other applicants to that course.

3.6.2 The maximum enrolment load at any point in time for a student is 75 credit points when they are enrolled in more than one course at the same time.

3.7 Non-engaged Students

3.7.1 Students must engage in units for study as described in the unit outline through attendance, submission of assessments, accessing of unit content, use of systems to the satisfaction of the Executive Dean by the semester census date in order to demonstrate reasonable endeavours to pass the unit.

3.7.3 The University may initiate withdrawal of the student from a unit if they are identified as non-engaged. Students will remain liable for fees (where applicable) but their record will reflect a Withdrawal without Academic Penalty.

3.8 Failure to enrol by stated enrolment deadline

3.8.1 Failure to enrol by the stated on-time enrolment deadline may incur a late enrolment fee. Student Operations will define the rules that apply to late enrolment (including dates, late enrolment fees, and exemption/appeal processes).

3.9 Cancellation of enrolment

3.9.1 The University may cancel a student’s enrolment in a unit or withdraw them from a course for the following reasons:

(a) failure to submit a Commonwealth Assistance Form (CAF);
(b) if their admission to a course was on the basis of inaccurate or incomplete information in accordance with the Admissions Policy; and

(c) non-payment of fees or charges in accordance with the International Student Tuition Fee Policy.

(d) where the student has not engaged in a unit of study, whether or not a Withdrawal without Academic Penalty has been awarded (as outlined in clause 3.7)

3.10 Reinstatement of enrolment

3.11.1 A student who has their enrolment cancelled in accordance with clause 3.8 may apply for their enrolment to be reinstated provided that the request is made before the end of the study period.

Following cancellation, a student who elects not to reinstate their enrolment within the study period may be required to reapply for admission to the course.

3.13 Leave of absence

3.13.1 Students who have attempted at least one unit of study in a course may apply for leave of absence from the course for a period of twelve months in a calendar year, except where there are course specific requirements.

4 Responsibilities

Students are responsible for:

• adhering to the Rules, regulations, terms, conditions and other lawful directions of the University;
• complying with any applicable Australian Government legislation;
• informing themselves about and ensuring their enrolment meets University, course and unit requirements, including but not limited to any requirements specified in the relevant course rule, and any other criteria the University requires the student to meet; and
• providing the University with complete and accurate personal information, including a reliable mailing address, and for maintaining up to date contact details at all times.

International students must adhere to the provisions of their student visa and the requirements of the Education Services for Overseas Students (ESOS) Act 2000 and associated ESOS National Code 2007, and any responsibilities and obligations specified under the International Student Enrolment Policy.
The University is responsible for:

- providing students with clear, timely and accurate advice in relation to enrolment and critical dates; and
- taking reasonable action to ensure a student who is admitted to an award course is able to enrol in units that will enable the student to complete the requirements of the course.

5 Definitions and Acronyms

<table>
<thead>
<tr>
<th>Term/Acronym</th>
<th>Definition</th>
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<tbody>
<tr>
<td>Academic Unit</td>
<td>means the secondary organisational unit in the academic structure of the University, reporting directly to the College Executive Deans, as per Ordinance 14 – Academic Structure. Academic Units include Institutes, Faculties, Schools or Centres.</td>
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| College            | (a) the primary organisational unit in the academic structure of the University, as per Ordinance 14 – Academic Structure  
                       (b) the University College; or  
                       (c) in relation to courses administered through the Academic Division, College means that Division. |
| Completing Student | A student who will complete and expect to graduate from their current course.                                                                                                                                |
| LOA                | Leave of absence                                                                                                                                                                                           |

6 Supporting Documentation

- Underage Students Policy
- Admissions Policy
- International Student Enrolment Policy
- Domestic Student Fee Collection Policy

7 Versioning

<table>
<thead>
<tr>
<th>Former Version(s)</th>
<th>Nil</th>
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<tbody>
<tr>
<td>Current Version(s)</td>
<td>Version 1 - Enrolment Policy, approved December, 2017</td>
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