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| POLICY | |  |
| <p>Ref. to Legislative Frameworks:</p> <p>HESF2021: Standard 1.1 / 1.2 / 1.4 / 6.3 / 7.2</p> <p>National Code 2018: Standard 3 & 12</p> | Higher Education Course Enrolment | |
| Version: 2.1 | Approved by: Academic Board | Approved on: 02/06/2023 Review by: 02/06/2025 |

Revision History

| Current Version | Description of Change | Policy Developer | Effective Date |
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| 2.1 | Updated to HESF 2021 | Compliance Manager and Academic Dean | 02/06/2023 |
| 2.0 | Approvals of enrolment variations | Chief Executive Officer | 12/1/2020 |
| 1.0 | Separate policy on Higher Education course enrolment into subjects | Chief Executive Officer | 27/12/2019 |

PURPOSE

This policy guides the enrolment of students into courses and subjects offered by or through Academies Australasia Polytechnic (AAPoly) in accordance with the legislative requirements relevant to the respective courses.

POLICY STATEMENT

Consistent with the regulatory requirements for Higher Education, AAPoly enrolls students only after the admission is finalised with evidence of sufficient academic preparation and proficiency in English. Determination about reasonable adjustments due to individual students' limitations has to occur before enrolment is finalised. Students are informed in writing about their rights and responsibilities prior to course commencement. Any conditions applicable to the enrolment are also conveyed in writing to the students, including credit transfer and RPL but are not limited to any requirements of satisfactory course progress and work integrated learning.

SCOPE

This policy applies to all prospective Higher Education students that have successfully completed the admission process.

DEFINITION

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| Admission | The process of reviewing and determining the outcome of an application by a prospective student to be accepted into a Higher Education course at AAPoly. Complete supporting documentation has to be included in the application. |
| Course Enrolment | The process of enrolling a student whose application for admission has been approved and satisfied the admission criteria of a course, into a course of study and subjects within that course. |
| Letter of Officer/Student Agreement | Signed acceptance of the offer to enter into a course of study, including all fees commitment and schedule of payment. The Letter of Offer/Student Agreement also contained the rights and obligations of the student. |
| Credit Transfer | Recognition of prior studies as credits into AAPoly's course of study. |
| Normal cases | A variation of the Higher Education course rules of progression and completion affecting Year 1 or Year 2 subjects. |
| Exceptional cases | A variation of the Higher Education course rules of progression and completion affecting Year 3 subjects. |
| Enrolment Period | Time provided to students to enrol to their subjects per semester. Students can enrol from the orientation to week 1 of the semester. Late enrolments must be approved by Associate Dean (Education). |

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| Orientation Day | One specific day a week before the commencement of the semester when AAPoly provided a presentation to new students covering student support services available. Students are also provided with information about the Overseas Student Health Cover, the student and learning management systems, administrative matters, student rights and responsibilities, academic progress, and relevant policies and procedures. The presentation may be conducted online. |
| Reduced course load | When approval is granted by the Associate Dean given for students to study less than 4 subjects (generally 3), based on medical, compassionate or compelling circumstances. Evidence must be provided by the student to support the reduced course load application. |
| Overloading | When the Associate Dean (Education) allows a student to enrol in more than four (4) subjects in one academic semester, generally in the final academic semester of the course. This option is normally limited to students who have previously been granted a reduced study load and successfully passed all of their subjects throughout the course and attained a credit average or higher. |

POLICY PRINCIPLES

1. All Higher Education students meet the admission criteria set by the Academic Board. Any special conditions or study limitations have been addressed and approved prior to course enrolment.
2. Students are informed of their study obligations including the maintenance of satisfactory course progress, the standard requirements of the course of study, course rules of progression and completion as well as any work integrated learning prior to enrolment.
3. The student pays the relevant course fees according to amount and schedule outlined in the signed Letter of Offer/Student Agreement to be eligible to enrol into subjects for each semester.
4. Credits from prior learning, if submitted according to guidelines and before the cut-off date (end of Week 1), are applied by the end of Week 2, to minimize the impact on the students' study plans. Late applications for credits (submitted after the end of Week 1) will not be processed.
5. Academic advice relating to the subject enrolments, are given to students, taking into consideration availability of subjects and course rules of progression and completion.
6. The Academic Dean is delegated to approve enrolment variations for *normal cases*. *Exceptional cases* must be approved by the Academic Board. All enrolment variations must be documented and validated against the course rules of progression and completion and mapped against the course learning outcomes.

7. The student's course progress is monitored and intervention strategies are communicated and agreed with the student at course enrolment by the Course Coordinator, Program Coordinator and/or Academic Dean.
8. The accuracy and completeness of the course enrolment process is audited by the Compliance Manager and exceptions reported to the Chief Executive Officer at the beginning for Week 3 (after the close of course enrolment) for remedial actions to be taken.
9. Students are informed and guided towards the successful completion of their chosen course of study.

RESPONSIBILITIES

- The Head of Student Services (DH-SS) is responsible for the distribution of this policy to all Student Services, Marketing and Academic staff involved in the course enrolment processes.
- Marketing Managers are responsible for training any representatives/ agents to comply with the policy.
- Compliance Manager ensures that all audits are conducted, and exceptions reported to the respective governing bodies.
- The Associate Dean (Education) is responsible for academic advice given to students.
- The Academic Dean is responsible for the accuracy and completeness of academic advice and course information given to students.

FEEDBACK

Queries or feedback about this policy should be directed to the Academic Dean through academicdean@aapoly.edu.au. The Academic Dean will respond to the written question or feedback within two (2) weeks from the receipt, unless an immediate response is required. Feedback that results in material changes will form a part of quality assurance and continuous improvement of AAPoly.

REFERENCES

| Source | Document Title |
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| Internal | Academic Credit Transfer and RPL Procedure |
| | Marketing Information and Practices Policy and Procedure |
| | AAPoly Quality Assurance Policy |
| | Higher Education Student Enrolment Procedure |
| | AAPoly Student Selection and Admission Policy |
| External | Higher Education Standards Framework (Threshold Standards) 2021 |
| | National Code of Practice for Providers of Education and Training to Overseas Students |
| | TEQSA Guidance Note: Academic Governance |
| | TEQSA Guidance Note: Third Party Arrangement |