

PROCEDURE



Ref. to Legislative Frameworks: HESF2021: Standard 1.1 / 1.2 / 1.4 / 6.3 / 7.2 National Code 2018: Standard 3 & 12	Higher Education Course Enrolment	
Version: 2.2	Approved by: Academic Dean	Approved on: 02/06/2023 Review by: 02/06/2025

Revision History

Version	Description of Change	Procedure Developer(s)	Effective Date
2.2	Replaced references to Higher Education Standards Framework 2015 with Higher Education Standards Framework 2021. Inclusion of "Reduced Course Load" and overloading in the definitions and in policy principles. Replaced the roles "Program Director" with Associate Dean (Education) in regard to the responsibilities to enrolment variations.	Compliance Manager and Academic Dean	02/06/2023
2.1	Update HESF2021	Chief Executive Officer	06/12/2022
2.0	Enrolment variations	Chief Executive Officer	12/01/2020
1.1	Added reference to National Code 2018	General Manager, Operations and Risk Management	27/12/2017

PURPOSE

This procedure 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 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

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).
Orientation Day	One specific day a week before the commencement of the semester when AAPoly provides 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 (Education) 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.

This procedure outlines the steps to enrol students into higher education courses and subjects within those courses.

1. PROCEDURE

a. Preparation for Enrolment

- i. Student Services Officer (SS) prepares a master list of new and continuing students expected to enrol (new) and re-enrol (continuing) two weeks prior to the enrolment period.
- ii. New and continuing students are advised by SS via email about the date/s to enrol and documents to bring to the enrolment 2 weeks and 1 week, respectively, prior to the enrolment period.
- iii. SS provides new student an electronic link of the International Students Handbook and other relevant information about Melbourne and Australia on Friday prior to the orientation day.
- iv. SS prepares an enrolment checklist covering all the steps that the students will have to complete (new and continuing) as part of the enrolment process 2 weeks prior to the enrolment period.
- v. SS makes copies of timetable (prepared by Academic Department) to guide students in subject selection.

b. Enrolment Day

- i. New student arrives with required information including Confirmation of Enrolment, passport and visa details.
- ii. Continuing students are not required to present any information except their Student ID card for identification purposes.
- iii. All students are checked by SS against the Master List which contains specific information (if any) about students relevant to their enrolment, e.g. students at risk.

c. New Students Enrolment

- i. New students are given their timetables by SS, with limited Year 1 subjects for selection.
- ii. If new students intend to apply or have applied for credits from previous studies, they will be referred to the Course Coordinator or Program Coordinator or delegate for advice. The student will receive a specific set of 4 subjects to enrol.
- iii. New students without credits are enrolled into 4 Year 1 subjects in Paradigm unless there are special considerations or prior arrangements. All international students must study a minimum of 4 subjects per semester, unless compelling or compassionate grounds applies and approved by Associate Dean (Education).
- iv. After subject selection (via Paradigm), SS refers the student to the designated Finance Officer for fees collection.

d. Continuing Students Enrolment

- i. Students who achieved satisfactory course progress will be given a set of 4 subjects to enrol in Paradigm, based upon their individual study plan. (Then refer to clause iii).
- ii. If the student is at risk of poor academic progress or has not achieved satisfactory course progress, the student meets with the Course Coordinator or Program Coordinator. The Course Coordinator or Program Coordinator discusses an intervention program with the student and records the agreed intervention strategies in Paradigm.
- iii. The student is directed to Finance for fees collection.

e. Enrolment Variations

- i. The student requests enrolment variation by completing the Higher Education Enrolment Variation Form and submitting it along with supporting documentation (if applicable) to the Associate Dean (Education) for assessment before the commencement of the semester.

Note: International students may only apply for an enrolment variation to reduce study load (generally 3 subjects) during a semester under the following circumstances:

- compassionate or compelling circumstances
- illness or exceptional personal circumstances
- course structure, progression rules or subject availability preventing a full-time enrolment load
- implementation of an intervention strategy due to a risk of unsatisfactory academic progress

Supporting documentation and evidence must be provided.

While enrolment can be varied, all students must complete their course within the COE timeframe.

- ii. The Associate Dean (Education) reviews the study plan of the student and determines that an enrolment variation is necessary for the student to progress in their course.
- iii. The Associate Dean (Education) completes the Higher Education Enrolment Variation form, providing the reasons for the enrolment variation.
- iv. The Associate Dean (Education) reviews the reasons for enrolment variation and the implications of the changes on the standard course requirements, the course rules of progression and completion, before making a decision.
- v. The Associate Dean (Education) approves *normal cases* of enrolment variations and refers *exceptional cases* to the Academic Dean.
- vi. The enrolment variations must be finalised by the end of Week 2, to minimise the impact on the student.
- vii. The Academic Dean reports the approved and rejected enrolment variations for *normal cases* of enrolment variations to the Academic Board at their next scheduled meeting.
- viii. All approved enrolment variations must be filed in the student's record for consideration at course completion.

f. Fees Collection

- i. Student makes payment for the course fees due.
- ii. The designated Finance Officer issues a receipt of payment to the student and updates Paradigm.

g. Issue of Student ID Cards

- i. Photos of the new students are taken by the SS to issue the Student ID cards.
- ii. SS also issues new students with an Orientation Pack and an invitation to attend the New Students Orientation event.
- iii. New students are provided by SS with a copy of the timetable and any course commencement information.

h. Late Enrolment

- i. New students and continuing students can enrol (re-enrol) up to two weeks from enrolment commencement.
- ii. After the two weeks' period, late enrolments must be approved by Associate Dean (Education).
- iii. If a student fails to enrol or has not been granted late enrolment permission, the student's enrolment (or Confirmation of Enrolment) will be cancelled by the SS.
- iv. All credit transfer applications must be finalised by the end of Week 2.

i. Learning Management System (LMS) Account

- i. AAPoly's Technical Support team issues all new students with a user account in AAPoly's IT network and in the Learning Management System.
 - ii. The Technical Support team enrolls all students (new and continuing) in the LMS based upon their enrolments in Paradigm.
- j. Enrolment Audits
 - i. Enrolment audits will be conducted including:
 - a. At the beginning of Week 3, the Compliance Manager conducts verification of student's subject enrolments against the course's standard requirements and to highlight any variances to the Associate Dean (Education), in time for any remedial actions (if necessary) to be taken.
 - b. In Week 4, IT Manager conducts reconciliation of subject enrolments between the LMS and the Student Management System. Any variances to be referred to the Head of Student Services for follow-up actions.
 - c. In Week 4, the designated Finance Officer conducts reconciliation between subject enrolments in the Student Management System and finance records for the total number of subjects enrolled per student and per semester. Any variances to be reported to the Head of Student Services for follow-up actions.
 - d. All reconciliation results are to be reported to the Chief Executive Officer by the end of Week 4.

RESPONSIBILITIES

- **Department Head, Student Services (DH-SS)** is responsible for distributing this procedure to the Student Services Team and other staff involved in the enrolment of students into higher education courses, and ensuring they understand the protocol. Reports to the CEO on the reconciliation reports.
- **Associate Dean (Education)** processes and approves enrolment variations for normal cases and refers exceptional cases to Academic Dean for approval.
- **Academic Dean** processes and approves exceptional cases of course variations and reports the exceptional cases to the Academic Board.
- **Student Services Officer (SS)** prepares resources for student enrolment and orientation. Sends email about the date/s to enrol and documents to bring to the enrolment. Provides electronic link of the International Students Handbook and other relevant information about Melbourne, Sydney and Australia. Refers students with course progress issues to the Course Coordinator or Program Coordinator.
- **Compliance Manager** ensures that all audits are conducted, and exceptions reported to the respective governing bodies.
- **Designated Finance Officer** issues course payment receipt to the student. Conducts reconciliation between subject enrolments in the Student Management System and finance records for the total number of subjects enrolled per student and per semester.
- **IT Support Team** issues a user account in AAPoly's IT network and in the LMS to the students. Enrols all students in the LMS based upon their enrolments in Paradigm.
- **IT Manager** conducts reconciliation of subject enrolments between the LMS and the Student Management System.

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
	Higher Education Student Enrolment Policy
Internal	Academic Credit and RPL Procedure
	Marketing Information and Practices Policy and Procedure
	AAPoly Quality Assurance Policy
	Academic Credit and RPL Policy
	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