

N1 - Non-Award Study Policy and Procedure



1. PURPOSE

This policy provides a framework for the Institute to apply a consistent, equitable and transparent approach to the consideration of non-award study for students wishing to enrol into a unit of study with BBI – The Australian Institute of Theological Education (BBI-TAITE).

2. BACKGROUND

BBI-TAITE is committed to quality learning and teaching, as reflected in its primarily educational mission. To implement Tertiary Education Quality and Standards Agency's (TEQSA) principle of ensuring the fair and consistent admission of students to courses and units, the Institute has developed the following policy.

3. SCOPE

This policy applies to all students wishing to enrol into and complete a unit or units independent of an award or course of study with BBI-TAITE.

4. POLICY

Part 1 - BBI-TAITE students wishing to undertake a non-award unit in addition to their award or course with BBI-TAITE:

- a) A student who is enrolled in an award /course with BBI-TAITE can apply to undertake a unit with BBI-TAITE in addition to their award /course under the condition that such enrolment does not interfere with the successful completion of their award / course.
- b) An application for non-award study submitted by an award / course student with BBI-TAITE is subject to approval by BBI-TAITE's Student Registrar.
- c) BBI-TAITE award / course students wishing to enrol into a unit of study as a non-award student should apply via the same method as that outlined for external applicants below, with the exception that they will not need to prove any identification beyond the provision of their BBI-TAITE student identification.
- d) It is recommended that BBI-TAITE students wishing to undertake a non-award unit of study in addition to those units which contribute to their BBI-TAITE award /course refrain from doing so until nearing the conclusion of their award / course.
- e) BBI-TAITE award /course students wishing to enrol into a non-award unit in addition to their award /course with BBI-TAITE are required to consult with the Student Registrar before submitting an application for non-award study.

Part 2 – External applicants wishing to undertake a non-award unit with BBI-TAITE:

- a) Students wishing to apply for non-award study with BBI-TAITE for one or more units in a given trimester must submit the appropriate documents detailed below in the procedures section to BBI-TAITE via email to studentservices@bbi.catholic.edu.au.

- b) Applicants who are interested in completing a non-award unit with BBI-TAITE are advised to access the listing of unit availabilities on BBI-TAITE's website to inform their selection.
- c) Non-award students who successfully complete a unit of study with BBI-TAITE may be eligible to be granted credit for that unit into a BBI-TAITE award /course for a period of ten years from the successful completion of the unit. The unit will be recorded on the student's records in the same manner as credit.
- d) A new application must be made for each trimester in which the applicant wishes to study with BBI-TAITE.
- e) Non-award students enrolled in a unit with BBI-TAITE will have full access to BBI-TAITE resources during the period of their enrolment, including library access and student management account
- f) Non-award students enrolled in a unit with BBI-TAITE have the same rights to appeal and access to other BBI-TAITE services as BBI-TAITE award students as per BBI-TAITE's Academic Grievance Policy and Student Grievance Policy – Non Academic.
- g) Upon the completion of a non-award unit with BBI-TAITE access to BBI-TAITE resources will be discontinued.
- h) Applications to complete a unit of study with BBI-TAITE may be refused on the grounds that the applicant has not completed the relevant prerequisites for that unit.
- i) The student is liable for any fees owing to BBI-TAITE or acquired while studying their non-award unit with BBI-TAITE. For example (but not limited to): unit and tuition fees;; Library fines. Fee-Help is not available for non-award study and the student will be informed of this by BBI-TAITE on their acceptance to the unit.
- j) BBI-TAITE will invoice the non-award student in the same manner as BBI-TAITE's award / course students and the student must check their email address and student management account for details of this invoice. Applicants will be made aware of this requirement upon admission to their selected unit with BBI-TAITE.

5. PROCEDURE

- a) Applicants must complete the relevant non-award study application forms located via the BBI Forms section of the BBI-TAITE website. These forms must be received by BBI-TAITE no later than four weeks prior to the beginning of the trimester into which the applicant is applying for entry. Applications received later than this date may not be approved and the applicant will need to re-apply for entry into the following trimester. These include:
 - i) The non-award application form for enrolment into a unit with BBI-TAITE;
 - ii) 100 points of identification in the form of certified copies;
 - iii) Any other documentation requested by BBI-TAITE;
 - iv) The certified results of an approved English Language test if required.
- b) The applicant for non-award study with BBI-TAITE will be made aware of BBI-TAITE's decision regarding their application via their nominated email account no later than two weeks from the submission of their application.
- c) BBI-TAITE reserves the right to refuse non-award study with the Institute to any applicant on the following grounds:
 - i) That any of the above criteria have not been met;
 - ii) That there are concerns about the applicant's academic ability to successfully complete the unit;

- iii) That the prerequisite requirements for the unit have not been met;
 - iv) BBI-TAITE has reason to believe that there is some other significant reason that the student may be unable to successfully complete the unit of study;
 - v) BBI-TAITE has reason to believe that the applicant has a history of academic dishonesty;
 - vi) The application for non-award study was received too late to be processed for entry into the relevant trimester.
- d) All students enrolled in units with BBI-TAITE, without exception, are expected to understand, agree to and conform with BBI-TAITE's policies and procedures.

7 KEY RELATED DOCUMENTS

- Review of Previous Study Instrument.
- Academic Grievance Policy
- Student Grievance Policy – Non Academic
- Non-Award Study Application Form

9 NOTES

Contact Officer	Director Student Services and Operations
Implementation Officer/s	Academic Dean / Registry Team
Approval Authority / Authorities	Academic Board
Date Approved	11/11/2016
Date of Commencement	11/11/2016
Date for Review	24 months after commencement date
Amendment History	REVIEWED 03/12/2018 03/12/2018 –added 'Award' to policy where appropriate to describe our offerings; removed reference to BBI student email accounts;
Key Stakeholders	Students, Registry