

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).

2. BACKGROUND

BBI 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 course of study with BBI.

4. POLICY

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

- a) A student who is enrolled in a course of study with BBI can apply to undertake a unit with BBI 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 student with BBI is subject to approval by BBI's Student Administration Manager.
- c) BBI award 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 student identification.
- d) It is recommended that BBI students wishing to undertake a non-award unit of study in addition to those units which contribute to their BBI award course refrain from doing so until nearing the conclusion of their award course.
- e) BBI award students wishing to enrol into a non-award unit in addition to their award course with BBI are required to consult with the Student Administration Manager before submitting an application for non-award study.

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

- a) Students wishing to apply for non-award study with BBI for one or more units in a given trimester must submit the appropriate documents detailed below in the procedures section to BBI via the online application section of the BBI website.

- b) Applicants who are interested in completing a non-award unit with BBI are advised to access the listing of unit availabilities on BBI's website to inform their selection.
- c) Non-award students who successfully complete a unit of study with BBI may be eligible to be granted credit for that unit into a BBI award course for a period of ten years from the successful completion of the unit. The unit will be recorded on the student's course 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.
- e) Non-award students enrolled in a unit with BBI will have full access to BBI resources during the period of their enrolment, including library access, student management account and BBI student email address.
- f) Non-award students enrolled in a unit with BBI have the same rights to appeal and access to other BBI services as BBI award students as per BBI's Academic Grievance Policy and Student Grievance Policy – Non Academic.
- g) Upon the completion of a non-award unit with BBI access to BBI resources will be discontinued.
- h) Applications to complete a unit of study with BBI 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 or acquired while studying their non-award unit with BBI. For example (but not limited to): unit and tuition fees; the Student Services and Amenities Fee; Library fines. Fee-Help is not available for non-award study and the student will be informed of this by BBI on their acceptance to the unit.
- j) BBI will invoice the non-award student in the same manner as BBI's award students and the student must check their BBI student 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.

5. PROCEDURE

- a) Applicants must complete the relevant non-award study application forms located via the online application section of the BBI website. These forms must be received by BBI 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;
 - ii) 100 points of identification in the form of certified copies;
 - iii) Any other documentation requested by BBI;
 - iv) The certified results of an approved English Language test if required.
- b) The applicant for non-award study with BBI will be made aware of BBI's decision regarding their application via their nominated email account no later than two weeks from the submission of their application.
- c) BBI 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 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 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, without exception, are expected to understand, agree to and conform with BBI'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 Engagement and Services
Implementation Officer/s	Academic Dean / Registry Team
Approval Authority / Authorities	Executive Team/Academic Board
Date Approved	11/11/2016
Date of Commencement	11/11/2016 (Operational as at approval of ET)
Date for Review	24 months after commencement date
Amendment History	N/A
Key Stakeholders	Students, Registry