

C13 - Concurrent Enrolment Policy

1. PURPOSE

This policy establishes the guidelines whereby students enrolled in a degree with BBI-TAITE or another institution can enrol into a course of study with BBI-TAITE.

2. BACKGROUND

BBI-TAITE is committed to quality learning and teaching, as reflected in its primarily educational mission. The quality of academic work is dependent upon an environment of honesty and mutual respect, which BBI-TAITE is committed to maintaining with the aid of the following policy.

3. SCOPE

This policy applies to all applicants to BBI-TAITE who are enrolled in both undergraduate and postgraduate courses with other institutions. This policy applies to applicants into the Graduate Certificate of Religious Education by students enrolled in a teaching degree with another institution.

4. DEFINITIONS

Concurrent Enrolment – the simultaneous enrolment into and completion of two or more courses of study.

5. POLICY

Concurrent enrolment allows a student to undertake two courses simultaneously. Concurrent enrolment with BBI-TAITE is limited to two (2) courses. Students must meet the requirements for both courses.

Admission requirements for concurrent enrolment with BBI-TAITE:

1. Undergraduate students wishing to enrol into a Religious Education course with BBI-TAITE:

Applicants enrolled in an undergraduate Teaching/Education course with another institution can apply to study the Graduate Certificate in Religious Education with BBI-TAITE concurrently provided that the following conditions are met:

- The course in which the applicant is enrolled is undertaken at AQF level 7 or above;
- The applicant has completed at least 75% of their course of study;
- The applicant has maintained an overall GPA of 5.0 (credit) or above throughout their course of study.

Undergraduate students who have met the above criteria are eligible for admittance to the Graduate Certificate of Religious Education only. Students who would then like to progress

to the Graduate Diploma or Masters of RE or to another stream such as Leadership and Theology must wait until the successful completion of their undergraduate degree in order to do so.

The above criteria apply primarily to undergraduate students enrolled in AQF level 7 or above Teaching and/or Education courses. Students enrolled in degrees other than teaching/education who wish to enrol into a course with BBI-TAITE are eligible to do so, subject to the above criteria, only if their undergraduate degree is in a compatible area with the course into which they are applying.

2. Postgraduate Teaching/Education students wishing to enrol into a Religious Education course with BBI-TAITE:

Students who have completed a Bachelor's degree in a non-teaching area and are currently enrolled in a postgraduate teaching/education degree are eligible for admittance to the Graduate Certificate of Religious Education as long as the following criteria are met:

- They have completed at least 75% of their course of study;
- They have maintained an overall GPA of 5.0 (credit) or above throughout their course of study.

Postgraduate students who have met the above criteria are eligible for admittance to the Graduate Certificate of Religious Education only... Students who would then like to progress to the Graduate Diploma or Masters of Religious Education must wait until the successful completion of their teaching/education degree in order to do so. If these students wish to transfer into another stream, for example Leadership and Theology, they are eligible to do so at any time.

6. PROCEDURE

Applicants for concurrent enrolment must:

- a. Ensure that the university that they are enrolled in for their Bachelor or postgraduate degree has no barriers to concurrent study;
- b. Apply through BBI-TAITE's Paradigm application system, available through BBI-TAITE's website, and provide all documents as requested;
- c. Contact BBI-TAITE's Student Administration via email to notify of their intention to apply for concurrent study;
- d. Complete an application form for concurrent study, available through BBI-TAITE's website.

Students are expected to take full ownership of their studies and to ensure that their enrolment in both courses is manageable and that there are no conflicts of content or timetabling.

Students are expected to abide by the rules and regulations set down by all institutions with which they are enrolled with no exceptions.

Students who are enrolled concurrently are encouraged to stay in close contact with BBI-TAITE's Student Administration Team and to notify them as soon as possible if any difficulties arise. It is also recommended that students prepare a schedule detailing enrolments for units across both courses that they are enrolled in in order to ensure that their schedule remains manageable.

Calculation of GPA:

BBI-TAITE is aware that institutions may calculate their student's GPAs in different manners. BBI-TAITE will complete its own calculation based upon the schedule of results listed on an applicant's transcript.

Refusal of Admission:

BBI-TAITE reserves the right to refuse entry to any of its courses based on the guidelines set out under the section "Refusal of Admission" in BBI's A8 Admissions Policy.

7. RELAXING PROVISION

To provide for exceptional circumstances arising in any particular case, the Academic Dean may relax any provision of this policy and procedure, and report such decisions to Academic Board.

8. KEY RELATED DOCUMENTS

- Admissions Policy
- Student Admissions Sub-Committee Terms of Reference Policy
- Records Management Policy
- Student Code of Conduct Policy
- Student at Risk Policy and Procedures
- Fraud Detection and Prevention Policy
- Academic Grievance Policy
- Assessment Policy

9. NOTES

Contact Officer	Director of Student ,Services and Operations, Registrar
Implementation Officer/s	Academic Dean / Student Administration Team
Approval Authority / Authorities	Executive Team / Academic Board
Date Approved	19/05/2017
Date of Commencement	19/05/2017
Date for Review	24 MONTHS AFTER COMMENCEMENT

Amendment History	REVIEWED 03/12/2018 03/12/2018 Amended to include a Relaxing Provision
Key Stakeholders	Students, Student Administration team