

U2 - Unit Enrolment Policy

1. PURPOSE

This policy provides guidelines for students of BBI – The Australian Institute of Theological Education (BBI) to enrol into coursework units.

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 with BBI as part of their award course of study.

4. POLICY

Unit enrolment:

Enrolment occurs under the direction of Student Administration. It is the responsibility of the student to be aware of the specific requirements of the course into which they are enrolled and to select units that satisfy these requirements.

Students are encouraged to contact BBI's Student Administration team to discuss their choice of unit enrolments before the beginning of each enrolment period. Contact details for the Student Administration team are available on BBI's website and are also provided to the student at the time of admission to their course.

- a) For the purpose of facilitating ease of student enrolment and unit selection BBI arranges an Orientation and information session every trimester, available both online and on site in person, part of which is dedicated to outlining course structure and unit selection.
- b) It is the responsibility of the student to ensure that they follow the correct unit enrolment sequence for their course. Deviation from a course plan is subject to approval by the Academic Board.
- c) Unit enrolments will be made available through BBI's online enrolment system at least six weeks in advance of the beginning of each trimester. Where possible, BBI will endeavour to provide access for the three subsequent trimesters no later than two months before the summer trimester leading into that period.
- d) Students are encouraged to enrol into their units for the following year in advance of the summer trimester leading into that year.
- e) Students will be made aware of the census date in each trimester both before and at the time of their unit enrolment.
- f) Students are financially liable for any unit that they remain enrolled in after the census date of that particular trimester.

- g) Students will be made aware of unit costs in each trimester both before and at the time of their unit enrolment.
- h) Students will be reminded of each upcoming enrolment period by Student Administration via their BBI student email account and announcements on BBI's website. Students are encouraged to regularly check their BBI email account for important information.
- i) Students are encouraged to enrol consistently into subsequent trimesters. They will be made aware of BBI's Deferral and Leave of Absence policies upon their admission to their chosen course of study.
- j) Students are able to enrol into units using BBI's online enrolment system any time from the opening of the enrolment period for that trimester up to the Friday of the second week of the relevant trimester. Students wishing to enrol into a unit later than this date must apply to the Student Administration Manager using the Late Enrolment Form available in the Forms section of BBI's website. Approval for late enrolment is at the discretion of the Student Administration Manager and Academic Dean.
- k) The enrolment pattern of an award student in a given trimester dictates whether they are considered as full or part time for the duration of that trimester. Students who are enrolled in 30 credit points or more in any given trimester will be considered as full time for the duration of that trimester.
- l) Except where specifically approved by the Course Coordinator a student may not enrol into more than four units or 40 credit points in one trimester.

Withdrawal from unit:

Students are able to withdraw from a unit of study in a given trimester without academic or financial penalty no later than the census date in that trimester. Withdrawal from a unit of study after this date will retain the financial liabilities related to the unit unless the student can demonstrate that exceptional and unforeseen circumstances arose on or after the census date that were out of the student's control and made successful continuation in the unit impossible. If a student believes they have special circumstances warranting late withdrawal without academic or financial penalty, the student must complete the Late Withdrawal Form located in the forms section of BBI's website and return it along with supporting documentation to BBI's Student Administration Manager. Remission of fees and withdrawal from the unit are subject to approval by BBI's Academic Board.

- a) Students who withdraw from their enrolled units after the census date in the relevant trimester and do not have approval from BBI's Academic Board will remain financially liable for unit fees, the Student Services and Amenities Fee (SSAF), and have a Withdrawn or Fail grade applied to their transcript for that unit, depending on date of withdrawal (refer to Refund Policy).
- b) Students who withdraw from their enrolled units on or before the census date in the relevant trimester will not incur unit fees for that unit and the unit will not appear on their academic transcript.
- c) Students who enrol into a trimester and pay the Student Services and Amenities fee for that trimester will not be eligible for a refund even if they withdraw from the unit before the census date. The SSAF is a non-refundable and non-transferrable fee.

Minimum unit enrolment numbers:

- a) BBI will endeavour to run all units as advertised. However, provision of units is dependent on the appropriate resources and staffing being available and minimum student number requirements being met.
- b) A unit requires a minimum number of 10 award students to meet minimum number requirements for the running of the unit. Provision of units with student enrolments below this number is at the discretion of the Academic Dean.
- c) If enrolment in any unit fails to meet the minimum number requirements it will be subject to review by the Academic Board who have the authority to direct the cancellation of that unit for the duration of the semester. Subsequent offerings of such a unit are at the discretion of the Academic Board.

Exclusion:

Except with the approval of the Academic Dean a student may not enrol into a unit of study where:

- The student has not completed the prerequisite or co-requisite unit/s;
- The student has already successfully completed that unit of study towards their course;
- The student has attempted and failed the unit twice;
- The student has outstanding debts to the Institute;
- The student has been excluded from study for a period of time due to contravention of BBI's Academic Integrity Policy;
- The student has been excluded from study for a period of time due to another matter at the discretion of the Academic Board;
- The unit to be undertaken overlaps in content in a significant way with another unit of study already completed by the student.

Assumed Knowledge:

BBI is a provider of higher tertiary education and assumes that all postgraduate students will possess certain knowledge obtained during their undergraduate degrees. Such knowledge includes:

- general essay writing and referencing skills;
- general computer skills including word processing and internet usage;
- library and database usage;
- general research skills.

BBI acknowledges that students are often returning to study after a significant break and has made provision for assistance with these skills where necessary.

5. PROCEDURE

Unit enrolment occurs under the direction of Student Administration through the following:

- a) BBI will ensure that units are made available through the online enrolments system no later than six weeks in advance of the start of the trimester;
- b) Students are able to enrol into their selected units through BBI's online enrolment system using the login provided to them, ensuring that their unit selection meets the prerequisite requirements and that there are no exclusions applied to the student's enrolment;
- c) Once the trimester opens the student will be automatically granted access to the unit in BBI's Blackboard learning system;
- d) In the event that a student has difficulty enrolling into their chosen unit/s through BBI's online enrolment system BBI's Student Administration team have the authority to enrol the student manually at the explicit request of the student to be made using the Unit Enrolment Form available in the forms section of BBI's website;
- e) 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

- Refund Policy
- Deferral and Leave of Absence Policy
- Review of Previous Study Instrument
- Late Enrolment Form
- Late Withdrawal 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	01/01/2017
Date for Review	24 months from date of commencement
Amendment History	31/01/2017 – 4. J) amended to provide for Academic Dean approval of late enrolment.
Key Stakeholders	Students / Registry