

# AC-E7 ENROLMENT POLICY AND PROCEDURE



## 1. PURPOSE

This policy and procedure cover the requirements for a student's enrolment in a unit of study at *BBI – The Australian Institute of Theological Education (the Institute)*. It is intended that enrolment of students at the Institute is handled in a consistent and fair manner and meets the requirements of the various regulatory and funding bodies.

This policy and procedure rescind the following policies:

- *C9 Cross-institutional enrolment policy;*
- *D1 Delivery equivalence policy;*
- *D2 Deferral and Leave of Absence policy – refer to also to A8 Admissions policy and procedure for the Deferral policy and procedure);*
- *E4 Exclusion from unit and course policy;*
- *N1 Non-award study policy and procedure – refer also to A8 Admissions policy and procedure;*
- *R4 Refund policy;*
- *U2 Unit enrolment policy;* and
- *W1 Withdrawal from unit policy.*

## 2. BACKGROUND

The *Higher Education Standards Framework (Threshold Standards) 2015* requires that:

### 1.1 Admission

2. The admissions process ensures that, prior to enrolment and before fees are accepted, students are informed of their rights and obligations, including:
  - a. policies on changes to or withdrawal from offers, acceptance and enrolment, tuition protection and refunds of charges.
3. Admission and other contractual arrangements with students, or where legally required, with their parent or guardian, are in writing and include any particular conditions of enrolment and participation for undertaking particular courses of study that may not apply to other courses more generally, such as health requirements for students undertaking clinical work, requirements for security checks, particular language requirements and particular requirements of work placements.

### 7.2 Information for Prospective and Current Students

2. Information for students is available prior to acceptance of an offer, written in plain English where practicable, accompanied by an explanation of any technical or specialised terms, and includes:
  - c. information to outline the obligations of students and their liabilities to the higher education provider including expected standards of behaviour, financial obligations to the higher education provider, critical deadlines, policies for deferral, change of preference/enrolment and leave of absence, particular obligations of international students, disciplinary procedures, misconduct and grounds for suspension or exclusion.
  - d. information to give access to current academic governance policies and requirements including admission, recognition of prior learning,

transition, progression, assessment, grading, completion, qualifications, appeals, academic integrity, equity and diversity, intellectual property and withdrawal from or cancellation of enrolment

### 7.3 Information Management

3. Information systems and records are maintained, securely and confidentially as necessary to:
  - a. maintain accurate and up-to-date records of enrolments, progression, completions, and award of qualifications<sup>1</sup>.

## 3. SCOPE

This policy and procedure apply to all students enrolling in unit(s) of study as part of their course of study or non-award enrolment with the Institute.

## 4. DEFINITIONS

*Census Date*: the last day on which a student can access HELP loans or withdraw from a unit of study without incurring a debt.

*Concurrent Enrolment*: the simultaneous enrolment in two courses of study – refer to *A8 Admissions Policy and Procedure* for regulations relevant to this category of enrolment.

*Confirmation of Enrolment*: the letter that is sent to applicants indicating that the Institute is confirming their enrolment in their chosen course of study.

*Course or Course(s) of Study* refers to all courses and awards offered by the Institute.

*Cross-Institutional enrolment with another provider*: an Institute student enrolls in a unit of study offered by another provider where, on completion of their study with that provider, the Institute agrees to give the student credit towards their course of study.

*Cross-Institutional enrolment with the Institute*: a student from another provider enrolls in a unit of study offered by the Institute where, on completion of the unit with the Institute, the other provider agrees to give the student credit towards their course of study at their home institution.

*Enrolment*: the process of selection of units of study that comply with the structure of the student's chosen course of study.

*Extenuating circumstances* are those circumstances which arise that are beyond the student's control, such as an Institute administrative problem (for example, the late release of a Blackboard site), unexpected military, legal, or state, national or international sporting commitments.

*Inherent requirements*: the academic and other abilities and skills required for a student to satisfactorily meet the learning outcomes of the unit and/or the aims and objectives of the course of study.

*Late enrolment*: the completion of any enrolment requirements after the enrolment closing date specified by the Institute – note: a fee may apply for late enrolments.

*Leave of Absence*: if you choose to take a break from your course of study you may do so by applying for a Leave of Absence (LoA).

*LMS*: Learning management system, at the Institute the LMS is Blackboard.

*Misadventure* are those circumstances which are beyond the student's control and may include illness, family or personal reasons, or substantial employment related reasons – routine employment demands are not part of misadventure.

*Non-award enrolment*: a student is enrolled in one or more units of study without admission to a course of study.

*Special circumstances* are those circumstances which arise which are beyond a student's control; or are of a nature that could cause significant disruption to a student's course of study.

*Special requirements*: requirements relating to enrolment in courses that may involve a practical requirement or a work placement needing, for example, a working with children check.

*Trimester*: the teaching period in which units of study are delivered.

## **5. STUDENT RESPONSIBILITIES**

### *5.1 Unit enrolment*

#### *5.1.1 Formal enrolment*

To participate in and to receive a final grade for a unit of study, or to participate in educational activities of the Institute, a student must be formally enrolled.

#### *5.1.2 Correct enrolment*

Students are responsible for ensuring that they are correctly enrolled in their units of study, and the units they are enrolled in meet the requirements for the structure of their course of study.

#### *5.1.3 Advising the Institute of any errors in enrolment*

Students are responsible for advising the Institute of any errors or omissions in their enrolment.

### *5.2 Personal contact details*

Students are responsible for ensuring that their personal contact details lodged with the Institute are current.

## **6. POLICY**

### *6.1 Unit enrolment*

#### *6.1.1 Enrolment*

Students are required to be enrolled for at least two trimesters per calendar year. Where, for unexpected circumstances, a student is not able to enrol in a second trimester they must apply for a leave of absence (refer 6.7 below)

#### *6.1.2 Unit enrolment availability*

Unit enrolment will be made available through the Institute's online enrolment system at least six weeks prior to the beginning of each trimester.

#### *6.1.3 Maximum enrolment*

A student may not enrol in more than two units, or 20 credit points in one trimester unless the Associate Dean (Academic) has approved that enrolment.

#### *6.1.4 Full-time vs part-time enrolment*

A student's enrolment pattern per trimester indicates whether they are full-time or part-time students:

*a. Full-time*: Students who enrol in 30 credit points or more per trimester are full-time students

*b. Part-time*: Students who enrol in 20 points or less per trimester are part-time students.

#### *6.1.5 Course-specific online Orientation*

The Institute may arrange a course-specific online Orientation session prior to the commencement of every trimester at which course structure and unit selection will be discussed.

#### 6.1.6 *Course requirements*

It is the responsibility of the student to be aware of the specific requirements of the course in which they are enrolled and to select units that satisfy these requirements.

#### 6.1.7 *Enrolment sequence*

It is the responsibility of the student to ensure that they follow the established unit enrolment sequence for their course. Any deviation from this sequence must be approved by the Associate Dean (Academic).

#### 6.1.8 *Delivery equivalence*

Where the Institute delivers an optional face-to-face seminar in addition to its online delivery of a unit, academic staff will, under the direction of the Associate Dean (Academic) and in accordance with appropriate unit design and delivery standards, ensure that students who do not attend the optional seminar have access to equivalent learning materials and support.

### 6.2 *Concurrent enrolment*

6.2.1 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.

### 6.3 *Census Date and financial liability*

#### 6.3.1 *Census Date*

The census date for a trimester will be published on the Institute's website prior to the commencement of a Trimester.

#### 6.3.2 *Per unit fees*

Per unit fees will be published on the Institute's website in October of each year and prior to the commencement of Trimester 1.

#### 6.3.3 *Financial liability*

Students are liable for any costs for units they remain enrolled in after a Trimester's census date.

### 6.4 *Withdrawal from units of study*

#### 6.4.1 *Withdrawal without penalty*

Students may withdraw from a unit(s) of study without penalty no later than the census date of a trimester. The unit(s) will not appear on their academic transcript, and they will not incur fees for the them.

#### 6.4.2 *Financial liability for withdrawal after census date*

Where a student withdraws from a unit(s) of study after the Census Date for a trimester, they remain financially liable for any fees, with the exception of clause 6.3.3 below.

#### 6.4.3 *Remission of fees*

##### *a. Refund of Tuition Fees when a Student Withdraws on or before the Census Date*

Withdrawing from a unit of study on or before the Census Date for that trimester is permitted without affecting the student's transcript. Where students have paid their fees upfront or diverted them to FEE-HELP prior to Census Date, the fees will be refunded in full or credited back to FEE-HELP for withdrawals on or before Census Date. To withdraw, students complete the *Withdrawal from a Unit Form*.

*b. Refund of Tuition Fees when a Student Withdraws after the Census Date*

- i.* Students who withdraw from a unit of study after the census date, and have not submitted any assessment items, will receive a Fail Withdrawal (FW) grade on their transcript and no refund will be paid.
- ii.* Students who withdraw from a unit of study after the census date and have submitted assessment items, will receive a fail (FF) grade on their transcript and no refund will be paid.
- iii.* For students experiencing 'exceptional or unforeseen' circumstances, and who find it necessary to withdraw from their unit(s) of study refer to 6.3.3.c below.

*c. Exceptional or unforeseen circumstances*

*A refund may be granted* to a student who makes changes to or withdraws from a unit after the census date, provided the student demonstrates that 'exceptional or unforeseen circumstances' have arisen after the census date of the trimester. Exceptional or unforeseen circumstances may include, but are not limited to:

- Grief associated with bereavement or personal loss; or
- Ongoing illness; or
- Ongoing hardship, including loss of employment.

Students who withdraw from a unit after the census date and have demonstrated exceptional or unforeseen circumstances, may receive a withdrawn without academic penalty (WW) grade on their transcript, and may apply for remission of fees.

An application for remission of fees will only be considered where the Institute is satisfied that the circumstances were:

- beyond the student's control; and
- did not make their full impact on the student until on or after the census date, and
- were such that it made it impracticable for the student to complete his or her units(s) of study requirements.

*d. Special circumstances exclusions*

Special circumstances exclude a lack of knowledge or understanding of the census dates or the Institute's enrolment and withdrawal policies and processes. Further, if a student withdraws after the Census Date due to a change of mind, the student remains liable for their debt to the Institute.

*e. Crediting FEE-HELP balance*

Students who withdraw from a unit of study and have received FEE-HELP assistance, will have their FEE-HELP balance credited with the amount equal to the FEE-HELP assistance they received for that unit of study, if:

- the student withdraws on or before the census date; or
- the student applies in writing within 12 months after the commencement of the unit, providing supporting evidence of exceptional or extenuating circumstances, and the Institute is satisfied that special circumstances apply to the student.

## 6.5 Minimum unit enrolments numbers

### 6.5.1 Offering of a unit of study

The Institute will endeavour to offer all units as advertised for each trimester. Nevertheless, offering of a unit is dependent on minimum unit enrolments being met and the availability of appropriate resources and staffing.

### 6.5.2 Minimum enrolments

A minimum of 10 enrolled students is required to offer a unit of study.

### 6.5.3 Offering of units with less than 10 enrolments

Offering of units with enrolments of less than 10 is at the discretion of the Associate Dean (Academic).

### 6.5.4 Cancellation of a unit of study

If the enrolments in a unit of study does not meet the minimum requirements (see 6.4.2 above) it will be subject to review by the Associate Dean (Academic) and the Principal who have the authority to cancel a unit of study. Subsequent offerings of the unit are at the discretion of the Academic Board Standing Committee.

## 6.6 Cross-Institutional enrolment

Students of the Institute wishing to complete a unit of study with another higher educational provider may apply for admission to that institution through cross-institutional enrolment, with the purpose of having the external units of study credited towards their award with the Institute.

### 6.6.1 Consultation with Registrar

It is recommended that the student wishing to undertake cross-institutional enrolment consult with the Institute's Registrar prior to making application for approval of this enrolment;

### 6.6.2 Home institution approval

Applicants must complete the appropriate cross-institutional enrolment form from the institution they will be studying at, and have it authorized by the Registrar or the Associate Dean (Academic) of the Institute. They should provide the Institute's Registrar/Associate Dean (Academic) with the official unit outline for the proposed unit of study. The unit outline should include:

- a. credit point value for the unit of study;
- b. a schedule of classes or online tutorials including topics covered;
- c. readings for weekly topics; and
- d. the learning outcomes for the unit of study.

### 6.6.3 Course requirements

Applicants are responsible for ensuring that the unit(s) of study offered by the other higher education provider meet the requirements of the course they are enrolled in with the Institute.

### 6.6.4 Deferring fees to FEE-HELP

Where a cross-institutional student is deferring their fees to **FEE-HELP** with the Institute, they have the option to defer tuition fees to **FEE-HELP** with the other higher educational provider where the appropriate documentation is provided to that provider.

### 6.6.5 Transcript

On completion of their study students will receive a transcript from the cross-institutional enrolment institution indicating their results (at some institutions you may need to request a copy of your transcript and pay a fee).



#### 6.6.6 *Application for credit for cross-institutional study*

Upon successful completion of the cross-institutional unit(s) the student is expected to provide proof of their results to the Institute supporting their application for credit toward the student's award.

#### 6.7 *Non-Award study*

Students of the Institute wishing to complete a unit(s) of study not within their degree structure may, with the approval of the Associate Dean (Academic) or Registrar, apply to undertake a unit(s) of study as a non-award enrolment, so long as this enrolment does not interfere with academic progress in their enrolled award. Note: fees for non-award study cannot be deferred to FEE-HELP.

Please refer to *A8 Admissions policy and procedure* for policy and procedures in relation to non-award enrolment.

#### 6.8 *Leave of Absence*

##### 6.8.1 *Leave of Absence*

If leave is required after the student's first Trimester of study they must apply for a Leave of Absence (LoA) – students must complete at least one unit of study prior to applying for a Leave of Absence.

##### 6.8.2 *Third (Summer) Trimester*

A Leave of Absence application is not necessary where a student does not wish to enrol for the optional third trimester (Summer).

##### 6.8.3 *Maximum leave*

Unless additional leave is approved, a student may not take more than three trimesters of leave – the equivalent of 12 months – during their course of study.

##### 6.8.4 *Additional leave*

Under exceptional circumstances, and with the provision of supporting documentation, students may apply for up to three additional trimesters of leave – the equivalent of a further twelve-month period.

##### 6.8.5 *Course maximum timeframe*

Any time taken as a Leave of Absence will be included within the maximum timeframe specified for each course, and not in addition to it.

##### 6.8.6 *Access to the Institute's resources*

During a period of a Leave of Absence students may retain limited access to the Institute's resources.

#### 6.9 *Applications for Leave of Absence*

##### 6.9.1 *Leave of absence*

Students who are unable to study in Trimesters 1 and 2 must apply in writing for a *Leave of Absence (LoA)* – See *7. Procedure* for the application process.

##### 6.9.2 *Failure to resume studies following a Leave of Absence*

If a student does not resume studies at the conclusion of their approved *Leave of Absence* their candidature will lapse. They will be required to re-apply for admission to the program if they wish to recommence their studies at a later date.

##### 6.9.3 *Exception*

Failure to resume studies does not apply to the optional Summer Trimester (T3). For example, if a period of leave is taken for Trimester 2, a student would not be required to re-enrol until Trimester 1 of the following year unless they choose to do so.

#### 6.9.4 *Unapproved Leave*

Students who fail to enrol into sequential trimesters, that is, Trimesters 1 and 2, while Trimester 3 summer is an optional trimester, and do not have an approved Leave of Absence will be considered to have abandoned their studies and may have their candidature terminated.

#### 6.9.5 *Withdrawal from study*

Students who withdraw from all their units in a trimester either before or after the census date and do not apply for a *Leave of Absence* will be considered to have taken unapproved leave.

### 6.10 *Implications of Leave for students*

#### 6.10.1 *Progression*

Candidates who are studying part time and have an approved Leave of Absence application may be required to study more than one unit per trimester in order to ensure completion of their course within the maximum available timeframe.

#### 6.10.2 *Re-enrolment*

It is the responsibility of each student who takes a Leave of Absence to ensure that they re-enrol into a unit of study once their leave expires. Failure to do so may result in the student being considered to have abandoned their studies and they may have their candidature terminated.

#### 6.10.3 *Notification of enrolment implications*

Students will be made aware of any course or enrolment implications when their leave application is approved.

### 6.11 *Exclusion from a unit of study*

A student may not enrol into a unit of study where the student:

- a. has not completed the pre-requisite or co-requisite unit(s), unless the Associate Dean (Academic) has approved a waiver of pre-requisite requirements;
- b. has successfully completed the unit of study as part of their course, or another course offered by the Institute;
- c. has received credit for the unit of study (refer *C8 – Credit Policy and Procedure*);
- d. has attempted and failed the unit twice;
- e. has outstanding debts to the Institute;
- f. has been excluded from study due to a breach of the Institute's *A10 – Academic Integrity Policy and Procedure*;
- g. has been excluded from study by the *Academic Board* due to another matter; or
- h. has chosen a unit that overlaps in content with another unit of study successfully completed as part of their course, or another course offered by the Institute, or a unit that the student has received credit for.

### 6.12 *Exclusion from a course of study*

Exclusion from a course of study may occur for the following reasons:

#### 6.12.1 *Failure to meet minimum progression requirements*

##### a. *Non-enrolment*

A student who ceases to study or does not enrol without explanation into a minimum of two units over three consecutive trimesters may have their course enrolment cancelled.



*b. Failure of a core unit of study*

Where a student fails to meet minimum progression requirements due to twice failing a core unit, the student's case will be referred to the Associate Dean (Academic).

The Associate Dean (Academic) may place the student on an academic care plan and allow them to attempt the unit one more time. If the student fails to meet the requirements of the academic care plan, or fails the unit for a third time, they may be excluded from their course of study.

*c. Failure of more than 50% of the units in a course in one Trimester*

Students who fail 50% or more of their units of study in one Trimester and do not respond to BBI's request for explanation, may be:

- i.* placed on probation for a designated period as determined by the Associate Dean (Academic) – if the student fails any unit of study during the probation period exclusion under clause (ii) below may apply; or
- ii.* excluded from their course of study for a period of one year (12 months or three consecutive trimesters).

*d. Failure to complete a course within the prescribed maximum time limit*

Students who fail to complete all requirements of their course within the prescribed maximum time limit may have their enrolment cancelled.

*e. Failure to return after a leave of absence*

Students who fail to return to their studies after a leave of absence may have their course enrolment terminated.

In cases a. to e. above, should a student wish to recommence their studies following a period of exclusion they must reapply for admission to the course.

#### *6.12.2 Academic misconduct*

Refer to *A10 Academic Integrity policy and procedure*.

*a. Cancellation of enrolment*

Students who engage in persistent academic misconduct or who are found to be in serious breach of the Institute's *A10 Academic Integrity policy and procedure*, may have their unit and course enrolments cancelled and remain liable for any fees outstanding with the Institute. A period of exclusion may apply as determined by the *Academic Board Standing Committee*.

*b. Confidentiality*

While all cases of academic misconduct are held in confidence within the Institute, the Associate Dean (Academic) may, given the level of a particular case's breach of the standards of academic integrity, choose to inform another educational institution of an established complaint if the Associate Dean (Academic) deems it appropriate to do so.

#### *6.12.3 Breach of the Institute's Code of Conduct*

*a. Temporary exclusion*

Students found to be in breach of the Institute's *C12 Code of Conduct* may be excluded from their course for a period of one year (12 months or three consecutive trimesters) from the date of the exclusion. Students remain liable for any fees outstanding with the Institute.

*b. Permanent exclusion*

In serious cases of breaches of *the Code*, students may be permanently excluded from study in the Institute's courses and remain liable for any fees outstanding with the Institute. These students will not be permitted re-entry into any course offered by the Institute.

*6.12.4 Failure to clear a financial debt to the Institute.*

*a. Cancellation of enrolment or exclusion from the course*

Students who have an outstanding financial debt to the Institute may have their unit enrolment cancelled due to non-payment of fees and may be excluded from their course until the debt is paid in full.

*b. Permanent exclusion*

Outstanding debts to the Institute of more than one unit may result in permanent exclusion from any course offered by the Institute.

*c. Debt collection fees*

Should the Institute incur any fees during the process of debt collection these fees will be reimbursed to the Institute by the student as part of their financial obligation to the Institute.

*d. Clearance of debts prior to graduation*

Should students have an outstanding debt to the Institute they will not be permitted to graduate until the debt and all associated costs have been paid in full.

*6.12.5 Appeals*

Students have the right to appeal any decision which may have an impact upon their candidature as per the Institute's *S6 Student grievance policy – non-academic* and *A5 Academic complaints policy and procedure*.

*6.13 Assumed Knowledge*

The Institute, as a higher education provider, assumes that all postgraduate students possess relevant knowledge and skills, including specific discipline knowledge and skills, gained during their undergraduate degrees. These knowledge and skills include, but are not limited to:

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

The Institute acknowledges that students frequently return to study following a significant break and may require assistance to refresh their knowledge and skills prior to or in the early stages of their study.

## **7. PROCEDURE**

*7.1 Enrolment in units:* Students may enrol, using the Institute's online enrolment system and the login provided to them, from the opening of the enrolment period for the trimester of study to the Sunday of the second week of the trimester.

*7.2 Late enrolment:* Students enrolling later than the Friday of the second week of the trimester must apply for *Late Enrolment*. The Institute's Registrar or Associate Dean (Academic) approve late enrolment applications.

*7.3 Prerequisite requirements:* Students must ensure that their unit selection meets the prerequisite requirements for the unit of study, and that no exclusions have been applied to their enrolment.

*7.4 Core units first:* To ensure students have the foundational knowledge required, they should enrol initially in the core units for their course prior to attempting any elective units.

- 7.5 *Access to Blackboard (LMS)*: Once the Blackboard learning system (LMS) for a student's selected units are available for the trimester, students will automatically receive access to their units of study in the LMS.
- 7.6 *Manual enrolment*: If a student has difficulty enrolling into their chosen unit(s), at the student's request Student Administration have the authority to enrol the student manually. This request should be made in writing to [studentservices@bbi.catholic.edu.au](mailto:studentservices@bbi.catholic.edu.au).
- 7.7 *Checking your personal email account*: Students will receive Institute email to their personal email account reminding them of the upcoming enrolment period. They should ensure that appropriate blocks are lifted for the domain <http://bbi.catholic.edu.au>.
- 7.8 *Leave of Absence*
- 7.8.1 *Applications for leave*: Students must apply for leave by emailing [studentservices@bbi.catholic.edu.au](mailto:studentservices@bbi.catholic.edu.au) giving the reasons why the leave is being requested, stating the length of the leave required, and providing documentation in support of their application.
- 7.8.2 *Census Date and lapse of candidature*: Applications for leave are to be submitted by the census date of the first trimester in which the student wishes to take leave. Failure to do so may result in their enrolment lapsing and their candidature may be terminated. They will be required to re-apply for admission to the program if they wish to recommence their studies at a later date.
- 7.8.3 *Notification of outcome of applications*: Students will be made aware of the outcome of their application for leave via their student email account.
- 7.9 *Cancellation of a Leave of Absence*
- 7.9.1 *Application for cancellation*: An applicant or student who wishes to apply for cancellation of a Leave of Absence may request to do so by emailing the Institute's Registrar before the commencement of the trimester in which they wish to resume their studies.
- 7.9.2 *Census Date*: Requests for cancellation of a Leave of Absence in a trimester will not be granted if the request is received later than the Census Date of the trimester in which they wish to resume their studies.
- 7.9.3 *Notification of outcome of applications*: Students will be made aware of the outcome of their request for the cancellation of a Leave of Absence application via their registered email account.

#### 7.10 *Delivery equivalence procedure*

The following procedure applies for units that include an optional face-to-face seminar:

##### 7.10.1 *Seminar material available to online students*

Teaching staff ensure that any material presented in the face-to-face seminar is available to online students, which may include recorded or pre-recorded versions of lectures, handouts, and/or equivalent workshop sessions such as assessment tasks, are available to students online.

##### 7.10.2 *Equivalent access to teaching staff*

Teaching staff ensure that students who do not attend the optional face-to-face seminar are provided with equivalent access to teaching staff, including the provision of adequate contact details such as phone number, email, available consultation times, and Skype/Zoom connection details where appropriate.

## 7.11 Exclusions appeals procedure

### 7.11.1 Appeals to the Institute concerning exclusion decisions

Students are advised to write to the *Director Student Services and Operations* including an explanation of the situation, the steps the student has already undertaken to improve the situation, and a detailed plan regarding further actions to be taken by the student.

### 7.11.2 Application submission restrictions

Appeals must be submitted to the *Director Student Services and Operations* no later than twenty-one days from the date on which the student is notified of the decision to exclude them from their unit or course.

Once this period has elapsed, if the Institute has not received an appeal from the student, the decision to exclude the student from their unit or course stands.

### 7.11.3 Academic Care Plan for students where their appeal has been upheld

Students who successfully appeal against an exclusion decision will remain on academic caution. The Associate Dean (Academic) will prepare an *Academic Care Plan* for their studies.

If the student fails to comply with the measures outlined in their *Academic Care Plan* they may be excluded from their unit or course at the discretion of the *Academic Board Standing Committee*.

## 7.12 Academic Transcripts

Unless a student's results have been withheld and their graduation deferred due to an outstanding debt with the Institute, graduating students:

7.12.1 will be provided with access to their online academic transcript through the [My eEquals](#) platform;

7.12.2 may request a digital copy of their academic transcript at any time through the [My eEquals](#) platform;

7.12.3 may download an unofficial copy of their transcript through the student portal by:

- logging into [Paradigm](#) using their Username and Password: (User Name = your student number; Password = your date of birth in this format: dd/mm/yyyy (slashes included)); and
- going to the student summary page, click on Actions then Print Unofficial Transcript.

7.12.4 who have an outstanding debt with the Institute may have their request for a transcript declined until they have cleared the outstanding debt, or make suitable arrangements to pay the debt to the Institute.

## 8 KEY RELATED DOCUMENTS

- [AC-A8 Admissions Policy and Procedure](#)
- [AC-C6 Courses Policy and Procedure](#)
- [AC-C8 Credit Policy and Procedure](#)
- *R4 Refund Policy*
- Late Enrolment Form
- Withdrawal from a Unit Form

## 9. NOTES

Contact Officer	Director Student Services and Operations
Implementation Officer/s	Associate Dean (Academic) / Registry Team
Approval Authority / Authorities	Academic Board
Date Approved	11/11/2016
Date of Commencement	01/01/2017
Date for Review	24 months from date of commencement
Amendment History	<p>31/01/2017 – 4. J) amended to provide for Associate Dean (Academic) approval of late enrolment.</p> <p>03/12/2018 - added 'Award' to policy where appropriate to describe our offerings; removed section in 4, Unit enrolment, encouraging students to enrol in year in advance (not possible with Paradigm system); remove reference to Course Coordinator in 4, Unit enrolment, k; amend approval for remission of fees to Director Student Services and Operations and ET nominee; remove any reference to the Student Services and Amenities Fee; added 5c to Procedure; 5e in Procedure changed to allow request to be made by email; added RPL policy and Credit Transfer policy to Key Related Documents section</p> <p>12/08/2020 – This is essentially a new policy extensively revising and combining the old <i>D2</i>, <i>U2</i>, and <i>W1</i> policies into one enrolment policy. That is, all enrolment related policies are now in one location. The <i>Deferral</i> portion of <i>D2</i> has been moved to <i>A8 – Admissions policy and procedure</i>.</p> <p>20/10/2020 – Addition of sections on Cross-Institutional enrolment (formerly C9) and Non-award study (formerly N1), and the rescinding of <i>C9</i> and <i>N1</i> policies.</p> <p>15/12/2020 – Integration of R4 Refund Policy into this policy at 6.3.3 Remission of Fees</p> <p>16/03/2021 – Integration of D1 and E4 into E7 Enrolment policy and procedure.</p> <p>01/07/2021 – Change the code of policy from E7 to AC-E7 to reflect that is an Academic Policy; and delete references to Academic Dean and replace with Associate Dean (Academic).</p> <p>17/08/2021 – Add section 7.12 Academic Transcripts to the policy and procedure.</p> <p>8/2/2022 Removal of Relaxing Provision clause</p>
Key Stakeholders	<p>Academic Board</p> <p>Associate Dean (Academic)</p> <p>Director Student Services and Operations</p> <p>Registrar</p> <p>Academic staff and students</p> <p>Student Administration staff</p>