

# Enrolment Policy

## 1 Purpose

To outline the framework that governs all Course Enrolments at the University to ensure compliance with relevant Government requirements and University regulations.

## 2 Scope

This policy applies to Enrolment in all programs and Courses offered by the University.

## 3 Policy Statement

The University recognises that Enrolment is a crucial aspect of the relationship between a Student and the University. The University is committed to ensuring that all practices in relation to Enrolments are consistent, fair and transparent, and comply with applicable external regulations and requirements.

This Policy aligns with the:

- *Higher Education Standards Framework (Threshold Standards) 2021: Standard 1.1 Admissions*
- *National Code of Practice for Providers of Education and Training to Overseas Students (2018): Standard 3: Formalisation of Enrolment and Written Agreements, Standard 9: Deferring, Suspending or Cancelling the Overseas Student's Enrolment*

## 4 Principles

To that end, the following principles and requirements apply:

1. To be enrolled at the University, Students agree to be bound by the regulations, policies and procedures of the University and agree to pay all fees, levies and charges directly arising from their Enrolment.
2. Enrolled Students are able to participate in classes, and other educational and support activities of the University; to undertake research at the University; to receive recognition for the work done and, be awarded a Grade on completion of the requirements of a Course of study; and to be eligible to receive an Award from the University.

3. Each enrolled Student will be issued with a unique Student identifier, which implies shared responsibility for the University to collect and record information as it relates to the Student's Enrolment, in accordance with University privacy policies, procedures and relevant privacy legislation, and for the Student to provide all information necessary to be enrolled.
4. Enrolled Students may amend their Enrolment for the current Academic Year in certain circumstances and in accordance with University program and Award regulations and legal compliance requirements.
5. The University may amend a Student's Enrolment or program of study in certain circumstances, to meet University and/or legal compliance requirements.
6. Enrolled Students may apply for leave from study in accordance with criteria established by the University.
7. The Enrolment of a Student may be discontinued, suspended or cancelled under certain conditions established by the University, at the instigation of either the University or the Student.
8. Subject to requirement 7 above, a Student remains enrolled until such time as the Student:
  - a. Has qualified for the Award (Student enrolled in a program of study).
  - b. Has completed all requirements of the Course/s (Student enrolled in single Course/s).
  - c. Has not re-enrolled by the due date (Student enrolled in but yet to complete a program of study).
  - d. Has submitted a Thesis as part of the requirements for a Higher Degree by Research.
9. Prior Learning assessed by the University may be used to satisfy, or partially satisfy, program Admission criteria, and/or to gain Credit or Exemption/s in some programs.
10. The University will make the necessary information and reasonable services and support readily available to Students to enable them to fulfill the requirements of their enrolment.

## 5 References

Nil.

## 6 Schedules

This policy must be read in conjunction with its subordinate schedules as provided in the table below.

## 7 Policy Information

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| <b>Accountable Officer</b>                      | Provost   |
| <b>Responsible Officer</b>                      | Associate Provost   |
| <b>Policy Type</b>                              | Academic Quality Policy   |
| <b>Policy Suite</b>                             | <a href="#">Credit and Exemption Procedure</a><br><a href="#">Enrolment Procedure</a><br><a href="#">Student Academic Progress Procedure</a><br><a href="#">Student Authority to Act Procedure</a><br><a href="#">Student Authority to Act Schedule</a><br><a href="#">Transfer Between Providers Procedure</a> |
| <b>Subordinate Schedules</b>                    |   |
| <b>Approved Date</b>                            | 10/8/2023   |
| <b>Effective Date</b>                           | 10/8/2023   |
| <b>Review Date</b>                              | 1/4/2019  |
| <b>Relevant Legislation</b>                     |   |
| <b>Policy Exceptions</b>                        | <a href="#">Policy Exceptions Register</a>  |
| <b>Related Policies</b>                         | <a href="#">Admissions Policy</a><br><a href="#">Work Integrated Learning Activities Policy</a>   |
| <b>Related Procedures</b>                       | <a href="#">Admissions Procedure</a><br><a href="#">Higher Degree by Research Student Admissions and Enrolments Procedure</a><br><a href="#">Higher Degree by Research Student Progress Procedure</a>   |
| <b>Related forms, publications and websites</b> |   |
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| Definitions | Terms defined in the Definitions Dictionary  |
|-------------|--|
|             | <p><a href="#">Academic Year</a></p> <p>A period of time consisting of Semesters and Study Periods that all commence in the same calendar year.</p> <p><a href="#">Admission</a></p> <p>The process of submission and assessment of applications for entry to study at the University.</p> <p><a href="#">Award</a></p> <p>The qualification conferred upon a Student following the successful completion of an Academic Program. The categories of Award are listed in the Program Nomenclature Schedule .</p> <p><a href="#">Course</a></p> <p>A discrete element of a program, normally undertaken over a single Study Period, in which the Student enrolls, and on completion of which the Student is awarded a grade.</p> <p><a href="#">Credit</a></p> <p>The number of units, up to a specified limit, granted towards a University Award on the basis of either previous Formal, Informal or Non-formal Learning. Credit reduces the number of Courses required to complete an Award Program.</p> <p><a href="#">Enrolment</a></p> <p>The process of admitting Students to one or more Courses for the current Academic Year.</p> <p><a href="#">Exemption</a></p> <p>The release from the requirement to complete a specific required Course but without reducing the overall number of Units required to complete the program.</p> <p><a href="#">Grade (noun)</a></p> <p>A Grade is a code that indicates the status of the Assessment of Student performance against the Learning Outcomes of a Course.</p> <p><a href="#">Higher Degree by Research (HDR)</a></p> |

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|------------------|--|
|                  | <p>A Research Doctorate or Research Masters program for which at least two-thirds of the Student load for the program is required as research work.</p> <p><a href="#">Student</a></p> <p>A person who is enrolled in a UniSQ Upskill Course or who is admitted to an Award Program or Non-Award Program offered by the University and is: currently enrolled in one or more Courses or study units; or not currently enrolled but is on an approved Leave of Absence or whose admission has not been cancelled.</p> <p><a href="#">Thesis</a></p> <p>Also known as a Standard Thesis, is the material outcomes of a program of research. It is also referred to as a 'dissertation'.</p> <p><a href="#">University</a></p> <p>The term 'University' or 'UniSQ' means the University of Southern Queensland.</p> |
|                  | <b>Definitions that relate to this policy only</b>   |
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| <b>Keywords</b>  | Enrolment  |
| <b>Record No</b> | 13/120PL   |