GRIFFITH UNIVERSITY

Policy

NOTE: Effective from Trimester 2 2022

Enrolment

1.0 Purpose
2.0 Scope
3.0 Policy statement
4.0 Roles, responsibilities and delegations
5.0 Definitions
6.0 Information
7.0 Related policy documents and supporting documents

1.0 Purpose

This Policy outlines the requirements for enrolment at Griffith to ensure University and legislative compliance.

2.0 Scope

This Policy applies to all non-award, undergraduate and postgraduate coursework programs, courses and higher degree research programs. Students and staff involved in enrolment are subject to this policy and the supporting Enrolment Procedure.

3.0 Policy statement

Griffith is committed to ensuring all practices in relation to enrolment are consistent, fair, and transparent, and comply with relevant internal and external regulations and requirements. Enrolment practices should be inclusive and provide for all students to have a seamless transition through their study.

4.0 Roles, responsibilities and delegations

The following principles apply:

A student is considered to have an active enrolment status from the date on which the student completes the enrolment requirements until the first day of the next standard trimester or teaching period.

A student remains enrolled until such time as:

1. The student qualifies for the award (student enrolled in coursework or higher doctorate programs);
2. The student completes all requirements of the course/s (student enrolled in single Course/s);
3. The student does not re-enrol by the due date (student enrolled in coursework or higher doctorate program);
4. The student notifies the University they are discontinuing enrolment or seeking leave of absence from study or
5. The University terminates the student's enrolment or excludes the student in accordance with the provisions of this or other policies of the University and relevant legislation.

By enrolling at University, students agree to be bound by the regulations, policies, and procedures of the University.

Enrolled students can participate in classes, and other learning and support activities of the University; and to be awarded a grade on completion of the requirements of a course; to be eligible to receive an award from the University upon completion of the degree requirements.

Students are responsible for managing their enrolment in accordance with their coursework and higher degree research programs and legislative compliance requirements and are not permitted to attend classes, access teaching materials or engage in the activities of the course unless enrolled in that course.

Students may apply for leave from study where the program requirements permit. International students may only apply for leave from study for compassionate or compelling circumstances.

The enrolment of a student may be discontinued, suspended, or cancelled under certain conditions established by the University or government legislation, at the instigation of either the University or the student. 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. The University may amend a student's enrolment in certain circumstances, to meet University and legal compliance requirements.

5.0 Definitions

Policy Library refers to the repository for all current and expired University policy documents.

Course: A course is a component of a qualification in which the student enrols and on completion of which the student is awarded a grade (such grades appearing on a student's academic record). Learning outcomes, assessment tasks and achievement standards are specified for each course appropriate to a level and qualification type.

Higher degree research program: Research Masters or Research Doctorate where a Research Masters means a Level 9 qualification as described in the AQF and where a minimum of two-thirds of the program of learning is for research, research training and independent study; ▪ Research Doctorate means a Level 10 qualification as described in the AQF and where a minimum of two years of the program of learning, and typically two-thirds of the qualification, is research.

Non-award Study: The generic term indicating programs of study which do not lead to the award of a degree.

Program: A program is an approved course of study leading to an award of the University. A student is admitted to a program, and on successful completion of all program requirements is awarded the degree to which the program relates.

Program and Course website: This web site includes the programs and courses offered by the University. Program information includes degree requirements and program structure, and convenor contact information. Course information includes fee bands, course requirements, course convenor, timetabling and a link to the Course Profile.

Program/Degree Requirements: The set of academic requirements which need to be attained in order for the award associated with the program to be conferred as approved by Academic Committee.

Student: A person who has an active enrolment status in a course at Griffith.

Standard academic calendar: The standard academic year is comprised of three standard trimesters, Trimester 1, Trimester 2 and Trimester 3 as designated in the University's Academic Calendar. Other teaching periods may be designated in non-standard academic calendars and may be used for the offering of certain courses.

6.0 Information

Title	Enrolment Policy
Document number	2022/0000816
Purpose	This Policy outlines the requirements for enrolment at Griffith to ensure University and legislative compliance.
Audience	Staff; Students
Category	Academic
Subcategory	Learning and Teaching
Approval date	17 March 2022
Effective date	Trimester 2 2022
Review date	2026
Policy advisor	Registrar
Approving authority	Academic Committee

7.0 Related Policy Documents and Supporting Documents

Legislation	Higher Education Support Act 2003 Higher Education Standards Framework (Threshold Standards) 2021 Education Services for Overseas Student (ESOS) Act 2000
Policy	N/A
Procedures	Enrolment Procedure
Local protocols	Enrolment Dates Protocol
Forms	N/A