

## Enrolment Procedure

### 1.0 Purpose

### 2.0 Scope

### 3.0 Procedure

[3.1 Course Lists and Requirements](#) | [3.2 Enrolment](#) | [3.3 Academic load](#) | [3.4 Home campus](#) | [3.5 Concurrent enrolment](#) | [3.6 Census date](#) | [3.7 Course restrictions](#) | [3.8 Withdrawal from courses](#) | [3.9 Withdrawal due to special circumstances](#) | [3.9.1 Process for withdrawal due to special circumstances](#) | [3.10 Interruption of studies](#) | [3.10.1 Discontinuation and leave of absence](#) | [3.10.2 Approval of leave of absence](#) | [3.11 Maximum time for completing a program](#)

### 4.0 Definitions

#### 1.0 Purpose

This procedure supports the Enrolment Policy and provides a formal framework for enrolment procedures. Its purpose is to ensure a consistent approach to the management of enrolment in accordance with the policy.

#### 2.0 Scope

This procedure applies to all students enrolled in non-award, undergraduate and postgraduate coursework programs and higher degree research programs.

#### 3.0 Procedure

##### 3.1 Course Lists and Requirements

A student's enrolment for each trimester or teaching period must conform to the degree requirements for the program to which they are admitted. Students need to satisfy the enrolment requirements for each course as specified in the course list and requirements.

Students can check their enrolment and add and drop courses through myGriffith.

A student may be prevented from adding a course to their study program where:

- the course does not conform to the course list and requirements;
- the last date for adding courses for that trimester or teaching period has passed;
- the course is not scheduled in the nominated trimester or teaching period;
- the course is a restricted course;
- the student does not meet the pre-requisite conditions for the course;
- the course is closed because the maximum enrolment number specified for the course has been reached;
- the course is not listed in the program structure, and the course is at a different qualification level than the student's program (students in undergraduate programs may not enrol in postgraduate courses) or
- the student is attempting to enrol in more than 50CP in the standard trimester or 20CP in a Six Week Teaching Period (without the approval of the Program Director).

### 3.2 Enrolment

Students are required to enrol by the due date as specified in the offer of admission or readmission or as specified in the academic calendar as the due date for enrolment each trimester or teaching period.

A student may add or change a course up to the last date for adding courses as specified on the [Programs and Courses website](#) in accordance with the [Enrolment Dates Protocol](#).

In exceptional circumstances a student with a GPA greater than or equal to 4.0 and in a course in which they are seeking to enrol does not have an assessment item due within 5 days of the request may be given approval by the Manager Student Connect (in consultation with the Course Convenor for where there is group work or placements and/or as required) for the student to add a course after the last date for adding courses. Each late course addition request will incur a late application fee.

### 3.3 Academic load

A student's academic load in a program is determined by the courses the student is enrolled in for each standard trimester or equivalent teaching period.

- A full-time student is one who is enrolled in courses totalling at least 75% of a standard full-time academic load in any standard trimester or equivalent teaching period.
- A part-time student is one who is enrolled in courses totalling less than 75% of a standard full-time academic load in any standard trimester or equivalent teaching period.

International students are required to enrol in an academic load that ensures completion of the program within the expected duration of study as outlined in the Confirmation of Enrolment (CoE). A full-time international student is one who is enrolled in a minimum of 40 credit points in any compulsory standard trimester or equivalent teaching period.

Higher degree research candidates are required to enrol in courses as per their degree requirements, according to their approved academic load, that ensures the time-based requirements of their higher degree research program are met.

### 3.4 Home campus

Students are admitted to a program offered on a particular campus, which is referred to as the student's home campus. A student may enrol in courses offered at campuses other than the student's home campus, provided that the student's enrolment in such courses is permissible according to the program requirements. Students are encouraged check their home campus through myGriffith. Constraints on cross campus enrolment are specified in the [Programs and Courses website](#).

### 3.5 Concurrent enrolment

Students are normally enrolled in one program of the University at a time. With the approval of the Dean (Learning & Teaching), students may enrol in more than one program of the University at the same time across two careers (e.g. undergraduate & postgraduate, postgraduate & higher degree). An enrolment of this type is referred to as concurrent enrolment. A student may not concurrently enrol in more than 50CP in any standard trimester. Concurrent enrolment is inclusive of cross-institutional study.

Concurrent enrolment in a higher degree research program will require the approval of the Dean, Griffith Graduate Research School.

### 3.6 Census date

Each course has a designated census date which is the effective enrolment date. A student who is enrolled in a course on the census date is deemed to be effectively enrolled and is liable for the tuition fee or the student contribution or any other fee or charge which is applicable to the student under the *Fees and Charges Policy*.

The census dates of a course are specified on the [Programs and Courses website](#).

### 3.7 Course restrictions

It is the student's responsibility to ensure that pre-requisite and co-requisite conditions are satisfied when enrolling in a course. The Course Convenor may waive a pre-requisite or co-requisite condition on application from a student. If the student fails a course which is a pre-requisite for a course in which the student has enrolled in a future trimester or teaching period, it is the student's responsibility to amend their enrolment.

If a student fails to amend their enrolment in a way which satisfies pre-requisite conditions when requested in writing to do so, the student's enrolment in the course concerned may be cancelled.

A student may enrol in a restricted course only if:

- the course is listed in the course list and requirements; and
- the student satisfies the conditions which are imposed by way of the restrictions, or with the approval of the Head of School or nominee.

Students need to adhere to the Degree Requirements on the [Programs and Courses website](#) for specified enrolment requirements such as pre-requisites, co-requisites, prior assumed courses, incompatible courses, and restricted courses.

### 3.8 Withdrawal from courses

A student may withdraw from a course at any time. The effect of such withdrawal on the student's academic record depends on the time and date of the withdrawal. Key dates for withdrawing from a course are on the [Programs and Courses website](#).

- Up to the census date: the record of the student's enrolment in the course is removed from the academic record. After the census date and up to the final date for withdrawal without failure, the course is included on the student's academic record as "Withdraw".
- After the final date for withdrawal without failure: the course is included on the student's academic record with a grade of "Withdraw with Failure".
- A student may not withdraw from a course after the last day of the trimester or teaching period.

### 3.9 Withdrawal from a course due to special circumstances

A student may withdraw from a course after the census date without penalty if the reasons for the withdrawal fall within the limits of special circumstances. From 1 January 2022, students may request a refund of fees and withdrawal without failure.

A request for withdrawal without failure cannot be made by a student who has received a pass grade (4-7) for the course.

Special circumstance limits are defined as circumstances applying to the student that:

- a) are beyond the student's control; and
- b) do not make their full impact on the student until on or after the census date for the course; and
- c) make it impracticable for the student to complete the requirements for the course during the period in which the student undertook or was to undertake the course.

### **3.9.1 Process for withdrawal due to special circumstances**

The request for withdrawal from a course due to special circumstances must be accompanied by appropriate [supporting documentation](#) and must be lodged [online](#).

To be considered for a refund of tuition fees the application must be submitted within one year of the date the course was dropped or if the course was not dropped then within one year of the last day of teaching for the course. Requests for a refund of tuition fees lodged outside of these timeframes will only be considered where the student presents a reasonable case as to why the request was not lodged within the prescribed timeframe. Students who do not present a reasonable case why the request was not lodged within the prescribed timeframe will only be considered for a withdrawal without failure.

Lack of awareness of the provisions of this policy does not constitute a reasonable case.

Students will be notified of the outcome of their request for withdrawal due to special circumstances from a course within four weeks of lodging the request, provided appropriate supporting documentation accompanies the request. Where the request is denied, the student will be given the reason.

## **3.10 Interruption of studies**

### **3.10.1 Discontinuation and leave of absence**

A student may notify the University of their intention to discontinue enrolment and request leave of absence. The maximum period of leave cannot exceed two standard trimesters throughout the program. International students may request leave of absence for a maximum period of up to one trimester per request to ensure completion of the program within the expected duration of study (CoE). Discontinuation of their enrolment or requests for a period of leave of absence may affect their international student visa. When the student discontinues enrolment or requests leave of absence, the provisions of Section 3.8 relating to withdrawal of courses apply to the courses in which the student is enrolled. A student who is on leave of absence or who has discontinued enrolment may be excluded under the provisions of the Academic Standing, Progression and Exclusion Policy.

At the end of the period of leave of absence the student is required to re-enrol in courses for their program. If the student fails to enrol by the due date, the student's enrolment in the program may be cancelled.

In the event that the program of enrolment is withdrawn a student who withdraws from the program, or who otherwise interrupts their enrolment in the program, including taking leave of absence, may not be covered by transition arrangements and therefore, would be required to conform to the amended program requirements when they resume their studies in the program. This may result in a student being transferred to a new program or completing more credit points than are normally required for the qualification.

### 3.10.2 Approval of leave of absence

- a) A request for leave of absence will be approved and noted on the student's record except where:
- the period of absence would not allow the student sufficient time to complete the program within the maximum time to complete the program or the teach-out period for programs being taught out by the University.
  - the program does not permit leave of absence.
  - and in the case of an international student where no documentation has been submitted to demonstrate compassionate or compelling circumstances.

Circumstances accepted for international students for leave of absence include:

- Where the University is unable to offer a pre-requisite course(s), or the student has failed a pre-requisite course(s) and therefore faces a shortage of relevant courses for which they are eligible to enrol;
  - Where approved documentation is provided to demonstrate compassionate and compelling circumstances which include but are not limited to:
    - Serious illness or injury, where a medical certificate states that the student was unable to attend classes;
    - Bereavement of close family members such as parents, grandparents and siblings (where possible a death certificate should be provided);
    - Pregnancy, as evidenced by a medical certificate;
    - Major political upheaval or natural disaster in the home country which may require emergency travel or reduction in enrolment load impacting on the student's studies;
    - A traumatic experience, which could include involvement in or witnessing of a serious accident or witnessing or being the victim of a serious crime and this has impacted on the student (supported by police or psychologist reports).
- b) Notwithstanding 3.10.1 and 3.10.2 (a), students in Honours programs require approval to take leave of absence, and the maximum period of leave cannot exceed two standard trimesters throughout the program. (See *Bachelor Honours Degree (AQF Level 8) Policy*).
- c) Notwithstanding 3.10.1 and 3.10.2 (a), higher degree research candidates should refer to the *Higher Degree Research Policy* for leave entitlements and approval requirements.
- c) Notwithstanding 3.10.1 and 3.10.2 (a), programs that have restrictions and/or require approval to take leave of absence are specified in the [Programs and Courses website](#).

### 3.11 Maximum time for completing a program

The tables below specify the maximum period for satisfying the requirements for completion of a program. The period refers to elapsed calendar years starting from the trimester and year in which admission to the program was commenced and is inclusive of periods of leave of absence, discontinuation or exclusion.

Students who are at risk of not completing their program within the maximum program duration can apply for an extension of up to 1 year (12 months) to the maximum period for completing the program. Student must apply for the extension in writing to their Program Director. An extension of the maximum period for completing the program is not permissible in the case of students in Honours programs that are end-on to a Bachelor degree.

Students who do not complete their program within the maximum time will be administratively withdrawn from the University.

Maximum period for completing a program for students admitted to the program on or after 1 January 2016	
Diploma	4 years
Diploma offered concurrently with another award e.g. Bachelor Degree	10 years
Degree (3 year)	8 years
Degree (4 year) including concurrent Honours	10 years
Double/Vertical Degree	10 years
Honours (end on to Bachelor degree)	3 years
Undergraduate Certificate	1 year *
Graduate Certificate	2 years
Graduate Diploma	4 years
Masters (Research)	4 years
Masters (up to 120CP)	5 years
Masters (more than 120CP)	6 years
Masters (Extended)	8 years
Professional Doctorate	8 years

\* The Undergraduate Certificate qualification may not be issued after 30 June 2025.

Maximum period for completing a program for students admitted to the program before 1 January 2016	
Diploma	10 years
Degree	10 years
Honours (end on to Bachelor degree)	3 years
Graduate Certificate	2 years
Graduate Diploma	4 years
Masters (up to 120CP)	5 years
Masters (more than 120CP)	6 years

## 4.0 Definitions

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

**Census Date:** The census date for a course is the effective enrolment date and charges liability date for the course.

**Co-requisite Course:** A co-requisite course is a course that must be studied before, or at the same time as, another specified course.

**Course:** A course is a component of a qualification in which the student enrolls and on completion of which the student is awarded a grade (such as 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.

**Course Component Types:** A course that is specified in the program requirements as mandatory for the award of the degree.

**Credit Point:** Refers to the value of a course. This term is used to provide students with a guide to the amount of work a course may entail; indicate a student's enrolment load; define the requirements for an award of the University; quantify recognition of prior learning; and indicate the amount of work a student has successfully completed towards an award of the University.

**Head of School:** The Head of School is responsible for the performance of the School/Department in teaching and learning, research and external engagement; and for planning and aligning financial and staff resources with the University's strategic objectives.

**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.

**Incompatible Course:** Two or more courses are incompatible where there is sufficient overlap between the content such that the student is not permitted to receive credit for more than one of the courses.

**Listed Elective:** A defined set of specified courses within the requirements of a program or an academic plan (ie major, specialisation, etc). Students are required to complete the specified number of courses in order to fulfil the degree requirements of a program or plan.

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

**Postgraduate Career:** Refers to a broad academic level to which the Graduate Certificate, Graduate Diploma, Masters by Coursework and Doctorate by Coursework belong.

**Pre-requisite Course:** A pre-requisite course is a course which must be completed, and for which a specified minimum grade must be obtained before another specified course may be commenced.

**Prior Assumed Course:** A prior-assumed course is a course the content of which it is assumed a student has mastered before commencing a second course, but which is not a pre-requisite.

**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.

**Program Director:** The academic staff member appointed by the Group Board responsible for the program and for assuring the overall pattern of assessment, to which individual Course Assessment Plans within the relevant Course Profiles contribute, achieves the stated outcomes of the program. The relevant Program

Director is a member of the School Assessment Board and, where relevant, Assessment Panels (see below). The Program Director is responsible for making decisions on assessment matters pertaining to the progress of students through the program.

**Restricted Course:** A restricted course is one where the School responsible for the course places restrictions on the enrolment of students in that course. Restrictions may include limits on the number of students enrolled, level of performance required such as a GPA, or a requirement to demonstrate an acceptable reason for undertaking the course.

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

**Trimesters and Teaching Periods:** The standard academic year is comprised of two standard trimesters, Trimester 1 and Trimester 2 as designated in the University's Academic Calendar. Other teaching periods may be designated in the academic calendar and may be used for the offering of certain courses.

**Undergraduate Career:** Refers to the broad academic level to which sub-Bachelors (eg some Certificates, Diplomas, Advanced Diplomas, Associate Degrees), Bachelors Degrees and Bachelors Honours Degrees belong.



## INFORMATION

Printable version (PDF) Downloadable version (Word)

Title	Enrolment Procedure
Document number	2022/0000833
Purpose	This procedure supports the Enrolment Policy and provides a formal framework for enrolment procedures. Its purpose is to ensure a consistent approach to the management of enrolment in accordance with the policy.
Audience	Staff; Students
Category	Academic
Subcategory	Learning and Teaching
Approval date	2 June 2022
Effective date	Trimester 2 2022
Review date	2026
Policy advisor	Director, Student Business Services
Approving authority	Registrar

## RELATED POLICY DOCUMENTS AND SUPPORTING DOCUMENTS

Legislation	<a href="#">Higher Education Support Act 2003</a> <a href="#">Higher Education Standards Framework (Threshold Standards) 2021</a> <a href="#">Education Services for Overseas Student (ESOS) Act</a>
Policy	<a href="#">Enrolment Policy</a>
Procedures	N/A
Local protocols	<a href="#">Enrolment Dates Protocol</a>
Forms	N/A