1. **SCOPE**

The following policy applies to students in all the programs of the University that include coursework. Students in Honours programs are also subject to the *Bachelor Honours Degree (AQF Level 8) Policy*. Higher Degree Research candidates are also subject to the *Higher Degree Research Policy*. Some sections have moved to the new Enrolment and Class Timetabling Policy and Procedure documents.
2. **DEFINITIONS**

*The Program Director* - the academic staff member (normally Level D or above), appointed by the Dean (Learning & Teaching) to provide curriculum leadership for and quality enhancement of one program or a Program Cluster while working collegially with the Head of School/ Deputy Head of School, academic and professional staff to ensure an effective and positive student learning experience. There shall only be one Program Director for a program. The Program Director may lead one or more program clusters. (See *Role Statement Program Director.*)

3. **STUDY PROGRAM**

3.1 **Home Campus**

Except if a student is admitted as an external student the student is admitted to a program offered on a particular campus, which is referred to as the student's home campus.

A student wishing to transfer to another campus as their home campus should seek, either a campus change request via their myGriffith or an internal program transfer.

4. **CHANGE OF PROGRAM**

A student is entitled to undertake only the program for which they received an offer of admission.

4.1 **Procedure**

A student who is currently enrolled in a program of the University may apply to change to another program by lodging an internal transfer application or lodging an online admissions application. An application to change program will be approved only where the applicant satisfies all the conditions for admission and would have been made an offer of admission in the most recent or current admission period.

4.2 **Timing**

Applications to change program must be lodged by the date specified in the Academic Calendar.

4.3 **Readmission**

A student who has discontinued enrolment in a program and who is not on leave of absence may be readmitted to the same program except in the following cases:

- The student is not able to complete the program within the maximum period for completing the program.
- The student is not able to complete the professional practice requirements of the program and has been administratively withdrawn in accordance with Section 5 of the *Inability to Complete Required Components of Professional Qualification Policy*.
- The student is seeking readmission to a designated program, in which case the approval of the Program Director is required.
- The program is being taught out by the University.

A student seeking readmission must complete the *Request for Readmission form*. An application for readmission must be submitted by the date specified in the Academic Calendar.

Students who have been excluded from a program for failing to maintain good academic standing may apply for readmission under the *Academic Standing, Progression and Exclusion Policy*.

Students excluded on disciplinary grounds may apply for readmission to the Deputy Vice Chancellor (Education) three years from the date specified in the notation on their Official Academic Transcript. In determining whether a student excluded on disciplinary grounds should be readmitted, the following may be taken into account:

- the nature and seriousness of the misconduct leading to disciplinary action;
the circumstances surrounding the misconduct;
- if relevant, the professional requirements of the program from which the applicant was excluded;
- the applicant’s activities since exclusion (including relevant employment or educational courses); and
- any evidence to suggest change in attitude, capability or motivation.

In making a decision to readmit a student excluded on disciplinary grounds, the Deputy Vice Chancellor (Education) shall seek the written advice of the Dean (Learning & Teaching) or Deputy Vice Chancellor (Research).

If the application for readmission is refused, the student excluded on disciplinary grounds can apply for readmission again three years from the date of the decision of the Deputy Vice Chancellor (Education). In applying for readmission, the past student should show there has been a significant change in circumstances since they last made an application.

A student readmitted to a program may be required on the advice of the Program Director to undertake additional work in order to demonstrate current competencies or to comply with current program requirements.

5. CROSS-INSTITUTIONAL STUDY

5.1 Incoming Cross-institutional Students

A student who is enrolled in an award program at another higher education institution may apply to undertake courses at Griffith University for credit towards their program. An application to study at Griffith University as a cross-institutional student must be lodged at a Student Connect no later than two weeks prior to the commencement of the trimester or teaching period. The application must be accompanied by documentation from the student’s home institution that the course(s) which the student seeks to undertake at Griffith are approved for the purpose of fulfilling the requirements of the student's program.

Approval to undertake cross-institutional study will only be given where:
- the course is not a restricted course, or, if the course is restricted, where approval is given by the Course Convenor; and
- pre-requisite conditions are met; and
- the maximum enrolment limit for the course is not exceeded.

Cross-institutional study is available where the student is a Commonwealth supported student or a fee-paying student at their home institution. The incoming cross-institutional Commonwealth supported student is enrolled as a Commonwealth supported student at Griffith providing that the student fulfils the conditions relating to Commonwealth supported students. Where a student is a fee-paying student at their home institution, the student may be admitted as a non-award cross institutional student and charged the fees applicable to the course(s) at Griffith University.

5.2 Exchange Study

Under an exchange agreement between Griffith University and an overseas university, students may be approved to undertake one or two standard trimesters of study at the overseas institution for credit towards their Griffith degree, and students from the overseas institution may be approved to undertake one or two standard trimesters of study at Griffith for credit towards their home institution degree.

Student participation in exchange studies is administered by Griffith International. Griffith University Students wishing to apply for participation in the exchange program must obtain the approval of the Program Director for the study program which they wish to undertake. The Program Director is required to specify the credit which the student will be granted on successful completion of the exchange program.
Outgoing exchange students are required to maintain a current enrolment at Griffith throughout their exchange program and to pay tuition fees, if the student is a fee-paying student or pay their student contribution if the student is a Commonwealth supported student corresponding to the period for which the student is an exchange student and the amount of credit which the student is able to receive through undertaking the exchange program.

Outgoing exchange students may be eligible for financial assistance under the University's International Experience Incentive Scheme.

Under an exchange agreement, incoming exchange students are not required to pay tuition fees.