
Enrolment Policy

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1. Purpose

The purpose of this policy is to set out the principles underpinning enrolment at Flinders University.

2. Scope

This policy applies to any person seeking to study at Flinders University.

3. Policy statement

3.1. Access to Flinders education

Only enrolled students of Flinders University are able to participate in formal University learning and research activities, have their assessment exercises and research output assessed, be awarded a final grade, and qualify for an award.

3.2. Enrolment process

To be an enrolled student a person must:

- a. agree to the [Conditions of Enrolment](#) specified by the University
- b. enrol in accordance with requirements specified by the University in [supporting procedures](#).

3.3. Initiating enrolment

a. A person may only enrol at Flinders University following:

i. receipt and acceptance by that person of an offer of admission to:

- an enabling course, or
- an award course, including a combined or double degree or a higher degree by research, or
- a dual Flinders/TAFE award course

OR

ii. approval by the University of an application to study a topic or topics as

- an incoming cross-institutional award student, or
- an incoming exchange or study abroad award student, or
- a non-award student.

3.4. Enrolment at another institution

a. An enrolled Flinders University award student who wishes to enrol at another institution as an:

i. outgoing cross-institutional student, or

ii. outgoing exchange or study abroad student

must obtain the approval of both Flinders University and the other institution, and meet any conditions specified by Flinders University.

3.5. Enrolment withdrawal

A student's enrolment may be withdrawn by either the student or the University, in accordance with conditions specified by the University in [supporting procedures](#).

3.6. Enrolment continuation

3.6.1. Coursework award students

a. An enrolled coursework award student remains enrolled until:

i. the student has qualified for the award, or

ii. the student has not re-enrolled by the due date for the next enrolment period (whether leave of absence is granted or not), or

iii. the student's enrolment is withdrawn.

b. Award students whose enrolment ceases may **forfeit their place** in their course unless they:

i. re-enrol by the due date for enrolment to avoid forfeiting their place, or

ii. apply for and are granted a leave of absence, in accordance with conditions specified by the University.

3.6.2. Higher degree by research students

a. An enrolled higher degree by research student remains enrolled until:

i. the student has qualified for the award, or

ii. the student fails to submit their thesis by the due date and no extension has been approved, or

iii. the student's enrolment is withdrawn.

b. A higher degree student who is granted an intermission from candidature is not enrolled throughout the period of intermission.

3.6.3. Incoming cross-institutional, study abroad, student exchange and non-award students

- a. An enrolled incoming cross-institutional, study abroad or student exchange student or an enrolled student studying a non-award topic remains enrolled until:
 - i. the student completes all topics for which the student is enrolled, or
 - ii. the student's enrolment is withdrawn*.

* unless, in the case of a non-award student, the student is also studying topics as a Flinders University award student.

3.7. Applicable Course Rules

- a. Students enrolled in an award course will complete their course under the [Course Rules](#) applying when they were first enrolled, provided they have not forfeited their place, had their enrolment withdrawn by the University or the Course Rule is amended by the University.
- b. If the relevant Course Rule is amended during a student's enrolment, the University will make other arrangements for students to complete the course in such a way as to not unreasonably disadvantage them in course duration or outcomes.

3.8. Continuing education programs

- a. A person may register for a University continuing education program – short, non-assessed education programs which cater for professional or educational development or personal interest – provided they have met any eligibility requirements and conditions, including payment of fees, specified by the University.
- b. A person who successfully registers for a continuing education program is not an enrolled student as a result.

3.9. Auditing a topic

- a. A person may audit a topic provided they have met any eligibility criteria and conditions, including payment of fees, specified by the University.
- b. A person accepted to audit a topic is not an enrolled student as a result.

3.10. Reviews and appeals of enrolment-related decisions

- a. A review of an enrolment-related decision by the University may be requested in accordance with the [Student Review and Appeal Policy](#) and procedures.
- b. A student who is dissatisfied with the outcome of the review may appeal to the Student Appeals Committee, if specified grounds are met, in accordance with the [Student Review and Appeal Policy](#) and procedures.

4. Supporting procedures

The following conditions and supporting procedures are part of this policy and provide additional detail to give practical effect to the policy principles.

[Conditions of Enrolment](#)
[Enrolment Procedures for Coursework Students](#)
[Auditing a Topic Procedures](#)
[International Student Transfer Procedures](#)
[International Student Tuition Fees Procedures](#)
[Under 18 International Student Procedures](#)

See also:

[HDR \(Higher Degrees by Research\) Admission and Enrolment Procedures](#)
[Continuing Education Programs](#)

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