

Enrolment Procedures for Coursework Students

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1. Governing Policy

[Enrolment Policy](#)

See also:

[HDR Admission and Enrolment Procedures](#)

[Auditing a Topic Procedures](#)

[Continuing Education Programs](#)

2. Purpose

The purpose of these procedures is to:

- a. specify the enrolment and change to enrolment processes for coursework students
- b. specify the process by which Flinders University coursework award students may seek enrolment in another institution for topics which count towards a Flinders University award, and
- c. ensure compliance with the [ESOS National Code 2018](#) in respect of international students in Australia on a student visa.

3. Scope

- a. These procedures apply to any person who:
 - i. has received and accepted an offer of admission to a Flinders University enabling or coursework award course, or
 - ii. who seeks to undertake topics on a non-award, cross-institutional, student exchange or study abroad basis.
- b. These procedures do not apply to:
 - i. the enrolment of persons who have been accepted as a student for a Higher Degree by Research course, unless they have been directed to follow these procedures to enrol in a topic—refer to the [HDR Admission and Enrolment Procedures](#)
 - ii. a person seeking to audit a topic—refer to the [Auditing a Topic Procedures](#)
 - iii. a person seeking to register for a continuing education program—refer to [Continuing Education Programs](#).

4. Enrolment requirements

To be an enrolled coursework student, a student must enrol in a topic or topics. Before enrolling in topics, all students must check or take note of the following, which applies to all types of enrolment:

- a. All students must enrol between the first and last dates to enrol as specified in a student's offer or approval, or on the University's [Critical Enrolment Dates](#) website, unless enrolment outside these dates is approved as per Procedure 10.1.
- b. All students are bound by the [Conditions of Enrolment](#), which includes reading and accepting the [Enrolment Declaration](#).
- c. Load:
 - i. Enrolment in topics totalling 36 units over one academic year represents a standard full-time load (1.0 EFTSL). The standard load is used as the basis for the calculation of fees and charges. Overload requires approval as specified in Procedure 7, and may incur additional fees and charges.
 - ii. International students in Australia on a student visa must:
 - enrol in enough topics to allow the student to complete within the expected duration of their course, as specified on their Confirmation of Enrolment—the standard load is 18 units per semester, and
 - enrol in at least one face-to-face topic in each semester, and not enrol in more than one third of their total enrolment load by online or distance study.
- d. All students must:
 - i. have completed/enrolled in any specified **pre-requisites, concurrent pre-requisites** or **co-requisites** on their selected topics, or
 - ii. have the potential to meet them in the topic teaching period (e.g. by being concurrently enrolled in

required pre-requisites), or

- iii. have obtained an approving delegate's approval to waive the requirements based on equivalent learning outcomes already acquired as per Procedure 12.c..
- e. Where a topic specifies **assumed knowledge**, a student is not prevented from enrolling in the topic without having acquired the assumed knowledge, but cannot expect to receive academic and other support over and above that normally provided to all students. Such a student is at greater risk of failing the topic.
- f. Topic enrolment **quotas** may be specified for some topics, subject to approval as per Procedure 12.b. Quotas are not permitted to prevent a student from meeting the course requirements.
- g. Sometimes **special approval** for topic enrolment is required because:
 - i. the topic has pre-requisite requirements that can only be assessed on an individual basis, e.g. through demonstration of performance, presentation of portfolio or other evidence, and/or
 - ii. the course rule makes provision for alternative elective topics not specifically listed in the rule, subject to the approval of the course coordinator, and/or
 - iii. the course rule requires demonstration of satisfactory academic performance, to a specified level, prior to progressing in the course.

In such cases, approval must be obtained in the manner specified.

- h. Enrolment by a student or former student with a sanction arising from an **outstanding debt** is subject to the requirements and conditions specified in the [Students with Outstanding Debt Policy](#).
- i. Enrolment by a student or former student with an **enrolment restriction** is not permitted until:
 - i. any time period associated with the restriction has elapsed, or
 - ii. the matter leading to the restriction is resolved, or
 - iii. the relevant approval delegate has authorised the restriction to be lifted.
[An enrolment restriction arises from a determination made under the provisions of the [Policy on Review of Student Progress](#) or [Statute 6.4: Student Conduct](#), and prevents a student from enrolling or re-enrolling in a course or topic.]

5. Enrolling in a Flinders University topic or topics

5.1. Award courses

The procedure for becoming an enrolled student following acceptance of an offer of admission to a Flinders University course is as follows:

5.1.1. Enabling course

Domestic students

- a. Enrol in topics in accordance with program of study.

5.1.2. Coursework award course, including a combined or double degree

Domestic and international students

- a. Enrol in the topics the student intends to study by following the enrolment instructions on [MyFlinders](#).
- b. Ensure that the selected topics conform to the Course Rule requirements for the course. [Any enrolment outside of the course requirements may only be undertaken as non-award study: see Procedure 5.2.4].
- c. Obtain approval under Procedure 7 if the planned study load exceeds:
 - i. 22.5 units in a single semester, or

	<ul style="list-style-type: none"> ii. 9 units in topics designated as summer teaching period topics (SU) in a single summer teaching period. <p>d. Note that enrolment in topics for different courses is permitted only if:</p> <ul style="list-style-type: none"> i. the courses form a combined course or a double degree course, and ii. the student has fulfilled the admission requirements of each course and any restrictions that may be specified in a course rule. <p>e. For international students in Australia on a student visa, ensure that the student's load complies with Procedure 4.c.ii.</p>
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5.1.3. Dual Flinders/ TAFE award courses

Domestic students	<ul style="list-style-type: none"> a. Enrol as per Procedure 5.1.2. b. Concurrently enrol at TAFE SA in accordance with TAFE SA enrolment processes (see General Information for Dual Award Students). c. Note that: <ul style="list-style-type: none"> i. There are different administrative processes and requirements at each institution. ii. A student is a Flinders student in respect of Flinders topics in which they are enrolled, and a TAFE SA student in respect of TAFE SA units in which they are enrolled. iii. Amending enrolment at one institution does not automatically amend a student's enrolment at the other institution. iv. Students are required to pay the applicable fees in respect of Flinders topics and TAFE SA units. Refer to the fee information at both institutions.
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5.2. Enrolment as a cross-institutional, student exchange, student abroad or non-award student

5.2.1. Incoming cross-institutional student

<p>Domestic or international student:</p> <ul style="list-style-type: none"> • who has already been accepted/ enrolled in an enabling or coursework award course at another institution, and • that institution has pre-approved their undertaking a topic or topics offered by Flinders University and counting it towards the requirements of the approving institution's course. 	<ul style="list-style-type: none"> a. Apply on the specified form. b. Note that the fees payable are: <ul style="list-style-type: none"> i. The student contribution amount or relevant tuition fee. ii. Student services and amenities fee. iii. Any incidental fees.
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Approval delegate	<p>c. Assess the application against the following criteria:</p> <ul style="list-style-type: none"> i. whether a place is available in the topic concerned ii. whether the relevant College is, within its absolute discretion, willing to accept the student, and iii. whether documented approval is provided from the other institution. <p>d. If approved, update the student Study Plan in the Student System to allow the student to enrol.</p> <p>e. Notify the student of the outcome.</p>
Student	<p>f. After approval is received, enrol online in the approved topic/s, following the instructions provided in the notification of approval, and in accordance with any conditions specified in the approval.</p>

5.2.2. Incoming exchange student

An award student of an overseas institution which has an exchange agreement with Flinders University	<p>a. Apply on the specified form.</p> <p>b. Note that the fees payable are:</p> <ul style="list-style-type: none"> i. Student services and amenities fee. ii. Any incidental fees.
Approval delegate	<p>c. Assess the application against the following criteria:</p> <ul style="list-style-type: none"> i. the applicant's eligibility for admission to a university in their home country ii. the applicant's English language proficiency, and iii. the availability of places, as stipulated in the exchange agreement. <p>d. If approved, update the student Study Plan in the Student System to allow the student to enrol.</p> <p>e. Notify the student of the outcome.</p>
Student	<p>f. After approval is received, enrol online in the approved topic/s, following the instructions provided in the notification of approval, and in accordance with any conditions specified in the approval.</p>

5.2.3. Incoming study abroad student

An award student of an overseas institution which does not have an exchange agreement with Flinders University	<p>a. Apply on the specified form.</p> <p>b. Note that the fees payable are:</p> <ul style="list-style-type: none"> i. The relevant tuition fee. ii. Any incidental fees.
Approval delegate	<p>c. Assess the application against the following criteria:</p> <ul style="list-style-type: none"> i. the applicant's eligibility for admission to a university in their home country ii. the applicant's English language proficiency, and iii. the availability of places. <p>d. If approved, update the student Study Plan in the Student System to</p>

	<p>allow the student to enrol.</p> <p>e. Notify the student of the outcome.</p>
Student	<p>f. After approval is received, enrol online in the approved topic/s, following the instructions provided in the notification of approval, and in accordance with any conditions specified in the approval.</p>

5.2.4. Non-award student

<p>A domestic student who has been accepted/enrolled in an enabling or coursework award course at Flinders University, but wants to undertake a topic which does not count towards the course/s in which they are enrolled</p> <p>OR</p> <p>A person who is not a student at Flinders University who wishes to study a topic but does not seek admission to a full course of study at Flinders.</p>	<p>a. Apply on the specified form.</p> <p>b. Note that the fees payable are:</p> <ol style="list-style-type: none"> i. The relevant tuition fee. ii. Any incidental fees. iii. Student services and amenities fee. [Non-award students are not eligible for Commonwealth support.]
Approval delegate	<p>c. Assess the application against the following criteria:</p> <ol style="list-style-type: none"> i. Whether the applicant meets any academic entry standards and other eligibility criteria specified by the College. ii. Whether the College is, within its absolute discretion, willing to accept the applicant. iii. Whether a place is available in the topic concerned. <p>d. If approved, update the student Study Plan in the Student System to allow the student to enrol.</p> <p>e. Notify the student of the outcome.</p>
Student	<p>f. After approval is received, enrol online in the approved topic/s, following the instructions provided in the notification of approval, and in accordance with any conditions specified in the approval.</p>

6. Enrolment in another institution by a Flinders University award student

6.1. Outgoing cross-institutional student

Domestic or international student	<p>a. Apply for approval for cross-institutional study through the Student System.</p>
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Approval delegate	<p>b. Assess the application against the following criteria:</p> <ul style="list-style-type: none"> i. the reasons submitted by the student ii. whether the requested cross-institutional topic/s will count as a core, option or elective topic in the Flinders course iii. the availability of Flinders' topics with equivalent learning outcomes to the proposed cross-institutional study iv. whether the completion of the cross-institutional study would assist the student to meet course requirements, and v. any relevant College requirements about cross-institutional study. <p>c. Notify the student of the outcome.</p>
Domestic or international student	<p>d. After approval is received, apply to or enrol at the other institution, in accordance with that institution's processes.</p> <p>e. Note that:</p> <ul style="list-style-type: none"> i. Students are responsible for meeting all the other institution's enrolment requirements, including the payment of any applicable fees and charges. ii. Cross-institutional study is not graded for the purposes of a Flinders' transcript, and does not contribute to a Flinders student's Grade Point Average (GPA).

6.2. Outgoing exchange or study abroad student

Domestic or international student	<p>a. Complete the two-part application process, noting any eligibility requirements.</p> <p>b. Note that:</p> <ul style="list-style-type: none"> i. It is important that students obtain an academic transcript from the overseas institution after completing the overseas study, although one is usually provided by the overseas institution to Flinders University. ii. Study abroad and student exchange study is not graded for the purposes of a Flinders' transcript, and does not contribute to a Flinders student's Grade Point Average (GPA). iii. International students are not permitted to be an exchange or study abroad student in their home country.
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7. Exceeding a standard full-time load

Flinders University coursework award students must obtain approval if they wish to enrol in:

- a. more than 22.5 units in a single semester, or
- b. 9 units or more in designated summer teaching period topics (SU) in a single summer teaching period.

Student seeking to enrol in overload	<p>a. Apply by submitting a written request through the AskFlinders online enquiry portal, including the topics in which enrolment is sought and the reasons for wishing to take the overload.</p>
Approval delegate	<p>b. Assess the application against the following criteria:</p> <ul style="list-style-type: none"> i. whether the overload will unduly prejudice the student's chances of

	<p>successfully completing the topics to be studied during the period of overload</p> <p>ii. the reasons submitted by the student</p> <p>iii. the student's previous academic record</p> <p>iv. any other relevant matters.</p> <p>c. If approved, authorise an enrolment overload in the Student System so that the student can enrol.</p> <p>d. Notify the student of the outcome.</p>
Student	<p>e. After approval is received, enrol online in accordance with Procedure 5.1.2.</p> <p>f. Ensure any fees and charges associated with the additional load are paid.</p>

8. Exceeding specified duration – international students

- a. International students in Australia on a student visa must complete their course within the duration specified in their Confirmation of Enrolment (COE), unless an extension is approved.
- b. Students apply for an extension via the [Ask Flinders online enquiry portal](#). Flinders International will advise the student whether an extension has been approved.
- c. Approval will only be given if:
 - i. there are compassionate or compelling circumstances supported by documentary evidence (e.g., illness, where a medical certificate states that the student is unable to attend classes or where the University is unable to offer a pre-requisite topic), or
 - ii. the student has been identified as 'at risk' or is not making satisfactory progress under the provisions of the [Policy on Student Progress](#).
- d. Approval will not be given to a student with a record of enrolment under load without authorisation.
- e. A student with a record of non-payment of fees who is granted an extension may be required to pay tuition fees in advance of the payment due date for that study period.

9. Leave of absence – award students

9.1. Domestic students

- a. Students seeking a break from study for up to six months or one semester (whichever is longer) may do so without providing any formal notification to the University by not enrolling in topics for the duration of this period.
- b. Students who do this cease to be counted as enrolled students for this period, but do not lose any right of return to their course, and for all policy matters are treated as not having had a Leave of Absence applied.
- c. However, a student who takes such a break may **forfeit their place** in their course unless they:
 - i. enrol or re-enrol in at least one topic which counts towards their award in the next semester following the semester in which they ceased to be an enrolled student, or
 - ii. apply for and are granted a **leave of absence**.
- d. Students who require a break from study of more than six months or one semester (whichever is longer) must apply for leave of absence via the [Ask Flinders online enquiry portal](#) if they wish to ensure they retain their place in their course.
- e. Leave of absence may be granted for up to 12 months in a calendar year, with one extension for up to a further 12 months, subject to approval and any course specific requirements.

- f. At the end of the period of leave of absence the student must re-enrol in their course to reactivate their enrolment status and retain their place in the course.
- g. A student may apply for re-admission after forfeiting their place in a course.

9.2. International students

- a. In compassionate or compelling circumstances only, an international student may apply to take leave of absence (i.e., temporarily suspend their studies) via the [Ask Flinders online enquiry portal](#).
- b. Applications must be supported by documentary evidence of the compassionate or compelling circumstances, i.e., circumstances which are beyond the student's control. They may include medical (e.g. illness, where a medical certificate states that the student is unable to attend classes) or family/personal circumstances (e.g. death or severe medical problems within a family, or unforeseen family financial difficulties, so that it is unreasonable to expect a student to be able to continue their studies for a period of time).

10. Amendments to enrolment

10.1. Late enrolment

- a. A student may apply via the [Ask Flinders online enquiry portal](#) for special approval to enrol in a topic after the last date to enrol.
- b. Approval cannot be granted if, in the approval delegate's opinion, it is impracticable for a student to complete the requirements of the topic.

10.2. Adding or changing topics

All students must ensure that any amendments to their enrolment are made in accordance with the specified deadline. Dates are published on the [Critical Enrolment Dates](#) website.

Amendment	Deadline
Enrol in additional topics	Last date to enrol in topics
Change from one topic to another (which requires first withdrawing from a topic and then enrolling in the alternative topic)	Last date to enrol in topics

10.3. Administrative correction of enrolment

- a. A student, academic staff member or administrative unit of the University may lodge a request for an administrative correction of an enrolment error via the [Ask Flinders online enquiry portal](#), if they believe the University has made an administrative error and the enrolment was not correct at the relevant critical date.
- b. The following are administrative errors for the purpose of this procedure:
 - i. a request for resolution of incorrect enrolment was lodged prior to the critical date but was not actioned by the critical date
 - ii. an error was made by the University in processing any aspect of a student's enrolment
 - iii. documented evidence exists of academic or administrative advice that has resulted in a negative impact on a student's ability to enrol, withdraw, undertake or complete a topic
 - iv. an application for credit for prior learning was approved and processed after the student enrolled, or
 - v. another reason consistent with applicable Australian Government legislation and approved by an authorised delegate exists.

10.4. Withdrawal by a student

- a. An enrolled student may withdraw from a topic at any time. However, there are different impacts according to the lateness of the withdrawal date as specified below: see the [Critical Enrolment Dates](#) website.
- b. A student who withdraws from all topics in which they are enrolled ceases to be an enrolled student. For award students, the provisions at Procedure 9 may apply. For international students, Procedure 10.6 applies.

Withdrawal date	Impact on academic record	Impact on fee obligations
Withdraw on or before census date	Topic will not appear on the student's academic record or official transcript	Student <i>will not</i> incur tuition fees, student contribution amounts and/or student services and amenities fees.
Withdraw after census date and on or before last day to withdraw without failure	Topic will be recorded on the student's academic record and official transcript as a 'WN' grade (Withdraw, Not Fail). [A 'WN' grade does not contribute to the GPA.]	Student <i>will</i> incur tuition fees, student contribution amounts and/or student services and amenities fees.
Withdraw after the last day to withdraw without failure and on or before the last day to withdraw	Topic will be recorded on the student's academic record and official transcript as a 'WF' grade (Withdraw, Fail). [A 'WF' grade is assigned a GPA of '0'.]	
Withdraw after the last day to withdraw	Topic will be recorded on the student's academic record and official transcript as an 'F' grade (Fail). [An 'F' grade is assigned a GPA of '0'.]	

10.4.1. Remissions and refunds of fee obligations following withdrawal by student

- a. **Domestic students:** In special circumstances, where a domestic student has withdrawn after the relevant census date, the student may apply via the [Ask Flinders online enquiry portal](#) for remission of student contribution amounts or refund of tuition fees, in accordance with the [Refund of Student Contribution Amounts and Tuition Fees, and Remission of Higher Education Loan Program \(HELP\) Debts Policy](#).
- b. **International students:** In compassionate or compelling circumstances, where an international student has withdrawn after the relevant census date, the student may apply via the [Ask Flinders online enquiry portal](#) for a refund of tuition fees in accordance with the [International Student Tuition Fees Procedures](#).

10.4.2. International student transfer

An international student who seeks to withdraw from Flinders University and transfer to another registered CRICOS institution *before they have completed 26 weeks of their principal course of study* must apply for approval to transfer in accordance with the [International Student Transfer Procedures](#).

10.5. Withdrawal by the University

An authorised University delegate may administratively withdraw a student from a course or topic for any of the following reasons:

- a. The student was admitted to a course or topic on the basis of inaccurate or incomplete information, in accordance with the [Student Admission Procedures](#), Procedure 7.

- b. The student failed to meet, or obtain a waiver from, topic pre-requisites as per Procedure 4.d.
- c. The student failed to pay due fees or charges by the applicable date as specified under the [Students with Outstanding Debt Policy](#) and the [International Student Tuition Fee Procedures](#).
- d. The student was precluded for unsatisfactory academic performance under the [Policy on Review of Student Progress](#).
- e. The student was found to have committed an act of misconduct under [Statute 6.4: Student Conduct](#) and the [Policy and Procedures for Handling a Matter under Statute 6.4: Student Conduct](#).
- f. A topic was cancelled due to low topic enrolment, or as a result of the unavailability of staff and other University resources, or due to 'acts of God' as defined by the University's insurance [In all such cases, the University will first make reasonable endeavours to provide alternative arrangements, including offering alternative topic(s). Where alternative arrangements are not possible, a student's fees and academic record will be amended as appropriate.]
- g. The student is not able to withdraw in a timely fashion (e.g. because of a serious medical condition or death) and the University deems it in the best interests of the student in order to mitigate financial or academic risk.
- h. A student is withdrawn from a placement under the [Work Integrated Learning Policy](#).
- i. The student has enrolled in more than 22.5 units in a single semester, or in 9 units or more in designated summer teaching period topics (SU) in a single summer teaching period, without obtaining approval from the authorised approval delegate as per Procedure 7.
- j. The student is an international student in Australia on a student visa and has exceeded the limit of online or distance enrolment, either in a given semester or overall.

10.6. Consequence of full withdrawal for international students

If an international student withdraws from, or the University administratively withdraws an international student from, *all* topics in which the student is enrolled, the University will notify the Australian Government of the withdrawal, as required by law. This may result in termination of the student's visa.

11. Student reviews and appeals

- a. An enrolled may request a review of an enrolment-related decision by the University in accordance with the [Student Review and Appeal Policy](#) and procedures.
- b. An enrolled 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.

12. Authorities

These authorities may all be sub-delegated, provided the sub-delegation is in accordance with the [Delegations Policy](#).

Delegate	Authority	Limit
a. Enrolment Declaration		
Deputy Vice-Chancellor (Students) on advice of Director, Student Administration Services	Approve the form and content of the Enrolment Declaration	
b. Quotas		
Deputy Vice-Chancellor (Students)	Approve the imposition of a quota on a topic	Only where the quota is required on logistical or occupational health and safety grounds or due to restrictions

		on the availability of resources to teach the topic.
c. Waive pre-requisites		
Topic Coordinator	Approve the waiver of a pre-requisite	As per Procedure 4.d.
d. Topic enrolment applications		
Course administrator on advice of Topic Coordinator	Approve applications to enrol in Flinders University topics as: <ul style="list-style-type: none"> incoming cross-institutional student incoming exchange student incoming study abroad student non-award student 	Using criteria specified in Procedure 5.2.1 Using criteria specified in Procedure 5.2.2 Using criteria specified in Procedure 5.2.3 Using criteria specified in Procedure 5.2.4
e. Outgoing cross-institutional applications		
Course administrator on advice of Topic Coordinator	Approve application from outgoing cross-institutional student	Using criteria specified in Procedure 6.1
f. Overload applications – award students		
Course administrator on advice of Course Coordinator	Approve requests for overload by Flinders University award students	Using criteria specified in Procedure 7
g. Exceeding specified duration – international students		
Director, International Recruitment	Approve applications for an extension to a student’s course duration	As per Procedure 8
h. Leave of absence applications		
Course Coordinator	Approve applications for Leave of Absence from a Flinders University award course for domestic students	As per Procedure 9.1
Director, International Recruitment	Approve applications for Leave of Absence from a Flinders University award course for international students	As per Procedure 9.2
i. Re-admission applications		
Course administrator on advice of Course Coordinator	Approve application for re-admission following forfeiture of place, outside standard admission processes	As per Procedure 9.1.g
j. Enrolment outside specified dates		

College Dean (Education), on advice of relevant Course Coordinator	Approve enrolment outside specified enrolment dates	As per Procedure 10.1
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k. Withdrawal by University

Director, Student Administration Services	Administratively withdraw a student	As per Procedure 10.5
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l. Administrative correction to enrolment

Director, Student Administration Services	Approve an administrative correction of enrolment	As per Procedure 10.3
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Approval Authority	Deputy Vice-Chancellor (Students)
Responsible Officer	Director, Student Administration Services Director, International Recruitment
Approval Date	29 March 2018
Effective Date	29 March 2018
Review Date*	March 2021
HPRM file number	CF18/315

* Unless otherwise indicated, this procedure will still apply beyond the review date.

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