Enrolment (HE) Policy

Section 1 - Purpose

(1) This Policy establishes the principles and requirements governing enrolment in Higher Education courses at Melbourne Polytechnic.

Section 2 - Scope

(2) This Policy applies to:

a. Higher Education students;
b. Higher Education staff involved in enrolment administration;
c. Academic Registry staff; and
d. Enrolment Centre Staff

Section 3 - Policy

Policy Statement

(3) Melbourne Polytechnic is committed to administering Higher Education enrolments in a fair, transparent and consistent manner that complies with legislative, regulatory and institutional requirements.

Policy Principles

(4) Melbourne Polytechnic will ensure that:

a. enrolment processes are fair, transparent and consistent;
b. enrolment arrangements support student progression and success;
c. students are provided with clear information about enrolment requirements; and
d. enrolment decisions comply with applicable legislative and regulatory requirements.

Policy Topics

Enrolment

(5) Melbourne Polytechnic will establish enrolment and re-enrolment requirements for Higher Education courses.

(6) Students must:

a. provide accurate information;
b. comply with enrolment and re-enrolment requirements; and
c. maintain an enrolment consistent with the requirements of their course.

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Course Availability

(7) Enrolment is only permitted in courses approved for admission and enrolment.

(8) Melbourne Polytechnic will not permit admission, transfer or re-admission to courses that are in teach-out.

(9) Students enrolled in a course that enters teach-out may continue their studies in accordance with approved teach-out arrangements.

Enrolment Variations

(10) Melbourne Polytechnic may permit enrolment variations, including:

a. subject amendments;
b. subject withdrawals;
c. course withdrawals;
d. changes to study load;
e. leave of absence; and
f. concurrent enrolment.

(11) Enrolment variations must comply with legislative, regulatory and institutional requirements.

Cancellation, Suspension and Discontinuation of Enrolment

(12) Melbourne Polytechnic may suspend, discontinue or cancel a student's enrolment in accordance with legislative, regulatory and institutional requirements.

Section 4 - Responsibility and Accountability

(13) Academic Registrar will:

a. Ensure enrolment administration complies with this Policy and associated procedures.
b. Oversee the processing, management and reporting of Higher Education enrolments.
c. Ensure enrolment records are maintained in accordance with institutional, regulatory and legislative requirements.

(14) Enrolment Centre will:

a. Process Higher Education enrolments and re-enrolments in accordance with this Policy and associated procedures.

(15) Higher Education Program Staff will:

a. Oversee and support enrolment administration in line with Melbourne Polytechnic policies and procedures, and regulatory requirements.

(16) International Partnerships (International Office) will:

a. Provide support and advice relating to the administration of International student enrolments in line with Melbourne Polytechnic policies and procedures, and regulatory requirements.

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(17) Students must:

a. Comply with all enrolment requirements.

Section 5 - Related Procedure and/or Policy

(18) Enrolment (HE) Procedure

(19) International Student Studying on a Student Visa Policy

(20) Student Enrolment Fees and Charges Policy

(21) For all other related policy documents please refer to the Associated Information tab of this policy.

Section 6 - Definitions

(22) For the purpose of this Policy the following definitions apply:

a. Concurrent enrolment: Enrolment in more than one course at a time such as non-award study or cross-institutional study.
b. Leave of Absence: The process by which enrolled students can request formal approval to suspend their studies for a specified period of time.
c. Study load: The number of credit points a student enrols in for the semester of study.
d. Study overload: Where a student enrols above the standard study load for the semester of study.
e. Subject amendment: The addition or removal of a subject enrolment for the semester of study.
f. Subject withdrawal: The process by which a student cancels their enrolment in subjects or the course.

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Status and Details

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Policy Owner	Cathy Frazer Executive Director People and Student Success
Policy Implementation Officer	Marin Radobuljac Academic Registrar
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