

## Health Education and Training Institute Higher Education Enrolment Policy

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<b>Framework Part</b>	Part 2 – Course Support Standards
<b>Approval date</b>	21 November 2018
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<b>Summary</b>	This policy deals with the requirements associated with formal enrolment at Health Education and Training Institute Higher Education including variations to study programs, leave of absence and withdrawal from a program.
<b>Keywords</b>	Student, enrolment status, census date, continuing students, pre-requisite, co-requisite, withdrawal, deferred admission, leave of absence, resignation
<b>Authoring Portfolio</b>	Mental Health
<b>Contact</b>	Director
<b>Consultation</b>	as per Document History
<b>Distribution</b>	Higher Education
<b>Applies to</b>	Higher Education
<b>Related documents</b>	Health Education and Training Institute Higher Education Admissions Policy Health Education and Training Institute Higher Education Graduation Policy Health Education and Training Institute Higher Education Progression and Unsatisfactory Progress Policy Health Education and Training Institute Higher Education Student Fees Policy Health Education and Training Institute Higher Education Student Support (Rights and Responsibilities) Policy Postgraduate Prospectus Unit Learning Guide
<b>Review date</b>	November 2020
<b>Risk Assessment</b>	As per Attachment 1 to this document.

**Issued under the authority of the Health Education and Training Institute Higher Education Governing Council**

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# Health Education and Training Institute Higher Education Enrolment Policy

## Policy Statement

Health Education and Training Institute (HETI) Higher Education will administer students' enrolments in all coursework programs, so that it meets its legislative requirements as specified by the Commonwealth Government and so as to ensure that accurate and timely records are created and maintained that reflect the student's academic journey.

## Aims and Objectives

1. This policy specifies the requirements, processes and elements of a student's enrolment including those applying to commencing students, continuing students, re-enrolling students, course variations, arrangements for leave of absence and withdrawal from courses and exclusion of students. This policy should also be read in conjunction with the Student Fees Policy.
2. This policy applies to students who have been successfully admitted to HETI Higher Education courses.

## Definitions

3. For the purpose of this policy:
  - a. Academic Year commences at the beginning of semester 1 and concludes at the end of semester 2 in any calendar year
  - b. Census date is the official deadline for students of HETI Higher Education to finalise their enrolment and fees for each teaching session. It is a pivotal date which must be met in order to avoid academic and or financial penalties in relation to aspects including enrolment, deferral, withdrawal, leave of absence, payment of fees, student records. The approved census date or dates for courses and units are published on the HETI Higher Education website
  - c. Enrolment is the process by which students formalise their entry into and progress through a course of study

- d. Late enrolment is the completion of any of the enrolment requirements specified in this policy
- e. Deferral of a course is approved leave of absence from a course for one or two semesters
- f. Withdrawal from a course is the discontinuation of participation in a course

## **Procedures for Enrolment**

### **Commencing Students**

- 4. At HETI Higher Education commencing students complete the HETI Higher Education Admission and Enrolment Application Form and:
  - a. nominate the course in which they wish to be enrolled and select units according to the rules of the course
  - b. provide supporting documentation for the application including evidence of academic qualifications, proof of identity, professional memberships and affiliations and any other requirements specified
  - c. submit any compulsory data collection and special requirement information as stipulated by government departments or agencies, such as data pertaining to requirements for obtaining FEE-HELP
  - d. provide information concerning special needs that may affect the student being able to meet the requirements of a course
  - e. declare their commitment to observing the rules and policies of HETI Higher Education and NSW Health
- 5. When an application for Admission and Enrolment is approved by the Frameworks Coordinator, applicants are made an offer of enrolment confirming the course and units that they have selected and stipulating conditions pertaining to the offer where applicable.
- 6. On acceptance of the offer of admission and fulfilment of any conditions attached to the offer, students are formally enrolled in units and notified of confirmation of enrolment and requirements for payment of compulsory fees where applicable (refer to the Student Fees Policy <http://www.heti.edu.au/policies-and-procedures>).

7. Commencing students must pay all compulsory fees and charges by the census date. Failure to pay fees and charges by the census date may lead to termination of enrolment.

## **Continuing Students**

8. At HETI Higher Education continuing students complete the HETI Higher Education Admission and Enrolment Application Form and:
  - a. nominate the course in which they wish to be enrolled and select units according to the rules of the course
  - b. declare their commitment to observing the rules and policies of HETI Higher Education and NSW Health
9. When an application for re-enrolment is approved by the Education Support Officer, students are made an offer of enrolment confirming the course and units that they have selected and stipulating conditions pertaining to the offer where applicable.
10. On acceptance of the offer of re-enrolment and fulfilment of any conditions attached to the offer, students are formally enrolled in units and notified of confirmation of enrolment and requirements for payment of compulsory fees where applicable (refer to the Student Fees Policy for full information).
11. Students must pay all compulsory fees and charges by the census date. Failure to pay fees and charges by the census date may lead to termination of enrolment
12. A student whose enrolment is terminated for non-payment of student fees may apply for reinstatement of their enrolment, which will be determined by the Director Education and Training in accordance with the Student Fees Policy.
13. Continuing students will be considered to be enrolled from the time the above procedures are completed until the student either:
  - a. completes the course of study
  - b. withdraws from the course
  - c. defers their course
  - d. is suspended or excluded from study
  - e. has enrolment terminated due to non-payment of student fees
  - f. fails to re-enrol in the course and units by the date applications close for the semester in which case the student will be regarded as having withdrawn from the course of study

## Conditions for Enrolment

### Timing

14. Continuing students who enrol at the beginning of the academic year will be permitted to re-enrol for the following semester prior to receiving results. If a student subsequently does not meet the prescribed pre- requisite and co-requisites, HETI Higher Education will deem the student's enrolment to be invalid. If the pre-requisites and co-requisites are not met by the student by census date HETI Higher Education will withdraw the student from the affected unit/s before the approved census date.
15. Commencing or continuing students who enrol in Semester 2 of an academic year are not affected by Clause 14 as they can only enrol in one semester.
16. Students enrolled in a particular course will normally be expected to complete the units of that course before being permitted to enrol in the units of a higher level course. Students seeking a variation must apply in writing to the Director, Education and Training who may approve such requests under exceptional circumstances. If approved, students may enrol in the unit of a higher level course as a non-award/standalone unit and apply for advanced standing when they have completed their current course.
17. Continuing students not intending to study for one semester or two must apply for Deferral from their course unless they have completed their course.

### Suspended or excluded students

18. An applicant who is suspended or excluded from HETI Higher Education or any other higher education provider will only be considered for re-enrolment or re-admission if the period of their suspension or exclusion will have been served before the commencement of study.
19. Students who wish to return to their studies after a period of suspension:
  - a. will be entitled to resume their studies under certain conditions
  - b. must attend a meeting with Director, Education and Training and Frameworks Coordinator to determine the conditions of their re-enrolment

20. Students who wish to return to their studies after a period of exclusion:
  - a. do not have automatic right of re-admission to the course or to HETI Higher Education after the expiration of their period of exclusion
  - b. must apply for re-admission through the normal channels to their original course of study or for admission to the course deemed by HETI Higher Education to be equivalent
  - c. will be subject to the rules for the course (or the course deemed by HETI Higher Education to be equivalent) that were current at the time of re-admission
  - d. must attend a meeting with the Director, Education and Training and Frameworks Coordinator to determine the conditions of their re-admission

### **Maximum Credit Points in a Semester**

21. HETI Higher Education regards enrolment in 20 credit points at any given point in time as a normal part-time load. Students who enrol in more than this incur the risk of poor performance and failure.
22. Students will only be permitted to enrol in units totalling more than 20 credit points under exceptional circumstances. Students seeking such enrolment must apply to the Director of Education and Training for approval. Such applications may be rejected if there is insufficient evidence provided to assure the Director that the student is not at risk of poor performance and failure.

### **Restrictions on Unit Enrolment**

23. HETI Higher Education may apply quotas on the number of enrolments to any particular unit.
24. HETI Higher Education reserves the right to refuse enrolment if it deems there are insufficient enrolments to make the unit viable.

### **Pre-requisite and Co-requisite Unit Requirements**

25. Pre-requisite and Co-requisite Units are listed on the HETI Higher Education website and in the Unit Learning Guide. HETI Higher Education has the right to withdraw a student from a unit if any pre-requisites or co-requisites for that unit have not been met.

26. Pre-requisite and co-requisite unit requirements may be waived only under exceptional circumstances with the approval of the Director Education and Training, with due reference to any professional accreditation requirements, if relevant.

### **Units with Special Requirements**

27. Where units with special requirements for enrolment exist, students must satisfy these in order to become enrolled in the unit. Special requirement rules will not be waived unless under exceptional circumstances.

### **Specialisations**

28. Students may enrol in any specialisation within the postgraduate award in Psychiatric Medicine under the following conditions:
  - a. Psychiatry: students must be Trainees or Fellows of the RANZCP
  - b. General Practice: students must be Trainees or Fellows of the RACGP
  - c. Rural and Remote: students must be Trainees or Fellows of the ACRRM or demonstrate active rural or remote practice.

### **Variations to Enrolment**

29. Student must notify HETI Higher Education Support Officer of any change to their enrolment using the Enrolment Variation form <http://www.heti.edu.au/forms>.
30. Variations in enrolment must be approved by the Director Education and Training.
31. Variation of units in an enrolled course of study is not a means of transferring between courses.

### **Late enrolment**

32. Except under extenuating circumstances, students will not be permitted to enrol in units after the census date. Late enrolments on the basis of extenuating circumstances will be assessed by the Director Education and Training who provides a recommendation to the Executive Director who will then approve or reject the late enrolment. In such decisions, it is important to ensure that students enrolled late in units have every opportunity to succeed in their studies and are not disadvantaged.

## Conditions for Withdrawing from Units

### Withdrawing from Units before the Approved Census Date

33. Students may withdraw from a unit without academic penalty until midnight on the approved census date.
34. Students will not incur a tuition fee liability for the unit/s they have withdrawn from before midnight on the approved census date.

### Withdrawing from units after the Approved Census Date

35. Students formally withdrawing from units after the approved census date will automatically incur an academic penalty FI grade - Fail Incomplete or FNA grade -Fail Non-Attempt.
36. Students will not be eligible for a refund of tuition fees unless they are able to prove they have endured extenuating circumstances. Refer to HETI Higher Education Student Fees Policy for information concerning the nature and extent of extenuating circumstances.
37. Students who withdraw due to extenuating circumstances must submit the HETI Higher Education Special Consideration Form for consideration of withdrawal without academic penalty (W grade). Applications must be made within 12 months of the end of the teaching session in which they were enrolled in the unit/s. Withdrawal without academic penalty applications received after the 12 month deadline outlined in Clause 36 will only be accepted if they meet at least one of the following criteria.
  - a. that HETI Higher Education failed to inform the student at the time they withdrew from the unit of the opportunity to apply for a W grade
  - b. if the student can demonstrate that they had intended to submit their application within the required timeframe but circumstances out of their control prevented them from doing so (e.g. they were in hospital when the deadline for submission of the application passed). Such claims must be supported by independent verifying documentation. A letter from the student is not sufficient
38. Students who are granted W grades for unit/s due to extenuating circumstances will automatically receive a full refund for those units where tuition fees were paid, except where students have indicated that they do not request a remission of debt as part of their application.



## **Re-enrolment after Withdrawal from a Course**

39. Students cannot re-enrol after officially withdrawing or having been deemed as having withdrawn from a course. Such students need to re-apply for admission (refer to Admissions Policy <http://www.heti.edu.au/policies-and-procedures> for information on re-admission).

## **Deferral of a course**

40. HETI Higher Education recognises that students may, for a variety of reasons, need to postpone or interrupt their studies from time to time by taking a period of deferral from their course of up to 12 months.

## **Procedure**

41. Students seeking deferral of their course can apply to the Director, Education and Training for approval using the HETI Higher Education Course Deferral Application Form which must be submitted no later by midnight on the published Census Date for the first semester for which deferral is sought.
42. Student will receive written confirmation of the approval of their deferral application.
43. The approved form will be recorded by the Education Support Officer in the Student management system.

## **Conditions**

44. Except under extenuating circumstances for which Special Consideration has been granted, applications for deferral submitted after the approved census date will not be considered. Students with approved Special Consideration status will not incur a financial penalty for withdrawal after the commencement of the teaching session.
45. Withdrawing from all units or failing to enrol in units for the current teaching session does not constitute deferral. Students who do not enrol in units for the current teaching session of their course, and who have not applied for deferral, may lose their place at HETI Higher Education.

46. HETI Higher Education will reserve a place in the currently enrolled course (or a course deemed by HETI Higher Education to be equivalent) for students whose applications for deferral are approved, subject to the availability of such a course.
47. Students are eligible to take deferral from courses in the process of being taught out. However, the student will only return to the same course if they are able to complete the course prior to the expiry date of the teaching out of that course.
48. Students subject to conditional enrolment, suspension or exclusion from HETI Higher Education are not eligible for an approved period of deferral.
49. Periods of deferral are not included when calculating a student's progression in a course.

### **Re-enrolment after deferral from a course**

50. A student who resumes study after a period of deferral does so under the course rules that are in force at the time of resumption of study.
51. To resume studies, students must enrol in units for the upcoming teaching session as an indication that they are returning from leave of absence. By enrolling in units for the upcoming semester, a student signals their intention to return from deferral.
52. Students returning to studies must enrol in units by the same date continuing students are required to finalise their unit enrolment.

### **Withdrawal from a course**

53. HETI Higher Education recognises that for a variety of reasons some students will wish to discontinue participation in a course prior to its completion.

### **Procedure**

54. Students who are considering withdrawal are strongly advised to discuss their situation with the Frameworks Coordinator to consider other alternatives or obtain advice on withdrawal procedures.
55. Students seeking to withdraw from their course must complete the HETI Higher Education Course Withdrawal Form.

56. Students can withdraw from their course at any time, however conditions of withdrawal from units after census date apply if the student was enrolled in units in the current semester and the form was submitted after Census date.
57. Student will receive written confirmation of their withdrawal from the course.
58. The HETI Higher Education Withdrawal Form will be recorded by the Education Support Officer in the Student management system.

## **Conditions**

59. Students who submit late applications to withdraw from a course due to extenuating circumstances will need to apply for Special Consideration. Determination of such applications will be made by the Director Education and Training.

## **Roles and Responsibilities**

60. Students are responsible for:
  - a. providing all necessary information for enrolment to the HETI Higher Education, Education Support Office by the approved census date for the teaching session
  - b. ensuring their enrolment meets course requirements and is consistent with approved course structures
  - c. informing the Education Support Officer of any changes to their enrolment status. Failure to advise the Education Support Officer about changes to enrolment status by the approved census date/s can result in both academic and financial penalties.
  - d. ensuring that their personal and contact details are current. Students can change their personal and contact details by informing the Education Support Officer. However, where a student changes their name they must submit written notification, accompanied by documentary evidence (e.g. certified copies of birth certificate, marriage certificate, deed poll) to the Education Support Officer.
61. HETI Higher Education is responsible for:
  - a. establishing clear policies and processes for student enrolment and re-enrolment, deferral and withdrawal from courses
  - b. communicating with students in a timely and respectful fashion concerning the enrolment and re-enrolment process and any conditions that may be attached to it
  - c. efficient administration of the enrolment processes

## **Related Documents**

- HETI Higher Education Admissions Policy
- HETI Higher Education Graduation Policy
- HETI Higher Education Progression and Unsatisfactory Progress Policy
- HETI Higher Education Student Fees Policy
- HETI Higher Education Student Support (Rights and Responsibilities) Policy
- Postgraduate Prospectus
- Unit Learning Guide

## DOCUMENT HISTORY

Version	Issued	Status	Author	Reason for Change
v0.1	3 November 2015	Draft	Geoff Murphy	Draft document issued for consultation
v0.2	26 November 2015	Draft	Geoff Murphy	Feedback Mark Wilbourn
v0.3	19 January 2016	Draft	Mark Wilbourn	Consolidated feedback and accepted changes
v0.4	21 January 2016	Draft	Mark Wilbourn	Incorporating feedback from the Policy Review Workshop 21 January 2016
v0.5	25 January 2016	Draft	Geoff Murphy	Post review amendment
v0.6	27 January 2016	Draft	Mark Wilbourn	Amendment to Clause 10; 22; 36; and 56.
v0.7	28 January 2016	Draft	Mark Wilbourn	Incorporating feedback from the Policy Review Workshop 28 January 2016
v0.8	11 February 2016	Draft	Mark Wilbourn	Amending terminology from Course Handbook to Postgraduate Prospectus, Student Handbook and Unit Learning Guide
v1.0	24 February 2016	Final	Mark Wilbourn	As approved by HETI Higher Education Governing Council
v1.0	22 August 2018	Final	Valerie Rhodes	Updated logos, template and new TRIM Reference, correction of numbering at Clause 15.
v1.1	June 2018	Draft	David Baxter	Policy review
v1.1	14 September 2018	Draft	Silke O'Callaghan David Baxter	Incorporation of feedback from Policy review, restructure and tightening of clauses.
v1.1	22 October 2018	Draft	Silke O'Callaghan	Endorsed by the Higher Education Governing Council
v1.1	21 November 2018	Draft	Rhonda Loftus	Approved by the Higher Education Governing Council
v2.0	28 November 2018	Final	Jana Chadid	Updated Logo, Published Version

## IMPLEMENTATION CHECKLIST – COMPLIANCE SELF ASSESSMENT

Assessed by:	Date of Assessment:		
IMPLEMENTATION REQUIREMENTS	Not commenced	Partial compliance	Full compliance
1. Presentation of key changes and messages was provided to all key stakeholders			
	<b>Notes:</b> Training session was conducted Jan/Feb 2019		
2. Quizzes were conducted to assess all key stakeholders knowledge and application to practice of the updated policy clauses			
	<b>Notes:</b> Relevant Director conducted and assessed the quiz Jan/Feb 2019		
3. Reflection/evaluation; Training session to assess progress of implementation			
	<b>Notes:</b> Session planned for June/July 2019		
4.			
	<b>Notes:</b>		
5.			
6.			
	<b>Notes:</b>		

## Attachment 1 - RISK ASSESSMENT

<Document Title>

1.	Policy/Process being assessed	Notes
	Enrolment Policy v1.1	
	Document Number	
	Publication date	
	Scheduled review date	
	Date of this risk assessment	
	Name & position of assessing officer	
2.	<b>Summary of policy purpose (from PD Cover Page)</b>	
	This policy deals with the requirements associated with formal enrolment at HETI Higher Education including variations to study programs, leave of absence and withdrawal from a program.	
3.	<b>Agency (HETI) key roles &amp; responsibilities as per PD</b>	
4.	<b>Risk Assessment</b>	
4.1	<b><u>Identification of risks</u> – what might happen &amp; how?</b>	
	1.	
	2.	
4.2	<b><u>Analysis of risks</u> – combined estimate of the consequence &amp; likelihood of the risk, using NSW Health Risk Matrix (attached)</b>	
	<ul style="list-style-type: none"> <li>• Consequence:</li> <li>• Likelihood:</li> <li>• Risk rating :</li> </ul>	
4.3	<b><u>Evaluation of risks</u> – comparison of the level of risk as determined against a predetermined criteria to determine whether a level of risk is acceptable or needs to be treated.</b> Risk level assessed after implementing treatment:	
	<ul style="list-style-type: none"> <li>• Consequence:</li> <li>• Likelihood:</li> <li>• Risk rating :</li> </ul>	
	<b>Evaluation –</b>	

### Risk Assessment Approval

<b>Name &amp; position of approving T2 Officer:</b>	
<b>Date:</b>	