

Policy Owner: Academic Director

Key words: Enrolment, Unit Registration, Study Load, Confirmation of Enrolment (CoE), Transfer of Provider

Policy Code: QTDPO003

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1. INTENT

- 1.1 This Policy describes the principles to be applied to all Enrolment-related activities at Edith Cowan College ('ECC' or the 'College')

2. ORGANISATIONAL SCOPE

- 2.1 This Policy applies to all Students at ECC and its Partner Providers.

3. DEFINITIONS:

- 3.1 The [Glossary of Policy Terms](#) applies to this Policy.

4. POLICY CONTENT: ENROLMENT

- 4.1 A Student's Enrolment is linked to a selection of Units which defines a Course of study, the amount and timing of that study, and the fees and charges that will be applied.
- 4.2 ECC reserves the right to Refuse an Enrolment in a Course and/or Registration in a Unit which is attempted after the due date.
- 4.3 To be considered for Enrolment in a Course at ECC, applicants must:
- be eligible for Enrolment, as outlined in the ECC published information;
 - have lodged an application for Enrolment at ECC;
 - have satisfied any Course prerequisites or additional selection criteria established for entry to a particular Course;
 - demonstrate an adequate command of English, as indicated in the requirements for

entry; and

- e) if the student is an International Student, not have a history of transfer to more than two educational institutions in Australia.

Unit Registration

- 4.4 Students are responsible for submitting a valid Unit Registration for each Study Period via the ECC Portal by a specified date and in accordance with ECC's Policies and Procedures, Course requirements, and any other criteria the Student is required to meet.
- 4.5 A Student is not permitted to attend classes, access teaching materials, or engage in the teaching activities of the Unit, unless Registered in that Unit. It is the Student's responsibility to check that they are Registered in the correct Units each Study Period.
- 4.6 Subject to Clause 4.5 above, Students are able to check their Registration, add and withdraw Units, and select the appropriate Units offered using the online enrolment system on the Student Portal.
- 4.7 A Student may be prevented from Registering in a Unit where:
 - a) the last date for adding subjects for the Study Period has passed;
 - b) the Unit is not offered in the nominated Study Period;
 - c) the Unit is not offered in the Course for which they received an offer of Admission;
 - d) the Student does not satisfy the prerequisite conditions for the Unit;
 - e) the Unit is closed because capacity for the subject has been reached; or
 - f) the Student is attempting to Register in more than 4 (four) Credit-bearing Units in the Study Period.
- 4.8 A Student may be permitted to Register in a Unit in spite of these conditions if the Academic Director determines that Special Circumstances warrant the Registration.

Continuity of Enrolment

- 4.9 A Student is deemed to be Currently Enrolled from the date on which the student has undertaken the Registration requirements for a given Study Period until the Student has completed all requirements of a Course and is eligible to Graduate unless:
 - a) the Student has been granted approval to Defer for one Study Period; or
 - b) ECC Terminates or Suspends the Student's Enrolment or Excludes the Student in accordance with the provisions of this or other ECC policies.

Completion within Course Duration

- 4.10 International Students are required to complete their Course of Study within the duration specified on their Confirmation of Enrolment (CoE). Exceptions to this are outlined in the *Enrolment Procedures*.

Study Load

- 4.11 A Student's Study Load is determined by the Credit point value for the course in which the student is enrolled when compared to the standard Course load for a study period.

- 4.12 A full-time Student is one who is Registered in Units totaling at least 75% of a standard full-time academic load in any Study Period; in some Courses, 100% academic load is required each Study Period.
- 4.13 A part-time Student is one who is Registered in Units totaling less than 75% of a standard full-time academic load in any Study Period.
- 4.14 A part-time Study Load is generally only available to Domestic Students.

Pre-requisites

- 4.15 It is the Student's responsibility to ensure that Pre-requisite and Co-requisite conditions are satisfied when Registering in Units.

Students with Disabilities

- 4.16 ECC is committed to providing equal opportunities for Students with Disabilities and promotes strategies to develop a flexible teaching and learning environment able to meet the needs of a diverse range of Students.
- 4.17 ECC requires students to provide information (including medical or other professional advice) regarding the nature of their disability and special needs during the Admissions and Enrolment processes.

International Students and Transfer of Provider requests

- 4.18 When applying to study with ECC, potential students are provided with a range of information outlining entry requirements, Course structures and articulation Pathways. As such, requests for Transfer will take into consideration the range of information provided to prospective Students prior to the Application and Enrolment at the College.
- 4.19 All requests by International Students to Transfer to ECC from another Provider or to Transfer from ECC to another Provider, will be determined with reference to the *ESOS Act 2000* and related legislative instruments and ECC's *Enrolment Procedures*.

5. ACCOUNTABILITIES AND RESPONSIBILITIES:

- 5.1. The **Academic Director** is responsible for approving variations to Enrolment and/or Study Load. The **Director of Studies** approves variations for ELICOS.
- 5.2. **Academic Program Coordinators** are responsible for monitoring Student Study Loads in alignment with this Policy and communicating with Students identified as not adhering to the Policy.
- 5.3. The **Admissions Manager** is responsible for issuing and assessing CoE extensions.
- 5.4. All **Staff** and **Students** are required to comply with the content of this Policy and to seek guidance in the event of uncertainty as to its application.

6. RELATED DOCUMENTS:

6.1. This Policy is supported by the *Enrolment Procedures*.

6.2. Relevant to this Policy are the following:

Academic Progression Policy
Admissions Policy
Credit and Recognition of Prior Learning (RPL) Policy
Fitness to Study Policy
Student Conduct Policy

6.3. This Policy was developed in line with requirements set out in:

Education Services for Overseas Students (ESOS) Act 2000
[National Code of Practice for Providers of Education and Training to Overseas Students](#)
[Higher Education Standards Framework \(HESF\)](#)
[Australian Qualifications Framework \(AQF\)](#)
[AQF Qualifications Pathway Policy](#)

7. CONTACT INFORMATION:

For queries relating to this document please contact:

POLICY OWNER	Academic Director
ALL ENQUIRIES CONTACT:	Quality and Compliance Manager
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8. APPROVAL HISTORY:

POLICY APPROVED BY:	Academic Council
DATE POLICY FIRST APPROVED:	November 2007
DATE LAST MODIFIED:	September 2023
REVISION HISTORY:	October 2021. Adoption of a principle-based approach to policy. September 2023. Policy reviewed with Procedures. Language clarified. Study Load requirements amended to better reflect Course requirements. Director of Studies added to Accountabilities and Responsibilities.
NEXT REVISION DUE:	September 2025