

## Enrolment Policy and Procedure

### 1. Purpose

The purpose of this policy and procedure is to establish the circumstances when a person is eligible to be enrolled at the Institute; when an enrolment may be varied; and the reasons whereby enrolment would be cancelled.

### 2. Scope

This policy and procedure applies to all of the Institute higher education courses and units and includes non-award courses.

### 3. Definitions

Term	Definition
<b>Academic Registrar</b>	Academic Registrar means the person holding the position of Group General Manager within the Institute.
<b>Assessor</b>	An assessor is the relevant Course Co-coordinator for each course holding the delegated authority from the CEO to determine eligibility for admission. The Assessor must hold competences required under the AQF and the relevant discipline.
<b>cancel enrolment</b>	An enrolment may be cancelled by the Institute terminating a student's enrolment, or at the option of the student, for reasons contained in this policy and procedure under clause 5.2.
<b>census date- for FEEHELP Students Only</b>	The closing date for a student to apply for FEE-HELP assistance and the date a student incurs a FEE-HELP debt (the tuition fees) for the unit undertaken.
<b>CEO</b>	The Chief Executive Officer of the Institute and includes his or her nominee.
<b>Term</b>	<b>Definition</b>

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Term	Definition
<p><b>compassionate or compelling circumstances</b></p>	<p>Are generally those circumstances beyond the control of the student and which have an impact upon the student’s course progress or wellbeing. These include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• serious illness or injury, where a medical certificate states that the student was unable to attend classes or requires a reduced study load;</li> <li>• bereavement of close family members such as parents or grandparents;</li> <li>• serious mental illness where a psychologist’s or psychiatrist’s report states that the student was unable to attend classes or requires a reduced study load;</li> <li>• major political upheaval, natural disaster or pandemic in Australia or the home country which has impacted on the student’s personal circumstances to continue study as usual;</li> <li>• extreme financial hardship which has impacted on the student’s personal circumstances to continue study as usual.</li> </ul> <p>These must be supported by the relevant documentary evidence, such as:</p> <ul style="list-style-type: none"> <li>• a medical practitioner’s certificate (including psychologist or psychiatrist) stating: the student is unable to attend classes and it is recommended they take study leave. Any Health Care Professional Certification or other evidence must include sufficient specific detailed information to allow the application to be assessed.</li> <li>• a death certificate in cases of bereavement of close family members (e.g. parents, siblings or grandparents);</li> <li>• emergency travel arrangements required where a natural disaster or state of emergency in the home country;</li> <li>• police or psychologist reports following involvement in a traumatic experience (serious accident, or being the victim of a serious crime);</li> <li>• financial and/or health records documenting serious disadvantage.</li> </ul>
<p><b>cross-Institutional credit</b></p>	<p>Means credit resulting from cross-institutional enrolment, where the student has prior permission to enrol in a unit(s) of another institution and transfer credit from that institution.</p>
<p><b>defer enrolment</b></p>	<p>An enrolment will be deferred where a person is granted permission to defer his or her enrolment in the course for a period of up to one year by the Academic Registrar.</p>

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<b>Term</b>	<b>Definition</b>
<b>enrolment</b>	Is the process whereby a person is registered as a student of the Institute.
<b>exceptional circumstances</b>	includes when: <ul style="list-style-type: none"> <li>• the Institute has implemented an intervention strategy for the student because the student is at risk of not meeting course progress requirements; or</li> <li>• an approved deferral or suspension of the student’s enrolment has occurred under this policy (deferring, suspending or cancelling student enrolment); or</li> <li>• the student is in their final trimester of an award course and is completing remaining units; or</li> <li>• there are no compulsory or pre-requisite units offered at the Institute in the relevant trimester or the student has not passed the required pre-requisite unit to allow further enrolment in a compulsory trimester.</li> </ul>
<b>Head of School</b>	the relevant Head of School of Business or the Head of School of Information Technology and Engineering at the Melbourne Campus and the relevant Deputy or Associate Head of School at the Sydney Campus.
<b>leave of Absence</b>	Is where after the commencement of study, an enrolled student is granted a leave of absence from his or her studies for a period of time of up to one year, by the Academic Registrar.
<b>PRISMs</b>	Is the Provider Registration and International Student Management System and has the meaning given to it in the ESOS Act.
<b>School</b>	The School of Business or the School of Information Technology and Engineering, as the case may be.
<b>suspend enrolment</b>	Is to prohibit a student from attending any teaching or assessment session or to enter the Institute premises, or part thereof, for a specified period.
<b>withdrawal from a unit/course without academic penalty</b>	is the date nominated by the Institute in the Academic Calendar being the Friday of week 10 of each trimester.

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#### 4. Policy Statement

- 4.1 A person is eligible to enrol as a student with the Institute where they have met the criteria for admission, received and accepted a formal offer into a course or unit, and has signed a Student Agreement with the Institute.
- 4.2 Upon enrolment the student becomes subject to the rules, policies, procedures and guidelines of the Institute, and is expected to attend and participate in all scheduled classes and activities.
- 4.3 An international (also known as an overseas) student is required to comply with:
- the student’s visa conditions as determined by the relevant Government department; and
  - their rights and responsibilities as determined by the Australian Government under the Education Services for Overseas Students (ESOS) Act.
- 4.4 In accordance with the Education Services for Overseas Students (ESOS) Act, MIT does not:
- wholly deliver any course of study to an international (also known as an overseas) student exclusively by distance or online; and
  - permit, for each study period, an international student to study any unit by distance or online without also studying at least one unit that is not by distance or online, unless the student is completing the last unit.
- Section 4.4 of this Policy does not apply if the Tertiary Education Quality Standards Agency as ESOS agency gives the Institute express permission to do so.
- 4.5 Enrolled students are entitled to attend relevant classes and assessments, receive academic results, be issued with a student email account and a computer account, receive a student ID card and gain access to academic, student support services and library resources offered by the Institute. All students are expected to attend all scheduled classes and work-integrated learning activities and to fully participate in online learning, such as Moodle, and academic support services.
- 4.6 A student enrolled in a course must re-enrol in their course each trimester and within the time specified by the Academic Registrar. Where a student fails to re-enrol or to obtain a leave of absence, the student’s enrolment in the course will cease. A student granted leave of absence from his or her course remains a student enrolled in a course at the Institute although not actively enrolled in any units.

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#### 4.7 Standard full-time load

The standard full-time study load for a domestic student in a course is 60 credit points/0.5 Equivalent Full Time Study Load (EFTSL) in a compulsory trimester or 120 credit points/1.0 EFTSL in an academic year, with the minimum study load for an enrolment to be considered full-time at least 45 credit points/0.33 EFTSL in each trimester in an academic year, unless otherwise specified.

A part-time student load is anything less than the minimum full-time load. Note that the study load is based on the duration allowed for each course. Students must manage their study plans in accordance with the course duration as approved by the Academic Board.

International students are expected to maintain a standard full-time study load in accordance with their Confirmation of Enrolment (CoE), being a minimum of 120 credit points /1.0 EFTSL in an academic year. Students who do not meet the standard full time study load requirements, or do not follow their signed agreement for either a non-standard reduced or increased study load, may be subject to:

- the Institute documenting the student's under enrolment and refusing an extension of their current CoE; or
- cancellation of the student's enrolment for refusing to enrol in the required full time study load.

#### 4.8 Non-standard full time study load

A non-standard full time study load is where a student is permitted to undertake a reduced load in a compulsory trimester. Where a student is permitted to enrol in a non-standard full time study load, the student will be enrolled in all three trimesters in one academic year, with the third trimester becoming a compulsory trimester to enable the completion of 120 credit points/1.0 EFTSL in an academic year. Students who fail to do so may risk not completing their course within the course duration period.

Only in exceptional, compassionate or compelling circumstances may an international student be enrolled in less than a standard full time study load. This must be approved in advance by the Head of School or outlined in the CoE.

#### 4.9 Non-standard reduced study load

A non-standard reduced study load is where, in compassionate or compelling circumstances, a student has been granted approval by the Head of School to enrol in units equivalent to less than 45 credit points (or 40 credit points in the case of postgraduate Networking or Engineering) in a compulsory trimester and/or a reduced load results in the student attempting units equivalent to less than 120

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credit points in an academic year. Students allowed a non-standard reduced study load should still attempt units equivalent to 120 credit points within an academic year wherever possible.

- 4.10 Students enrolled in a course may add or withdraw from units up until the relevant prescribed dates published by the Institute, without penalty, provided they comply with:
- enrolment load requirements;
  - requirements of the course structure and study plan;
  - pre-requisite requirements; and
  - any specific enrolment instructions from the Head of School (or nominee).
- 4.11 The withdrawal from units by an international student would normally only occur in accordance with a documented intervention strategy.
- 4.12 The enrolment of a student will cease when the Institute deems the student to have completed the requirements for his or her course on finalisation of all academic results and any other pending matters relating to a financial debt owed to the Institute, or if a student withdraws, or is excluded, or fails to meet enrolment requirements.

## 5. Procedure

- 5.1 The enrolment status of a student may be varied or cancelled by the Institute; or by the student, in accordance with the processes detailed in the following table. Under these procedures a student or prospective student of the Institute may apply to defer an offer before or after the offer is accepted or after the CoE is issued. A student may also apply:
- to withdraw from studies;
  - for a leave of absence or short leave from studies;
  - to vary or cancel his or her enrolment.

Before consideration is given by the Academic Registrar to the request, the Head of School is required to consider if the student can complete their course within the requisite time period stipulated under the Education Services for Overseas Students (ESOS) Act.

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Variation to enrolment	Responsibility	Timeline
<p>Where the request for leave of absence is granted students will be withdrawn from all units, but remain enrolled in a course at the Institute.</p> <p>Where a student takes a maximum period of one year's leave of absence and requires further leave of absence, the student is required to withdraw from the course and re-apply for admission once they are in a position to re-commence their studies.</p> <p>International students will only be granted leave of absence on compassionate or compelling grounds (serious medical reasons, loss or bereavement of a close family member, hardship or trauma). Students must support their application with documentary evidence, such as:</p> <ul style="list-style-type: none"> <li>a medical practitioner's certificate (including psychologist or psychiatrist) stating that the student is unable to attend classes and is recommended to take study leave;</li> <li>a death certificate in cases of bereavement of close family members (e.g. parents, siblings or grandparents);</li> <li>emergency travel arrangements required where a natural disaster or state of emergency in the home country;</li> <li>police or psychologist reports following involvement in a traumatic experience (serious accident, or being the victim of a serious crime).</li> </ul> <p>Leave of absence for international student visa holders will be reported to the relevant Government department via PRISMS. Leave of absence beyond six months, for any reason, may result in cancellation of their student visa</p>	<p>Academic Registrar</p> <p>Student</p> <p>International students</p> <p>Academic Registrar</p>	
<p><b>5.1.4 Short Leave-</b> Students may apply for Short Leave (up to a maximum of two weeks in duration) by applying to the Academic Registrar (or nominee).</p> <ul style="list-style-type: none"> <li>Students applying for up to one week's leave do not require evidence.</li> <li>Students applying for over one week's leave must supply evidence as to why they require extended leave.</li> </ul> <p>The Academic Registrar (or nominee) will assess the Short Leave application and a letter will be issued to the student, if leave is granted. The Academic Registrar (or nominee) will consider the student's prior attendance, upon assessing the application.</p>	<p>Student and Academic Registrar</p>	

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Variation to enrolment	Responsibility	Timeline
<p><b>5.1.5 Cancellation or Suspension of enrolment by the Institute-</b> a student’s enrolment may be suspended as a result of academic or general misconduct, unsatisfactory academic progress, or non-payment of tuition fees. The period of suspension commences on determination of any internal and/or external appeal process.</p> <p>Any cancellation or suspension will be informed to the student in writing. This letter will include:</p> <ul style="list-style-type: none"> <li>• the reasons for the suspension or cancellation</li> <li>• the student’s right to appeal in accordance with the Academic Appeals Policy and Procedure</li> <li>• advice to the student that the decision may affect their visa status and a recommendation to the student to seek advice from the Department of Home Affairs.</li> </ul> <p>The Institute will report the suspension of enrolment of any international student visa holders, together with the length of the suspension, to the relevant Government department via PRISMS. Suspension may result in cancellation of the student’s visa, whereupon the student’s return to the Institute for study purposes would not be permitted.</p> <p>No action is to be taken to report the student or cancel or amend a student’s enrolment until after the time allowed for a student to lodge an appeal (20 working days) has passed. If a student lodges an appeal in that time no action is to be taken until an appeal decision has been made and the time allowed for subsequent appeals has passed.</p>	<p>Academic Registrar</p>	<p>In accordance with the determination to suspend</p>
<p><b>5.1.6 Adding or reducing units after enrolment-</b> A student seeking to add a unit may do so by completing and lodging an Enrolment Amendment Form in the Academic Management System (AMS).</p> <p>A student seeking to add a unit or units over and above the required full time load in a specific teaching period or trimester may be allowed to do so subject to the approval by the Head of School provided:</p> <ul style="list-style-type: none"> <li>• it is the final trimester and the unit is the last remaining unit of a course the student is enrolled in;</li> <li>• the student has obtained credit average grade in units attempted prior to lodging their application; and</li> <li>• it satisfies Academic Progression Rules.</li> </ul> <p>The closing date for adding a unit is published annually in</p>	<p>Student</p>	<p>By the prescribed date</p>

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Variation to enrolment	Responsibility	Timeline
<p>the enrolment information publications for students in the student handbook and on the Institute’s website.</p> <p>An international student may only reduce their standard full- time study load over an academic year in exceptional, compassionate or compelling circumstances, including where an intervention strategy has been deployed with approval obtained in advance from the Head of School or Academic Registrar.</p> <p>The Institute will report the increase or reduction in course duration of any international student visa holders to the relevant Government department via PRISMS. This may have consequences in regard to the student visa.</p>		
<p><b>5.1.7 Variation to enrolment after the census date (for domestic students)-</b></p> <p>Enrolment variations after census date incur a financial penalty. A remission of debt and/or recrediting of aFEE-HELP balance in a course after the relevant census date can only be made in one or more of the following circumstances:</p> <ul style="list-style-type: none"> <li>• under specific conditions as defined in the Higher Education Support Act (HESA); or</li> <li>• as an outcome of an application for special consideration; or</li> <li>• as an outcome of an Institute Academic Appeals Committee hearing; and, or to correct an Institute error.</li> </ul>	Student	
<p><b>5.1.8 Restrictions on students’ ability to vary their enrolment-</b></p> <ul style="list-style-type: none"> <li>• Students are not permitted to enrol in and repeat an MIT unit they have already passed;</li> <li>• Students enrolled in a course are not permitted to enrol in additional units, which would exceed a normal full- time load in each teaching period, except as allowed under clause 5.1.6.</li> </ul> <p>Any exceptions to these restrictions must be approved by the Head of School (or nominee) responsible for the course and must be compliant with any relevant legislative framework.</p>	Student and Head of School	

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Variation to enrolment	Responsibility	Timeline
<p>5.1.9 Amendment or withdrawal from a unit/course without academic penalty on instruction from the Institute-</p> <p>The Head of School or the Academic Registrar may instruct a student to amend or withdraw his/her enrolment to meet the requirements of this or any other Institute policy, or the requirements of enrolment or academic progression rules. If a student does not comply with such an instruction within the timeframe provided, the Academic Registrar is authorised to enforce the instruction by amending the student’s enrolment and notifying them of the change.</p> <p>The Institute will report the increase or reduction in course duration of any international student visa holders to the relevant Government department via PRISMS. This may have consequences in regard to the student visa. Institute for study purposes would not be permitted.</p>	<p>Head of School or Academic Registrar</p>	<p>As required</p>
<p><b>5.1.10 Extension of course duration and Confirmation of Enrolment (International Students only)-</b></p> <p>The Institute may extend an international student’s enrolment and CoE if:</p> <ul style="list-style-type: none"> <li>• there are compassionate or compelling circumstances beyond the control of the student, which have an impact upon the student’s course progress, and there is evidence to support this assessment; or</li> <li>• the Institute has implemented an intervention strategy for the student because the student is at risk of not meeting course progress requirements, or</li> <li>• an approved deferral or suspension of the overseas student’s enrolment has occurred under this policy and procedure (deferring, suspending or cancelling overseas student enrolment), or</li> <li>• where the Institute was unable to offer a pre-requisite unit; or a student is delayed in completing their compulsory internship after they have finished their coursework because of exceptional, compassionate or compelling circumstances. The duration of the extension of the student’s enrolment to complete their internship is restricted to a maximum of 6 months from the date the student completes their coursework.</li> </ul>	<p>Head of School, with extension of course duration recorded on the student’s file and reported to the relevant Government department via PRISMS.</p>	<p>As required</p>

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Variation to enrolment	Responsibility	Timeline
<p>The Institute will notify the relevant Government department via PRISMS of international students studying who have cancelled their enrolment and this may result in the cancellation of their visa. International students should contact the relevant Government department for visa information prior to cancelling their enrolment.</p> <p>For international students a release letter must also be accompanied by a formal cancellation of enrolment.</p>	Academic Registrar	
<p><b>5.2.2 Cancellation by the Institute-</b> The Institute may cancel a student’s enrolment for the following reasons:</p> <ul style="list-style-type: none"> <li>• academic or general misconduct;</li> <li>• unsatisfactory academic progress;</li> <li>• non-payment of fees;</li> <li>• ceased to be an employee of a given employer, in the case of a student whose enrolment is sponsored by their employer, and where advise has been received from employer</li> <li>• where the enrolment is contrary to Australian law; or</li> <li>• deemed to be cancelled by a determination of the CEO, on the advice of the Academic Registrar.</li> </ul> <p>International students may also have their enrolment cancelled for the following reasons:</p> <ul style="list-style-type: none"> <li>• failure to comply with the conditions of their visa;</li> <li>• failure to maintain a full-time study load over an academic year.</li> </ul> <p>The Institute will notify a student in writing if it intends to suspend or cancel a student’s enrolment and provide the reasons for the action. The Institute will also advise the student on how to access the MIT complaints and appeals procedure within 20 working days and that the student needs to seek further advice from the relevant Government Department on the potential impact on their immigration status. The suspension or cancellation of a student’s enrolment will not take effect until the MIT appeals process is complete, unless the student’s health or wellbeing is at risk.</p>	The Institute	<p>In accordance with Institute policies and procedures</p> <p>In accordance with student visa conditions</p>

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### 5.3 Requirements relating to late enrolment and re-enrolment

#### 5.3.1 Late enrolment – commencing students

Only under extraordinary circumstances students may be permitted to enrol in or commence studies in a course later than the last day to add units for the relevant teaching period.

#### 5.3.2 Re-enrolment

A student may apply for permission to re-enrol late in a course or unit until the Institute’s advertised closing date for late re-enrolment in the relevant trimester, subject to;

- availability of places in the relevant course or unit; and
- approval by the Head of School; and
- payment of the prescribed fees and late enrolment fee if applicable.

### 5.4 Extension of enrolment entitlements in relation to assessment

5.4.1 Subject to the provisions of the management of results policy and procedure, a student who has been granted an interim grade of AD or ZN for a unit is entitled to complete that assessment within the time-frame specified by the course coordinator without further enrolment in that course.

### 5.5 Concurrent course enrolments

Concurrent enrolment in two or more Institute courses, whether undergraduate and postgraduate or ELICOS a combination of these, may be permitted, provided that:

- the student maintains satisfactory academic progress in each course; and
- the relevant Heads of School (or nominees) have approved any such concurrent enrolment; and,
- in the case of ELICOS courses, minimum English language proficiency requirements are marginally met, and
- all entry requirements of both courses have been met.

Concurrent enrolment in an Institute course and a course offered by another institution – whether undergraduate, postgraduate, or a combination of these, may be permitted, provided that:

- the student maintains satisfactory academic progress in the Institute award course; and,

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- the relevant Head of School (or nominee) has approved any such concurrent enrolment.

#### 5.6 Cross-institutional enrolment

The Institute's students currently enrolled in an Institute course who wish to study some units at another Australian higher education institution, may apply to study single units on a cross-institutional basis to the Academic Registrar or nominee. This is only permitted when the unit/s is/are not being offered at MIT.

#### 5.7 Non-award enrolment

A person may seek enrolment in one or more units on a non-award basis:

- to meet the entry requirements for an Institute course,
- for interest,
- for the purpose of applying for recognition of prior learning or recognition of current competency; or
- to demonstrate achievement of the learning outcomes of the course or courses.

Students who are enrolled in one or more units on a non-award basis are not guaranteed admission to a course of the Institute solely on the basis of that enrolment.

#### 5.8 Lapse of candidature and enrolment

The candidature and enrolment of a student enrolled in a course will be deemed to have lapsed where he/she:

- fails to enrol/re-enrol by the prescribed dates for enrolment/re-enrolment for that course without having obtained prior deferment or a prior formal approval for a leave of absence; or
- fails to return from (or obtain formal approval to extend) a period of leave of absence by the relevant prescribed date; or
- has ceased to be enrolled for a trimester or more, excluding optional trimesters.

Where a student's candidature and enrolment is deemed to have lapsed they no longer have the status of, or entitlements that apply to, a student enrolled in a course.

Any student whose candidature has lapsed who wishes to resume their enrolment must reapply for admission via the standard admissions process. No guarantee of re-admission is provided.

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## 5.9 Change in visa status to Australian permanent resident (Australian PR)

International students studying in Australia who are granted permanent residency or permanent humanitarian visa status at any time following their enrolment in an Institute course, must apply for a domestic place and will be subject to the selection criteria and fees applicable to applicants in that course for a domestic full-fee place if they are an undergraduate or postgraduate coursework student, subject to:

- published timelines; and
- payment of relevant fees.

## 5.10 Appeals

A student may appeal a decision made under this policy and procedure by following the processes outlined in the Academic Appeals Policy and Procedure.

## 6. Responsibilities

### 6.1 The Institute-

The Institute will provide the course or courses for which there are enrolled students and will determine (and may vary) both the units offered in any trimester and the requirements for successful completion of the course.

The Institute reserves the right to restructure or delete any course or units within any course. A student whose progress through a course has been interrupted may not be able to re-enter the same course or units within the course in which the student was originally enrolled.

### 6.2 Academic Registrar

The Academic Registrar is responsible for the operational implementation of this policy and procedure.

### 6.3 Students-

Enrolled students must maintain current contact details with the Institute.

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## 7. Implementation and communication

This procedure will be implemented and communicated through the Institute via:

- the Institute’s webpage;
- Internal circulation to staff;
- Staff professional development;
- Student handbook.

### Supporting documents and References

#### **Government legislation and conditions:**

*Education Services for Overseas Students (ESOS) Act*  
*Department of Home Affairs /the relevant Australian Government department*  
*National Code of Practice for Providers of Education and Training to Overseas Students*  
*2018*

#### **Institute documents:**

Academic Appeals Policy and Procedure  
Admission Policy  
Admission Procedure  
Domestic Student Acceptance of Offer, and Terms and Conditions of Enrolment, Fee Payment and Refund Policy  
ESOS Compliance Framework Policy  
Equal Opportunity Policy and Procedure  
International Student Refund Policy and Procedure  
Plagiarism and Academic Misconduct Policy and Procedure  
Academic Progress Policy and Procedure  
Student Academic Progress Policy and Procedure  
Student General Misconduct Policy and Procedure  
MIT Terms and Conditions of enrolment, Fee payment and Refund Policy

#### **Other:**

Australian Universities legislation and policies

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