



Document Type	Policy
Administering Entity	Academic Board
Latest Approval/Amendment Date	September 30, 2020
Last Approval/Amendment Date	-
Approval Authority	Academic Board
Indicative time of Review	September 30, 2023
Related documents	<i>Admission and Enrolment Policy and Procedures Graduation and Award Conferral Policy</i> <i>Fees, Charges and Refund Policy</i> <i>Student Grievance and Resolution Policy and Procedures Privacy Policy</i> <i>Education Agent Policy and Procedures</i> <i>Higher Education Standards Framework (Threshold Standards)</i> <i>2015 Tertiary Education Quality and Standards Agency Act 2015 (TEQSA Act)</i> <i>*as amended from time to time</i>

1. Purpose

This policy is intended to ensure that enrolment of students at Analytics Institute of Australia (AIA) is:

- a. Conducted consistently and fairly; and
- b. Complies with the relevant external regulatory and funding requirements.

2. Scope

This policy applies to:

- a. All students enrolling or re-enrolling in all courses and units offered by the AIA, including any courses or units that may be offered through partner institutions; and
- b. All staff involved in enrolment of students.

3. Enrolment Responsibilities

- a. The AIA's Admissions, under the leadership of the Registrar, is responsible for overseeing the enrolment of students in AIAs courses and units.
- b. Student responsibility:
 - i. Managing their enrolment according to the terms outlined in their Letter of Offer, for the duration of their study at the AIA;
 - ii. Providing correct and complete information required for enrolment.
 - iii. Enrolling themselves in the correct subjects each session according to their course structure, and only in units that meet the requirements of their current award;
 - iv. Keeping their contact information current and up to date on AIAs systems, including home and postal address, phone number, personal email account, and emergency contact details. International

students must provide their overseas residential address to the AIA and keep this current throughout their enrolment, as well as maintain and update their Australian address and contact details within 7 days of any change. They must also notify AIA of any changes to their visa or visa conditions immediately.

- v. Payment and/or deferral (where eligible) of all tuition and non-tuition fees.
 - vi. Ensuring they meet the prerequisite subject requirements and assumed knowledge stated in the AIA Student Handbook for each unit in which they enrol
 - vii. Meeting any study load requirements, such as international students who must maintain full-time enrolment in each compulsory session; and
 - viii. Maintaining their enrolment in line with personal priorities and responsibilities, including reducing enrolment when necessary, prior to the census date, where eligible. International students should refer to the reduced load application process and criteria outlined in the study load section of this policy.
- c. Academic Requirements: In addition to the above, the Graduation and Award Conferral Policy states the academic requirements that apply for a student to complete their course and graduate with their award.

4. Student Information and Personal Data

- a. As part of the enrolment process, AIA will collect information and data about students that is needed to administer their studies, and that is required by the Commonwealth Government to be collected by AIA for monitoring and reporting to relevant governing bodies and departments.
- b. Personal information and data gathered throughout each student's enrolment will be kept confidential and handled in accordance with AIAs Privacy Policy in adherence with the Privacy Act 1988 and the Government Information (Public Access) Act 2009.

5. Eligibility to Enrol

To enrol into a course, a student must first have:

- a. Completed the admissions process as stated in AIA Admission, Enrolment Policy and Procedure and received a letter of offer from AIA;
- b. Followed the enrolment instructions outlined in their Letter of Offer; and
- c. Signed the declaration required of enrolling students to accept their offer, stating that they will comply with AIAs rules, policies, and procedures.
- d. International students studying in Australia on a student visa must also have a current confirmation of enrolment (COE).

6. Responsibility for Correct Enrolment

- Students are responsible for ensuring that they are correctly enrolled in units by the census date for each teaching period.
- Students are responsible for ensuring that they are correctly enrolled in units which will contribute to the completion of the course in which the students are enrolled.
- Units must be entered correctly by unit code and must form part of the course in which the student is enrolled (unless an exemption has been sought and approved for the unit/s).

7. Adding and Withdrawing Units

- Students who wish to add a unit to their enrolment should do so electronically on the Student Management System by following the instructions for adding a unit enrolment or seeking the assistance of the Student Support Office. Units can be added up to the date advertised for the relevant teaching period. Students wishing to add units after this date and prior to the census date will need the approval from the Unit Convener for the unit in which they wish to enrol.
- Students are expected to “self-enrol” using Student Management System.
- Students wishing to withdraw from a unit up to the census date should do so electronically via the Student Management System, following the instructions for removing a unit enrolment. If a student notifies the AIA of withdrawal from a unit by 12 midnight on the census date for the relevant teaching period, they will receive a “withdrawn-early” grade for that unit and the debt will be remitted. The unit enrolment will not appear on the student’s transcript.
- Students withdrawing from a unit between census date and the end of week 8 of each Trimester will be liable for fees and will be given a “withdrawn-late” grade against that unit, which will appear on the student’s Academic Transcript. If a student wishes to have the withdrawn late grade removed from their transcript, they must apply for a remission of debt.
- Students withdrawing from a unit after week 8 of a Trimester will be liable for fees and will be given a “withdrawn-fail” grade against that unit, which will appear on the student’s Academic Transcript. If a student wishes to have the withdrawn-late grade removed from their transcript, they must apply for a remission of debt.
- For non-standard teaching periods, the teaching period will be split into three distinct periods so that the census date is set as the last day of the first third, the “withdrawn-late” date will be the last day of the second third and the “withdrawn-fail” date will be any date thereafter. Students should note that this will be countered towards their Grade Point Average (GPA).

8. Unit Breaches and Waivers

- Each Unit may have specific rules attached to that unit. The unit rules determine whether a student is eligible to enrol into the unit. Should a unit breach upon enrolment, the student will be required to complete a Waiver of Unit Rules form online if they wish to enrol in that unit. The Unit Convener will consider such requests to waive a unit rule, within the constraints of the relevant AIA policy.
- Invalid unit enrolment (a unit that has not met the rule/s) will be removed by the AIA unless permitted. Students who enrol in a unit in anticipation of passing its prerequisite must withdraw from the unit if the prerequisite is not subsequently passed, unless the prerequisite is not met until after the census date of the period of unit enrolment or permitted.
- The following grades will not satisfy prerequisite requirements: N.

9. Unit Load

Bachelor's degrees (Business Transformation and Analytics):

4 units per trimester, total 12 units each year, 24 total units completed over 2 years for the degree. So, the same load as other universities but completed in 2 years rather than 3. If we stick with 10 points per unit that's 240 credit points for the degree. So the maximum full-time undergraduate student load is 120 points per year, with 40 credit points in trimester 1, 40 points in trimester 2, and 40 points in trimester 3.

Master of Business Transformation, Analytics and Design:

8 units per year (3 in trimester 1, 3 in trimester 2, 2 in trimester 3) for 2 years, total 16 units or 160 credit points in the course.

The 75% cut-off is explained with the help of example:

Bachelor's Courses (Business Transformation and Analytics)			
Total credit points	Course length	Full time study load	75% study load
40 per trimester	2 years	4 subjects worth 10 credit points each (4 x 10 = 40)	40 x 0.75 = 30 credit points per semester
Master of Business Transformation, Analytics and Design			
Total credit points	Course length	Full time study load	75% study load
80 per year	2 years	8 subjects worth 10 credit points each (8 x 10 = 80)	80 x 0.75 = 60 credit points per year

So, for the Bachelor's degrees full-time load is 3 or 4 units per trimester, less is part-time. For the Master degree full-time is 6 units in a year, less is part-time.

10. Late Enrolment

- Enrolment in units closes at 12 midnight on the date advertised for the relevant teaching period.
- Students wishing to change their unit enrolments after this date may be charged a late enrolment fee.
- Unit additions will also be conditional upon the student paying an increased tuition fee charge.
- Late enrolment into units after the census date for the relevant teaching period will require written permission from the Academic Dean. Late enrolment applications will only be approved in exceptional circumstances.

11. Conditions of Enrolment and Re-enrolment

To be eligible to enrol in relevant course units, a student must not owe a debt to AIA. See the 'Non-payment of Fees' section of this policy for more details.

To remain enrolled in coursework, a student must, by the deadline advised by AIA

- a. Pay all fees and charges for their units each trimester; or
- b. Complete the process to defer their tuition fees (if they are eligible for do so) via the Higher Education Loan Program (HECS-HELP or FEE-HELP).

The Analytics Institute of Australia Fees and Charges <https://analyticsinstitute.edu.au/fees-and-charges/> provides detailed information about processes related to tuition fees and the deadlines for payment and/or deferment of these fees for each trimester of enrolment.

12. Agents

Students referred to the AIA via an Education Agent can find the Education Agent Policy and Procedures under the Policies and Procedures page on the AIA website.

13. Student Entitlements

A student enrolled in a course or unit is:

- a. Subject to the statutes, regulations, and policies of the AIA, and
- b. Entitled to:
 - Academic and student support services offered by the AIA;
 - Attend or participate in teaching sessions and other scheduled activities;
 - Assessment of their learning and performance;
 - Receive results

A person who is not enrolled by the enrolment or re-enrolment deadline published by the AIA for the relevant teaching period is not considered to be a student and does not have the responsibilities or entitlements as described in 13b.

Students in the following situations remain a student enrolled at their AIA, and are entitled to academic and student support services of the institution, although not enrolled in AIA's courses:

- Students granted leave of absence from their course;
- Students enrolled at an external institution as part of an approved study abroad arrangement or exchange program.

The AIA may extend students' enrolment entitlements to permit them to complete assessment tasks.

Where a student is determined by the AIA to have completed the requirements of their coursework, their enrolment in that coursework will expire on the day before the start-date of the next relevant compulsory teaching period, or upon graduation, whichever is the earlier.

14. Cross-Institutional Enrolment

A student enrolled in any of the AIA's courses may apply to study some courses at an external institution, subject to:

- The requirements to be eligible for credit for these courses stated in the Credit Transfer and Articulation Policy, and
- The requirements of the enrolment process for the AIA.

15. Variations to Enrolment

A student may add and withdraw from courses up to the published deadline for variations to enrolment in the relevant teaching period, provided these changes comply with:

- The course structure;
- Published course requisites;
- Any enrolment instructions issued to the student by AIA; and
- Any other requirements for variation of enrolment stated in the enrolment process.

A student will incur academic and/or financial penalties if they withdraw from courses after the published deadline for variations to enrolment in the relevant teaching period, subject to the rules in this policy regarding refund of fees and remission of debt.

AIA may:

- Instruct a student to amend their enrolment to comply with the requirements of a policy or process of the institution; and
- Where a student does not comply with such an instruction, amend the student's enrolment directly.

16. Cancellation by Enrolment by a Student

A student who wishes to cancel their enrolment must do so by dropping the relevant courses in the online enrolment system or by writing to the AIA by the deadline for the relevant teaching period.

Any student who transfers from an AIA to another registered provider must cancel their enrolment at AIA.

A student who withdraws from or cancels enrolment of all units in a course ceases to be enrolled in the course.

The student must apply for readmission should they wish to resume enrolment in an AIA course.

17. Cancellation of Enrolment by Analytics Institute of Australia

Where a student has not paid all course fees by the deadline for payment, their enrolment may be cancelled.

Cancellation of a student's enrolment may occur under the circumstances and subject to the requirements described in this policy.

18. Effect of Exclusion, Suspension or Expulsion from a Course

- a. A person who has been expelled from AIA is:
 - Not permitted to enrol in any course at AIA; and
 - Not entitled to use the services offered by the AIA to enrolled students
- b. A person who has been suspended from the AIA is, for the period of the suspension:
 - Not permitted to enrol in any course at AIA; and
 - Not entitled to use the services offered by AIA to enrolled students.
- c. At the conclusion of a specified period of suspension from the AIA, a student:
 - Has the right to resume their studies in the same course they were studying when suspended, subject to the availability of the course or an equivalent replacement course, and
 - Is required to meet any conditions for resumption of their studies that have been set by the AIA.
- d. A person who has been excluded from AIA course:
 - Is not permitted to enrol in any courses during the period of their exclusion, but
 - May apply for admission to other courses provided by the AIA

At the conclusion of a period of exclusion for unsatisfactory academic progress, a student may apply for readmission to the course.

A student is entitled to maintain enrolment during an internal appeal against, or a recognized external review of, a decision to exclude them for unsatisfactory academic progress.

19. Study Modes (on campus and online study)

All Students

Courses are delivered in either online or on campus study mode. The mode of study that each unit in the course is available for enrolment is identified in the AIA Student Handbook. There are certain visa requirements for International Students. Please check the Admission, Enrolment Policy and Procedure.

Some online subjects may require students to attend face to face classes and learning activities, including workplace learning.

Version History

Version	Approved by	Approval Date	Details
V 1.0	Academic Board	30/09/2020	

Document Owner: Academic Board