



EYNESBURY
COLLEGE

HEP CROSS- INSTITUTIONAL AND NON-AWARD ENROLMENT POLICY

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SECTION A - INTRODUCTION

A.1 Purpose

The purpose of this policy is to define cross-institutional and non-award enrolment of students in Higher Education Programs between Eynesbury College and other registered Higher Education providers.

A.2 Scope

This policy covers all prospective and current students in Higher Education Programs (HEP) at Eynesbury College.

A.3 Definitions

Word/Term	Definition
Cross-institutional enrolment	A student enrolled in a program at one institution (home institution) enrolling in one or more modules at the other institution (host institution) that may be credited to the student's program at the home institution.
Domestic student	A student who is an Australian citizen, an Australian Permanent Resident (includes holders of all categories of permanent resident visas including humanitarian visas) or a New Zealand citizen
Home institution	The institution in which the student originally enrolled and with whom an international student has a valid Confirmation of Enrolment (CoE)
Host institution	The institution which enrolls students for additional modules without impinging on the student's home institution enrolment
Incoming Cross-institutional Study	Students enrolled at another institution who are given approval to study at Eynesbury College in one or more modules which contribute(s) towards their award
International student	A student or applicant for admission to an academic program who is not a citizen of Australia or New Zealand, or who does not hold Permanent Residency status in Australia
Leave of Absence	An approved suspension of a student's studies, where the student is currently enrolled in an Eynesbury College program
Module	A single unit of study that counts towards completion of a program
Non-award enrolment	A student who enrolls in a program at the home institution, and enrolls and is assessed in one or more modules at the host institution, but where the completed module(s) are not part of the student's award program. No credit is granted.
Outgoing Cross-institutional Study	Students who are given Eynesbury College approval to study at another institution in one or more modules which contribute(s) to their award.

Program	A combination of modules that are to be completed in order to be eligible for an Award or progression to further study.
Qualification	The program as accredited by the relevant approval body
Student visa	The visa required for international students to undertake studies in Australia

A.4 Acronyms

Abbreviation	Phrase or Word
ESOS	The Education Services for Overseas Students Act
HEP	Higher Education Programs
HESA	Higher Education Support Act

SECTION B - POLICY STATEMENT

B.1 Principles

Students who are enrolled with a Higher Education provider may, with the permission of that provider, study approved modules offered by another Higher Education provider. In cross-institutional enrolment, the completed module(s) at the host institution may or may not comprise part of the student's award qualification. In non-award enrolment the completed module at the host institution does not comprise part of the student's award qualification.

This policy's intention is to clarify the rights and responsibilities of students enrolled in Higher Education Programs (HEP) at Eynesbury College who wish to undertake cross-institutional and/or non-award enrolment at another institution. It also clarifies the rights and responsibilities of students who are enrolled at other higher education institutions who wish to undertake cross-institutional and/or non-award enrolments with Eynesbury College.

While a cross-institutionally enrolled student will study with more than one provider, the student will only be issued with one qualification. The qualification will be awarded by the home institution.

B.2 Policy

1 Introduction

- 1.1 Cross-institutional and/or non-award enrolment in a module or modules may be available to Eynesbury College students.
- 1.2 Approval of any cross-institutional enrolment is required from the Academic Directors (or nominee) at the home and host institutions.
- 1.3 Students undertaking cross-institutional or non-award study will be required to conform to all of the policies, statutes and regulations of the home and host institutions.

2 Outgoing students

- 2.1 Students currently enrolled in HEP at Eynesbury College may apply to undertake cross-institutional or non-award study at another Higher Education institution in Australia.
- 2.2 Approval from Eynesbury College does not guarantee the approval of the host institution.
- 2.3 Approval will not normally be granted if the proposed module of cross-institutional or non-award study is offered at Eynesbury College in the next teaching period.
- 2.4 On completion of cross-institutional study, students must provide Eynesbury College with the official results from the host institution for every module studied.
- 2.5 Eynesbury College international students holding a student visa must maintain enrolment status that complies with the ESOS Act requirements.

3 Incoming students

- 3.1 Students currently enrolled in programs at other Australian Higher Education institutions may apply to undertake cross-institutional or non-award study at Eynesbury College.
- 3.2 Closing dates for applications will be set by Eynesbury College.

- 3.3** FEE-HELP is available to eligible domestic students enrolling in cross-institutional study.
- 3.4** Students will be given a Record of Results detailing their achievement, but will not receive an Eynesbury College qualification.
- 3.5** Students undertaking cross-institutional study at Eynesbury College are not eligible to defer their offer as a cross-institutional student, nor are they eligible to take a Leave of Absence from their cross-institutional studies.

4 Fees

- 4.1** Students will be required to pay the cross-institutional or non-award module fee determined by the host institution.

5 Conditions for approval of cross-institutional enrolment

Included, but not limited to the following:

- 5.1** Where the host institution is not permitted under the ESOS Act to enrol an international student, Eynesbury College will not approve cross-institutional enrolment.
- 5.2** Unless an international sponsored student can provide written evidence of their sponsor's approval for them to undertake cross-institutional or non-award studies, their application will not be approved by Eynesbury College.

SECTION C - GOVERNANCE

C.1 Responsibility

Identification	HEP Cross-Institutional and Non-Award Enrolment Policy
Policy Owner	Academic Director
Approving Authority	Eynesbury College Academic Board
Initial Issue date	March 2010
Directory Location	Policies, Eynesbury, Academic Directorate, HEP

C.2 Version Control

Current Version Number	v5.0
Date of Effect	05/2024
Review Date	05/2027
Privilege Level	Public

C.3 Legislative and Organisational Context

Name
Higher Education Standards 2021
The National Code of Practice 2018
The ESOS Act 2000

SECTION D - PROCEDURE

D.1 Related Procedures

HEP Cross-Institutional and Non-Award Enrolment Procedure currently being developed

D.2 Related Policies

None.