



**EYNESBURY**  
**COLLEGE**

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# HEP CROSS- INSTITUTIONAL AND NON-AWARD ENROLMENT POLICY

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## SECTION A - INTRODUCTION

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### 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

<b>Word/Term</b>	<b>Definition</b>
Cross-institutional enrolment	A student enrolled in a program at one institution (the home institution) enrolling in one or more modules at the other institution (the host institution) that will 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 enrolment
Incoming Cross-institutional Study	Students enrolled at another institution who are given approval to study at Eynesbury College in a module which contributes 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 another institution (the host institution), but where the completed modules 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 a module which contributes to their award.

Program	An approved combination of approved modules in which a student is enrolled
Qualification	The program/module as accredited by the relevant approval body
Student visa	The visa required for international students to be able to undertake studies in Australia

## A.4 Acronyms

<b>Abbreviation</b>	<b>Phrase or Word</b>
ESOS	The Education Services for Overseas Students (ESOS) Act
HEP	Higher Education Programs
HESA	Higher Education Support Act

## SECTION B - POLICY STATEMENT

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### 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 at the host institution comprises 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 non-award enrolment at another institution. It also clarifies the rights and responsibilities of students who are enrolled at other higher educational institutions who wish to undertake cross-institutional and 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 or award. The qualification will be awarded by the home institution.

### B.2 Policy

#### 1 Introduction

- 1.1 Cross-institutional and 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 Director (or nominee) at the home institution and the Academic Director (or nominee) at the host institution.
- 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 host institution.

#### 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 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 of study undertaken.
- 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 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 award.
- 3.5** Students undertaking cross-institutional study at Eynesbury College are not eligible to defer their offer of a place as a cross-institutional student, nor are they eligible to take 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**

- 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

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### C.1 Responsibility

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

### C.2 Version Control

<b>Current Version Number</b>	v4.0
<b>Date of Effect</b>	08/2021
<b>Review Date</b>	11/2024
<b>Privilege Level</b>	Public

### C.3 Legislative and Organisational Context

<b>Name</b>
<a href="#">Higher Education Standards</a>
<a href="#">The National Code of Practice 2018</a>
<a href="#">The ESOS Act 2000</a>

## **SECTION D - PROCEDURE**

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### **D.1 Related Procedures**

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

### **D.2 Related Policies**

None.