

Enrolment Policy



Purpose

The purpose of this policy is to outline subject or unit enrolment guidelines including student processes and minimum class sizes.

Scope

This policy applies to all Students for School of Contemporary Music courses.

Policy

Enrolment occurs under the direction of the Administrative Registry. It is the student's responsibility to be aware of the specific requirements of the course for which they apply and/or in which they are enrolled and to select subjects or units that satisfy these requirements.

To help students in this process School of Contemporary Music arranges an enrolment period (either on campus or online) prior to commencement of each term, during which time:

- students are able to discuss their choices with Program Administrators, Directors and/or faculty;
- students complete an online Enrolment Form, selecting the subjects or units they will be undertaking during the next term (making sure that they follow the course sequence including the pre-requisites, major/minor requirements as outlined in Course Handbooks).

For the purpose of enrolment:

- a student, who is a candidate for an award, shall be regarded as full-time or short-time;
- for courses, where a domestic student is enrolled in 30 or more credit points in a term period, the candidate shall be designated as a full-time student; otherwise he/she shall be designated short-time. International students are required to maintain enrolment at 40 credit points per term, except where a reduced study load has been formally approved.

Minimum Class Enrolment

School of Contemporary Music will endeavour to run all subjects, units and courses as advertised. However, provision of particular subjects, units or courses is dependent on resources and staff being available. In this case:

- Should enrolments in a face to face subject, unit or course fall below 6 full-fee students it will be subject to review by the Administrative Registrar, in consultation with the Director (Principal) and the Operations.
- The Administrative Registrar or Principal may declare such a subject, unit or course 'non-viable', and direct its cancellation. Specialist courses may require higher enrolments.
- In the case of a cancellation, either School of Contemporary Music Refund Policies will assure student fee return, or students may take up the offer of an alternative subject, unit or course (as directed by the Director).

Auditing, non-award and miscellaneous subject enrolment

Alternative subject enrolments at School of Contemporary Music may take the following forms:

"Audit students" are those who attend classes with no obligation to participate in the assessment. No credit points are awarded for audited subjects and no FEE-Help is available.

"Non-award subject" is part of a "non-award course" (e.g. an enabling course, preparatory course) which does not lead to a formal award but may be counted as credit towards an award course in some cases. The student is not provided with FEE-Help.

A **"miscellaneous subject"** is one taken in a "non-award course" or as an individual subject by a student who is not enrolled in any formal course of study.

Withdrawal from a subject enrolment

Withdrawal of a subject enrolment shall ordinarily:

- be permitted prior to census date without academic penalty. A withdrawal is not listed on a student's formal transcript.

Withdrawal of a subject enrolment after the census date:

- will attract the academic penalty of a Fail ("F") grade or Not Yet Competent ("NYC") grade;
- unless a "Late Withdrawal" due to Special Circumstances has been approved via Student Affairs.

A Late Withdrawal will be listed on a student's formal transcript. Special circumstances are those that are:

- beyond the student's control; and
- did not make their full impact on the student until or after the census date; and
- were such that it made it impracticable for the student to complete their subject(s) or unit(s) requirements.

Please note, special circumstances do not include a lack of knowledge or understanding of the census dates or School of Contemporary Music's enrolment and withdrawal processes. Also, if a student withdraws from a subject or unit after the census date because they have changed their mind about studying, the student will attract the academic penalty and is not eligible for a refund of fees.

Responsible for implementation
Administrative Registry

Key stakeholders
All staff and students

Procedures

Enrolment Procedure

Subject or unit enrolment occurs under the direction of the Administrative Registry through the following:

- six to eight weeks before the commencement of the term the Administrative Registry will make available all enrolment documents compiled from the award timetables;
- students will be informed that enrolments are open and/or of a specific enrolment period;
- students are to return their enrolment forms two weeks before the commencement of term and/or intensive;
- enrolments are entered into the Student Management System checking that the student has satisfied the pre-requisite requirements and/or has not received exemption for that subject or unit;
- for Diplomas, a student cannot be enrolled in the same subject a third time.

Students wanting to change their enrolment in a specific subject after enrolment must complete the 'Variation of Enrolment Form' prior to census date.

Procedure for a late withdrawal from a subject

To apply for a Late Withdrawal based on special circumstances, a student must apply in writing to the Administrative Registrar and include the relevant documentation to satisfy that they meet the special circumstances criteria. The application will be considered either by Student Affairs. If approved the student will receive a 'late withdrawal' on their formal transcript and can apply for a refund. If rejected, the student will receive a 'Fail' or 'Not Yet Competent' grade on their transcript and they are not eligible for a refund.

Policy owner: Chair, Academic Administration
Policy category: Academic: Academic Administration
Policy status: Approved
Related policies:
Admissions Policy
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