

ADMISSIONS POLICY

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1.0 Purpose

This policy provides a framework for prospective students seeking to undertake higher education courses at EIT. In accordance with the Related Legislation in [Section 6](#).

The intent of this policy is to ensure that admissions decisions are conducted in a fair, equitable and transparent manner.

2.0 Scope

This policy applies to all members of EIT's higher education community that are involved in higher education admission decisions.

3.0 Objectives

EIT is committed to the following principles that underpin this policy:

- To ensure that students admitted to a higher education course have the academic preparation and proficiency in English needed to participate in their intended study, and no known limitations that would be expected to impede their progression and completion.
- To attract and retain students with the potential to achieve high quality outcomes.
- Accommodate student diversity by providing support to under-represented groups, such as Aboriginal and Torres Strait Islander peoples.
- To ensure that admissions decisions are applied fairly and consistently and are equitable, transparent, based on merit, and made in a timely manner.
- Ensure that students are informed of their rights and obligations prior to enrolment and payment of fees.

4.0 Implementation

EIT will provide entry opportunities to prospective students by ensuring that:

- Entry requirements are documented and that selection criteria are readily available to prospective students
- Pathways are offered to prospective students who do not initially meet entry requirements (if applicable and/or available)
- Students and applicants are treated fairly and equitably
- Admissions judgements are made against stated entry criteria to ensure consistency of outcomes
- Learning supports are available to facilitate success, and
- Student progress is monitored and utilized to review course entry requirements.

4.1 Entry Requirements

4.1.1 Specific Course Requirements:

For each higher education course, the entry criteria will be specified as part of the course development/course review process, as approved by the Academic Board and the external accreditation authority.

The specific entry requirements for a higher education course may specify:

- whether an award must meet a minimum GPA or level of achievement or have particular areas of study
- whether articulated entry is available and the general circumstances where credit may be offered
- whether other qualifications are acceptable if the applicant does not have a degree
- whether work experience or other professional experience is required, or may be substituted for a formal qualification
- whether membership of a professional body is required, and
- the English language.

Students who satisfy the course entry requirements are not automatically guaranteed a position.

4.1.2 English Language Proficiency

The required level of English Language Proficiency (ELP) is detailed in the entry requirements for each course.

The methods of satisfying English language proficiency are generally through (but not limited to):

- An Australian Senior Certificate of Education or equivalent
- A specified level of achievement in a recognised English language test, such as IELTS
- Satisfactory completion of another course offered by EIT in English, or by another tertiary institution
- Work history in an organisation where English is the language of communication, and
- All CRICOS applicants from non-English speaking countries (as determined by the Australian Department of Home Affairs) are required to provide results from a recognised language test such as IELTS, TOEFL or equivalent. Applicants without this will be assessed on a case-by-case basis.

4.1.2.1 Doctoral Applicants

All Doctoral applicants are expected to be proficient in English comprehension and expression and require a minimum overall IELTS score of 6.5 with no band score less than 6.0 (or equivalent).

English language proficiency can be demonstrated by:

- Provision of results from a recognised language test such as IELTS, TOEFL or equivalent. All CRICOS applicants from non-English speaking countries (as determined by the Australian Department of Home Affairs) must provide results from a recognised language test, or
- Previous degrees / tertiary qualification completed within Australia at a Bachelor level or above, or
- Previous degrees / tertiary qualification completed at a Bachelor level or above from an institution where the language of instruction and assessment is English. Applicants must provide official documentation from the educational institution certifying that the medium of instruction and assessment was in English, or
- Publications in scholarly books or internationally recognised journals. This must be accompanied by an authorship statement or evidence of the contribution of the applicant and supported by the Dean / Deputy Dean.

4.2 Alternative pathways are available to assist mature age (21 years or over) or post-secondary education students who have not completed an Australian Senior Certificate of Education or equivalent, to access courses at EIT. These are designed as an opportunity to provide alternative methods for demonstrating that prospective students can successfully undertake study at the specified level. Alternative pathway entry will be assessed on a case-by-case basis via various means such as portfolios, referees' reports, written statements by referees, Certificate III or higher combined with professional work experience, and any other means as requested by the Dean.

4.3 Admission Application

Students applying for admission into higher education courses must do so on the approved online form demonstrating achievement of the entry requirements, and may provide evidence in the following ways:

- Certified copies of testamurs and academic records for previously completed courses of study at other institutions, or
- Resumes, references and other details as evidence of work experience including the scope and levels of responsibility, employer's name and contact details and length of time in each position, or
- Evidence submitted in a language other than English must be accompanied by a certified official translation into English, or
- Certified copy of an English language test, where relevant, or
- Participation in an interview conducted by an EIT representative, designed to ascertain levels of ability.

Students may be required to provide the names of up to three referees who can testify to the accuracy of the qualifications and work experience claims, as well as the ability of the student to complete the course.

Prospective students should refer to the applicable **Refund Policy** (see [Section 6](#)) and the Student Handbook before signing an acceptance of offer.

4.3.1 Doctoral Applicants

In addition to the above, Doctor of Engineering applicants will also have to provide additional information, as follows:

- A written application statement, and
- Proposed thesis topic and summary, and
- Employer information (if seeking employer support or using workplace facilities for research).

4.3.2 CRICOS Student Information

CRICOS students should bear in mind that visa applications can take up to six months to be granted depending on their country of residence. Applications for admission from CRICOS students should be in English. Students should ensure that academic transcripts and all other supporting documentation have been certified as true copies and translated into English by a certified official translator. CRICOS students may need to pay an application fee (payable at the time of application) and/or an administration fee (payable prior to issuance of a Confirmation of Enrolment (CoE)).

EIT undertakes assessments of all prospective CRICOS student applications in accordance with the Department of Home Affairs (DoHA) Genuine Student (GS) and Genuine Temporary Entrant (GTE) requirements. An Unconditional Letter of Offer will not be issued until applicants have cleared EIT's academic, GS and GTE assessment.

The following documentation is required to undertake assessment of a CRICOS student's admission application:

- A completed Application Form
- GTE statement (or Statement of Purpose)
- Evidence of English Language proficiency as outlined in this policy
- Certified copies of all academic transcripts and certificates
- A CV / Resume
- A certified copy of the student's passport bio data page
- Financial Declaration Form, and
- Scholarship application form (if they wish to apply).

If a CRICOS student is onshore in Australia at the time of application they will need to also provide the following in addition to the above:

- Visa grant notices
- Current and past CoEs, and
- Onshore academic transcripts.

EIT may require additional information in some circumstances and will communicate any additional requirements to the student and/or agent before completing the assessment.

CRICOS students should submit a complete application with all necessary supporting documentation, otherwise EIT may reject an application. Upon receipt of a complete application, it will be assessed by the EIT Admissions Team.

Where required, and at the discretion of the Admissions Team, students will be asked to attend a GTE interview as part of the GTE assessment process.

EIT will use the Country Education Profiles (CEP) website and UK ENIC for assessing international qualification equivalence. CEP provides official information and advice on the comparability of international qualifications with Australian qualifications, information on educational systems and guidance on assessing qualifications from other countries. UK ENIC is the UK's agency for recognising international qualifications and skills. It is the UK's primary source of information, data and insight on overseas qualifications and education systems.

4.3.2.1 Overseas Student Health Cover (OSHC)

CRICOS Students must obtain Overseas Student Health Cover (OSHC) for the duration of their studies. This fee is not included in the course tuition fees. OSHC fees vary depending on the duration and type of cover. Students can obtain a quote from a number of health providers or EIT can arrange this on behalf of the student.

4.3.2.2 National Code Requirements

The *National Code of Practice for Providers of Education and Training to Overseas Students 2018* (the National Code), Standard 2 requires that:

Recruitment of an overseas student

- 2.1 Prior to accepting an overseas student or intending overseas student for enrolment in a course, the registered provider must make comprehensive, current and plain English information available to the overseas student or intending overseas student on:
 - 2.1.1 the requirements for an overseas student's acceptance into a course, including the minimum level of English language proficiency, educational qualifications or work experience required, and course credit if applicable
 - 2.1.2 the CRICOS course code, course content, modes of study for the course including compulsory online and/or work-based training, placements, other community-based learning and collaborative research training arrangements, and assessment methods
 - 2.1.3 course duration and holiday breaks
 - 2.1.4 the course qualification, award or other outcomes
 - 2.1.5 campus locations and facilities, equipment and learning resources available to students
 - 2.1.6 the details of any arrangements with another provider, person or business who will provide the course or part of the course
 - 2.1.7 indicative tuition and non-tuition fees, including advice on the potential for changes to fees over the duration of a course, and the registered provider's cancellation and refund policies
 - 2.1.8 the grounds on which the overseas student's enrolment may be deferred, suspended or cancelled
 - 2.1.9 the ESOS framework, including official Australian Government material or links to this material online
 - 2.1.10 where relevant, the policy and process the registered provider has in place for approving the accommodation, support and general welfare arrangements for younger overseas students (in accordance with Standard 5)
 - 2.1.11 accommodation options and indicative costs of living in Australia.
- 2.2 The registered provider must have and implement a documented policy and process for assessing whether the overseas student's English language proficiency, educational qualifications or work experience is sufficient to enable them to enter the course.

- 2.3 The registered provider must have and implement a documented policy and process for assessing and recording recognition of prior learning (RPL), and granting and recording course credit, if it intends to assess RPL or grant course credit. The decision to assess prior learning or grant course credit must preserve the integrity of the award to which it applies and comply with requirements of the underpinning educational framework of the course.
- 2.4 If the registered provider grants RPL or course credit to an overseas student, the registered provider must give a written record of the decision to the overseas student to accept and retain the written record of acceptance for two years after the overseas student ceases to be an accepted student.
- 2.5 If the registered provider grants the overseas student RPL or course credit that reduces the overseas student's course length, the provider must:
 - 2.5.1 inform the student of the reduced course duration following granting of RPL and ensure the confirmation of enrolment (CoE) is issued only for the reduced duration of the course
 - 2.5.2 report any change in course duration in PRISMS if RPL or course credit is granted after the overseas student's visa is granted.

4.4 Assessment of Admission Application

4.4.1 Selection Methodology

Admissions Officers will undertake the initial assessment of the student's application for enrolment and determine if the information is complete. The Dean may appoint Admissions Officers to make selection decisions on their behalf.

Admission Officers will identify applicants who meet the course entry requirements, including minimum academic requirements, English language requirements, and the Genuine Student (GS) and Genuine Temporary Entrant (GTE) requirements for CRICOS Students.

Course entry requirements and selection methodology will be applied consistently to all applicants for a course in all modes of delivery, wherever it is taught.

The applicant's entire application will be considered. The Admissions Officer may give greater weight to the applicant's most recent and/or relevant previous qualification, study, or experience.

As far as possible, applications will not be pooled (held for competitive selection at a later time). If there is a need to pool applicants for competitive selection, the impact upon selection of CRICOS applicants must be considered. Pooling CRICOS applicants for competitive selection may result in a limited pool.

If a decision is made to select competitively for a course, applicants who are eligible for admission will be ranked in comparison to one another and offers will be made in order of highest rank. Ranking must occur in accordance with documented ranking methodology for the course. Ranking methodology is documented as part of selection methodology for courses employing ranking.

In order to be considered for a place, applicants must submit their application on time, in the correct manner, and complete with all required documentation.

EIT reserves the right to request additional information from an applicant relevant to their application. Failure to supply the information requested may adversely affect the success of the application.

EIT reserves the right to request an applicant to authorise EIT to obtain further information about the applicant from relevant external bodies. Failure to supply such authority may adversely affect the success of the application.

4.4.2 English Language Proficiency Assessment

Admissions Officers and/or the Admissions Panel will check that a student's English Language Proficiency (ELP) meets the entry requirements. Staff assessing IELTS (or equivalent) results must verify test results with the issuing body (or by other means) and check the recency of the test results.

Applicants who do not meet the ELP requirements may be advised of English Language programs that are offered by other providers, and that the student is responsible for the associated fees.

4.4.3 Doctoral Applicants

Doctoral applications are assessed against all entry requirements by Admissions Officers as outlined above. The diagram below summarises the process.



If doctoral applicants meet the course entry requirements and all other entry requirements, Admissions Officers will refer doctoral applications to the Research Committee to assess the proposed thesis topic, organise an interview with the applicant and allocate a potential supervisor.

If the thesis topic is appropriate and there is an EIT supervisor available, the doctoral applicant will be interviewed by the research supervisor. The research supervisor will assess the doctoral applicant's thesis topic and provide an outcome to the admissions officers.

4.4.4 Integrity of Admission's Assessment

If any staff member involved in a selection assessment or decision has, may have, or may be perceived to have a conflict of interest, they must disclose this conflict to their manager.

If any staff member involved in a selection assessment or decision becomes aware of any attempt to breach the Admissions Policy, they must immediately notify the Dean. If the Dean is unavailable or in any way compromised in their ability to make a decision regarding the conflict, the staff member must notify the Deputy Dean.

If Admissions Officers are unsure about whether an applicant is suitable for admission, they can refer an application to the Admissions Panel which will be comprised of personnel with appropriate qualifications and/or experience to assess entry into the relevant course. The Panel must consider the entry requirements for the course when assessing applications.

The Admissions Panel may request additional information and will:

- ensure the application is assessed against the evidence provided, and
- check the equivalence of international qualifications, where relevant, and
- make a recommendation on whether the applicant should be admitted to the course, and
- make a recommendation for alternative pathways where a student's application is refused.

CRICOS applicants may also be referred to the GTE panel for consideration where Admissions Officers are unsure whether an applicant satisfies EIT's GTE requirements. The GTE Panel will be comprised of personnel with appropriate experience to assess GTE requirements.

4.5 Admissions Decisions

The Dean has overarching responsibility for selection of applicants, but may seek assistance from the Deputy Dean, Course Coordinators, or permanent academic staff where academic assessment is required, or from the Admissions Officer, where an academic assessment is not required. The decision-maker for Doctoral applicants is the Research Committee. Applicants will be notified in a timely manner of the decision for admission. If applicants have been unsuccessful, they will be advised of alternative pathways for entry into the course selected, if applicable and/or available.

4.5.1 Notification of Decision Process

Applicants will be notified of the decision for admission within 7 days of the decision being made. The notification will include:

- admission outcomes (acceptance or refusal), and
- reasons for refusal, if relevant, and
- options available for unsuccessful applicants, and
- include the provider's name, provider code and CRICOS code.

If an applicant has met the entry requirements and been accepted into a course, they will receive further documentation and/or information informing them of their rights and obligations. Admissions and other contractual arrangements with applicants, or where legally required, with their parent or guardian, are made in writing and include any particular conditions of enrolment and participation for undertaking particular courses of study that may not apply to other courses more generally.

If an applicant has not met the entry requirements, correspondence will be issued by an Admissions Officer (as appointed delegates of the Dean), including options available for unsuccessful applicants such as alternative pathways and/or courses (if applicable and/or available).

4.5.2 Admission Acceptance

If an applicant has met the requirements and been accepted into the course, an Admissions Officer (or suitable delegate) will prepare and send a Letter of Offer and Acceptance of Offer form.

The Letter of Offer includes (but is not limited to):

- course details (start date, duration, location etc.)
- any prerequisites necessary to enter the course, including English language requirements if applicable
- any conditions imposed on the student's enrolment if applicable
- details of all tuition payable by the student for the course, the periods to which those tuition fees relate and payment options (including, if permitted under the *Education Services for Overseas Students Act 2000*, that the student may choose to pay more than 50 per cent of their tuition fees before their course commences)

- details of any non-tuition fees the student may incur, including as a result of having their study outcomes reassessed, deferral of study, fees for late payment of tuition fees, or other circumstances in which additional fees may apply
- the circumstances in which personal information about the student may be disclosed by EIT, the Commonwealth including the Tuition Protection Service (TPS), or state or territory agencies, in accordance with the *Privacy Act 1988*
- EIT's internal and external complaints and appeals processes
- details in relation to refund of tuition fees and non-tuition fees in the case of student default and EIT default, and
- a Student Agreement.

Letters of Offer and approval of deferments of offer are issued by Admissions Officers for Doctoral and on-campus courses, and by a member of the higher education support team for all other online courses (as appointed delegates of the Dean).

To accept an offer, applicants must complete and sign the 'Acceptance of Offer' form, and return no later than the response deadline which is indicated in the Letter of Offer.

If the Letter of Offer is conditional then all conditions must be met by a date to be set by the Admissions Officer. If the conditions are not met by the set date then the offer will be withdrawn and the student may need to reapply.

If a student accepts an offer after the response deadline the offer may be withdrawn and the student may need to reapply.

4.5.3 Student Agreement

EIT must enter into a written agreement with each student. The agreement must be signed or otherwise accepted by the student (parents or guardians to sign if the student is under 18 years of age), concurrently with or prior to accepting payment of tuition fees or non-tuition fees.

For CRICOS students, their written agreement is in accordance with Standard 3 of the *National Code of Practice for Providers of Education and Training to Overseas Students 2018*, as follows:

- 3.3 In addition to all requirements in the ESOS Act, the written agreement must, in plain English:
- 3.3.1 outline the course or courses in which the student is to be enrolled, the expected course start date, the location(s) at which the course will be delivered, the offered modes of study for the course, including compulsory online and/or work-based training, placements, and/or other community-based learning and/or collaborative research training arrangements
 - 3.3.2 outline any prerequisites necessary to enter the course or courses, including English language requirements
 - 3.3.3 list any conditions imposed on the student's enrolment
 - 3.3.4 list all tuition fees payable by the student for the course, the periods to which those tuition fees relate and payment options (including, if permitted under the ESOS Act, that the student may choose to pay more than 50 per cent of their tuition fees before their course commences)
 - 3.3.5 provide details of any non-tuition fees the student may incur, including as a result of having their study outcomes reassessed, deferral of study, fees for late payment of tuition fees, or other circumstances in which additional fees may apply
 - 3.3.6 set out the circumstances in which personal information about the student may be disclosed by the registered provider, the Commonwealth including the TPS, or state or territory agencies, in accordance with the *Privacy Act 1988*
 - 3.3.7 outline the registered provider's internal and external complaints and appeals processes, in accordance with Standard 10 (Complaints and appeals)
 - 3.3.8 state that the student is responsible for keeping a copy of the written agreement as supplied by the registered provider, and receipts of any payments of tuition fees or non-tuition fees
 - 3.3.9 only use links to provide supplementary material.

4.5.4 Admission Refusal

The Admissions Officer will prepare and send a letter to the applicant advising the grounds for refusal of admission and advise of alternative pathway options.

EIT may refuse admission, even if the applicant has met the entry requirements, if it is discovered that the applicant has, prior to or following enrolment:

- an unsatisfactory academic history that has not been resolved
- an outstanding debt owing to EIT
- been excluded from another educational institute
- displayed conduct (including criminal activity or ethical misconduct) that would provide reasonable grounds to exclude the applicant from studying at EIT, and
- used fraudulent documents or provided false information as part of an application.

Applicants who have met the entry requirements, but have been excluded from any other educational institution, will need to demonstrate to the satisfaction of the Admissions Panel that circumstances have changed such that they are likely to succeed in the EIT course they have applied for.

EIT reserves the right to withdraw an offer of admission, if it finds that incomplete or inaccurate information was provided by the applicant, or if circumstances change significantly such that the applicant no longer meets the entry requirements or the offer has expired.

4.6 Re-admission

Applicants whose enrolment has lapsed, may re-apply under the same entry requirements as all other applicants.

4.7 Appeals

Applicants may appeal admission decisions by writing to the Admissions Team within 10 days of receiving the decision notice, if they believe that the decision has not considered all the facts or was unfairly made. Refer to the **Student Complaints, Grievances and Appeals Policy**.

4.8 Deferrals

Deferment of an offer prior to commencing a course, or deferment of study once a student has commenced study (a leave of absence), may be permitted for up to one year. Applicants who wish to apply for a longer deferment must withdraw and reapply for admission in the same manner as the original application for admission, should they wish to commence or continue study at a later date.

Applicants who seek deferment to fulfil military or national service obligations may apply for a longer deferment. Such requests will be considered on a case-by-case basis by the Dean or Deputy Dean. Fees may apply.

If a student needs to defer studies once enrolled, then at the time of deferral the student must complete a 'Course Deferral Form'.

If a student formally defers their course by submitting a course deferral form on or before the census date for the active study period, they will not incur any academic or financial penalty for the current unit(s) they are studying. The course deferral form must be received and acknowledged in writing back to the student by the Learning Support Officer on or before the census date.

If a student submits a course deferral form after the census date of the teaching period they are currently enrolled in, they will have a 'Failed Withdrawn' (FW) grade recorded against the unit(s) they are enrolled in. A 'Failed Withdrawn' grade signifies that a student has discontinued the unit(s), has failed the unit(s) due to late deferral/withdrawal, and will incur the full tuition fee for that unit(s).

Students should also refer to the relevant **EIT Refund Policy**.

Students should note that tuition fees may change during their period of deferral. If this occurs the student would incur the new tuition fees once they return to study.

Students should also be aware that courses are under continual review. If they apply to defer, their course may be revised, discontinued or cease to be accredited during the student's deferral period. If this happens, EIT will make every attempt to provide the original course. If this isn't possible, EIT reserve the right to offer the student a place in an equivalent or near-equivalent course.

4.8.1 CRICOS Students

CRICOS students may apply to defer their studies if they are unable to commence their program on the course start date, or suspend their studies for a specified period of time, due to compassionate or compelling circumstances.

Compassionate or compelling circumstances are generally those beyond the control of the student and which have an impact upon the student's course progress or wellbeing. These could include, but are not limited to:

- Serious illness or injury, where a medical certificate states that the student is unfit to attend classes
- Bereavement of close family members such as parents or grandparents (in such circumstance, a death certificate should be provided where possible);
- Major political upheaval or natural disaster occurring in the student's home country requiring emergency travel and this has impacted on the student's studies
- A traumatic experience which could include:
 - ~ involvement in, or witnessing of a serious accident, or
 - ~ Witnessing or being the victim of a serious crime, and this has impacted on the student (these cases should be supported by police or medical reports).
- Where EIT is unable to offer a prerequisite unit, or the student has failed a prerequisite unit and therefore faces a shortage of relevant units for which they are eligible to enrol, or
- Inability to begin studying on the course commencement date due to delay in receiving a student visa.

CRICOS students must apply for deferment or suspension in writing and provide evidence of a genuine reason for their inability to study. The following will apply:

- All applications for deferment or suspension must be accompanied by documentary evidence to support the student's claims and copies of these documents will be kept in the student's file
- CRICOS students applying for deferment or suspension will be reminded that a successful application may affect their student visa. They will be advised to contact the Department of Home Affairs (DoHA) regarding any impact the deferment or suspension may have on their student visa before formally lodging their application to defer their studies.
- The maximum period allowed for deferment of study for commencing students is two teaching periods
- For continuing students, the minimum period allowed for suspension of studies is one teaching period, the maximum period allowed is two teaching periods.
- If a deferral is granted there are two possible outcomes for a student's Confirmation:
 - i. EIT will notify the Department of Education, Skills and Employment (DESE) through PRISMS that they are deferring the student's enrolment for a period without affecting the end date of their CoE. There will be no change to the CoE on PRISMS – the student will still be listed as studying. However, the notice of deferment will be recorded in PRISMS, or
 - ii. EIT will notify DESE through PRISMS that they are deferring the student's enrolment for a period which will affect the end date of their CoE. PRISMS will cancel the original CoE and EIT will create a new CoE with a more appropriate end date. If EIT does not know when the student will return, it can choose not to create a new CoE at that point, but to wait until the student has notified EIT of the intended date of return, and has paid any tuition fees owing, before creating a new CoE.

- As soon as practicably possible after the approval of a deferral, the necessary reporting will be carried out by EIT via PRISMS under Section 19 of the ESOS Act.
- Student visa holders who defer studies may be required to leave Australia during the period of their deferral, unless exceptional circumstances prevent them from leaving Australia.
- All applications for deferment or suspension must be approved by the Accreditation and Compliance Manager or Dean.

4.9 Withdrawal from a Unit or Course

Students may apply to withdraw from a unit or course by completing a 'Withdrawal Declaration Form' and returning it to the Learning Support Officer via email. A withdrawal is not effective until the 'Withdrawal Declaration Form' has been received and acknowledged in writing back to the student by the Learning Support Officer. Once processed, the date of withdrawal will reflect the date of the form submission by the student.

The following table outlines the action to be taken dependent on the student's enrolment status and stage of enrolment.

Matrix of reportable course and unit outcomes for withdrawals at different stages of enrolment				
	Time	Course status	Unit status	Financial penalty
Unit	Before census but after start date of the study period	Continuing	Withdrawn no penalty	None
	Before census and before start date of the study period	Continuing	Cancelled/removed from record	None
	After census but after start date of the study period	Continuing	Withdrawn with penalty (FW grade)	Full unit fees incurred
Course	Before start date of the course and before first census	Cancelled	Cancelled/removed from record	None
	After start date of the course but before first census	Cancelled	Withdrawn no penalty	None
	After start date and after first census	Withdrawn	Withdrawn with penalty (FW grade)	Full unit fees incurred

Students should also refer to the relevant EIT refund policy outlined in **Section 6**.

4.9.1 CRICOS Students

CRICOS students applying for withdrawal will be reminded that a successful application may affect their student visa. They will be advised to contact the Department of Home Affairs (DoHA) regarding any impact the withdrawal may have on their student visa before formally lodging their application to defer their studies.

Once a withdrawal has been finalised EIT will cancel a CRICOS student's Confirmation of Enrolment (CoE) and update any CRICOS student information relating to unit or course withdrawal on PRISMS. DoHA will also be advised of this cancellation via PRISMS.

4.10 Reduced Course Duration – CRICOS Students

If the duration of the course has been reduced for a CRICOS student, as a result of a credit application decision, the following actions must be taken:

- before a visa has been granted, the actual course duration must be indicated in the confirmation of enrolment (CoE) issued for the student for that course
- after a visa has been granted: the change in program duration is reported via PRISMS, under section 19 of the *Education Services for Overseas Students Act 2000*.

4.11 Maximum Time Limit to Complete

After enrolment the maximum time limits allowed to complete a course, whether taken on a full-time or part-time basis (inclusive of any periods of leave), are as follows:

AQF Level		EFTSL		Maximum Completion Time
Undergraduate Certificate	—	0.5 years	=	3 years
Graduate Certificate	—	0.5 years	=	3 years
Bachelors	—	3 years	=	8 years
Masters	—	2 years	=	5 years
Doctorate	—	3 years	=	8 years

International student visa expiry dates will match the standard full-time course length.

Time limits are measured in calendar years from the first day of the first teaching period in which the student was enrolled in a particular course of study. Periods of exclusion, periods of approved leave of absence or other approved periods of interruption will be included in the calculation of time limits.

Students re-admitted to a course after non-approved periods of leave will also have this time included in the calculation of time limits.

Students who exceed time limits for the completion of award courses will be considered in the first instance at faculty level by the Deputy Dean. Where no extenuating circumstances exist to support a case for an extension, the student's enrolment will be withdrawn and they would need to reapply for entry.

On application from the student, the Dean may grant an extension of up to 1 year (12 months) to the maximum period for completing the program where they are satisfied that exceptional circumstances affected the student's progress in the program and that the student has an expectation of completing the program.

5.0 Definitions

Please refer to the EIT Glossary that can be found [here](#) for all definitions used in this document.

6.0 Related Documents:

- Credit and Recognition of Prior Learning Policy.HE
- Duration of Study Policy.HE
- Fair Treatment and Equal Opportunity Policy.DS
- Higher Education Fees Policy.HE
- Privacy Policy.DS
- Records Management Policy.DS
- Refund Policy Domestic Students.HE
- Refund Policy International Students.HE
- Safety and Security Policy - Students and Staff.DS
- Student Code of Conduct.DS
- Student Complaints, Grievances and Appeals Policy.HE
- Student Complaints, Grievances and Appeals Procedure.HE
- Student Support for Online Learning and ICT Infrastructure Procedure.VET
- Student Support Policy.DS
- Student Support Procedure.DS
- Teaching and Learning Policy.HE
- Teaching and Learning Resources Policy .DS
- Transfer Between Registered Providers Policy.HE
- Transfer Between Registered Providers Procedure.HE

7.0 Related Legislation

- [*Age Discrimination Act 2004 \(Cwth.\)*](#)
- [*Australian Human Rights Commission Act 1986 \(Cwth.\)*](#)
- [*Disability Discrimination Act 1992 \(Cwth.\)*](#)
- [*Disability Services Act 1986 \(WA\)*](#)
- [*Education Services for Overseas Students Act 2000 \(Cwth.\)*](#)
- [*Equal Opportunity Act 1984 \(WA\)*](#)
- [*Fair Trading Act 2010 \(WA\)*](#)
- [*Fair Work Act 2009 \(Cwth.\)*](#)
- [*Freedom of Information Act 1992 \(WA\)*](#)
- [*Higher Education Standards Framework \(Threshold Standards\) 2021 \(Cwth.\)*](#)
- [*Privacy Act 1988 \(Cwth.\)*](#)
- [*Public-Interest Disclosure Act 2003 \(WA\)*](#)
- [*Racial Discrimination Act 1975 \(Cwth.\)*](#)
- [*Sex Discrimination Act 1984 \(Cwth.\)*](#)
- [*Standards for Registered Training Organisations \(RTOs\) 2015 \(Cwth.\)*](#)
- [*Tertiary Education Quality and Standards Agency Act 2011 \(Cwth.\)*](#)
- [*Work Health and Safety Act 2020 \(WA\)*](#)

8.0 Accountabilities

The Academic Board is responsible for review and approval of this policy.

The policy is to be implemented via induction and training of staff and distribution to students and EIT's community via the website and other publications.