



UNIT ENROLMENT AND RESULTS POLICY

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Approved by	Academic Board
Responsible Body	Academic Board
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Superseded documents	Variation of Enrolment Policy
Related documents	Extensions Policy, Tuition Fee Refund Policy, Higher Degrees by Research Confirmation of Candidature Policy
Related HE Standards	1.1, 1.4, 1.5
Student Lifecycle Stage/s	Unit enrolment and unit completion

1. PURPOSE

To outline the rules and processes for admission to a **unit of study**, and to indicate the various outcomes of enrolment in a unit.

2. DEFINITIONS

Academic transcript is the official record of a student's results.

ACT is the *Australian College of Theology Limited*.

Administrative Date is the date after which payment of the **Variation of Enrolment Fee** is required for unit of study enrolment changes up until the **Census Date**. The administrative date is set as the date of commencement of a unit.

Commonwealth Assistance Form (CAF) is the form used by students requesting to use FEE-HELP for the payment of their tuition fees. It can be completed in a paper-based FEE-HELP application form, or by completing an **ECAF**.

Census Date is the last day **students** can withdraw their enrolment in a **unit** without incurring the tuition fee for that unit or the unit being permanently recorded on their **academic transcript**.

Cross Institutional Enrolment is when a student from another **Higher Education Provider** enrolls to study a **unit/units** at the **ACT**.

Electronic Commonwealth Assistance Form (ECAF) is the electronic version of the **Commonwealth Assistance Form (CAF)**. An alternative to an ECAF is a paper-based FEE-HELP application form.

FEE-HELP (*Fee Paying Higher Education Loan Program*) is an Australian Government loan scheme that assists eligible up-front paying students to pay all or part of their tuition fees.



GPA stands for **Grade Point Average**. This averages the grades a student has achieved across completed **units** of study.

Late enrolment fee is a fee which applies when a student seeks to enrol in a unit after the **Administrative date**.

Paradigm is the Paradigm EMS (Education Management System), a web-based student management system available to the ACT Office and all affiliated colleges, used to maintain the ACT student records.

Re-crediting is the cancellation of part of a student's FEE-HELP debt for a **unit of study**.

Single Unit Study is an enrolment method which does not lead to a formal **ACT award** and does not form part of an award course at another higher education provider.

Tuition fee refund is the refund of a student's up-front paid tuition fee or the **re-credit** of a student's **FEE-HELP** debt in relation to a **unit of study**.

Unit is short for **Unit of Study**.

Unit of study is a block of study in a particular field.

3. SCOPE

This policy applies to all students enrolling in any **unit of study** (including semesters of research degree enrolment) with **ACT**.

4. POLICY STATEMENT

The Australian College of Theology admits students to be enrolled in its units of study, including taught coursework units, research projects and periods of enrolment in research degrees. This policy outlines the admission process to these units of study, the withdrawal options, and the unit outcomes.

5. PRINCIPLES

5.1 Study Load

5.1.1 Since 2020, ACT uses a 96 credit point yearly full-time system, where a year of full-time study equates to 1200 hours of student activity.

5.1.2 Each credit point equates to 12.5 demand hours of student activity.

5.1.3 At the time of this document being created, most coursework units are 12 credit points each, requiring 150 demand hours, although there is no requirement about the volumes of coursework units. There are currently units available for 3, 6, 8, 12, 24, 36 and 48 credit points.



- 5.1.4 A full-time load is calculated as 48 credit points per semester.
- 5.1.5 75% of a full-time load qualifies students to be deemed as maintaining a full-time load, being 36 credit points per semester.

5.2 Admission requirements, Pre-requisites, Co-requisites, Academic Suitability

- 5.2.1 Based on the Principle outlined in the *Coursework Course Enrolment Policy*, enrolment in units will normally be allowed only if the student has met the entry requirements for the award to which the units normally belong. For example, a student enrolled in an Undergraduate course would be permitted to enrol in coursework units at Levels 5-7, as they have already demonstrated the admission requirements for that level of course. However, students enrolled in an Undergraduate course would not normally be allowed to enrol in a Level 8 unit, unless the student demonstrates that they meet the admission requirements for an ACT postgraduate coursework award.

Special consideration for exceptional circumstances may apply for individuals who wish to take higher level units than are intended by their enrolled course but who do not meet the entry requirements of the higher course where those units usually belong. Such applications are to demonstrate that the applicant has sufficient academic suitability to undertake the unit(s). Admission for such applicants may only be granted by the **ACT Registrar**.

- 5.2.2 Where a pre-requisite is stated on a **unit of study**, students must have already successfully completed or received credit transfer / recognition of prior learning for the stated pre-requisite unit.
- 5.2.3 Where a pre/co-requisite is stated on a **unit of study**, students must have either already successfully completed or received credit transfer / recognition of prior learning for the stated pre-requisite unit, or be concurrently enrolled in the listed pre/co-requisite unit at the same time as the intended **unit of study**.
- 5.2.4 Exemptions to pre-requisites or pre/co-requisites may be granted on a case-by-case basis by the ACT Registrar in the case of coursework courses, or by the Director of Research in the case of research degrees. All such exemption considerations must ensure that students being granted such exemptions are not disadvantaged in achieving the expected learning outcomes of the unit or course of study, and that the integrity of the intended unit of study and the course of study are maintained.
- 5.2.5 The Higher Education Support Act (2003) requires that before enrolling a



student in a unit of study, a higher education provider must assess the student as academically suited to undertake the unit concerned (HESA 19-42-1). This is generally managed through demonstrating academic suitability for a course of study (see Coursework Course Enrolment Policy for details). However, in addition to the standard course admission requirements, ACT and/or an Affiliated College may exercise its duty of care towards students by individually assessing the academic suitability of a student for the unit(s) they have applied to enrol in. An assessment of a student's academic suitability for a unit of study should review the student's likelihood of success in the unit(s), based on a review of the:

- unit content and unit level;
- student's past academic performance;
- student workload and time commitments including a consideration of other disclosed factors such as employment, community engagement, family responsibilities, disclosed medical circumstances, total study load;
- general wellbeing of the student and the impact that studying the applied unit(s) may have on the student.

5.3 Unit enrolment process – coursework awards, and coursework units in DMin

5.3.1 Students apply for enrolment in **units of study** by completing an ACT unit enrolment application, indicating their intention to enrol in a unit(s) of study. The application is to be submitted to the ACT affiliated college which is scheduled to deliver the unit that the student has applied to enrol in.

5.3.2 Student administrative staff at the ACT affiliated college scheduled to deliver the relevant unit(s) will assess the student's eligibility to enrol in the unit. This assessment includes:

5.3.2.1 whether the student has met the pre-requisites or pre/co-requisites for the unit;

5.3.2.2 whether the selected units are appropriate for the student's enrolled course, ensuring that the unit will contribute to the completion of that student's course;

5.3.2.3 whether the student's current course progress permits them to enrol in the proposed unit(s);

5.3.2.4 whether the student is academically suited to the unit(s) they have submitted an enrolment application for (see above).



- 5.3.3 If the staff member assesses that all of the above criteria are met, the staff member is responsible for ensuring that the student's unit enrolment is accurately recorded into ACT's student management system.
- 5.3.4 ACT staff will review unit enrolments on the student management system and ensure appropriateness of unit enrolments. ACT staff will remove unit enrolment applications where any of the above criteria are not met.
- 5.3.5 Unit enrolments are confirmed once the **census date** of a unit has passed.

5.4 Unit enrolment process – research awards – research phase

- 5.4.1 ACT has a policy of automatic re-enrolment in the research phase of research degrees, as outlined below.
- 5.4.2 If a candidate wishes to not be automatically enrolled in a semester of continued thesis enrolment, or wishes to change any aspect of their study, they are required to advise the Research Students Administrator by 15 March for semester 1 enrolments and by 15 August for semester 2 enrolments (two weeks prior to the relevant semester date of 31 March and 31 August) if they:
 - 5.4.2.1.1 wish to change their enrolment load (full-time / part-time)
 - 5.4.2.1.2 have applied for a suspension of candidature
 - 5.4.2.1.3 have applied for and been granted permission to change their field of research
 - 5.4.2.1.4 wish to withdraw from the course
 - 5.4.2.1.5 wish to change the payment method for their course
- 5.4.3 The Research Students Administrator will provide to the ACT Registry a list of all currently enrolled HDR candidates by 15 March for semester 1 and 15 August for semester 2 who meet any of the following criteria:
 - 5.4.3.1 any change that has been approved to their full-time/ part-time status, suspension of candidature (including extended leave) or field of research, or
 - 5.4.3.2 if the candidate wishes to change their payment method, or
 - 5.4.3.3 if the candidate is now under examination or completing corrections



after examination:

- 5.4.4 ACT Registry will enrol all existing research degree candidates already in the research phase of their degrees at the same study load, payment method and field of research as their immediately preceding semester unless notified of changes by the Research Students Administrator prior to the census date of each relevant semester. Similarly, ACT Registry will enrol all new research candidates in the ThD, MTh and PhD according to advice received from the Research Students Administrator based on decisions of the R&RSC, and DMin candidates newly embarking on the research phase of their degrees according to advice received from the Research Students Administrator based on completion of all coursework requirements of the degree.

5.5 Enrolment Deadline

- 5.5.1 Administrative Date – date by which students must have unit enrolment applications. This date is also the commencement date of the unit of study and is advertised on the ACT website for each instance of unit delivery as “start date”. Applications for enrolment in a unit of study must be submitted by the administrative date.
- 5.5.2 Applications for admission to a unit of study after the administrative date (commencement date / start date) attract a **late enrolment fee**. This fee is updated on an annual basis, and is available on the schedule of fees available at www.actheology.edu.au/fees/. The fee is determined as an incidental fee under section 7.5.1(d) of the Higher Education Provider Guidelines 2012. It is a “fine or a penalty, ... imposed principally as a disincentive and not in order to raise revenue or cover administrative costs”. As the **late enrolment fee** is an incidental fee and not part of the tuition fee of a unit, the payment of the fee cannot be deferred to a **FEE-HELP** loan.

5.6 Census Date

- 5.6.1 Each **unit of study** has a **census date**.
- 5.6.2 The tuition fee of a unit of study are incurred on the census date.
- 5.6.3 Students who wish to pay for a unit of study via a **FEE-HELP** loan are required to complete a validated **Commonwealth Assistance Form** for their course, usually through an **ECAF**, by the census date of the first unit of study they wish to have paid for by a FEE-HELP loan.



- 5.6.4 The census date is the latest date which applications for unit enrolment are able to be submitted, and are subject to the late enrolment fee outlined above. Students are not permitted to enrol in a **unit of study** after the **census date**.

5.7 Withdrawals

- 5.7.1 There are to be no administrative or financial barriers to withdrawal from a unit of study.
- 5.7.2 Students seeking to withdraw from a unit can do so in writing in any format. Staff members of ACT colleges or the ACT office who receive notification from a student that they wish to withdraw from a unit of study are to action the student's withdrawal either by updating ACT's student management system directly, or by notifying another appropriate staff member to do so.
- 5.7.3 Students seeking to re-enrol in a unit of study after withdrawing from a unit of study must do so in writing.
- 5.7.4 **Withdrawals prior to census date:** Students who withdraw from a unit of study on or prior to the **census date** will receive a full refund of any pre-paid tuition fees. The unit enrolment will not appear on the student's **academic transcript** and will not impact the student's course progress or **Grade Point Average**.
- 5.7.5 **Withdrawals after census date:** Students who withdraw from a unit of study after the **census date** will incur the full tuition fees of a unit of study, and will have the unit permanently recorded on their **academic transcript**. Students using a **FEE-HELP** loan will incur a debt for the unit, and up-front paying students are required to pay the full tuition fee for a unit. The transcript will reflect an academic penalty for the withdrawal after census date, with the same impact on a student's **Grade Point Average** as a failing grade.
- 5.7.6 **Special circumstances:** Students who withdraw from a **unit of study** (including research enrolments) due to circumstances outside of their control which occur, worsen or do not make their impact known until or after the census date may be eligible for a **Tuition Fee Refund**. Students ought to consult the Tuition Fee Refund Policy. If a Tuition Fee Refund is granted, students will also receive the grade Compassionate Withdrawal (CW) for the unit of study, which has no academic penalty. Any upfront tuition fees paid will be refunded to the payer, and students' **FEE-HELP** debt for the units will be removed.



5.8 Unit attendance and participation requirements

- 5.8.1 The ACT has set a minimum rate of attendance for all taught coursework units of 80%. This percentage applies in an analogous way to online and other delivery modes.
- 5.8.2 Students may seek an exemption from their affiliated college Academic Dean to the 80% attendance requirement in specified units on the basis of extenuating circumstances. If an exemption is approved, the Academic Dean needs to inform the ACT Registrar, and also put in place a strategy to assist the student catch up on missed unit content. Students who do not achieve a minimum 80% attendance rate without an approved exemption will have their enrolment in a unit cancelled. If this occurs past the census date, the student will have incurred the tuition fee of the unit and will receive a failing grade.

5.9 Assessment requirements and unit outcomes

- 5.9.1 In all courses, all pieces of assessment for a **unit of study** must be completed in order to pass that unit. In all units of study, 50% overall is needed to record a passing grade for a unit. Individual assessments all need to be completed, but not all assessments require a passing marks in order for a student to receive a passing grade for a unit of study.
- 5.9.2 No unit withdrawals will be accepted after a candidate has submitted work for marking in all assessments.
- 5.9.3 All units receive a finalised enrolment status after the completion of the time period in which the unit was to be undertaken. That is, that all units undertaken must have a finalised unit enrolment status of withdrawn, successfully completed, or failed. Units cannot remain enrolled or incomplete, subject to approved extensions. For further information, see ACT's Extensions Policy.
- 5.9.4 Awarded grades for units of study are as follows:
- High Distinction (HD) = 85-100%
 - Distinction (D) = 75-84%
 - Credit (C) = 65-74%
 - Pass Plus (P+) = 58-64%



- Pass (P) = 50-57%
- Fail (F) = 0-49%
- Ungraded pass (Satisfactory)
- Withdrawn after census date (Withdrawn fail)
- Non-completion of assessment tasks (coded as withdrawn fail).

5.10 Records of results

5.10.1 Students who complete one or more units of study that do not lead to the award of a qualification have access to an authorised record of results for the units undertaken. This takes place by **ACT** issuing an official academic record at the conclusion of each study period for any student who had recently undertaken any units of study which do not contribute to the completion of a qualification.

5.10.2 Students who complete units of study contributing to the awarding of a qualification have access to their results electronically during their course of study by accessing ACT's student management system. Information for accessing this system is provided to students during their orientation and is available on the ACT website. On completion of a qualification, students are issued with authorised graduation documents. Further information on graduation documents is available in the *Conferral Policy*.

6. RELATED LEGISLATION

Higher Education Support Act 2003, Higher Education Provider Guidelines 2012, Higher Education Standards Framework (Threshold Standards) 2021 – items 1.1.1, 1.1.2, 1.5.10, 5.4.2, 7.2.2, 7.3.3.

7. REFERENCES

Reference material, rationale and benchmarks for aspects of this policy which are new to ACT practice (allocation of academic penalty for withdrawals immediately after census date) are submitted to the Academic Board in the initial approval of this policy in 2020.

8. VERSION HISTORY

Version	Approved by	Approval Date	Effective Date	Changes made
1.0	Academic Board	13/3/2020	1/7/2020	New policy



1.1	Academic Board	22/10/2021	N/A	No changes; scheduled policy review
1.2	Academic Board	12/05/2023	12/05/2023	Include section 5.1 – admission requirements for units of study; section 5.10 – records of results
1.3	Academic Board	4/8/2023	4/8/2023	Include assessment of academic suitability and likelihood of success in a unit of study.

Any hard copy of this electronic document may not be current as the ACT regularly reviews its policies. The latest version can be found online at actheology.edu.au/documents.