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Policy Document Approver	Academic Board
Responsible Body/Person	Academic Board
Next Review date	October 2028
Superseded documents	*Variation of Enrolment Policy*
Related documents	*Extensions Policy* *Tuition Fee Refund Policy* *Coursework Course Enrolment Policy*
Related HE Standards	1.1, 1.4, 1.5
Related National Code Standards	N/A

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

Definitions for any words in Bold in this document can be found in the Policy Glossary. The first instance of each defined term has been outlined in bold.

3. SCOPE

This policy applies to all students enrolling in any **unit of study** within coursework awards of **AUT** and within coursework units of the Doctor of Ministry (**DMin**).

4. POLICY STATEMENT

The Australian University of Theology admits **students** to be enrolled in its **units of study**, including **coursework** units and projects. This policy outlines the admission process to these units of study, the withdrawal options, and the unit outcomes.

5. POLICY APPLICATION

5.1 Study Load

5.1.1 Since 2020, the AUT 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 AUT 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 University 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 University Registrar in the case of coursework courses, or by the Deputy Vice-Chancellor (Research) in the case of the DMin. 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, the AUT 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 for Coursework Awards and Coursework Units in DMin

5.3.1 Students apply for enrolment in units of study by completing an AUT unit enrolment application, indicating their intention to enrol in a unit(s) of study. The application is to be submitted to the AUT 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 AUT 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 the AUT's student management system.

5.3.4 AUT staff will review unit enrolments on the student management system and ensure appropriateness of unit enrolments. AUT 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 Enrolment Deadline

5.4.1 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 AUT 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.

5.4.2 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.aut.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.

5.5 Census Date

5.5.1 Each unit of study has a census date.

5.5.2 The tuition fees of a unit of study are incurred on the census date.

5.5.3 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.

5.5.4 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.

5.6 Withdrawals

5.6.1 There are to be no administrative or financial barriers to withdrawal from a unit of study.

5.6.2 Students seeking to withdraw from a unit can do so in writing in any format. Staff members of AUT colleges or the AUT 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 the AUT's student management system directly, or by notifying another appropriate staff member to do so.

5.6.3 Students seeking to re-enrol in a unit of study after withdrawing from a unit of study must do so in writing.

5.6.4 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**.

5.6.5 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.

5.6.6 Special circumstances: Students who withdraw from a unit of study 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.

5.7 Unit attendance and participation requirements

5.7.1 The AUT 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.

5.7.2 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 University 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.

5.8 Assessment Requirements and Unit Outcomes

5.8.1 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 mark in order for a student to receive a passing grade for a unit of study. All units, other than any exceptions listed in the Assessment Policy, will have assessment requirements where either:[1]

a) Secure assessment item(s) comprise at least 60% of the total assessment for the unit. It is not a requirement that all individual assessments, or any individual Secure or Open assessments, receive a passing mark in order for a student to be awarded a passing grade for a unit of study; OR

b) Secure assessment item(s) comprise at least 40% of the total assessment for the unit, where this 40% or greater Secure component is a "Hurdle" requirement. A Hurdle requirement is where the

[1] This clause only applies to all units with a start date of 1 January 2028 or later. For units with a start date prior to 31 December 2027, these provisions will only apply to some units, as follows: a) all full-time academic staff shall apply this clause to at least two units for which they are the unit coordinator during this period; b) this clause shall apply to all Category A units delivered during this period, except where an academic staff member is the unit coordinator for more than two Category A units in the period: in such cases, the academic staff member is only required to apply the provisions of this clause to two of their units in total during the period.

designated Secure component of the unit's assessment must be completed with a passing grade in order for a student to pass the unit as a whole. Students do not need to receive a passing mark in the non-Hurdle assessments in order to be awarded a passing grade for the unit of study. Students who do not pass the Secure component Hurdle requirement cannot pass the unit overall, regardless of their marks on other assessments.

5.8.2 No unit withdrawals will be accepted after a candidate has submitted work for marking in all assessments.

5.8.3 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 the AUT's *Extensions Policy*.

5.8.4 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).

5.9 Records of results

5.9.1 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 the AUT 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.

5.9.2 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 the AUT's student management system. Information for accessing this system is provided to students during their orientation and is available on the AUT 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 DOCUMENTS AND 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. VERSION HISTORY

Version	Approved by	Approval Date	Effective Date	Changes made
1.0	Academic Board	13 March 2020	1 July 2020	New Policy
1.1	Academic Board	22 October 2021	N/A	No changes; scheduled policy review
1.2	Academic Board	12 May 2023	12 May 2023	Include section 5.1 – admission requirements for units of study; section 5.10 –records of results
1.3	Academic Board	4 August 2023	4 August 2023	Include assessment of academic suitability and likelihood of success in a unit of study.
2	Vice-Chancellor	February 2025	February 2025	Update to new document template; minor editorial updates to implement University status.
3	Academic Board	October 2025	October 2025	Policy review; removal of reference to research degree thesis enrolments as incorporated in the HDR Course Enrolment Policy.
4	Academic Board	October 2026	October 2026, with transition arrangements until 31 Dec 2027	Update and addition to 5.8.1 to reflect changes made to the Assessment Policy in light of assessment & AI requirements.

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