



Centre for
English Language

SAIBT CROSS- INSTITUTIONAL AND NON-AWARD ENROLMENT POLICY

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SECTION A - INTRODUCTION

A.1 Purpose

The purpose of this policy is to define cross-institutional and non-award enrolment of students between South Australian Institute of Business and Technology (SAIBT) and other registered Higher Education Providers.

A.2 Scope

This policy covers all prospective and current students of the South Australian Institute of Business and Technology (SAIBT).

A.3 Definitions

Word/Term	Definition
Cross-institutional enrolment	A student enrolled in a program at one institution (the home institution) enrolling in one or more courses at the other institution (the host institution) that will be credited to the student's program at the home institution.
Home institution	The institution in which the student originally enrolled and with whom an international student has a valid CoE
Host institution	The institution which enrolls students for additional courses without impinging on the student's home enrolment
Incoming Cross-institutional Study	Students enrolled at another institution who are given approval to study at SAIBT in a course which contributes towards their award
Non-award enrolment	A student who enrolls in a program at the home institution and enrolls and is assessed in one or more courses at another institution (the host institution), but where the completed courses are not part of the student's award program. No credit is granted
Outgoing Cross-institutional Study	Students who are given SAIBT approval to study at another institution in a course which contributes to their award.

A.4 Acronyms

Abbreviation	Phrase or Word
CoE	Confirmation of Enrolment
ESOS	The Education Services for Overseas Students (ESOS) Act
SAIBT	South Australian Institute of Business and Technology

SECTION B - POLICY STATEMENT

B.1 Principles

Students who are enrolled with a higher education provider may, with the permission of that provider, study approved courses offered by another HE provider. In cross institutional enrolment, the completed course at the host institution comprises part of the student's award qualification. In non-award enrolment the completed course 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 award programs at SAIBT 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 SAIBT.

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 course or courses may be available to SAIBT 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 with all of the policies, statutes and regulations of the host institution.

2 Outgoing students

- 2.1 Students currently enrolled in programs at SAIBT may apply to undertake cross-institutional or non-award study at another institution in Australia.
- 2.2 Approval from SAIBT does not guarantee the approval of the host institution.
- 2.3 Approval will not normally be granted if the proposed course of cross-institutional or non-award study is offered at SAIBT in the next teaching period.
- 2.4 On completion of cross-institutional study, students must provide SAIBT with the official results from the host institution for every course of study undertaken.
- 2.5 SAIBT 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 SAIBT.
- 3.2 Closing dates for applications will be set by SAIBT.

- 3.3** FEE-Help is available to eligible domestic students enrolling in cross-institutional study.
- 3.4** Students will be given a transcript detailing their achievement, but will not receive a SAIBT award.
- 3.5** Students undertaking cross-institutional study at SAIBT 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 course 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, SAIBT 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 be not be approved by SAIBT.

SECTION C - GOVERNANCE

C.1 Responsibility

Identification	SAIBT Cross-Institutional and Non-Award Enrolment Policy
Policy Owner	Academic Director, SAIBT
Initial Issue date	June 2013
Directory Location	Academic Directorate, policies

C.2 Version Control

Version Number	Summary of Changes	Approved by	Date of Effect	Review Date	Privilege Level
v1.0	Initial policy	SAIBT Executive Group	6/2013	6/2015	Public
v1.1	Minor amendment to B2, 1.3	Quality Manager	6/2013	6/2015	Public
v1.2	Move to a three year review cycle	Quality Manager	11/2013	6/2016	Public
v1.3	Review, no changes	SAIBT Academic Board	7/2014	7/2017	Public

C.3 Legislative and Organisational Context

Name
Higher Education Standards
The National Code of Practice 2007

SECTION D - PROCEDURE

D.1 Related Procedures

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

D.2 Related Policies

None