

PROCEDURE

Procedure Title

Enrolment Load Diplomas Procedure

Parent Policy

Enrolment Load Diplomas Policy

Preamble

This procedure applies to all domestic students and international students enrolled in Diploma programs in Melbourne and outlines the steps to be completed to submit an application to underload.

Whilst in exceptional circumstances, students may be approved to underload, students will not be approved to overload by more than the standard full time enrolment specified for the program.

Definitions

eCOE

Electronic confirmation of enrolment. A document which is issued by the registered provider to intending international students and which must accompany their application for a student visa.

MC Attendance

Information system for storing student attendance information

Callista

Student information management system

ESOS

Education Services for Overseas Students - regulates the education and training of overseas students studying in Australia on student visas through the ESOS Act and associated legislation which protects the interests of these students by providing tuition and financial assurance.

PRISMS

Provider Registration and International Students Management System

Procedure

Ref	Steps	Responsibility
1.	<p>Submitting an application to underload – International students</p> <p>International students must make an appointment with a Learning Consultant to discuss and complete the Course and Unit Variation Form and the Application to Underload – International Students form.</p>	Students

<p>The Learning Consultants will assess the students' case and explain the implications to underload including the impact to the student's length of study.</p> <p>As part of the assessment, the Learning Consultants will check the student's enrolment and attendance on MC Attendance, and input the reasons to underload into MC Attendance.</p> <p>Applications (and supporting documentation, if required) must be submitted to Student Administration.</p> <p>Acceptable supporting documentation includes:</p> <ul style="list-style-type: none"> • A medical certificate from a medical practitioner for compassionate or compelling reasons • A statement from the Learning Consultant, Team Leader or Academic Manager recommending the student underload as part of an intervention strategy • A statement from the Monash College counsellor/ registered psychologist • An official statement or document from the students home country outlining the circumstances e.g. Government official, medical practitioner <p>Submitting an application to underload does not guarantee that the application will be supported and approved. Students should understand the academic and financial implications of withdrawing units after certain dates. Student Administration will notify students of any outstanding fee balances.</p> <p>Students who underload and do not submit the required form, will have a full encumbrance placed on their student record until the form is completed or the enrolment is amended.</p> <p>Students who are not approved to underload and who do not complete their course within the duration specified on their eCOE, may not be able to extend their course length in Australia.</p>	<p>Learning Consultants</p> <p>Student Administration</p>
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<p>2.</p>	<p>Underload application approval</p> <p>The following Diploma staff members can sign and approve the application to underload and submit to Student Administration for processing:</p> <ul style="list-style-type: none"> • Deputy Director • Team Leader • Academic Manager • Learning Consultants Team Leader • Learning Consultants <p>The Diploma staff member who approved the underload application must add the approval information and reasons for the student enrolling is less units in AMS.</p> <p>Student Administration will add the relevant notes into Callista.</p>	<p>Deputy Director</p> <p>Team Leader</p> <p>Academic Manager Learning Consultants Team Leader Learning Consultants</p> <p>Student Administration</p>
<p>3.</p>	<p>Notifying students of approval</p> <p>Until an application is approved, students must attend all required classes. Students will receive a written notification from Student Administration once their case has been assessed and approved.</p> <p>Student Administration will advise the relevant team leader, who informs the teachers regarding the details of students who have been approved to underload including the unit and dates withdrawn.</p>	<p>Student Administration</p>
<p>4.</p>	<p>Changing the expected duration of study</p> <p>Where there is a variation in an international (ESOS) student's enrolment load which may affect the student's expected duration of study, the variation and the reasons for it will be recorded in Callista.</p> <p>If the variation leads to an extension of the expected duration of study, the student must be reported via the Provider Registration and International Students Management System (PRISMS) and by issuing a new eCoE.</p>	<p>Student Administration</p>
<p>5.</p>	<p>Submitting an application to underload – Domestic students</p> <p>Domestic students can reduce their study load to one unit a trimester by completing the Course and Unit Variation Form and submitting it to Student Administration.</p>	<p>Students</p>

Legislation and Standards	<p>National Code of Practice for Providers of Education and Training to Overseas Students 2018</p> <p>Education Services for Overseas Students Act 2000</p>
Reference Policies and Supporting Documentation	<p>Course/Unit Variation Form</p> <p>Application to Underload – International Students</p> <p>Enrolment Load Diplomas Policy</p> <p>Academic Progress Policy</p>
Responsibility for Implementation	<p>Director, Diplomas</p> <p>Deputy Director</p> <p>Student Administration</p> <p>Team Leaders</p> <p>Academic Manager</p> <p>Learning Consultant Team Leader</p> <p>Learning Consultants</p>
Status	New
Key Stakeholders	<p>Director, Diplomas</p> <p>Associate Director Learning Teaching and Innovation</p> <p>Deputy Director</p> <p>Team Leaders</p> <p>Academic Manager</p> <p>Learning Consultants Team Leader</p> <p>Learning Consultants</p> <p>Teaching Staff</p> <p>Student Administration Team</p> <p>Student Counsellor</p> <p>Students</p>
Approval Body	<p>Diplomas Policy and Procedures Working Group</p> <p>Board of Studies</p> <p>14 July 2016</p> <p>Item 5.3</p>
Date Effective	14/07/2016

Next Review Date	14/07/2019
Owner Job Title	Director Diplomas Diplomas
Procedure Author	Manager, Quality and Process Improvement
Contact	Manager, Quality and Process Improvement

Change History

Version number	Approval date	Approved by	Brief outline of changes
1.0	14 July 2016	Board of Studies	New procedure developed.
1.1	18 October 2017	Director, Diplomas	Include information about overload and encumbrances.
1.2	4 June 2019	Governance	Hyperlinks removed; role titles updated; legislation references updated