

Student Administration Policy

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Description	This policy specifies the way in which the University administers students' enrolments in all the programs of the University that include coursework.

Related documents

[Academic Standing, Progression and Exclusion Policy](#)
[Academic Calendar Procedure](#)
[Undergraduate Programs Admission Policy](#)
[Postgraduate Programs Admission Policy](#)
[Request for Readmission Form](#)
[Postgraduate Qualifications \(AQF Level 8 & 9\) Policy](#)
[Bachelor Degree \(AQF Level 7\) Policy](#)
[Online Credit Application](#)
[Credit and Recognition of Prior Learning Policy](#)
[Application for Enrolment as a Cross-Institutional Student at Griffith University](#)
[Application for Cross-Institutional Study at Another Institution](#)
[Fees and Charges Policy](#)
[Student Communication Policy](#)
[Schedule A: SMS for Current Students Guidelines](#)
[Bachelor Honours Degree \(AQF Level 8\) Policy](#)
[Application for Internal Transfer Form](#)
[International Experience Incentive Scheme \(IEIS\) Policy](#)
[Higher Degree Research Policy](#)
[Role Statement Course Convenor](#)
[Role Statement Program Director](#)
[Structure and Requirements of Qualifications Awarded by Griffith University](#)
[Student Charter](#)
[The National Code of Practice for Providers of Education and Training to Overseas Students 2018](#)

[\[Scope\]](#) [\[Definitions\]](#) [\[Enrolment Status\]](#) [\[Communication Between the Student and the University\]](#) [\[Study Program\]](#) [\[Prerequisites, Co-requisites, Prior Assumed, Incompatible and Restricted Courses\]](#) [\[Change of Enrolment\]](#) [\[Change of Program\]](#) [\[Interruption of Studies\]](#) [\[Maximum Time for Completing a Program\]](#) [\[Cross-Institutional Study\]](#) [\[Concurrent Enrolment\]](#) [\[Schedule A Leave of Absence – Not Available\]](#)

1. SCOPE

The following policy applies to students in all the programs of the University that include coursework. Students in Honours programs are also subject to the *Bachelor Honours Degree (AQF Level 8) Policy*. Higher Degree Research candidates are also subject to the *Higher Degree Research Policy*.

2. DEFINITIONS

The Program Director - the academic staff member (normally Level D or above), appointed by the Dean (Learning & Teaching) to provide curriculum leadership for and quality enhancement of one program or a Program Cluster while working collegially with the Head of School/ Deputy Head of School, academic and professional staff to ensure an effective and positive student learning experience. There shall only be one Program Director for a program. The Program Director may lead one or more program clusters. (See *Role Statement Program Director*.)

The Course Convenor - the academic staff member designated by the Head of School who is responsible for the management, conduct, teaching and assessment of a course. (See *Role Statement Course Convenor*.)

Trimesters and Teaching periods - the standard academic year is comprised of two standard trimesters, Trimester 1 and Trimester 2 as designated in the University's Academic Calendar. Other teaching periods may be designated in the academic calendar and may be used for the offering of certain courses.

Exceptional circumstances - circumstances considered to be beyond your control, i.e., a situation occurs that a reasonable person would consider is not due to the person's action or inaction, either direct or indirect, and for which the person is not responsible. This situation must be unusual, uncommon or abnormal. A lack of understanding of Australian Government Legislation or University Policy is not considered to be beyond a person's control.

3. ENROLMENT STATUS

A student is a person who has an active enrolment status in a program of the University. To have an active enrolment status, the student shall have:

- accepted an offer of admission to a program and shall have completed the enrolment procedures prescribed by the University;
- paid such fees and charges as the University may require to be paid as a condition of enrolment;
- fulfilled the conditions prescribed for Commonwealth supported students, in the case of a student admitted to a program as a Commonwealth supported student; and
- completed any other procedures which may be required as a condition of enrolment.

3.1 Due Date for Enrolment

Students are required to enrol by the due date as specified in the offer of admission or readmission or as specified in the academic calendar as the due date for enrolment each trimester or teaching period. Students who enrol after the due date may be charged a late enrolment fee. The University reserves the right to reject an enrolment transaction which is conducted after the due date.

3.2 Continuity of Enrolment

A student is deemed to be currently enrolled from the date on which the student has completed the enrolment requirements until the first day of the next standard trimester or teaching period, unless:

- the student notifies the University that they are discontinuing enrolment or seeking leave of absence;
 - the student withdraws from all courses and has no course enrolments in a future standard trimester or teaching period, in which case the student's enrolment is deemed to have been discontinued;
 - the student fails to enrol in courses for a standard trimester or teaching period by the last date to add courses, in which case the student's enrolment is deemed to have been discontinued;
 - the University terminates the student's enrolment or excludes the student in accordance with the provisions of this or other policies of the University;
 - the student has completed all requirements of a program and is eligible to graduate.
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4. COMMUNICATION BETWEEN THE STUDENT AND THE UNIVERSITY

The University shall use e-mail to communicate to students. Refer to *Student Communication Policy*.

5. STUDY PROGRAM

5.1 Nomenclature and Definitions

5.1.1 Program

A program is an approved course of study leading to an award of the University (a higher education award). A student is admitted to a program, undertakes study while enrolled in that program, and on successful completion of all program requirements is awarded the qualification to which the program relates.

5.1.2 Course

A course is a component of a qualification in which the student enrolls and on completion of which the student is awarded a grade (such grades appearing on a student's academic record). Learning outcomes, assessment tasks and achievement standards are specified for each course appropriate to a level and qualification type.

5.1.3 Census date

The census date for a course is the effective enrolment date and charges liability date for the course (see [section 7.2](#)).

5.1.4 Credit Point

The term "Credit Point" (abbreviated CP) refers to the number of units assigned to a course. This term is used to:

- provide students with a guide to the amount of work a course may entail;
- indicate a student's enrolment load;
- define the requirements for an award of the University;
- quantify the recognition of prior-learning; and
- indicate the amount of work a student has successfully completed towards an award of the University.

As a general guide, 1CP is equivalent to approximately 15 hours of work that is approximately 150 hours for a 10 credit point course, including all forms of teaching contact (face to face and online), assessment tasks and private study, for an 'average' student.

The workload specified by the credit point value of a course applies regardless of the length of the course (year, trimester, intensive teaching period) or the mode of delivery (online, on-campus or blended).

5.2 Nomination of Study Program

A student must nominate a study program for each trimester or teaching period by enrolling in each course which they intend to undertake in the trimester or teaching period. The study program must conform to the requirements of the program to which the student has been admitted, and must satisfy the enrolment requirements for each course as specified in the Course Catalogue.

A student is not permitted to attend classes, access teaching materials or engage in the teaching activities of the course unless enrolled in that course. It is the student's responsibility to check that they are enrolled in each course that they are undertaking. Where the course is scheduled on more than one campus or by more than one mode of study (for example, external online mode), the student must ensure that they are enrolled in the correct course offering. Students are able to check their study program, add and drop courses and select the appropriate course offering through [myGriffith](#).

A student's attempt to add a course to their study program may be rejected where:

- the last date for adding courses for that trimester or teaching period has passed;
- the course is not scheduled in the nominated trimester or teaching period;
- the course is not listed in the program structure and the course is a restricted course;
- the student does not satisfy the prerequisite conditions for the course;
- the course is closed because the maximum enrolment number specified for the course has been reached;
- the course is not listed in the program structure, and the course is at a different qualification level than the student's program (students in undergraduate programs may not enrol in postgraduate courses);
- the student is attempting to enrol in more than 50CP in the standard trimester.

5.3 Academic Load (full-time/part-time) and Mode of attendance (internal/external)

A student's academic load is determined by the study program in which the student is enrolled each standard trimester or equivalent teaching periods.

- A full-time student is one who is enrolled in courses totalling at least 75% of a standard full-time academic load in any standard trimester or equivalent teaching periods.
- A part-time student is one who is enrolled in courses totalling less than 75% of a standard full-time academic load in any standard trimester or equivalent teaching periods.

A student may not enrol in more than 50CP in any standard trimester, except with the approval of the Program Director. International students are required to enrol in an academic load that ensures completion of the program within the expected duration of study (CoE) (See [Standard 8 of the National Code 2018](#)).

Courses may be offered in external mode such that the student is not required to attend any teaching or assessment activities on-campus. Where a student is undertaking all courses in external mode, the student is an external student. If the student is undertaking at least one course on-campus in a trimester or teaching period, the student is an internal student.

5.4 Home Campus

Except if a student is admitted as an external student the student is admitted to a program offered on a particular campus, which is referred to as the student's home campus. A student may enrol in courses offered at campuses other than the student's home campus, provided that the student's enrolment in such courses is permissible according to the program requirements.

Constraints on cross campus enrolment are:

- For courses which are projects, field trips, internships, work experience, professional practice, teaching practice, clinical practice, and similar activities, students must enrol on their home campus.

- Enrolment in an academic plan may be restricted to students whose home campus is the campus of the academic plan.
- Enrolment in a restricted course may be restricted to students whose home campus is the campus of the course.

A student wishing to transfer to another campus as their home campus should seek an internal program transfer.

6. PRE-REQUISITES, CO-REQUISITES, PRIOR ASSUMED, INCOMPATIBLE AND RESTRICTED COURSES

6.1 Definitions

A pre-requisite course is a course that must be completed, and for which a specified minimum grade must be obtained before another specified course may be commenced.

A co-requisite course is a course that must be studied before, or at the same time as, another specified course.

A prior assumed course is a course the content of which it is assumed a student has mastered before commencing a second course but which is not a pre-requisite.

Two or more courses are incompatible where there is sufficient overlap between the content such that the student is not permitted to receive credit for more than one of the courses.

A restricted course is one where the School responsible for the course places restrictions on the enrolment of students in that course. Restrictions may include limits on the number of students enrolled; level of performance such as GPA; or a requirement to demonstrate an acceptable reason for undertaking the course.

6.2 Minimum Grade to Satisfy Pre-requisite Condition

Unless otherwise specified the minimum grade which must be obtained to satisfy a pre-requisite condition is a 4.

6.3 Responsibility for Pre-requisite Check

It is the student's responsibility to ensure that pre-requisite and co-requisite conditions are satisfied when adding a course to their study program. If the student fails a course which is a pre-requisite for a course in which the student has enrolled in a future trimester or teaching period, it is the student's responsibility to amend the study program.

If a student fails to amend a study program that does not satisfy pre-requisite conditions when requested in writing to do so, the student's enrolment in the course concerned may be cancelled and a grade of withdraw with failure awarded.

6.4 Waiver of Pre-requisite

The Course Convenor may waive a pre-requisite or co-requisite condition on application from a student.

6.5 Restricted Courses

A student may enrol in a restricted course only if:

- the course is listed in the program requirements of the student's program; or
- the student satisfies the conditions which are imposed by way of the restrictions; or
- with the approval of the Head of School or nominee.

6.6 Specification of Enrolment Requirements

Pre-requisites, co-requisites, prior assumed, incompatible and restricted courses are specified as enrolment requirements of the course and published in the Course Catalogue.

7. CHANGE OF ENROLMENT

7.1 Adding and Changing Courses in Trimesters and Teaching Periods

A student may add a course to their study program up to the last date for adding courses. The last date for adding courses is specified in [Table 1](#):

Changing from one course to another involves dropping a course and adding the replacement course and is subject to the same deadline.

In exceptional circumstances (refer [Section 2 Definitions](#)) a student with a GPA greater than or equal to 4.0 may be given approval by the Director, Student Administration (in consultation with the Course Convenor as required) for the student to add a course after the last date for adding courses, but not if assessment is due within 5 days of date of request. Each application for late addition will be subject to the payment of an application fee for each late course addition request.

7.2 Census Date and Effective Enrolment Date

Each course has a designated census date which is the effective enrolment date. A student who is enrolled in a course on the census date is deemed to be effectively enrolled and is liable for the tuition fee or the student contribution or any other fee or charge which is applicable to the student under the *Fees and Charges Policy*.

The census dates are specified in [Table 1](#).

7.3 Withdrawal from Courses

A student may withdraw from a course at any time. The effect of such withdrawal on the student's academic record depends on the time that the withdrawal is effected.

- Up to the census date: the record of the student's enrolment in the course is dropped from the academic record. The census dates are specified in [Table 1](#).
- After the census date and up to the final date for withdrawal without failure as specified in [Table 1](#), the course is included on the student's academic record annotated as "Withdraw".
- After the final date for withdrawal without failure: the course is included on the student's academic record with a grade of "Withdraw with Failure";
- Where, prior to notification of withdrawal, a student has completed sufficient assessment items for the course, the School Assessment Board may award a passing grade in place of "Withdraw with Failure".
- A student may not withdraw from a course after the last day of the trimester or teaching period.

7.4 Final Date for Withdrawal without Failure

The final date for withdrawal without failure is specified in [Table 1](#).

Table 1 Enrolment Add and Drop Dates and Census dates	
These rules apply to all courses within the designated duration	
Courses² which start in week 1 of trimester 1 or 2 or 3 where the teaching period is more than 10 weeks but less than 20 weeks	
Last date to add course	End of second week of trimester
Census date	End of fourth week of trimester, as specified in the Academic Calendar
Final date for withdrawal without failure	End of eighth week of teaching period
Courses where the teaching period¹ is more than 10 weeks but less than 20 weeks	
Last date to add course	End of second week of teaching period
Census date	End of fourth week of teaching period
Final date for withdrawal without failure	End of eighth week of teaching period
Courses where the teaching period¹ is more than 20 weeks but less than 26 weeks	
Last date to add course	End of second week of teaching period
Census date	Day 37 of teaching period
Final date for withdrawal without failure	End of eighth week of teaching period
Intensive mode courses where the teaching period¹ is 7 days or fewer	
Last date to add course	Day prior to the first day of teaching period
Census date	Day 2 of teaching period
Final date for withdrawal without failure	Day 2 of teaching period
Courses where the teaching period¹ is more than 7 days but not more than 2 weeks	
Last date to add course	Day prior to the first day of teaching period
Census date	Day 3 of teaching period
Final date for withdrawal without failure	Day 7 of teaching period
Courses where the teaching period¹ is more than 2 weeks but not more than 5 weeks	
Last date to add course	Day prior to the first day of teaching period
Census date	End of first week of teaching period
Final date for withdrawal without failure	End of second week of teaching period
Courses where the teaching period¹ is more than 5 weeks but not more than 10 weeks	
Last date to add course	End of first week of teaching period
Census date	End of second week of teaching period
Final date for withdrawal without failure	End of third week of teaching period
Full Year Courses² which start in week 1 of trimester 1	
Last date to add course	End of second week of trimester
Census date	End of fourth week of trimester, as specified in the Academic Calendar
Final date for withdrawal without failure	End of eighth week of trimester 2
Full Year Courses¹	
Last date to add course	End of second week of teaching period
Census date	End of fourth week of teaching period
Final date for withdrawal without failure	End of eighth week of trimester 2
Courses¹ offered in the Six Week Teaching Calendar	
Last date to add course	17 days prior to the first day of the teaching period ³
Census date	Day 12 of the teaching period
Final date for withdrawal without failure	End of the third week of the teaching period

(¹ 12 o'clock midnight of the designated day)

(² 12 o'clock midnight on Sunday of the designated week)

(³ except from teaching period 1 2021 which is Friday of the week when the prior teaching period ends)

7.5 Special Circumstances Accompanying Withdrawal from a Course

When a student withdraws from a course due to special circumstances, the student may request certain concessions depending on the date of withdrawal.

- a) When the withdrawal is after the census date, the student may request refund of the student contribution or tuition fee where applicable (refer to *Fees and Charges Policy*).
- b) When the withdrawal is after the final date for withdrawal without failure, in addition to the concessions in (a), the student may request withdrawal without failure. However a student is prohibited from making such a request if they are the subject of an internal University misconduct investigation, review or appeal process which is ongoing or if the course is the subject of the decision under review or appeal. A student who fails to abide by this provision shall have their request for withdrawal without failure rejected and shall be dealt with in accordance with the University's [Student Misconduct Policy](#). Applications for withdrawal due to special circumstances from students who are under consideration for exclusion or have already been excluded from the University will not be considered by the University for the concessions in (b). However, if a student appeals their exclusion and it is upheld, they can then lodge an application for withdrawal due to special circumstances.

A request for withdrawal without failure cannot be made by a student who has received a pass grade (4-7) for the course.

Special circumstances are defined as circumstances applying to the student that:

- a) are beyond the student's control; and
- b) do not make their full impact on the student until on or after the census date for the course; and
- c) make it impracticable for the student to complete the requirements for the course during the period in which the student undertook or was to undertake the course.

7.6 Process for Withdrawal from a Course due to Special Circumstances

The request for withdrawal due to special circumstances must be accompanied by appropriate documentary evidence and must be lodged [online](#) within one year of the date the course was dropped or if the course was not dropped then within one year of the last day of teaching for the course. Requests for withdrawal due to special circumstances lodged outside of these timeframes will only be considered where the student:

- has not graduated from their program; or
- exceeded the maximum period for completing a program as specified in [section 10](#); and
- presents a reasonable case as to why the request was not lodged within the prescribed timeframe.

Lack of awareness of the provisions of this policy does not constitute a reasonable case.

Requests for withdrawal without failure and refund of student contribution or tuition fee are decided by the Manager of the relevant Student Administration Centre.

Students will be notified of the outcome of their request for withdrawal due to special circumstances within four weeks of lodging the request, provided appropriate documentary evidence accompanies the request. Where the request is refused, the student will be given the reason.

7.7 Review of Decision in Response to Request for Withdrawal due to Special Circumstances

A student whose request for withdrawal without failure and/or refund of student contribution or tuition fee is refused may request a review of the decision. The review request must be submitted using the online [Review of Decision Form](#) and must be received no later than four weeks from the notification of the outcome of their request and must address the reason given for the refusal.

The Director, Student Administration reviews the original decision, taking account of the information provided by the student in the request for a review, together with all other relevant information.

The Director, Student Administration is the designated review officer for the purpose of reviewing decisions made relating to the [Higher Education Support Act 2003](#) (Cth).

8. CHANGE OF PROGRAM

A student is entitled to undertake only the program for which they received an offer of admission.

8.1 Procedure

A student who is currently enrolled in a program of the University may apply to change to another program by lodging an internal transfer application. An application to change program will be approved only where the applicant satisfies all the conditions for admission and would have been made an offer of admission in the most recent or current admission period.

8.2 Timing

Applications to change program must be lodged by the date specified in the Academic Calendar.

9. INTERRUPTION OF STUDIES

9.1 Discontinuation and Leave of Absence

A student may notify the University of their intention to discontinue enrolment and may at the same time request leave of absence for a maximum period of up to four standard trimesters (equivalent to 2 calendar years), with the exception of international students. International students may request leave of absence for a maximum period of up to one trimester to ensure completion of the program within the expected duration of study (CoE). Discontinuation of their enrolment or requests for a period of leave of absence may affect their international student visa. Leave of absence is not available to students enrolled in programs specified in [Schedule A](#).

When the student discontinues enrolment or requests leave of absence, the provisions of [Section 7](#) relating to withdrawal of courses apply to the courses in which the student is enrolled. A student who is on leave of absence or who has discontinued enrolment may be excluded under the provisions of the [Academic Standing, Progression and Exclusion Policy](#).

In the event that the program of enrolment is being phased out a student who withdraws from the program, or who otherwise interrupts their enrolment in the program, including taking leave of absence, is not covered by transition arrangements and is required to conform to the amended program requirements when they resume their studies in the program. This may result in a student being transferred to a new program or completing more credit points than are normally required for the qualification.

9.2 Approval of Leave of Absence

- a) A request for leave of absence will be accepted and noted on the student's record except where:
 - the period of absence would not allow the student sufficient time to complete the program within the maximum period for obtaining credit;
 - the program is being taught out by the University;
 - in the case of an international student there are no documented compassionate or compelling circumstances (e.g. illness where a medical certificate states that the student is unable to attend classes). (See [Standard 9 of the National Code 2018](#).)
- b) Notwithstanding 9.1 and 9.2(a), students in Honours programs require approval to take leave of absence, and the maximum period of leave is two standard trimesters (equivalent to 1 calendar year). (See [Bachelor Honours Degree \(AQF Level 8\) Policy](#))

- c) Notwithstanding 9.1 and 9.2(a), students in specific programs as designated in the program requirements on the Program and Courses website require approval to take leave of absence, and the maximum period of leave is two standard trimesters (equivalent to 1 calendar year).
- d) Notwithstanding 9.1 and 9.2(a), students in programs listed in [Schedule A](#) are not permitted to take leave of absence.

9.3 Return from Leave of Absence

At the end of the period of leave of absence the student is required to re-enrol in the program. If the student fails to enrol by the due date, the student's enrolment in the program will be terminated.

9.4 Limit on Leave of Absence

Within the limits of the maximum four trimesters period of leave of absence or two trimesters in the case of Honours programs and designated programs, students may apply for leave of absence more than once.

9.5 Readmission

A student who has discontinued enrolment in a program and who is not on leave of absence may be readmitted to the same program except in the following cases:

- The student is not able to complete the program within the maximum period for completing the program ([refer to paragraphs 3 and 4 of section 10](#)). [Section 10.1 Extension](#) is not to be applied for the purpose of readmission.
- The student is not able to complete the professional practice requirements of the program and has been administratively withdrawn in accordance with Section 5 of the [Inability to Complete Required Components of Professional Qualification Policy](#).
- The student is seeking readmission to a designated program, in which case the approval of the Program Director is required.
- The program is being taught out by the University.

A student seeking readmission must complete the *Request for Readmission form*. An application for readmission must be lodged with a Student Centre by the date specified in the Academic Calendar.

Students who have been excluded from a program for failing to maintain good academic standing may apply for readmission under the *Academic Standing, Progression and Exclusion Policy*.

Students excluded on disciplinary grounds may apply for readmission to the Senior Deputy Vice Chancellor three years from the date specified in the notation on their Official Academic Transcript. In determining whether a student excluded on disciplinary grounds should be readmitted, the following may be taken into account:

- the nature and seriousness of the misconduct leading to disciplinary action;
- the circumstances surrounding the misconduct;
- if relevant, the professional requirements of the program from which the applicant was excluded;
- the applicant's activities since exclusion (including relevant employment or educational courses); and
- any evidence to suggest change in attitude, capability or motivation.

In making a decision to readmit a student excluded on disciplinary grounds, the Senior Deputy Vice Chancellor shall seek the written advice of the Dean (Learning & Teaching) or Deputy Vice Chancellor (Research).

If the application for readmission is refused, the student excluded on disciplinary grounds can apply for readmission again three years from the date of the decision of the Senior Deputy Vice Chancellor. In applying for readmission, the past student should show there has been a significant change in circumstances since they last made an application.

A student readmitted to a program may be required on the advice of the Program Director to repeat courses or parts of courses which had been completed prior to the interruption of the program, and/or to undertake additional work in order to demonstrate current competencies or to comply with current program requirements.

10. MAXIMUM TIME FOR COMPLETING A PROGRAM

- 1) Paragraphs (3) and (4) specify the maximum period for satisfying the requirements for completion of a program. The period refers to elapsed calendar years starting from the year in which admission to the program was accepted and is inclusive of periods of leave of absence, discontinuation or exclusion.
- 2) Students who are at risk of not completing their program within the maximum program duration will be identified in two periods per year, period 1 in late June-July and period 2 in late December-January. Program Directors shall notify students of their status and provide advice on:
 - what is required for the student to complete the program, or
 - how to apply for an extension of the maximum period of completion (refer section 10.1), or
 - how to notify the University of their intention to discontinue enrolment and withdraw from courses.

- 3) Maximum period for completing a program for students admitted to the program before 1 January 2016:

Diploma	10 years
Degree	10 years
Honours (end on to Bachelor degree)	3 years
Graduate Certificate	2 years
Graduate Diploma	4 years
Masters (up to 120CP)	5 years
Masters (more than 120CP)	6 years

- 4) Maximum period for completing a program for students admitted to the program on or after 1 January 2016:

Diploma	4 years
Diploma offered concurrently with another award e.g. Bachelor Degree	10 years
Degree (3 year)	8 years
Degree (4 year) including concurrent Honours	10 years
Double/Vertical Degree	10 years
Honours (end on to Bachelor degree)	3 years
Graduate Certificate	2 years
Graduate Diploma	4 years
Masters (Research)	4 years
Masters (up to 120CP)	5 years
Masters (more than 120CP)	6 years
Masters (Extended)	8 years
Professional Doctorate	8 years

- 5) Students who do not complete their program within the maximum time based on their program level in paragraphs (3) or (4) will be administratively withdrawn from the University.

10.1 Extension

On application from the student, the Program Director may grant an extension of up to 1 year (12 months) to the maximum period for completing the program where he or she is satisfied exceptional circumstances affected the student's progress in the program and that the student has an expectation of completing the program. The period of extension must be specified in each case. An extension of the maximum period for completing the program is not permissible in the case of students in Honours programs that are end-on to a bachelor degree.

11. CROSS-INSTITUTIONAL STUDY

11.1 Out-going Cross-institutional Students

11.1.1 Approval may be given for out-going cross-institutional study in three situations only:

- a) Where a domestic student is required through employment or personal circumstances to move to a location which prevents the student from continuing study at Griffith University, and the student seeks to continue study towards their degree at another institution, the student may apply for permission to study at that institution as a cross-institutional student and to receive credit for that study towards completing the requirements of their Griffith degree. An international student unable to continue their study through personal circumstances may only be given permission to undertake cross-institutional study in exceptional circumstances with the approval of the Vice President (Global).

Where a student has completed less than 50% of their Griffith program and their relocation is likely to apply for the remainder of their study, the student is advised to seek admission to the other institution and to complete their degree at that institution.

- b) Where the student can demonstrate a need to undertake cross-institutional study in order to achieve appropriate progress in their program in the following situations:
 - i. Where the student has failed a course which is a pre-requisite and is unable to progress at a satisfactory rate in the next trimester or teaching period, and there is no suitable course offered within the University to enable the student to repeat the failed course in the next trimester or teaching period, the student may apply for permission to study an equivalent course at another institution as a cross-institutional student in order to satisfy pre-requisite conditions in a timely manner;
 - ii. Where a student requires 20CP or fewer in order to complete the program requirements, and where one or more courses which would enable the student to satisfy the program requirements is not offered in the next trimester or teaching period, the student may apply for permission to study one or more equivalent courses at another institution as a cross-institutional student in order to complete the requirements of their Griffith degree in a shorter time.

The maximum amount of cross-institutional study which may be approved for reasons (i) and (ii) combined over a student's program is 30CP.

- c) Where the University does not offer courses in a particular area, an arrangement may be agreed between the University and another institution to include courses of the other institution as permissible courses within the program requirements of the Griffith degree.
- d) Where a Griffith Commonwealth supported student seeks to undertake a Griffith course at Open Universities Australia, the student is not required to meet the above three situations to gain approval if the course is required to complete the requirements of their Griffith degree.

11.1.2 Applications and Approval

Students seeking to undertake cross-institutional study under sections (a) and (b) above must apply by lodging an [application](#) accompanied by appropriate documentation at a

Griffith Student Centre at least three weeks prior to the application closing date of the other institution. The application must be accompanied by the cross-institutional admission form from the other institution and full details (including course profile/s) of the course(s) for which approval is sought. Applications require the approval of the Program Director or nominee. Approval to undertake cross-institutional study applies only to the specific course(s) and institution indicated in the notification. The student may not substitute other courses without obtaining approval.

Where a student receives approval to undertake cross-institutional study, the student is responsible for applying to the other institution for admission and for providing to the institution the evidence of Griffith's approval for the cross-institutional study. The other institution is not obligated to admit the student.

Students seeking to undertake cross-institutional study under section (c) above are required to obtain a cross-institutional study application form belonging to the other institution and to present it at a [Griffith Student Centre](#) for endorsement and recording of the student's study program.

International students seeking cross-institutional enrolment are required to consult with Griffith International to ensure that they comply with student visa regulations.

On completion of each course undertaken by cross-institutional study, the student is responsible for providing an official transcript of results together with their [Online Credit Application](#). On receipt of the official transcript of results, the student's academic record will be updated to grant the student credit for the cross-institutional study.

11.2 Incoming Cross-institutional Students

A student who is enrolled in an award program at another higher education institution may apply to undertake courses at Griffith University for credit towards their program. An application to study at Griffith University as a cross-institutional student must be lodged at a [Student Centre](#) no later than two weeks prior to the commencement of the trimester or teaching period. The application must be accompanied by documentation from the student's home institution that the course(s) which the student seeks to undertake at Griffith are approved for the purpose of fulfilling the requirements of the student's program.

Approval to undertake cross-institutional study will only be given where:

- the course is not a restricted course, or, if the course is restricted, where approval is given by the Course Convenor; and
- pre-requisite conditions are met; and
- the maximum enrolment limit for the course is not exceeded.

Cross-institutional study is available where the student is a Commonwealth supported student or a fee-paying student at their home institution. The incoming cross-institutional Commonwealth supported student is enrolled as a Commonwealth supported student at Griffith providing that the student fulfils the conditions relating to Commonwealth supported students. Where a student is a fee-paying student at their home institution, the student may be admitted as a non-award cross institutional student and charged the fees applicable to the course(s) at Griffith University

11.3 Exchange Study

Under an exchange agreement between Griffith University and an overseas university, students may be approved to undertake one or two standard trimesters of study at the overseas institution for credit towards their Griffith degree, and students from the overseas institution may be approved to undertake one or two standard trimesters of study at Griffith for credit towards their home institution degree.

Student participation in exchange studies is administered by Griffith International. Students wishing to apply for participation in the exchange program must obtain the approval of the Program Director for the study program which they wish to undertake. The Program Director is required to specify the credit which the student will be granted on successful completion of the exchange program.

Outgoing exchange students are required to maintain a current enrolment at Griffith throughout their exchange program and to pay tuition fees, if the student is a fee-paying student or pay their

student contribution if the student is a Commonwealth supported student corresponding to the period for which the student is an exchange student and the amount of credit which the student is able to receive through undertaking the exchange program.

Outgoing exchange students may be eligible for financial assistance under the University's International Experience Incentive Scheme.

Under an exchange agreement, incoming exchange students are not required to pay tuition fees.

12. CONCURRENT ENROLMENT

Students are normally enrolled in one program of the University at a time. With the approval of the Dean (Learning & Teaching), students may enrol in more than one program of the University at the same time across two careers (e.g. undergraduate & postgraduate, postgraduate & higher degree). An enrolment of this type is referred to as concurrent enrolment.

In approving concurrent enrolment, the Dean (Learning & Teaching) is not to permit students to enrol full-time in both programs at the University at the same time. A student may not concurrently enrol in more than 50CP in any standard trimester.

Schedule A

Leave of Absence – Not Available

Leave of Absence is not available in the following programs
(refer also [Section 9](#), p. 9&10).

5670 Master of Business Administration
4197 Graduate Diploma of Business Administration
3328 Graduate Certificate in Business Administration
5583 Master of Finance
4198 Graduate Diploma of Finance
3266 Graduate Certificate in Finance
5685 Master of Financial Planning
4185 Graduate Diploma of Financial Planning
3332 Graduate Certificate in Financial Planning
5684 Master of Marketing
4196 Graduate Diploma of Marketing
3331 Graduate Certificate in Marketing
5694 Master of International Law
4199 Graduate Diploma of International Law
3335 Graduate Certificate in International Law Practice
5737 Master of Professional Engineering Leadership