



SINGLE UNIT ENROLMENT POLICY: EDUCATION

Responsible officer	Dean of Education	
Contact	education@morling.edu.au	
Approved by	Academic Board	
Responsible body	Academic Board	
Approval date	4 March 2020	
Effective date	4 March 2020	
Review date	March 2023	
Superseded documents	Single Unit Enrolment Policy (Education) 2017	
Compliance reference	HES_1.5.10	
Related documents	None	
Policy classification <i>Select a General OR an Academic option</i>	General Choose an item.	Academic Academic Governance

1. PURPOSE

To provide a pathway for students who do not intend to complete an award, yet wish to enrol in an individual unit.

2. DEFINITIONS

Key Term or Acronym	Definition
MC	Morling College

3. SCOPE

This policy applies to units of study offered in the Faculty of Education.

4. POLICY STATEMENT

Entry to an accredited AQF Award at Morling College is based on the student intending to complete that Award. If a student does not intend to complete an academic award and wants instead to enrol only in individual units, then the student is to enrol through Single Unit mode.

Single Unit mode does not lead to an AQF award and does not form part of an award course at another higher education provider, but is available from Morling College as a non-AQF award as a Single Unit Certificate. Information for prospective and current students of non-award units will clearly state that they are not AQF awards.

Morling College will offer a single unit mode in:

1. Graduate Diploma of Education
2. Master of Education
3. Master of Education (Leadership)

5. PRINCIPLES

Admission

- 5.1 Enrolment will normally be allowed only if the student has met Morling College's entry requirements for the award to which the units belong.
- 5.2 Special consideration may apply for students who would not normally meet the entry requirements. Such applications should demonstrate that the student had sufficient background to undertake the unit(s), and must be approved by the Dean of Education.
- 5.3 Single units of study are recognised for credit transfer towards a Morling College award, subject to the normal rules regarding credit transfers. However, successful completion of single units does not of itself guarantee admission.
- 5.4 If approved by the MC Dean of Education, a single unit may be broken down into a set of short courses/workshops, but any attendee seeking to complete these as a single unit student must provide evidence of successfully completing all content, activities, readings and assessments required for the unit in order to be eligible for a Certificate. The content covered in any suite of short courses/workshops must be equivalent to that covered in a normal single unit.

Limit

- 5.5 Normally, a student can do no more than two (2) units for non-award study. Only in exceptional circumstances, to be approved by the Dean, would consideration be given to third unit.

Fees

- 5.6 Fees are set as per the normal MC fee schedule.
- 5.7 Students undertaking single units are ineligible for FEE-HELP funding and must pay their tuition fees upfront.

Certificate of Completion

- 5.8 A Certificate of completion will be issued to a student who successfully completes a single unit. The Certificate will include the MC logo, but must not include the AQF logo, and the Certificate must state that it is not an AQF award.
- 5.9 Information for prospective and current students of non-award units must

clearly state that they are not AQF awards.

6. RELATED DOCUMENTS AND LEGISLATION

None

7. REFERENCES

None

8. VERSION HISTORY

Version	Approved by	Approval Date	Effective Date	Changes made
2	Academic Board	4 March 2020	4 March 2020	Separated policy and procedure; formatted to the policy template. Minor editing to improve clarity. Added Compliance Reference
1.2	Dean of Education	March 2019	March 2019	Changed name from Non-award from Enrolment Policy: Education to Single Unit Enrolment Policy: Education
1	Academic Board	March 2017	March 2017	New policy

Always **download** this policy anew from the Policies folder on the Morling share drive Policies/MC Policy Templates, as it may have changed.