

Enrolment (DLI) Policy

Section 1 - Preamble

- (1) This Policy is effective from 17th September 2025.

Section 2 - Purpose

- (2) This Policy outlines the principles and guidelines governing student enrolment at Deakin University Lancaster University Indonesia (DLI).

Section 3 - Scope

- (3) This Policy applies to all students admitted to DLI programs and staff involved in the enrolment process.
- (4) During the establishment of DLI, all policy, procedures and supporting processes will be regularly reviewed. In the establishment phase, defined as the first two years from when students commence DLI programs, any issues arising from the implementation of current policy, procedure or process will be referred to a jointly-convened Policy & Procedure Review Panel (PPRP). The PPRP will comprise designated academic and professional service representatives from the University Partners and the Office of the Rector. The PPRP will recommend an outcome best aligned with relevant principles and the best interests of any student(s) concerned, and will advise DLI on the future development of policy, procedure and supporting processes. During the establishment phase, the PPRP may make recommendations to vary any given policy only with endorsement from relevant University Partner governance processes. All policy and procedure will be subject to a full review at the end of the two-year establishment phase.

Section 4 - Policy

Principles

- (5) DLI is committed to implementing enrolment processes that are:
 - a) **Equitable:** processes to be fair, inclusive and applied consistently.
 - b) **Transparent:** Clear information to be provided to students regarding enrolment requirements, timelines, fees, and circumstances that may affect their enrolment status
 - c) **Student-centred:** the needs of students to be prioritised and enrolment information, support, and resources to be made available to all students in a timely manner.
 - d) **Compliant:** processes to comply with all relevant legislation and policy requirements.
- (6) All persons admitted to a program of study at DLI must enrol or re-enrol each year on or before the Friday of week 2 of the relevant study period in accordance with the Enrolment (DLI) Procedure and published schedules.
- (7) Students must pay required fees and charges for modules in which they enrol in accordance with the Student Fees and Charges (DLI) Policy.
- (8) Admitted students may defer their studies before enrolment in accordance with the Admissions (DLI) Procedure.

- (9) After enrolment the Rector may grant a student intermission for up to 12 months, or for longer periods in special circumstances specified in the Enrolment (DLI) Procedure.
- (10) DLI students must complete their studies within the Maximum Period of Study.
- (11) DLI reserves the right to discontinue a student's enrolment in circumstances specified in the Enrolment (DLI) Procedure.

Roles and Responsibilities

- (12) The following table sets out responsibilities for enrolment at DLI:

Role	Responsibility
DLI Chief Operating Officer	<ul style="list-style-type: none"> manage enrolment processes; ensure that enrolment processes are clear, fair, transparent, inclusive, and consistently implemented across DLI; manage enrolment records and providing those records to Partner institutions as required; communicate accurate and timely information to students about program and module enrolment requirements; maintain a high quality of enrolment services; ensure that students are provided with appropriate advice on course planning and module selection as required; and ensure compliance with relevant external legislation and internal enrolment-related requirements.
Rector (or nominee)	<ul style="list-style-type: none"> provide advice on course planning and module selection as required; and grant student intermission.
Students	<ul style="list-style-type: none"> plan their enrolment to meet program and module requirements; ensure that their personal and enrolment details as recorded by DLI are correct; complete their program within the Maximum Period of Study; maintain their enrolment in accordance with approved processes as published on the DLI website; pay all relevant fees and charges by the due date in accordance with the Student Fees and Charges (DLI) Policy and supporting procedures; and <p>(13) ensure that their enrolment complies with their visa requirement.</p>

Section 5 - Procedure

- (14) The Enrolment (DLI) Procedure documents how to comply with this Policy.

Section 6 - Definitions

- (15) For the purpose of this Policy:

- Academic year:** the period from the first day of the first study period of any year to the day preceding the first day of the study period of the following year, both inclusive.
- Admission:** authorised entry to a program of study.
- Defer:** approved postponement of study for a specified period prior to the first enrolment in a course.

- d) **Enrolment:** process of completing all required procedures including the payment of all prescribed fees and charges for the program and/or modules to be undertaken by the student and/or the status which results from the completion of the process.
- e) **Intermission:** the approved suspension of study by a student after enrolling in a program.
- f) **Maximum period of study:** the maximum period of time that a student may take to complete a program of study, not including any period of intermission. This is determined using the formula $2n + 1u$ where:
- 'n' is the program duration in years or trimesters as specified in the DLI Handbook; and
 - 'u' is the length of time taken to complete one module (a DLI trimester).
- g) **Module:** a component of a program, normally one trimester in duration, with a specific credit value.
- h) **Program:** a sequence of study that leads to a higher education or other award, often referred to as a Programme in Lancaster policy contexts, and Course in Deakin policy contexts.
- i) **Rector:** means the individual jointly appointed by the Deakin University, Lancaster University and DLI to provide academic leadership to the Indonesia Campus, as that individual may be titled from time to time.
- j) **Student:** a person enrolled in program or module at DLI.
- k) **Study period:** a defined teaching and study period specified for the completion of modules for a program.

ASSOCIATED DOCUMENTS

- Admissions (DLI) Policy
- Admissions (DLI) Procedure
- DLI Enrolment web information
- Enrolment (DLI) Procedure
- Student Fees and Charges (DLI) Policy

PROCEDURE DETAIL	
Name	Enrolment (DLI) Policy
Overarching legislation	Australia Deakin University Act 2009 (Vic) Deakin University Vice-Chancellor Regulations Deakin University Statute Higher Education Standards Framework (Threshold Standards) 2021 United Kingdom The English Higher Education regulator, the Office for Students and its conditions of registration, and other relevant government bodies and agencies; The Charter, Statutes and Ordinances of the University of Lancaster .
Approved by	Yayasan Governing Board
Approval date	14 th September 2025
Date of effect	14 th September 2025
Version	Version 1.0
Date of review	Within 12 months

DLI Approval Authority	Yayasan Governing Board 17 th September 2025
Deakin University Approval Authority	Jessica Vanderlelie Deputy Vice-Chancellor Academic 26 th August 2025
Lancaster University Approval Authority	Professor Alisdair Gillespie Academic Dean 1st September 2025
Responsible Executive	Chief Operating Officer
Implementation Officer	Chief Operating Officer or nominee
Policy/procedure superseded	N/A
Summary	This policy outlines the principles and guidelines governing student enrolment at Deakin University Lancaster University Indonesia (DLI).
Key words for online searching	Enrolment
Category	Management
Target audience	Students, staff

Version	Authored by	Brief Description of the changes	Date Approved	Effective Date
1.0	University Partners and Navitas	Enrolment (DLI) Policy	14 th September 2025	14 th September 2025