

Enrolment (DLI) Procedure

Section 1 - Preamble

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

Purpose

- (2) This procedure sets out how to administer enrolment at Deakin University Lancaster University Indonesia (DLI).

Section 2 - Scope

- (3) This Procedure 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 3 - Policy

- (5) This Procedure is pursuant to the [Enrolment \(DLI\) Policy](#).

Section 4 - Procedure

Process

- (6) The DLI Chief Operating Officer or nominee (COO) will ensure that all information necessary for students to complete their enrolment in a timely manner is published on the DLI website, including the enrolment process, required supporting documents, payment of required fees and charges under the Student Fees and Charges (DLI) Policy, due date for enrolment and consequences of late enrolment.
- (7) Students enrolled in a DLI program are required to comply with all enrolment terms and conditions, statutes, regulations, policies, and procedures established by DLI, as outlined in their offer letter.
- (8) Students must enrol or re-enrol in their program and modules for the upcoming Trimester on or before the enrolment due date, , in accordance with the process published on the [DLI](#)

[website](#) . The enrolment due date for each Trimester will be no later than the Friday of Week 2 of the relevant Trimester.

- (9) Failure to enrol or re-enrol in their program and/or selected module/s before the due date for enrolment will result in the imposition of a late enrolment fee and may affect continuity of enrolment, scholarships and/or adherence to visa requirements.
- (10) Students normally enrol in a maximum of 60 credit points of study in Trimester 1 and 2, and 30 credit points of study in Trimester 3. The Rector may approve student requests to exceed this amount in exceptional circumstances where satisfied that this would not adversely affect their ability to successfully complete the program in accordance with program and policy requirements.
- (11) Where requested, the Rector or nominee will provide advice to students on the selection of modules to meet program and policy requirements.
- (12) Students can vary their enrolment in module/s after completing the enrolment process, providing variations are consistent with program and module requirements. Enrolment variations involving withdrawal from modules if after the published census date in a trimester, may result in academic penalties and/or affect fees and charges, scholarships, and compliance with visa conditions.

Continuity of Enrolment

- (13) To maintain continuity of enrolment in a program, a student must either:
 - a) re-enrol in the program on or before the enrolment due date for the upcoming study period; or
 - b) obtain approval for an intermission.

Intermission

- (14) A student who wishes to suspend their program of studies with the intention of returning to their studies at a later date must apply to the Rector for approval of a period of intermission in order to retain their right to re-enrol.
- (15) A student may apply for one or more periods of intermission at any time of the year.
- (16) Intermission must have a definite start date and end date, not exceeding the equivalent of one academic year. The Rector may approve intermission for up to 24 months in exceptional circumstances (e.g. for medical reasons or military service).
- (17) When considering applying for intermission the student should:
- (18) seek appropriate academic and professional advice; and
- (19) Take account of the:
 - a) potential impact of the absence on their ability to successfully complete the program (including any implications for module currency and program completion limits);
 - b) consequences that suspending their studies may have on their status as a student (i.e. eligibility for benefits) or on scholarships where relevant; and
 - c) potential impact on compliance with visa requirements, where relevant.

Withdrawal

- (20) A student who withdraws from a program and/or module on or before the prescribed census date will not be liable for tuition fees.
- (21) Where a student withdraws from a program or module/s after the prescribed census date:
- a) withdrawn modules will be recorded on the student's transcript (academic penalty);
 - b) the student will be liable for the payment of tuition fees; and
 - c) scholarships and visa requirements (where applicable) may be affected.
- (22) A student who fails to enrol in a program on or before the prescribed census date or withdraws their enrolment after that census date, and who later wishes to continue their studies, must apply for readmission to that program or another program under the Admission (DLI) Policy. Readmission may be refused in circumstances specified in that Policy.

Discontinuation

- (23) DLI may refuse or discontinue a student's enrolment in a program in the following circumstances:
- a) failure to comply with Indonesian educational requirements;
 - b) non-payment of fees under the Student Fees and Charges (DLI) Policy;
 - c) failure to maintain satisfactory academic progress resulting in exclusion or suspension, under the Academic Progression (DLI) Policy;
 - d) breach of academic integrity resulting in their exclusion or suspension under the Academic Integrity (DLI) Policy;
 - e) misconduct resulting in their exclusion or suspension under the Student General Misconduct (DLI) Procedure; or
 - f) breach of other terms and conditions of their admission (as specified in the Letter of Offer) resulting in their exclusion or suspension.
- (24) DLI may refuse or discontinue a student's enrolment in a module where:
- a) the student has enrolled or has attempted to enrol in a module that is not approved for delivery as part of their program;
 - b) the module is withdrawn from offer, in which case DLI will ensure that an appropriate alternative module is available to enable the student to complete their program within the normal expected timeframe;
 - c) the student has failed any relevant prerequisites or conditional enrolment requirements;
 - d) the student has been granted Recognition of Prior Learning (RPL) for the module;
 - e) the student is subject to an enrolment restriction as a result of a decision relating to unsatisfactory academic progress, a breach of academic integrity standards or student misconduct; or
 - f) breach of other terms and conditions of their admission (as specified in the Letter of Offer) resulting in their exclusion.

Definitions

(25) For the purpose of this procedure:

- a) **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.
- b) **Admission:** authorised entry to a program of study.
- c) **Census date:** The date when DLI finalises student enrolments for a teaching period. It is the last date on which an eligible student can withdraw from a module without being liable for the tuition or other relevant fees or withdraw from the module without a reference appearing on their academic transcript. (As defined in the Curriculum Design and Delivery (DLI) Procedure).
- d) **Credit points:** a number associated with a module that represents the volume of learning associated with the module. At University Partners DLI credit points translate as: 1 DLI credit point = 1 Lancaster credit point; and 15 DLI credit points = 1 Deakin credit point. (As defined in the Curriculum Design and Delivery (DLI) Procedure).
- e) **Enrolment:** completion all required processes 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.
- f) **Indonesian educational requirements:** any applicable laws and regulations covering the delivery of higher education programs in Indonesia.
- g) **Intermission:** approved suspension of study by a student after enrolling in a program.
- h) **Module:** a component of a program, normally one trimester in duration, with a specific credit value.
- i) **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.
- j) **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
- Curriculum Design and Delivery (DLI) Procedure
- [DLI Enrolment web information](#)
- Student Complaints Resolution (DLI) Policy.
- Student Fees and Charges (DLI) Policy
- Student Fees and Charges (DLI) Procedure

PROCEDURE DETAIL	
Name	Enrolment (DLI) Policy
Overarching legislation	<p>Australia Deakin University Act 2009 (Vic) Deakin University Vice-Chancellor Regulations Deakin University Statute Higher Education Standards Framework (Threshold Standards) 2021</p> <p>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.</p>
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 14 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 procedure sets out how to administer 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) Procedure New procedure	14 th September 2025	14 th September 2025