UTS Insearch
UNIVERSITY OF TECHNOLOGY SYDNEY

Online Re-Enrolments Procedure

PROCEDURE PURPOSE
UTS Insearch aims to ensure that all stakeholders are accurately advised of requirements for re-enrolment to academic Insearch programs. All students (local and International) being admitted to the programs, should meet certain requirements and have the performance and progress required to successfully proceed with their chosen program, complying with ESOS National Code of Practice and with the Insearch Educational Objectives.

SCOPE

The procedure applies to all students willing to re-enrol online in academic UTS Insearch programs, and Insearch staff involved in enrolment processes. This procedure includes also FEE-HELP students.

This procedure does not apply to:
• New students
• English students
• Students at risk (Counselled to withdraw CTW or with Intention To Report ITR), or
• Students with any sanction preventing enrolment.

Students with outstanding sanctions cannot re-enrol online.

UTS Insearch will set a day in week 0 for re-enrolment by program and students must enrol in the relevant subjects and select classes on-line during the planned day. Students have up to day 1 of week 1 to change classes online or submit academic timetable change request form from day 2 to day 3 of week 1.

DEFINITIONS are set out at the end of this procedure.

PROCEDURE STEPS

Activity	Description	Responsible
Log on to site	1. Enter the website address of http://estudent.insearch.edu.au and logon using Insearch username and password. 2. Click on "Personal Details" tab to check and update your address and contact details or for under 18 students, student must consult with Student Welfare and Accommodation Team for updating contact details	Student

Enrol in desired subjects and finalise timetable	3. As per re-enrolment schedule published on Student Extranet and predetermined for each Academic program, https://student.insearch.edu.au (logon using Insearch username and password), select the subjects to enrol. 4. Verify the enrolment of each subject is successful. 5. View the class timetable available for each subject enrolled 6. Select your preferred available class for each subject. Each subject may have a few activities EG. Lecture, Tutorial, Lab 7. Register all classes required per subject 8. Double check that registration was successful in all the classes required and all activities selected are ticked. 9. View all the registered classes.	Student
Identify International Students who enrolled in less than minimum study load and or did not re-enrol completely Note: International Students must be enrolled in full time study load, unless (LVA – Load Variation Approval) comments in Student One (S1) to authorise them to take less or more subjects	At the end of each day: 10. Generate from Student One (S1), for International Students scheduled to re-enrol that day, the "Minimum study load exception report" 11. Verify that students in the list take the exact number of subjects they are authorised to undertake for that semester. 12. Identify the international students who enrolled in few subjects and do not have any comments of approval	Student Administration
Complete International students' re-enrolments	13. Enrol the missing subjects for those students, according to the program for their semester. 14. Allocate the classes available for the subjects, to complete their respective minimum study load. 15. Send an e-mail to the student to inform them their timetable has been changed and their re-enrolment has been completed by Insearch. The student may change a class again, but this process will guarantee the study load of the student is completed.	Student Administration

Identify students who did not select timetable	16. Generate from Student One (S1), for domestic and international students scheduled to re-enrol that day, the "Student enrolled but not class report". If all the students re-enrolled did select the timetable for their classes, this report should be blank. 17. Identify the students who enrolled in subjects but did not select any class or timetable for their subjects.	Student Administration
Allocate timetable to students re-enrolled	18. Select the timetable available for the subjects to undertake, to allocate the student to classes. 19. Send an e-mail to the student to inform them their timetable has been changed and their re-enrolment has been completed by Insearch. The student may change a class again, but this process will confirm the place of the student in the class.	Student Administration
Identify students who did not re-enrol on Friday of week 0	20. Identify students who did not re-enrol but were expected to do so, through the "Failed to Enrol report" from S1. 21. Students are emailed to contact Insearch to enrol or clarify their situation. This process is known as "failed to re-enrol" follow up.	Student Sponsorship, Compliance and Reporting
Follow-up on student's enrolment	22. Students are followed up by email. A phone call follow-up is also made after the final reminder is emailed on Thursday Week 1. The follow up starts from Friday week 0 to Thursday week 1. Friday Week 1 is the last day approved to do late re-enrolments.	Student Sponsorship, Compliance and Reporting
Identify students who did not re-enrol by Monday week 2	23. Day 1 of week 1 is the last official day of re-enrolments. Students are advised in email that a late enrolment fee is applicable if they re-enrol from day 2 of Week 1 until end of week 1 (last day to be enrolled). 24. Run the "Failed to Enrol report" again from S1 on Monday of Week 1 to identify local and international students who did not re-enrol. Check with Student Centre for any students who failed to re-enrol but who have their application to withdrawal pending for processing. Check with the staff at SSCR team in charge of release letter assessment for students who failed to re-enrol but who have their release letter requests pending for assessment.	Student Sponsorship, Compliance and Reporting

Withdraw local students who did not re-enrol	25. Withdraw local students from their courses in S1.	Student Sponsorship, Compliance and Reporting
Withdraw and report international students	26. Withdraw international students (excluding those whose withdrawal requests or release letter requests are pending for processing) from their courses. Report to the Department of Home Affairs via PRISMS for international students who did not re-enrol (excluding those whose withdrawal request or release letter requests are pending for processing). A RPD sanction is entered against students after being reported for failing tore-enrol. An email is sent to UTS International to advise about the cancellation of the Insearch CoE for each of these students. Notes about the above-mentioned excluded students: Withdrawal requests pending to be processed - Once the process is complete, students will be withdrawn by Student Centre and the Department of Home Affairs will be advised via PRISMS. Release letter requests pending to be processed – If the release request is rejected, students will be given a deadline to enrol into the immediate term of English to fill the gap and re-enrol in the academic program in the following semester. Students who fail to take action before deadline will be withdrawn and reported to the Department of Home Affairs via PRISMS.	Student Sponsorship, Compliance and Reporting

DEFINITIONS

Sanction	Penalties or other means of enforcement used by Insearch to identify students who do not comply with internal requirements of performance. E.g.: Intention To Report ITR, Counsel to Withdraw CTW, Overdue Fees, payment outstanding, NPY, UNP, Failed to Progress FCP, etc
Staff	People employed to work on a full-time, part-time, sessional or casual basis under the terms and conditions of an employment agreement (contract) issued by UTS Insearch.
Student one (S1)	UTS Insearch's Student Management System otherwise known as Ci
UTS Insearch	Insearch Limited

SUPPORTING DOCUMENTS

- Student Application, Admissions and Enrolment Policy
- The National Code 2007

ADMIN USE ONLY

APPROVAL	
Signature: Name:	**Chief Operating Officer** Date: 23/07/2019
Procedure Title Senior Leader Manager Procedure ID Effective Date:	Online Re-Enrolment Procedure Chief Operating Officer Head of Student Services PR/OPS/09/19 23/07/2019