

<b>OTAGO POLYTECHNIC ACADEMIC POLICY</b>		<b>Number: AP0509.02</b>	
Title:	<b>Concurrent Enrolment</b>		
ITPNZ Std:	<b>5 Student Information and Admission to Programmes</b>		
Academic Board Approval:	Ac Bd Paper No: <b>A129/09</b>	Ac Bd Date: <b>19 Aug 09</b>	Effective Date: <b>19 Aug 09</b>
Previous Policy No:	<b>na</b>	Review Date:	<b>as required</b>
Contact Authority:	<b>Director: Quality</b>		Status: <b>Current</b>

**Purpose** To enable students who enrol for more than one qualification at the same time to access student loans and allowances and to ensure students' workloads are addressed.

**Background** There are a number of occasions when a student may wish to study full-time which may be part-time in two or more qualifications. There are inherent problems with this type of enrolment in relation to obtaining student loans and allowances. Because the enrolment in each separate programme does not meet Loan Entry Threshold (LET) requirements, StudyLink will not grant access to loans and allowances for either programme yet the combined enrolment EFTS total would meet LET.

The Tertiary Education Commission allows for students to "enrol for more than one qualification at the same time, either with the same Tertiary Education Organisation (TEO) or with different TEOs".

**Statutory Compliance**

**National Guidelines** Tertiary Education Commission, Funding [www.tec.govt.nz/](http://www.tec.govt.nz/)

- Policy and Procedures**
1. Students may enrol for more than one qualification/programme at the same time either within Otago Polytechnic or with Otago Polytechnic and another institution – this is **Concurrent Enrolment**.
  2. Where a student wishes to be enrolled in two institutions simultaneously, special permission must be sought and obtained from both institutions. All applications for Otago Polytechnic programmes must be approved by the Director: Quality. (See Appendix 1)
  3. The enrolment process will be consistent with Tertiary Education Commission rules and guidelines.
  4. The programmes in which a student wishes to enrol must be approved for loans and allowances.
  5. The Head of School/Programme Manager for the predominant programme will be responsible for advising a student in consultation with other Heads of School whose programmes are involved in the enrolment.
  6. There will be no qualifications created other than those for which the student has enrolled.



7. The Head of School/Programme Manager must obtain approval for each case of concurrent enrolment from the Director: Quality who will ensure that the appropriate external approval is obtained. Where an approval has been obtained for one case eg Bachelor of Fine Arts/Diploma in Jewellery and Textile Arts, then the approval number for this case may be used for other cases involving the same programmes.
8. A separate path of study must be completed for each programme to ensure that the programme regulations and outcomes for each programme can be met.
9. Heads of School/Programme Managers are required to complete a Concurrent Enrolment Authority Form (see Appendix 2) which must accompany the Student Enrolment form and the Path of Study forms involved.
10. Checklist to be completed by the Head of School/Programme Manager for each programme ensures the student is aware of course requirements for both programmes (see Appendix 3).

**Referral  
Documents**

**Delegation of  
Procedures**

**Approved  
Date: 19 August 2009**



**APPROVAL FOR CONCURRENT ENROLMENT**

<b>Proposed Concurrent Enrolment:</b>		
<b>Programme 1</b>	Programme Code	
	Programme Title	
	HoS/Programme Manager	
<b>Programme 2</b>	Programme Code	
	Programme Title	
	HoS/Programme Manager	
<b>Concurrent Programme Title</b>		

*Reason for Application*

.....  
 .....  
 .....  
 .....

.....  
*HOS Signature (Programme 1)* *Date*

.....  
*HOS Signature (Programme 2)* *Date*

.....  
*Approved – Director: Quality* *Date*

---

*For use by Quality Enhancement Centre*

Concurrent Code			
Concurrent Title			
First Date		Last Date	

.....  
*Entered onto STEO site by* *Date*

.....  
*Approved – Tertiary Education Commission* *Date*

**CONCURRENT ENROLMENT STUDENT AUTHORITY FORM**

---

*Student Name (in full)*

---

*Concurrent Programme  
Code*

---

*Concurrent Programme Title*

---

I agree that I have received programme advice supporting my decision to enrol part-time in more than one programme and wish to proceed with this enrolment as indicated in the attached Path of Study forms.

.....  
*Student Signature*

.....  
*Date*

---

I agree that this student has received appropriate advice to support this decision, and that I agree to this concurrent enrolment.

.....  
*HOS/Programme Manager Signature (Programme 1)*

.....  
*Date*

.....  
*HOS/Programme Manager Signature (Programme 2)*

.....  
*Date*



**HEAD OF SCHOOL CHECKLIST**

The following checks should be made when approving the Path of Study for a student wishing to complete a Concurrent Enrolment:

Student and Head of School should discuss the following to ensure enrolment in both programmes is compatible.

Course Requirements are explained and able to be met	
Timetables are compatible – no clashes	
Examination times do not clash	
Assessments – no clashes	
Workplace/Offsite/Clinical – any time off site does not impact on other programme	
Awareness of Timing of Vacations/Semester Breaks	
Extra fees for additional class materials	
Fee payments are explained	
Path of Study signed	