

HE-AP21 Cross-Campus Study Policy and Procedure

Purpose

The purpose of this Policy is to establish the principles, responsibilities and processes governing cross-campus study arrangements at Apex Australia Higher Education (AHE). The Policy enables AHE to optimise teaching resources, maintain viable class sizes and ensure the sustainable delivery of courses while continuing to provide students with a high-quality learning experience.

Scope

This Policy applies to:

- all domestic and international students enrolled at AHE;
- all accredited higher education courses;
- all teaching delivered across AHE campuses;
- academic and professional staff involved in timetabling and student administration.

Policy Principles

Cross-campus study arrangements may be implemented where necessary to ensure the ongoing academic viability of units, efficient utilisation of teaching resources, sustainable course delivery and maintenance of educational quality.

AHE may require students to attend classes at another AHE campus where:

- class numbers are below the minimum viable threshold;
- operational educational considerations support class consolidation.;
- equivalent learning outcomes can be achieved;
- students are provided reasonable notice.

Cross-campus study will:

- not disadvantage students academically;
- not alter tuition fees;
- provide equivalent learning opportunities, facilities, academic support and resources.;
- comply with ESOS and HESF requirements.
- ensure equivalent learning outcomes, assessment requirements, academic standards and learning resources will be maintained regardless of teaching campus.

Guiding Principles

AHE will ensure:

- AHE will seek to balance operational efficiency with the educational interests and wellbeing of students.

- educational quality is maintained;
- academic integrity is preserved;
- student support services remain available;
- travel requirements remain reasonable and proportionate;
- campus changes are communicated promptly;
- decisions are applied consistently.

Minimum Requirements

Cross-campus arrangements should normally occur only where:

- campuses are within a reasonable travelling distance;
- travel time is practical;
- timetabling avoids unnecessary multiple-campus travel on the same day where practicable;
- students receive advance notice.
- Cross-campus study does not constitute a transfer of provider or course and does not affect the student's enrolment status.

Online Delivery

Where appropriate, AHE may also consider approved online participation or alternative delivery arrangements where these maintain academic integrity and learning outcomes.

Decision Authority

The Executive Management Committee may approve cross-campus class consolidation following advice from:

- Dean
- Registrar
- Academic Administration
- Timetabling staff

Student Notification

Students will normally receive at least **14 calendar days' notice** unless exceptional circumstances require shorter notice.

Notification should include:

- reason for the change
- expected duration (if temporary)
- affected unit(s)
- teaching campus

- commencement date
- campus map
- transport information
- student support contact.

Student Requests

Students experiencing exceptional hardship may request an individual review. AHE will consider reasonable alternatives where practicable.

Examples:

- disability
- medical condition
- caring responsibilities
- significant travel hardship
- compassionate circumstances.

Each request should be assessed individually.

Responsibilities

Executive Management Committee

- approve significant cross-campus implementation
- monitor effectiveness

Dean

- recommends academic delivery changes
- ensure educational quality

Registrar

- confirms implementation
- manage student communications

Academic Administration

- update timetables
- notify students
- update systems

Students

- attend classes at the allocated campus
- advise AHE of exceptional circumstances.

Supporting Procedure

Step 1

Dean identifies units with enrolments below the minimum threshold.

Step 2

Dean reviews:

- enrolment numbers
- teaching resources
- timetable
- student impact.

Step 3

Dean documents:

- educational impact
- student impact
- operational rationale

Step 4

Recommendation submitted to EMC.

Step 5

EMC approves cross-campus consolidation.

Step 6

Student Administration:

- updates timetable
- updates student portal
- emails students
- updates orientation information.

Step 7

Students may request consideration of exceptional circumstances within **5 working days**.

Step 8

Registrar determines requests and advises students in writing within 5 working days.

Step 9

Classes commence at the revised campus.

Compliance Statement

This Policy supports compliance with:

- Higher Education Standards Framework (Threshold Standards) 2021
 - Standard 1.3 (Learning Environment)
 - Standard 2.1 (Facilities and Infrastructure)
 - Standard 2.2 (Student Support)
 - Standard 5.3 (Monitoring and Improvement)
- ESOS Act 2000
- National Code 2018
- Student Written Agreement
- Letter of Offer
- Student Handbook

Related Documents

- Student Written Agreement
- Letter of Offer
- Timetabling Procedure
- Academic Timetable
- Student Handbook
- Student Support Policy and Procedure
- Attendance Policy (if applicable)

Class Viability Threshold: As a general guide, AHE may consider cross-campus consolidation where a class has generally fewer actively enrolled students, subject to academic, operational and student support considerations. This threshold is indicative only and may be varied by the Executive Management Committee based on institutional needs.

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