

ELIGIBILITY ADMISSIONS AND ENROLMENT POLICY

Policy number	31	Version	4
Approved by ABG on	9 November 2017	Scheduled review date	November 2019

1 Summary

NIODA upholds the principle that all applicants seeking to enrol in the Master of Leadership and Management (Organisation Dynamics) (MLM(OD)) course are treated fairly and equitably.

The Institution has fair and transparent procedures that are based on clearly defined course entry criteria.

Eligibility for enrolment is based on the published criteria.

2 Course admission eligibility

Students wishing to enrol in the course must meet the following criteria:

Completion of a three-year Bachelor degree or equivalent.

and

at least five years relevant work experience.

Eligible students will be enrolled on a first-come basis until maximum capacity is reached.

Special entry into the MLM (OD) course may be granted to no more than 10% of the intake in the first year for those who have not completed a three year Bachelor degree or equivalent, but who have other tertiary qualifications and relevant work experience or who have extensive relevant work experience. See Recognition of Prior Learning section below.

3 Applying for the Course

Prior to application prospective students attend an interview with the Director of Academic Programs and a teaching staff member. The interview enables the prospective student to thoroughly acquaint themselves with all aspects of the course content and requirements and to consider if the course will meet their wishes/needs for study.

Online application is available on the NIODA website <https://www.nioda.org.au/academic-programs>

4 New student enrolment

Successful applicants will be made a formal offer of a place, which includes details of how to enrol online.

Upon receipt of a completed enrolment form students will be sent a confirmation of enrolment.

An applicant is considered to be an enrolled student upon NIODA's receipt of a signed enrolment declaration, which sets out conditions of enrolment at NIODA.

5 Recognition of Prior Learning

Students and prospective students of NIODA have the opportunity to apply for recognition of prior learning (RPL) for learning outcomes they have achieved from engagement with significant and relevant learning that has not taken place at accredited institutions, but instead through activities such as employer-based training and development, work and other life experience. RPL can be applied for as credit towards components of the NIODA Master course or as entry to the course.

The assessment of application for RPL must ensure the integrity and standards of the NIODA course of study are maintained.

After discussion with the Director of Academic Programs an RPL application form should be submitted with attachments detailing and evidencing prior learning and outcomes that form the basis for the RPL request, i.e. other qualifications in formal education and training settings, courses provided by professional bodies, significant and relevant learning that has taken place in employer-based training and development, work and other life experience.

Evidence should take the form of any certificates that indicate learning outcomes, third party reports and/or other documentation such as articles, reports, project material, papers, testimonials, referrals or other products prepared by the RPL applicant that relate to the learning outcomes of the relevant qualification component.

Applications should be submitted at least four weeks prior to the beginning of the semester in which RPL is being requested.

The Director of Academic Programs, in consultation with the Education Committee, will decide on the application based on:

1. the veracity of the contents of the application
2. the relevance of the learning outcomes to the Master's course
3. discussion with the applicant about the material they have submitted.

For further information - Recognition of Prior Learning Policy document and RPL forms are available on the NIODA website <https://www.nioda.org.au/policies>.

6 Credit Transfer

Credit transfer will be granted for subjects in the MLM (OD) course where the requirements of a subject successfully completed at a registered higher educational institution, such as an Australian or overseas university, or other registered training organisation (RTO) are comparable and equivalent to the NIODA MLM (OD) subject learning outcomes, discipline content and assessment requirements.

Prior to making an application for credit transfer, the student should discuss the matter with the Director of Academic Programs.

Credit Transfer application forms should be lodged at least four weeks prior to the beginning of the semester in which credit is being requested. In the application, students must show that the previously

ELIGIBILITY ADMISSIONS AND ENROLMENT POLICY

undertaken subject content and requirements are equivalent to the subject for which they request a credit/exemption. They must ensure that all appropriate documentation is included in their application, including: original or scanned versions of official transcripts; course and subject outlines; and copies of assignment. The documentation must be relevant, current, valid and verifiable.

A subcommittee of the Education Committee will decide on the credit transfer application and judge the credit to be assigned between the matched components of the two qualifications based on:

1. the veracity of the evidence presented; and
2. the equivalency of the learning outcomes, discipline content and assessment requirements of the individual components of the qualification to the learning outcomes, discipline content and assessment requirements of the individual components of the MLM (OD) degree.

The Director of Academic Programs will advise the prospective student/student of the outcome of their application within two weeks of receipt of the application.

For further information see the Credit Transfer Policy document and the Credit Transfer application form which are available on the NIODA website <https://www.nioda.org.au/policies>.

7 Re-enrolment

Enrolment throughout the course duration is undertaken semester by semester.

Re-enrolment is undertaken online on the NIODA website. Students will receive advice confirming re-enrolment via email.

It is the responsibility of ongoing students to ensure that they are enrolled by the due dates or to have formally requested leave of absence from their studies.

8 Repeat subject enrolment

Students repeating subjects will re-enrol in the designated subject and pay the full fee as per the advertised schedule.

9 Deferral and Leave of Absence

Deferral of studies is available to students prior to beginning the course. Students are entitled to defer for a total of two semesters throughout their studies in the course.

Leave of absence is available to students at any point after having begun the course.

Students are entitled to take leave of absence for a total of two semesters throughout their studies in the course.

Students taking Leave of Absence after the semester census date will be charged full fees for that semester.

ELIGIBILITY ADMISSIONS AND ENROLMENT POLICY

All applications for a deferral or leave of absence should be made on the appropriate forms. Signed hard copies of the forms should be sent to the Director of Academic Programs. All decisions made regarding deferrals and leave of absences will be confirmed in writing.

Deferral and Leave of Absence forms are available on the NIODA website

<https://www.nioda.org.au/policies>.

10 **Withdrawal from the Course**

A student who wishes to terminate candidacy in the MLM (OD) course should formally withdraw by notifying the Director of Academic Programs in writing. The effective date of withdrawal is the date on which NIODA receives the written request. Students are responsible for all financial obligations to NIODA incurred before the effective date of withdrawal.

11 **Readmission to the Course**

A student wishing to return to the course after having withdrawn must reapply for admission to the course.

12 **Grievances**

Student grievances relating to admission and enrolment should be taken up as per the Student Grievance Policy. The Policy is published on the NIODA website <https://www.nioda.org.au/policies>.

13 **Publication**

This Policy is publicly available on the NIODA website <https://www.nioda.org.au/policies>.

14 **Related Documents**

Student Grievance Policy

Credit Transfer Policy

Recognition of Prior Learning Policy