

Policy number	P20	Version	7
Approved by ABG on	10 Nov 2022	Scheduled review date	Nov 2025

1. Summary

NIODA upholds the principle that all applicants seeking to enrol in NIODA courses 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 Graduate Certificate, Graduate Diploma or Master of Leadership and Management (Organisation Dynamics) must meet the following criteria:

Completion of a three-year Bachelor degree or equivalent.

and

at least five years relevant work experience

and

Students entering this degree are required to have a minimum level of English language proficiency (details of these requirements can be found at www.nioda.org.au/policies).

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

Special entry into the first year of the combined courses 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 the Recognition of Prior Learning section below.

3. Applying for a Course

Prospective students attend an interview with the Academic Programs Lead (and a teaching staff member if the interview is in person rather than virtual). The interview enables the prospective student to thoroughly acquaint themselves with all aspects of the course content and requirements, to consider if the course will meet their wishes/needs for study, and if it is the right time to undertake the commitment. The interview also considers the suitability of the prospective student for this course of study.

Online application is available on the NIODA website (www.nioda.org.au/academic-programs).

4. New student enrolment

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

Upon receipt of a completed enrolment form, students are 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 NIODA courses or as entry to the course.

The assessment of an 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.

For entry into a degree, applications should be submitted at least four weeks prior to the beginning of the semester in which RPL is being requested.

For RPL related to individual subjects, applications should be submitted prior to the census date for the subject in which RPL is being requested.

A subcommittee of the Education Committee decides on the RPL application based on:

1. the veracity of the contents of the application
2. the relevance of the learning outcomes to the 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 www.nioda.org.au/policies.

6. Credit Transfer

Credit transfer is granted for subjects in NIODA courses where the requirements of a subject successfully completed at a registered higher educational institution, such as an Australian or overseas university are comparable and equivalent to the NIODA course 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 prior to the census date of the subject/s for which credit is being requested. In the application, students must show that the previously undertaken subject content and requirements are equivalent to the subject for which they request a credit transfer. 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 decides 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
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 degree

The Academic Programs Lead advises 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 (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 receive an email 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 subjects – enrolment

Students repeating subjects will re-enroll 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 prior to beginning 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 are charged full fees for that semester.

All applications for a deferral or leave of absence should be made on the appropriate online forms. All decisions made regarding deferrals and leave of absences are confirmed in writing.

Deferral and Leave of Absence forms are available on the NIODA website (www.nioda.org.au/policies).

10. Withdrawal from the Course

A student who wishes to terminate candidacy in a NIODA 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. Students who withdraw from the Master of Leadership and Management (Organisation Dynamics) and who have successfully completed the first year of the course are entitled to graduate with a Graduate Certificate of Leadership and Management (Organisation Dynamics). Students who withdraw from the Master of Leadership and Management (Organisation Dynamics) MLM(OD) and who have successfully completed the first two years of the course are entitled to graduate with a Graduate Diploma of Leadership and Management (Organisation Dynamics). Students who withdraw from the Graduate Diploma of Leadership and Management (Organisation Dynamics) and who have successfully completed one year of the course are entitled to graduate with a Graduate Certificate of Leadership and Management (Organisation Dynamics). See Graduation Policy for details of applying to graduate (www.nioda.org.au/policies).

11. Readmission to the Course

A student wishing to return to a 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 pertaining to the Student Grievance Policy. The Policy is published on the NIODA website (www.nioda.org.au/policies).

13. Related Documents

Student Grievance Policy

Credit Transfer Policy

Recognition of Prior Learning Policy

Graduation Policy