

Policy number	P21	Version	1
Approved by ABG on	14 February 2019	Scheduled review date	Feb 2022

1 Summary

NIODA upholds the principle that all applicants seeking to enrol in the Doctor of Philosophy (PhD) degree 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.

Entry is subject to a detailed application and interview process to assess suitability.

2 Course admission eligibility

Candidates wishing to enrol in the degree must meet the following criteria:

Completion of the NIODA Master of Leadership and Management (Organisation Dynamics)

and

at least five years relevant work experience.

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

The program is also open to others who have a master's level degree deemed comparable, or to potential candidates with a master's degree and who are able to demonstrate capacity and capability in the organisation dynamics discipline and the completion of a substantial piece of writing relating to this capacity.

Applicants are normally required to have achieved a **credit** level or higher in their final master's year assessment to be eligible to apply for this Doctor of Philosophy degree.

3 Applying for the Course

Prior to application, prospective candidates attend an interview with the PhD Lead/s. The interview enables:

- NIODA staff to assess the prospective candidate's suitability to undertake the degree and the likelihood of completion
- the prospective candidate to thoroughly acquaint themselves with all aspects of the degree 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.

Online application is available on the NIODA website (<http://www.nioda.org.au>).

4 New student enrolment

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

Upon approval of receipt of a completed enrolment form candidates are sent a confirmation of enrolment.

5 Candidature

Candidature is considered provisional until a detailed research proposal has been approved by the PhD Candidate Approval Committee. Candidature is confirmed following these approvals. It is anticipated that this will occur by the end of Year 1.

6 Recognition of Prior Learning

Prospective candidates and candidates of the NIODA PhD 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. Instead this learning may have come from involvement in activities such as publishing in peer reviewed journals, employer-based training and development, work and other life experience. RPL can be applied for as credit towards entry or as components of the PhD degree.

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

After discussion with the PhD Course Lead an RPL application form should be submitted with attachments detailing and evidencing prior learning and outcomes that form the basis for the RPL request.

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.

Requests for should be submitted along with the initial application for PHD candidature

The PhD Course Committee decide on the RPL application based on:

1. the veracity of the contents of the application
2. the relevance of the learning outcomes to the PhD program
3. discussion with the applicant about the material they have submitted.

The PhD Course Committee advises the prospective candidate of the outcome of their application within four weeks of receipt of the application.

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

7 Credit Transfer

Credit transfer is granted for components of the PhD program where the requirements of a research methods subject or thesis criteria at a registered higher educational institution, such as an Australian or overseas university) are comparable and equivalent to the NIODA PhD learning outcomes, discipline content and assessment requirements.

Prior to making an application for credit transfer, the student should discuss the matter with the PhD Program Lead/s.

Credit Transfer application forms should be submitted along with the initial application for the PhD. Candidates must show that the previously completed component of a thesis is equivalent to that part of the NIODA PhD requirements for which they are requesting credit. This includes showing equivalency for any previous credit for a research methods unit of study. Candidates must ensure that all appropriate documentation is included in their

application, including: original or scanned versions of official transcripts, a copy of previous thesis development and course and subject outlines of research methods units. The documentation must be relevant, current, valid and verifiable.

The PhD Course Committee decides on the credit transfer application and judges 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 to the related components of the NIODA PhD degree.

The PhD Course Committee advises the prospective candidate of the outcome of their application within four 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 (<http://www.nioda.org.au>).

8 Re-enrolment

Enrolment throughout the program duration is undertaken year by year.

Re enrolment is undertaken online on the NIODA website. Candidates receive an email confirming re-enrolment.

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

9 Repeat subjects – enrolment

Candidates repeating components of the program will re-enrol in the designated component and pay the full fee as per the advertised schedule.

10 Deferral and Leave of Absence

Deferral of studies is available to candidates prior to beginning the course. Candidates are entitled to defer for a total of two semesters at the outset of their studies in the program.

Leave of absence is available to candidates at any point after having begun the program.

Candidates are entitled to take leave of absence for a total of four semesters throughout their studies in the program.

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

All applications for a deferral or leave of absence should be made on the appropriate forms. Signed copies of the forms should be emailed to the PhD Course Committee. 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 (<http://www.nioda.org.au>).

11 Withdrawal from the Course

A candidate who wishes to terminate candidacy in the PhD degree should formally withdraw by notifying the PhD Course Committee in writing. The effective date of withdrawal is the date on which NIODA receives the written request. Candidates are responsible for all financial obligations to NIODA incurred before the effective date of withdrawal.

12 Readmission to the Course

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

13 Grievances

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

14 Related Documents

Candidate and Student Grievance Policy

Credit Transfer Policy

Recognition of Prior Learning Policy