

Policy number	P10	Version	8
Approved by ABG on	10 Nov 2022	Scheduled review date	Nov 2025

## 1. Purpose

To clearly outline course entry criteria and processes for enrolling at the National Institute of Organisation Dynamics Australia (NIODA) and provide an overview of items such as Recognition of Prior Learning.

## 2. Scope

This policy applies to all potential students as they consider applying for, or enrolling in, the NIODA master's degree or its nested (graduate diploma and graduate certificate) qualifications.

## 3. Summary

NIODA upholds the principle that all applicants seeking to enrol in NIODA courses are treated fairly and equitably.

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

Eligibility for enrolment is based on the published criteria.

## 4. 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](http://www.nioda.org.au/policies)).

Where applications exceed capacity to deliver an interview process will be undertaken with a ranking of each applicant.

Special entry into the first year of the combined courses may be granted to no more than 10% per intake. Special entry is 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. Those intending to apply for the course on the basis of special entry follow the regular application processes. The Master's Course Lead and/or Dean decide special entry on a case by case basis.

## 5. Applying for a Course

Prospective students attend an interview with the Master's Course Lead or delegate). 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.

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

### **6. 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 completed enrolment form, which sets out declarations and conditions of enrolment at NIODA.

### **7. Recognition of Prior Learning**

Students and prospective students of NIODA have the opportunity to apply for recognition of prior learning (RPL). This includes learning outcomes achieved from engagement with significant and relevant learning from other than accredited institutions. Examples include activities such as employer-based training and development, work experience and other life experience. RPL can be applied for as credit towards components of NIODA courses.

For further information - Recognition of Prior Learning Policy document and RPL application form is available on the NIODA website [www.nioda.org.au/policies](http://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.

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](http://www.nioda.org.au/policies)).

### **7. Re-enrolment**

Enrolment throughout a course duration is undertaken semester by semester.

Re-enrolment is undertaken online, students receive an email confirming re-enrolment.

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 a course. Students are entitled to defer for a total of two semesters prior to beginning.

Leave of absence is available to students at any point after having begun a course. Students are entitled to take leave of absence for a total of two semesters throughout their studies at NIODA. Students taking leave of absence after the semester census date are charged full fees for that semester.

Students considering a deferral or leave of absence should first engage with the Masters Course Lead or Student Services Lead to discuss any pertinent issues. All subsequent applications for a deferral or leave of absence must be made via the appropriate online forms. All applications are responded to in writing by the Student Services Lead.

To complete a deferral form please click <https://form.jotform.com/200608312431845>, for Leave of Absence forms please click <https://www.jotform.com/build/231707155041851>

### **10. Course withdrawal or transfer**

A student who wishes to terminate their studies at NIODA course should formally withdraw by notifying the Master's Course Lead 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.

A student who has completed the requirement for a nested program, may apply to exit early from their enrolled course, and transfer and graduate from the lesser course. E.g. A student enrolled in the Master of Leadership and Management (Organisation Dynamics) and who has successfully completed the first two years of the course, can apply to transfer and graduate with a Graduate Diploma of Leadership and Management (Organisation Dynamics).

See LM(OD) Progression and Exclusion Policy on the NIODA website ([nioda.org.au/policies](http://nioda.org.au/policies)).

See Graduation Policy for details of applying to graduate on the NIODA website ([nioda.org.au/policies](http://nioda.org.au/policies)).

### **11. Course readmission**

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 and Candidate Grievance Policy. The Policy is published on the NIODA website ([www.nioda.org.au/policies](http://www.nioda.org.au/policies)).

### **13. Related Documents**

LM(OD) Progression and Exclusion Policy

Student and Candidate Grievance Policy

Credit Transfer Policy

Recognition of Prior Learning Policy

Graduation Policy