
Admissions Policy

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Admissions Policy

Policy Statement

Admission to Governance Institute of Australia's (hereafter referred to as Governance Institute) postgraduate courses is determined on the basis of academic merit and the capacity for tertiary level study. Governance Institute's education offerings are delivered under the brand Governance Academy.

Aims and Objectives

1. Selection criteria for students will be consistent with Governance Institute's academic standards and maximise the likelihood of success for the student.
2. Students will be selected for admission into Governance Institute courses using fair and open guidelines with published criteria outlining access for all levels of candidacy in accordance with relevant equity and anti-discrimination legislation. The principles upon which selection decisions are made will be clearly stated and adhered to by Governance Institute.
3. Student Fees and other charges applicable to award, non-award and non-assessed study will be published with a sufficient notice period prior to the commencement of the calendar year to which they apply (refer to Student Fees Policy).
4. Governance Institute will apply principles of Fair Benefits and Opportunity, as defined in the *Higher Education Support Act 2003* to all students and prospective students.
5. As defined in the following document Governance Institute has open, fair and transparent guidelines, based on merit for making decisions about:
 - a. the selection, from among Prospective Students; and
 - b. the treatment of Students.
6. Prospective Students seeking admission into a course with Governance Institute, regardless of their background or circumstances, will be assessed for entry to study through the same published entry requirements and through the same process.

7. Governance Institute will provide due consideration to the recruitment, admission, participation, and successful completion of Aboriginal and Torres Strait Islander peoples.
8. Reasonable adjustments will be detailed in an individual student Academic Integration Plan.
9. All students admitted to Governance Institute are required to abide by the relevant Governance Institute policies and the accepted academic conventions in their field/s of study. There are consequences for failing to follow these conventions. All policies can be accessed via the Governance Institute website.

Definitions

10. For the purposes of this policy:
 - **Admission:** is the process by which course applicants are assessed to determine their capacity to undertake the academic requirements of the course, including meeting the relevant academic and English language proficiency entry requirements.
 - **Conditional Admission:** may be granted to applicants who do not meet the academic entry requirements (clause 13a) but are able to demonstrate they possess the capacity to pursue postgraduate studies (clause 13b), who must pass their first two subjects before their condition is removed.
 - **Enrolment:** is the process by which students formally register in and pay tuition fees for a subject that is listed in their course structure.

Overview

11. This section provides information for staff and prospective students on admission to Governance Institute postgraduate courses. This policy should be read in conjunction with Governance Institute's Enrolment Policy and the Student Fees Policy.

Governance Institute Arrangements and Responsibilities

12. The Academic Board is responsible for:
 - a. the approval and amendment of this policy;

- b. the approval and amendment of the admissions criteria for award courses, which will be informed by benchmarking and student performance outcomes;
- c. monitoring the effectiveness of the admissions criteria against student performance outcomes and other measures and / or methods it deems appropriate; and
- d. approving academic delegations of authority that include operational staff responsibilities relating to the admission of students.

Admissions Criteria: Postgraduate Award Course

- 13. Governance Institute will consider an applicant for admission to a postgraduate award course if the applicant:
 - a. has qualified for a bachelor or higher degree from an Australian University or for an equivalent qualification from an approved Australian higher education provider (as defined by Tertiary Education Quality and Standards Agency (TEQSA)) or recognised overseas university or higher education provider; or
 - b. provides appropriate evidence of general and professional qualifications or vocational experience and satisfies Governance Institute that the applicant possesses the capacity to pursue postgraduate studies (Conditional admission — clause 14).
- 14. Conditional admission, for applicants who do not meet the academic entry requirements, requires the student to demonstrate the capacity for tertiary level study by successfully completing the first two subjects in the course before progressing to the full award. If the student does not pass the first two subjects on the first attempt, they cannot proceed with the award and will have their enrolment cancelled.
- 15. When a student is issued a conditional Offer of Admission, it will specify the conditions of their admission per section 14 of this policy.
- 16. Where an applicant has not completed advanced studies involving demonstrating fluency in English, Governance Institute will require the applicant to demonstrate a satisfactory command of the English language.



17. An applicant who is successfully admitted into a course is subject to all relevant policy requirements applicable to that course.
18. A successful applicant may enrol as a full-time candidate or as a part time candidate. (Refer to Enrolment Policy — clauses 22–23).

Process: Award Courses

19. To be considered for admission to a Governance Institute award course, an applicant is required to:
- a. complete the online Application for Admission Form available on the Governance Institute website and upload supporting documentation by the advertised deadline;
 - b. the General Manager, Education or delegate will assess the application against the admissions criteria to determine the applicant's eligibility for admission;
 - c. complex applications for admission may be referred from the General Manager, Education or delegate to the Course Management Sub-committee (CMS) for resolution.

Offer of Places

20. All applicants who are successful in their application for a place within an award course will be issued an Offer of Admission that includes: the terms and conditions of enrolment in the course including the indicative total course cost, completion requirements, advanced standing awarded (if applicable), delivery method, study mode, details of third-party providers used to deliver any component of the course, enrolment instructions and links to applicable policies and procedures, amongst other matters to ensure a candidate has sufficient information to decide to either formally accept or decline an offer of admission into the course.
21. All applicants will be notified of their application outcome usually within five (5) working days of submitting a correct and complete online application for admission.
22. If unsuccessful, applicants will be issued written notification from Governance Institute stating their application was unsuccessful and the reasons for the decision.
23. Governance Institute has the right and the discretion to refuse the admission of any applicant for an award course who:
- a. does not meet its admissions criteria or fails to provide the required evidence for admission or conditional admission; or

- b. when their enrolment in a postgraduate award was cancelled previously by Governance Institute due to poor academic progression, or abandonment by the student (failure to re-enrol or apply for Leave of Absence); or
- c. in the rare event Governance Institute considers admitting an applicant would not be in the best interests of the applicant or Governance Institute.

Deferred Admission

24. Deferred admission is not available.

Re-admission of Former Students

25. Students who need to cease study in a course but who know they will wish to continue their studies in the future should seek advice from the Education Department before discontinuing their studies.

Non-Award and Non-Assessed Study

26. Governance Institute makes available subjects in which a student can enrol for Non-Award or Non-Assessed study purposes (Refer to Enrolment Policy):
- a. Non-Award study does not involve admission into the relevant course, but successful completion (passing) of the subject/s results in the attainment of Higher Education Credit.
 - b. Non-Assessed study does not require the student to undertake the assessable components of the subject and does not result in Higher Education Credit, but students are eligible for professional development hours.
27. Students seeking entry to study on a Non-Award basis, must, as the minimum requirement for the course from which the subjects form a part, demonstrate they possess the capacity to pursue postgraduate studies (clause 13b), and are required to comply with all other applicable academic and other policy requirements of Governance Institute.
28. Entry requirements do not apply to Non-Assessed study but will be applied if a student later wishes to undertake the assessable components of the subject (clause 29).

29. Fees payable for Non-Award and Non-Assessed subjects are set in accordance with the Student Fees Policy.
30. A student who is subsequently admitted into an Award Course at Governance Institute for which the subjects completed as a Non-Award student form a part, may apply for advanced standing for those subjects, up to the maximum permissible stated in the Advanced Standing Policy.
31. A student who is subsequently admitted to an Award Course at Governance Institute for which the subjects completed as a Non-Assessed student form a part, may apply to undertake the assessable components for those subjects and, if successfully completed, gain Higher Education Credit for those subjects. There is a fee for undertaking the assessments, as per the Student Fees Policy.

Process: Non-Award Applicants

32. To demonstrate that a Non-Award applicant possess the capacity to complete postgraduate studies, they must:
 - a. complete the online Application for Admission Form available on the Governance Institute website and upload supporting documentation by the advertised deadline;
 - b. the General Manager, Education or delegate will assess the application against the admissions criteria; and
 - c. thereafter, an applicant will either:
 - if successful, be issued written notification from Governance Institute that their application was successful that will include information about how to enrol, the applicable fees and charges and links to relevant policies; or
 - if unsuccessful, be issued written notification from Governance Institute that their application was unsuccessful and the reasons for the decision.

Process: Non-Assessed Applicants

33. Applicants for non-assessed study are to contact the Education Department at admissions@governanceinstitute.com.au that will confirm receipt of their request and provide information to enrol in the subject/s and fees payable.

34. Non-Assessed students are provided access to the Learning Management System (LMS) and have full access to the course materials and are permitted to attend all online classes but are not required to complete assessments.

Discontinuation of an Award Course or Subjects

35. In the event Governance Institute decides to discontinue a course of study or a subject available for Non-Award study, Governance Institute will:
- from the date of the decision, withdraw the course or subject from the list of courses / subjects available to prospective students for admission to award or non-award study;
 - notify any admitted students who have not yet commenced their study of the course or subject discontinuation; and will issue a full refund of any tuition fees paid by a student; and
 - endeavour to teach-out the course to enable currently enrolled students to complete it within the minimum time period; and will notify and provide all affected students with a teach-out plan.

Student Appeals

36. Complaints relating to the offer of places will be managed in accordance with the Student Grievance Policy.

Related Documents

- Governance Institute of Australia Advanced Standing Policy
- Governance Institute of Australia Admissions Guideline
- Governance Institute of Australia English Language Proficiency Guideline
- Governance Institute of Australia Enrolment Policy
- Governance Institute of Australia Progression and Unsatisfactory Academic Progress Policy
- Governance Institute of Australia Student Fees Policy
- Governance Institute of Australia Student Grievance Policy

External Legislation

- Higher Education Standards Framework: Threshold Standards 2021 (Cth)

Version History

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*****END OF POLICY*****