

## **Governance Institute of Australia**

### **Admissions Guideline**

<b>Document Identifier</b>	Admissions Guideline
<b>Document Classification</b>	Academic Governance
<b>Approval date</b>	10 January 2020
<b>Publication date</b>	13 January 2020
<b>Summary</b>	This guideline supports the Admissions Policy and applies to applications to Governance Institute for admission to postgraduate study, including Award Courses, and Non-award and Non-assessed study.
<b>Authoring Department</b>	Education
<b>Contact</b>	General Manager, Education
<b>Applies to</b>	Higher Education
<b>Distribution</b>	External
<b>Related documents</b>	Governance Institute of Australia Admissions Policy Governance Institute of Australia Application for Admission Governance Institute of Australia English Language Proficiency Guideline Governance Institute of Australia Enrolment Guideline
<b>Review date</b>	2020 Q2

**Issued under the authority of Governance Institute Education Committee**

# Governance Institute of Australia

## Admissions Guideline

### Overview

1. This guideline applies to applications for admission to Governance Institute of Australia (Governance Institute) postgraduate study, including Award Courses, and Non-award and Non-assessed study. This guideline should be read in conjunction with the Admissions Policy.

### Guideline

2. An Application for Admission must be submitted to Governance Institute with the required supporting documentation.
3. All documentation must be certified. This may be done by an accountant, solicitor, JP, police officer, postal manager, medical practitioner, principal of an Australian primary school or high school or a minister of religion.
4. Applications should either be emailed to [education@governanceinstitute.com.au](mailto:education@governanceinstitute.com.au) or mailed to Postgraduate Education, Governance Institute of Australia, GPO Box 1594, Sydney 2001.
5. Applicants are required to read the academic policies before enrolling in a subject.

### Award courses - Academic entry route

6. For admission into an Award Course, the applicant must hold a bachelor or higher degree from an Australian University or an equivalent qualification from an approved higher education provider in Australia (as defined by Tertiary Education Quality and Standards Agency (TEQSA)) or recognised overseas university or higher education provider.
7. Professional memberships and professional experience alone do not qualify as degree equivalent for entry into a postgraduate course.
8. To make application, complete and submit the Application for Admission form with the required supporting documentation including:
  - a. Certified copies of official academic transcript for bachelor or higher degree as provided by the awarding university or approved higher education provider.
  - b. Certified copies of testamur (degree certificate) if the academic transcript does not have a conferral or award date listed.
  - c. Evidence of name change if the applicant's current name is different in any way from the name that appears on the official academic transcript and/or testamur. This evidence should be a marriage certificate, a divorce certificate or a change of name certificate from the Registry of Births, Deaths and Marriages.

- d. Certified official translation of any relevant documentation that is in a language other than English.
  - e. Evidence of English Language Proficiency if the degree was studied outside Australia. (refer to the English Language Proficiency Guideline)
  - f. Applicants who are in Australia on a temporary visa are not eligible to study with Governance Institute.
9. The applicant, before proceeding to a subject enrolment, must receive written confirmation from Governance Institute of admission into the Award Course (refer to the Enrolment Guideline).

### **Award Courses - Non-academic entry route**

10. An applicant who does not hold a degree as detailed in clause 2, can apply for non-academic admission into an Award Course if they provide appropriate evidence of general and professional qualifications or vocational experience that satisfies Governance Institute that the applicant possesses the capacity to pursue postgraduate studies.
11. To make application, complete and submit the Application for Admission form with the required supporting documentation including:
- a. Evidence of membership of professional bodies.
  - b. Curriculum Vitae detailing professional experience.
  - c. Evidence of any vocational level study.
  - d. Evidence of name change if the applicant's current name is different in any way from the name that appears on the submitted paperwork. The supporting documentation to be provided should be a marriage certificate, a divorce certificate or a change of name certificate from the Registry of Births Deaths and Marriages.
  - e. Certified official translation of any relevant documentation that is in a language other than English.
  - f. Evidence of English Language Proficiency if the applicant is not from Australia (refer to the English Language Proficiency Guideline).
  - g. Applicants who are in Australia on a temporary visa are not eligible to study with Governance Institute.
12. The applicant, before proceeding to a subject enrolment, must receive written confirmation from Governance Institute of conditional admission into the Award Course (refer to Enrolment Guideline).

### **Non-Award study**

13. To make application, complete and submit the Application for Admission form with the required supporting documentation including:

- a. Evidence of membership to professional bodies.
  - b. Curriculum Vitae detailing professional experience.
  - c. Evidence of any vocational level study.
  - d. Evidence of name change if the applicant's current name is different in any way from the name that appears on the submitted paperwork. The supporting documentation to be provided should be provided should be a marriage certificate, a divorce certificate or a change of name certificate from the Registry of Births Deaths and Marriages.
  - e. Certified official translation of any relevant documentation that is in a language other than English.
  - f. Evidence of English Language Proficiency if the applicant is not from Australia (refer to the English Language Proficiency Guideline).
  - g. Applicants who are in Australia on a temporary visa are not eligible to study with Governance Institute.
14. The applicant, before proceeding to a subject enrolment must receive written confirmation from Governance Institute of admission into Non-Award study (refer to Enrolment Guideline).

### **Non-Assessed study**

15. To make application, complete and submit the Application for Admission form.
16. Non-Assessed study does not require any supporting documentation.

### **Related Documents**

- Governance Institute of Australia Admissions Policy
- Governance Institute of Australia Application for Admission
- Governance Institute of Australia English Language Proficiency Guideline
- Governance Institute of Australia Enrolment Guideline