

Governance Institute of Australia

Admissions Policy

Document Identifier	Admissions Policy
Document Classification	Academic Governance
Approval Date	16 November 2020
Publication date	16 November 2020
Summary	To prescribe all aspects related to the admission of students to Governance Institute of Australia's postgraduate courses. This includes admission criteria, receiving an offer, deferring studies and general information.
Authoring Department	Education
Contact	General Manager, Education
Applies to	Higher Education
Distribution	External
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
Review date	2021

Issued under the authority of Governance Institute of Australia Board of Directors

Governance Institute of Australia

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.

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. 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.
4. 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.
5. 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.
6. The above undertakings do not prevent Governance Institute taking into account, in making decisions about the selection and treatment of Students or Prospective Students,

educational disadvantages that a particular Student or Prospective Student has experienced. Reasonable adjustments will be detailed in an individual student Academic Integration Plan.

7. 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

8. For the purposes of this policy:
 - a. 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;
 - b. Conditional Admission: is granted to applicants who do not meet the academic entry requirements (clause 10a) but are able to demonstrate they possess the capacity to pursue postgraduate studies (clause 10b). Initial study is on a non-award basis;
 - c. Enrolment: is the process by which students are registered to study a subject, ensuring any pre-requisites are met.

Overview

9. 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.

Procedures

10. Governance Institute will consider an applicant for admission to a postgraduate award 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 11). Complex applications may be referred to the Course Management Team for resolution.
11. 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 one or more of the first two subjects, they cannot proceed with the award, unless those subjects not passed are repeated the following semester resulting in the attainment of a pass grade (only one reattempt per subject permissible).
 12. 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.
 13. An applicant who is successfully admitted into a course is subject to all relevant policy requirements applicable to that course.
 14. A successful applicant may enrol as a full time candidate or as a part time candidate. (Refer to Enrolment Policy, clause 21-22)
 15. Applicants should also refer to clause 24 regarding suspension or exclusion from a higher education provider.

Offer of Places

16. Offers of places within courses are made in accordance with the policies and guidelines set down by Governance Institute.
17. It is the responsibility of the student to ensure that tuition fees are paid as part of the enrolment process, no later than the census date, regardless of whether the student pays

directly or through a third party (for example, their employer). Enrolment is confirmed by email on receipt of payment. (Refer to Student Fees Policy)

18. Governance Institute reserves the right to withdraw an offer and cancel the enrolment of any person where an offer is made on the basis of incomplete, misleading or inaccurate information supplied by the applicant or certifying authority.
19. Complaints relating to the offer of places will be managed in accordance with the Student Grievance Policy. Complaints are dealt with in the first instance by the General Manager, Education.

Deferred Admission

20. Deferred admission is not available.

Re-admission of former students

21. 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.
22. Students, who wish to enrol in subjects after they have ceased study in a course, and if they have not taken formal leave of absence under the Enrolment Policy, must apply formally for re-admission.
23. Re-admission will be at the discretion of Governance Institute and subject to course availability at the time of the student's application.

Suspension or Exclusion from a Higher Education Provider

24. An applicant who is suspended or excluded from Governance Institute or any other higher education provider will only be considered for admission if the period of their suspension or exclusion will have been served before the commencement of study (Refer to Progression and Unsatisfactory Academic Progress Policy). If the exclusion is or was for academic dishonesty Governance Institute may at its discretion and based on the circumstances of the case, decide to admit or not admit the student.

Non-Award and Non-Assessed Study

25. 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.
26. 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 10b), and are required to comply with all other applicable academic and other policy requirements of Governance Institute. 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).
27. Fees payable for Non-Award and Non-Assessed subjects are set in accordance with the Student Fees Policy.
28. 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 the maximum permissible stated in the Advanced Standing Policy.
29. 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.

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

Acknowledgement:

Governance Institute of Australia gratefully acknowledges the permission granted by Health Education and Training Institute (HETI) for the use of its policy template and policy content in the development of this publication.