

TITLE:	HIGHER EDUCATION POLICY FOR SELECTION, ADMISSION, ENROLMENT AND ACADEMIC PROGRESS		
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APPROVED FOR USE:	David Draper	DATE:	27/08/2009

Northern Melbourne Institute of TAFE

**HIGHER EDUCATION POLICY FOR SELECTION,
ADMISSION, ENROLMENT AND ACADEMIC
PROGRESS**

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1. Introduction and Overview

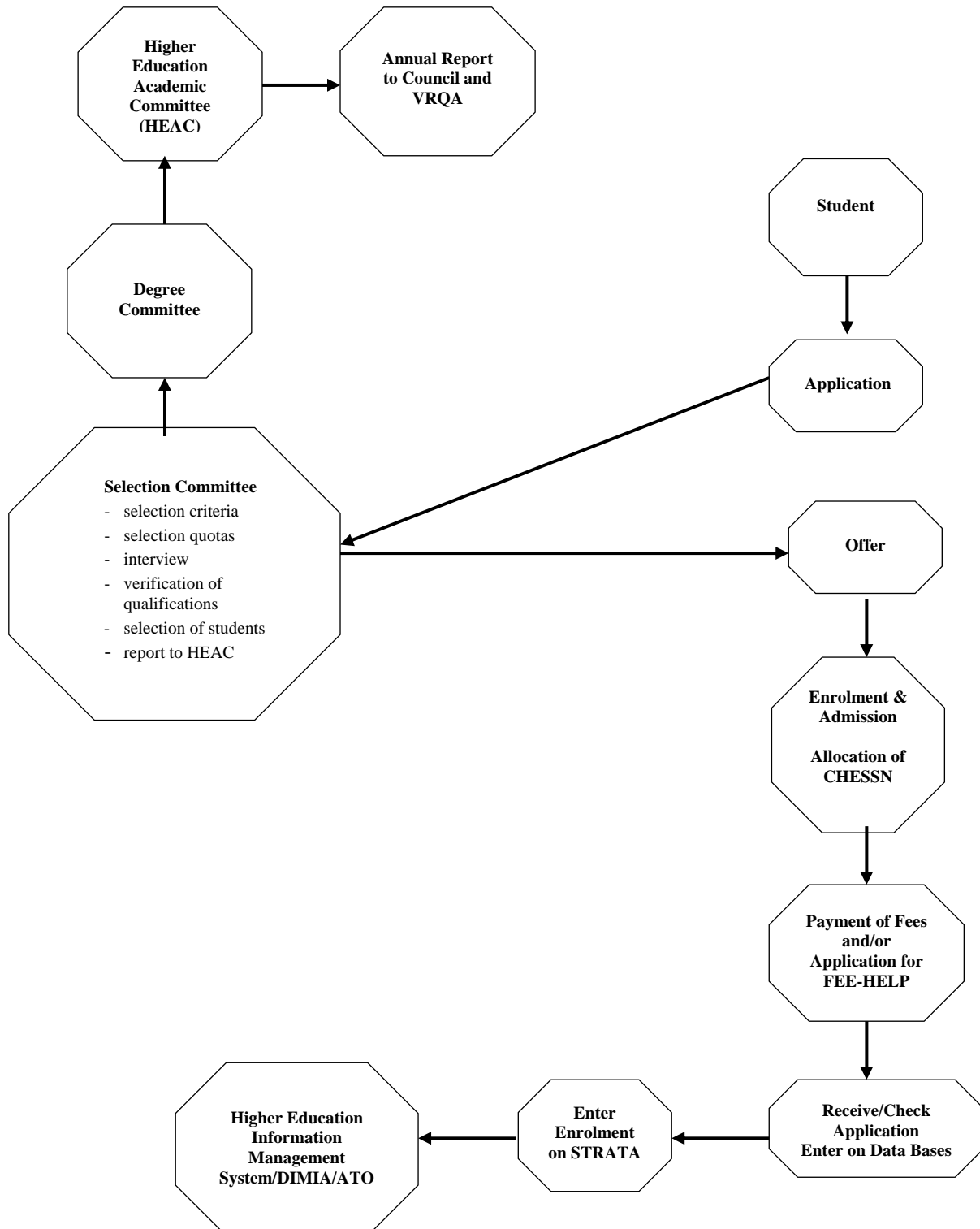
- 1.1 NMIT higher education courses are authorised and accredited through the Victorian Registration and Qualifications Authority (VRQA) and are approved by the Minister for Skills and Workforce Participation (Victoria).
- 1.2 NMIT is committed to maintaining the academic standards of accredited higher education courses.
- 1.3 NMIT selects from those students who meet the entry requirements for higher education courses.
- 1.4 The responsibility for the selection of students in higher education courses lies with the Higher Education Academic Committee (HEAC).
- 1.5 The HEAC delegates this responsibility to the relevant Degree Committee
- 1.6 The relevant Degree Committee for each course will appoint a selection committee comprising the Head of Program, Course Coordinator and other staff as appropriate.
- 1.7 Each selection committee will provide, to the HEAC, a report that documents the selection and admission process. This report will be forwarded to NMIT Council on an annual basis. The committee will provide selection and admission information to Client Services for publication.
- 1.8 Applications for selection must be lodged by the date as prescribed by the relevant faculty. No application lodged after that date will be considered unless the committee is satisfied that special circumstances apply.
- 1.9 Applicants must meet entry requirements to be eligible for selection.
- 1.10 Each selection committee develops selection criteria, quotas and ENTER scores on an annual basis.
- 1.11 Each selection committee determines the quota of places for the course and the quota for each entry category, in consultation with the Associate Director, and may publish details of quotas in relevant NMIT publications.
- 1.12 Each selection committee develops criteria for ranking applicants considered likely to undertake the course successfully.
- 1.13 Each selection committee offers places to applicants in ranked order until the quota for each category and the total quota has been filled.
- 1.14 When ranking applicants each selection committee may take into account the work, research experience relevant to the course and written information presented to the committee.
- 1.15 All records in relation to selection, admission, enrolment and academic progress will be retained in accordance with the Victorian Public Record Office Standard (PROS 02/01) General Retention and Disposal Authority for Records of Higher and Further Education Institutions.

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2. Selection and Admission Process



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3. Purpose

The purpose of this policy and set of procedures is to provide a framework for the selection and admission of students to NMIT higher education courses.

4. Scope

The policy and procedures apply to all higher education academic studies undertaken by a student at NMIT.

5. Definitions

Admission

Admission is the process by which NMIT formally makes an offer to an applicant to enrol in an NMIT course of study.

Australian Qualifications Framework

The nationally consistent set of qualifications for all post-secondary education and training in Australia.

Deferment

Deferment is the process by which students who have been offered places in a course but who do not intend to take up that offer, can have their studies suspended for the forthcoming approved teaching period.

Department of Immigration and Citizenship(DIAC)

The Student Visa Program provides student visas to international students to allow them to study on campus onshore with an accredited provider.

Education Services for Overseas Students (ESOS) Act (2007)

Federal Government Act which regulates the provision of education and training services to international students in Australia and stipulates student visa conditions.

International English Language Testing System (IELTS)

A comprehensive test of English language proficiency designed to assess the ability of non-native speakers of English who intend to study or train in the medium of English.

Leave of Absence

Leave of Absence is the process by which students who have already enrolled can request formal approval to suspend their studies.

National Office of Overseas Skills Recognition (AEI-NOOSR)

Office that provides advice, assistance and information to the overseas-trained to work and study in Australia.

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Offer

A formal invitation to prospective students to commence study at NMIT.

Pre-requisite

A requirement that must be completed to be eligible for admission to a program.

Selection

Selection is the process by which a selection officer compares an applicant's pre-entry credentials with the entry requirements of the course for the purpose of assessing the adequacy of the pre-entry credentials and ranking the applicant in comparison to other applicants.

Withdrawal or Cancellation

Withdrawal or cancellation is the process by which students who are currently enrolled may withdraw from, or cancel their enrolment in a course.

6. Selection Policy

Selection into higher education courses is based on the students meeting entry requirements for the course as documented in the accredited curriculum and course brochures.

Selection procedures ensure the integrity and the academic standards of the course of study.

The selection requirements and criteria takes account of the potential of an applicant to succeed in the course and will be cognizant of the different ways through which pre-entry skills and knowledge may be demonstrated.

The selection and admission process is transparent, clear, fair, explicit, timely and applied consistently across applicants and across time.

Procedures ensure that applicants are selected on the basis of clearly defined, consistent and equitable selection criteria.

All applicants are treated equitably and with courtesy, respect and dignity throughout the selection process and all applications will be processed in a timely manner.

An applicant not selected for a course has the right to re-consideration provided that the applicant satisfies all entrance requirements, the original application was lodged correctly and on time and that the applicant's non-selection was due to the incorrect application of NMIT policies and/or procedures.

The purpose, conduct, weighting and interpretation of selection criteria will be regularly reviewed, as will the manner in which information about them is communicated to applicants.

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Selection of VCE applicants will be based on an Enter Score, set by the institute on an annual basis, and an interview.

Selection of students with a TAFE qualification will be based on capacity to undertake degree-level study demonstrated during interview. Interviews will be arranged where applicable with applicants. Judgements about applicants applying under the mature age category will be made on the basis of potential for success in meeting course aims and objectives and may take into consideration references and work experience.

Selection of students in each course is based on a quota for each category established on an annual basis.

Selection decisions and reasons for decisions are recorded so that they can be communicated to students if necessary.

7. Verification of Academic Qualifications

It is the policy of NMIT to ensure that all documentation presented by applicants, for either selection/admission and/or recognition of prior learning, is authenticated as being either original or as a certified photocopy of official documents of the issuer.

Supporting documentation may include:

- Certified academic transcripts,
- Evidence of English language level (where necessary), and/or
- Certified graduation certificates (in both the original language and in English).

Other documents that may be required include:

- English translations of all documents,
- Folio,
- Syllabus (if applying for advanced standing/credits),
- Resume or curriculum vitae (CV),
- References from employers, and/or
- Personal statements.

NMIT will retain certified copies of original documents.

If required NMIT staff will seek external validation by contacting a relevant third-party source.

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8. Admission

Offers of admission to any programs will be made only by an officer of NMIT expressly authorised to do so, or by VTAC acting of behalf of NMIT.

NMIT will not inform applicants of an offer made through VTAC before the scheduled date of release of VTAC offers.

Where NMIT's International Office has been delegated to make offers of admission on behalf of NMIT, such offers will only be made where the applicant meets the published entrance requirement for onshore international students.

Verbal offers of admission are not formal offers and are not binding on either party.

Offers of admission specify the program or specialisation (where appropriate), attendance mode, load and campus for which the offer is made.

Offers of admission are conditional upon the provision of proof of completion of prerequisite qualifications or upon other factors detailed in the letter of offer. Failure to meet the conditions of offer will result in the withdrawal of the offer and cancellation of the enrolment.

NMIT reserves the right to withdraw an offer of admission and cancel the enrolment of any person where such an offer was made on the basis of incomplete or inaccurate information supplied by the applicant or a certifying authority.

On application, NMIT will grant deferment of study for all new students. The period of deferment will normally be one year. Students intending to study elsewhere in Australia during their period of deferment, and wanting to use such study for advanced standing in the deferred program, must seek prior approval from the relevant Faculty.

An applicant must accept an offer in the program by the date and manner as specified in the Letter of Offer. International applicants must accept an offer by the date due as outlined in the Letter of Offer and by using the Offer Response Form.

9. Enrolment

NMIT will enrol all who have applied in the appropriate manner and who have been made an offer by the selection officers for a course of study.

The following conditions must be met to successfully complete an enrolment:

- accurate and complete information being supplied by the applicant to NMIT
- the approval of the selection officer for the course of study or the subjects concerned
- the completion of the required enrolment and statistical information

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- the student undertakes to abide by the Institute rules, regulations, policies and procedures and standards of conduct.
- the payment of all fees and/or FEE-HELP submission for the Request for FEE-HELP Assistance form by the Census date.

10. Appeals

An applicant not selected for a program has the right of appeal provided that the following conditions are met:

- the applicant satisfies all NMIT and program entrance requirements
- the applicant for admission was lodged on time, in the correct manner, and all the relevant documentation was made available to the selection personnel at the time of selection, and
- the applicant was not selected due to the improper application of this and other NMIT policies.

A student whose enrolment is cancelled due to unsatisfactory progress may apply in writing to the Head of Program for approval to be considered for re-admission in a subsequent year. Re-admission is not an automatic entitlement.

A student who is re-admitted following the cancellation of enrolment for unsatisfactory progress may be granted credit within a subject for satisfactory work previously completed, subject to approval by the Head of Program.

11. Leave of Absence

Students currently enrolled in a higher education course at NMIT may suspend their studies by way of leave of absence.

Leave of Absence is the process by which students who have already enrolled can request formal approval to suspend their studies.

A student seeking Leave of Absence will consult with the Course Coordinator of the program before submitting a Leave of Absence form to Academic Registry.

The granting of Leave of Absence will be at the discretion of the Course Coordinator and will be restricted to a maximum period of one year. Subsequent applications are permitted.

Students who are granted Leave of Absence will be advised of the financial implications.

Students may seek a change in their FEE-HELP debt by utilising the provision of the FEE-HELP Re-crediting and Review Policy and Procedures.

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12. Withdrawal or Cancellation

Students currently enrolled in a higher education course at NMIT may suspend their studies by withdrawal of enrolment.

Withdrawal or cancellation is the process by which students who are currently enrolled withdraw from, or cancel their enrolment in a course.

The approval of withdrawals and cancellation will be at the discretion of the Course Coordinator of the particular program.

13. Academic Progress

Students who are currently enrolled in a higher education course at NMIT may have their studies terminated for unsatisfactory progress.

Continuing enrolment at the institute is conditional upon the student making satisfactory progress toward the completion of an approved course of study during the previous semester in which the student was enrolled at the institute.

Each Degree Committee defines satisfactory progress and documents the definition and ensures that the definition is communicated to all students enrolled in the course.

The definition of satisfactory progress will be referred to by the Course Coordinator in the process of determining the withdrawal of a student's enrolment in a course.

The Course Coordinator or Head of Program may recommend, and the Chief Examiners Meeting may implement, internal and external referral processes for students who are deemed not to be making satisfactory progress because the course is inappropriate for their particular learning needs.

A student whose enrolment has been cancelled due to unsatisfactory progress may, within ten days of the date of receiving the letter notifying the cancellation, lodge a grievance, in writing, with the Academic Head of Higher Education Programs.

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14. Glossary of Terms

AAT	Administrative Appeals Tribunal
ATO	Australian Taxation Office
CAN	Commonwealth Assistance Notice
CHESSN	Commonwealth Higher Education Student Support Number
DEEWR	Department of Education, Employment and Workplace Relations
DIAC	Department of Immigration and Citizenship
FEE-HELP	Commonwealth Government Loans Scheme for Full-fee-paying Students
HEP	Higher Education Provider
HEAC	NMIT's Higher Education Academic Committee
HE	Higher Education
IELTS	International English Language Testing System
SLE	Student Learning Entitlement
TAS	Tuition Assistance Scheme
TFN	Tax File Number
VET	Vocational Education and Training
VRQA	Victorian Registration and Qualifications Authority
VTAC	Victorian Tertiary Admissions Centre