

**TITLE:** SELECTION, ADMISSION AND ENROLMENT OF STUDENTS IN HIGHER EDUCATION

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**PREPARED BY:** Dr. M. Boelen

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## SELECTION, ADMISSION AND ENROLMENT OF STUDENTS IN HIGHER EDUCATION

**Purpose:** To select, admit and enrol applicants into higher education courses.

**Scope:** This procedure applies to all applicants of higher education courses

TASK		RESPONSIBILITY	NOTES
1	Receive applications for entry on NMIT application form.	Selection Committee	Applicant to attach either originals or certified copies of supporting documentation eg: academic results from other educational institutions.
2	Verify authenticity of supporting documentation/ qualifications. Follow NMIT procedure <i>Verification of qualifications of students entering higher education courses (P/HE/P/4/023)</i> .	Selection Committee	
3	Compare applicant's pre-entry credentials with the entry requirements of the course.	Selection Committee	
4	If number of applicants exceeds available places, rank applicants according to agreed and published criteria and conduct interviews.	Selection Committee	
5	Make first round "Admission" offers, in writing, to successful applicants.	Authorised officer	Maintain records
6	Advise unsuccessful applicants, including any details of second round offers if applicable and provide information regarding appeals for non-selection.	Authorised officer	Maintain records
7	Enrol applicants who accept the "Admissions" offer.	Academic Registry staff	Refer Institute Rules Part 1 – <i>Student Enrolment, Fees and Charges</i> .
8	Issue Student Diary and other pre-course information to enrolling students such as FEE-HELP Information.	Academic Registry staff	FEE-HELP Information on DEST and NMIT websites.
9	Data entry enrolment details on student records system and issuing of CHESSN.	Academic Registry staff	