

**TITLE:** APPLICATION FOR RE-CONSIDERATION OF NON-SELECTION IN A HIGHER EDUCATION COURSE OF STUDY

**DOC ID:** P/HE/P/4/024

**PREPARED BY:** Dr. M. Boelen and C. Corbel

**APPROVED FOR USE:** Institute Board – 18 February 2008

**PAGE:** 1 of 1

**EDITION:** 2

**DATE:** 18 February 2008

## APPLICATION FOR RE-CONSIDERATION OF NON-SELECTION IN A HIGHER EDUCATION COURSE OF STUDY

**Purpose:** To enable students to appeal against their non-selection in a higher education course.

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

TASK		RESPONSIBILITY	NOTES
1	Receive application for re-consideration	Selection Committee	The application must be in writing and must be made within five (5) working days of the notification of the result of the original application. The application must explain reasons for disagreement with the original selection decision and, if available, contain any new evidence.
2	If the original non-selection decision was made by the Head of Program the matter must be referred to an independent person eg the Academic Head of Higher Education Programs	Selection Committee	
3	Consider application including interview with student and/or selection staff if necessary	Selection Committee	Maintain records
4	Recommend the approval of selection, if applicable	Selection Committee	Maintain records
5	Advise applicant within ten working days of the receipt of the application	Selection Committee	Maintain records
6	Advise student of revised arrangements for course commencement, if applicable.	Selection Committee	Maintain records
7	Implement revised arrangements.	Selection Committee	Maintain records