

ADMISSION AND ENROLMENT POLICY

Authorised by: Academic Board	Date authorised: 28-Sept-07
Effective date: 5-October-07	
Last amendment date: 1/12/08	
Implementation and review:	Vice President - Academic
Superseded documents	5/10/07

Any person who requires assistance in understanding any aspect of this document should contact the Student Administration Officer.

1. Overview

This policy relates to the admission and enrolment of all students in award courses offered by IOTA.

2. Scope

This policy applies to –

- all potential students applying for admission to award courses
- all students enrolled in award courses

offered by IOTA, unless the application of a revision of the policy would disadvantage the student, in which case the student may proceed under the policy in force at the time at which the student first enrolled.

3. Definitions

Term	Definition
Admissions Committee	Chairman of the Academic Board, Vice President – Academic, Academic Program Director
Award	a certificate, diploma, degree, graduate certificate or graduate diploma
Award course	a program of studies leading to an award
Census date	Friday of the third week of a study period
Certified copy	a copy of an original document that has been certified by a person authorised under relevant legislation to the effect that it is a true copy of the original document
Course of study	one or more units
Degree	study within a specified intellectual domain of knowledge which culminates in an award which has been accredited by an authorised body
Information technology requirements	the requirements that a student has – <ul style="list-style-type: none"> • information technology equipment that meets the requirements of Appendix 1, or has access to such equipment, and • reliable telecommunications access with adequate bandwidth
IOTA	the Institute of Technology Australia Pty Ltd
Learning Support Centre	an organisation responsible for supporting the delivery of IOTA programs

Term	Definition
Passing grade	a grade with the status 'Passing' as defined in the Assessment policy. A student is deemed to have achieved a passing grade in a unit if they have been granted credit for that unit.
Postgraduate award	a graduate certificate, graduate diploma, or Masters degree
Program Director	the Director of the program in which the student is enrolled
Program of study	a structured series of units that satisfies the requirements for an award
Session	the weekly requirement of scheduled contact time in a unit, incorporating facilitator-student, student-student, and student-online material interactions. A session is part of the unit workload
Teaching period	a period of time within which units are offered OR a designated period of weeks in which the program of study and instruction for a unit or award course is undertaken and includes – <ul style="list-style-type: none"> • three standard semesters of 13 weeks duration; and • other periods during the year which are designated by the Vice President - Operations as a teaching period.
UAI	See <i>Universities Admission Index</i>
Undergraduate award	a certificate, diploma or Bachelor degree
Unit	Coherent, structured study in an academic discipline usually consisting of 13 <i>sessions</i> . Session 13 in each unit usually is an examination session. Undergraduate degrees consist of 24 units and Postgraduate degrees consist of 12 units
Unit workload	the weekly <i>session</i> together with an individual workload comprising readings, preparation, and assignments. Whilst the time needed to complete this individual workload will vary from student to student, a student who wants to perform well in mandatory assessments will need to spend about 6 to 8 hours per week
Universities Admissions Index	The applicant's Universities Admission Index (UAI) rank as determined by the University Admissions Centre (UAC) http://www.uac.edu.au/

4. Policy Principles

4.1 Admission

4.1.1 Eligibility

Applicants must satisfy both the academic and English language standards, and, in the case of students proceeding by on-line distance mode, the information technology requirements.

4.1.2 Academic standard

Academic qualifications recognised for **regular admission** are –

- for **undergraduate degrees**:
 - Completion of Secondary School equivalent to an Australian Year 12 award.

- for **postgraduate degrees**:
 - A recognised Bachelor Degree or a combination of academic qualifications and appropriate work experience. In general, students who do not have a recognised Bachelor Degree will need the following qualifications and experience (AQF refers to the Australian Qualification Framework):
 - AQF equivalent Advanced Diploma plus four years work experience, or
 - AQF Diploma plus eight years work experience, or
 - AQF Higher School Certificate plus 10 years work experience, or
 - AQF School Certificate plus 12 years work experience.

Recognition of qualifications will be at the discretion of IOTA.

A student entering a postgraduate degree without a recognised Bachelor Degree will be granted entry initially into the Graduate Certificate program comprising the first 4 units. On satisfactory completion of the Graduate Certificate, this student will be permitted to articulate to the Graduate Diploma or Masters program.

Special admission may be granted on the basis of skills, competence or learning, whether formal or informal, where the outcomes are equivalent to those required for regular admission. Applicants in New South Wales for entry to the Bachelor of Business Administration who do not possess a satisfactory UAI or suitable qualification meeting the undergraduate entry requirements may enrol in two IOTA non-degree qualifying subjects as an alternative entry pathway, and upon satisfactory completion of these may be offered admission by the Vice President – Academic, with Recognition of Prior Learning granted for their IOTA studies in line with any other relevant policy of IOTA.

4.1.3 The selection of students who are to benefit from a grant, allocation or payment under subdivision 19-D of the Higher Education Support Act 2003.

The selection of students who are to benefit from a grant, allocation or payment under subdivision 19-D of the Higher Education Support Act 2003 is to be made on the basis of merit in the following manner:

Applicants will be awarded an entry score which is comprised:

- 1) 60% by the applicant's UAI
- 2) 40% by the applicant's score in the IOTA developed and administered Entrance Test, which will consist of 74 Multiple Choice Questions, for each of which there will be one correct answer, and 1 short-answer type question which will not be awarded a mark.

Applicants will be allocated places on the basis of this score, with applicants possessing the higher score awarded places.

In the event that the number of students applying for the remaining number of places governed by this section exceeds the number of remaining places, selection is to be made by the IOTA Admissions Committee on a qualitative basis of the students' answers to the short-answer question in the IOTA Entrance Test.

Special admission under this section may be made at the discretion of the Admissions Committee if an applicant is able to demonstrate that up-front payment of their fees will cause the applicant financial hardship.

4.1.4 English language standard

Students are expected to have good English language reading and writing skills to the minimum standard of –

- Test of English as a Foreign Language (TOEFL) 550, or
- International English Language Testing System (IELTS) 6.5.

IOTA does not administer these tests.

4.1.5 Information technology requirements

Students are expected to meet the information technology requirements. A student who, in IOTA's opinion, cannot meet the information technology requirements may not enrol in the on-line distance mode.

4.2 Language of instruction

The language of instruction, including the language used in learning facilitation and in on-line and hard copy materials, is English.

4.3 Enrolment

A student who is admitted to a degree program is to enrol in accordance with the procedures established by IOTA from time to time. IOTA may withdraw an offer of enrolment to a student who –

- does not enrol within the time period specified in the offer of enrolment
- having been admitted to study by the on-line distance mode, does not meet the information technology requirements.

4.4 Variation of enrolment

A student may vary their program of study in accordance with the procedures established by IOTA from time to time.

4.5 Withdrawal of enrolment in a program of study

A student may withdraw from enrolment in a degree program in accordance with the procedures established by IOTA from time to time. A student who withdraws from a program of study may not re-enrol in that program unless re-admitted to the program in accordance with the procedures established by IOTA from time to time.

4.6 Re-enrolment

A student who has successfully completed a teaching period but has not completed the requirements for the degree is to enrol in the following teaching period in accordance with the procedures established by IOTA from time to time.

4.7 Requirements for program of study

A student's program of study must comply with any requirements specified by IOTA, and, if the student is enrolling in an award, with the requirements for the award.

4.8 Pre- and co-requisites

A student may not enrol in a unit without having gained a passing grade in another unit shown as a pre-requisite for that unit.

A student may not enrol in a unit without also enrolling in a unit shown as a co-requisite, or having already gained a passing grade in the co-requisite unit.

The Vice President - Academic, on the recommendation of the Academic Program Director, may permit a student to enrol in a unit without having completed a pre-requisite unit or without also enrolling in a co-requisite unit.

4.9 Time limit for completion of an award course

A student must complete the requirements for an award course within a period of ten years from the date of their first enrolment in the award course.

Within this overall time limit, IOTA may specify shorter time limits for completion of an award course and may specify different time limits for different courses.

4.10 Amendment of policy

IOTA may amend this policy from time to time. A student may choose to continue enrolment under the policy that was in force at the time at which the student first enrolled or under the policy as amended.

4.11 Withdrawal from a unit of study

Withdrawal from a unit of study after census date in any period of study period will cause a Fail (FW) grade to be issued unless a WD (Withdrawn) grade is applied, or permission to withdraw without penalty is given, at the discretion of the IOTA Vice President – Academic or Academic Program Director.

5. Procedures

5.1 Applying for admission

An intending student is to apply for admission at a Learning Support Centre or on line.

The application must be made on the official IOTA application and be accompanied by the following original documentation:

- for regular admission to an **undergraduate** degree program –
 - the applicant's certificate for the school leaving qualification
 - proof of achievement of the English language standard (IELTS or TOEFL results)

- evidence that, if the student is enrolling to study by the on-line distance mode, the student can meet the information technology requirements
- an identification document with photo identification, such as a passport or driver's licence
- for regular admission to a **postgraduate** degree program
 - the applicant's academic transcript and its English translation
 - proof of achievement of the English language standard (IELTS or TOEFL results)
 - evidence that, if the student is enrolling to study by the on-line distance mode, the student can meet the information technology requirements
 - an identification document with photo identification, such as a passport or driver's licence.

In each case, a certified copy of the original documentation will be acceptable.

For special admission to an award program, the student shall supply such information as to their skills, competence and prior learning, whether formal or informal, as IOTA may require to determine whether, in IOTA's view, the skills, competence and outcomes of the prior learning are equivalent to regular admission.

5.2 Offer of Admission

Following consideration of an application for admission, IOTA may make an offer of admission to the applicant.

The offer of admission may be conditional upon the applicant fulfilling requirements specified in the offer, such as providing further documentation, or submitting a program of study by the date specified period in the offer.

IOTA may withdraw an offer of admission if –

- the applicant fails to fulfil any requirements specified in the offer of admission; or
- the offer of admission has been made as a result of the provision of incomplete or inaccurate information by the applicant or the certifying authority; or
- IOTA is not satisfied that an applicant proceeding by the on-line distance mode has met, or can continue to meet, the information technology requirements.

5.3 Enrolment

5.3.1 Enrolment procedures and dates

Enrolments within a period of study must be received before the first day of study within an IOTA period of study. Permission to enrol on or after this date is at the discretion of the IOTA Vice President – Academic or Academic Program Director.

Enrolments must be received by IOTA in accordance with all IOTA's published procedures and policies.

5.3.2 Completing an enrolment

A student completes an enrolment in a program of study for a teaching period when the student –

- (a) submits a program of study for that period and IOTA accepts the program or a variation of the program agreed by the student and IOTA
- (b) pays the required fees and charges by the specified date for that period or such other date as IOTA may permit
- (c) fulfils such other requirements as may be specified by IOTA from time to time.

IOTA will only permit students who have completed an enrolment in accordance with this section to take part in on-line or facilitated learning sessions.

5.3.3 Varying a program of study

Either a student or IOTA may vary the student's program of study.

A student varies a program of study by adding one or more units or withdrawing from one or more units, or both.

A student may not add a unit after the closing date for addition of a unit published in accordance with section 5.3.1 (d).

A student who withdraws from a unit –

- on or before the withdrawal date published in accordance with section 5.3.1.(d) does so without academic penalty
- after the withdrawal date published in accordance with section 5.3.1 (d) does so with academic penalty unless the Program Director is satisfied that the student has demonstrated that exceptional circumstances for withdrawing from the unit at that time exist.

In this section 'Academic Penalty' means that the student is awarded a failing grade in the unit in question.

IOTA may vary a student's program of study if -

- the student has not complied with the course requirements
- the student cannot attend classes or meet the unit requirements due to timetable incompatibility;
- IOTA is not satisfied that a student proceeding by the on-line distance mode has met or can continue to meet the information technology requirements
- the student has not complied with any conditions of enrolment imposed under the offer of admission.

5.3.4 Acceptance of enrolment program

IOTA may decline to accept a student's enrolment in a program of study if -

- the student has not enrolled in accordance with their offer of admission, including, where specified, the deadline for enrolment, major area of study, attendance type, attendance mode and location of study
- the program of study is not consistent with the requirements for the award concerned
- the program of study does not comply with pre- and co-requisite requirements
- the time limit for the completion of the award course has passed

- IOTA is not satisfied that an applicant proceeding by the on-line distance mode has met or can continue to meet the information technology requirements
- the student has been excluded from the program of study.

It is the responsibility of the student to ensure that their program of study complies with the requirements for the award concerned. The acceptance by IOTA of a student's enrolment in a program of study does not imply that the program of study complies with the requirements of the award concerned, and IOTA takes no responsibility for the selection of units by a student.

5.3.5 Leave of Absence

The Academic Program Director may grant a student leave of absence from an award course if –

- the leave is for a period of no more than one year
- the student has made satisfactory progress towards completion of the requirements for the award; and
- the student has not previously been granted leave of absence from an IOTA award course.

The Academic Program Director may grant a student who has not met these requirements leave of absence if the Academic Program Director is satisfied that the student has demonstrated exceptional circumstances for taking the leave.

A student who is granted leave of absence -

- is deemed to have withdrawn from enrolment in all units; and
- is not an enrolled student of IOTA for the approved period of leave.

A student must apply for re-admission to the award course if:

- the student does not apply for leave of absence before withdrawing from enrolment in all units in a teaching period; or
- the student fails to re-enrol at the conclusion of the approved leave.

5.3.6 Cancellation of enrolment

A student must notify IOTA and their Learning Supporter Centre if they wish to cancel their enrolment in an award course. A student who cancels their enrolment is deemed to have withdrawn from enrolment in all units in their program of study at the time of cancelling their enrolment.

6. Responsibilities

The following IOTA personnel are responsible for the maintenance and application of this policy:

Vice President – Academic
Academic Program Director
Student Administration Officer

Appendix 1 Information technology equipment requirements

The minimum information technology equipment requirements are -

- Pentium 4 2.4 GHz processor
- 80 G Hard Drive
- 512MB RAM
- 17" LCD monitor
- Standard Desktop Operating System comprising but not limited to –
 - Windows XP Professional operating system
 - Windows Office Suite (Word, Excel, PowerPoint)
 - Microsoft Internet Explorer 6 (or younger copy)
 - Approved Anti-Virus Software (Symantec Anti Virus Corporate)