Student Admission and Progression Policy

Document Control

Document Information

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Document History

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Document Approvals

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<td>Prof. Pam Norman</td>
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Policy AC5: Student Admission and Progression Policy

1.0 Intent
Divine Word University (DWU) is committed to providing higher education opportunities to prospective students from a wide range of backgrounds and learning experiences, including school-leavers, non-school leavers and people in the workplace. The intent of this policy is to ensure that DWU admission decisions and progression arrangements are effectively coordinated and conducted in a fair, consistent and timely manner.

2.0 Scope
The Student Admission and Progression Policy is applicable to students for all undergraduate and coursework postgraduate programs of the university whether full-time or in flexible learning mode.

3.0 Policy on student admission and progression

3.1 Statement
1. With delegation from the Academic Board, the Registrar, in conjunction with Faculty selection officers, are the officers responsible for admitting students to the university.
2. The entry requirements for each program are specified by Faculty Boards. In general, the entry requirement is a minimum of grade 12 education. Specific levels of achievement in particular grade 12 subjects may be specified by faculties. Students studying in flexible learning programs are usually also required to be employed, as assessments require workplace application.
3. Quotas for government scholarships are determined by the Office of Higher Education (OHE). The University selects grade 12 school leavers from lists supplied by OHE.
4. Enrolment of non-school leavers is highly competitive and limited to spaces available in programs. Applications are processed through the Registrar and Faculty Deans.
5. Returning students are selected on the basis of space in the year level for a program. If unsuccessful in the application to return, applicants may reapply the following year.
6. All students are required to pay fees. Details of approved fees are provided by the Finance Office.
7. Progression is determined by academic results, fee payments and being free from disciplinary actions that may lead to suspension.

3.2 Equity
Divine Word University, by the force of its Charter, has an interest in equity in higher education and admission to its own programs. The following groups have been identified for particular consideration in this regard:
- people from the socio-economically disadvantaged backgrounds
- people from rural and isolated background
- people with disabilities
- people who do not have an academic facility with the language of instruction
- women (especially women studying in non-traditional fields).

The University is committed to progressively removing obstacles to higher education as encountered by these groups, and discourages all forms of discrimination in terms of selection of students, advancement in their studies, and in the use of university services. Efforts will be made to support disadvantaged appropriately qualified students.

4.0 Admission procedures

4.1 General admission procedures
The following procedures apply to applicants for all undergraduate and postgraduate coursework programs whether studying full time or in flexible learning mode.
Prospective students complete an application form nominating the program they are applying for and providing all requested information.

Application forms are reviewed by Faculty selection officers to determine whether the applicant satisfies the requirements for admission to the specified program.

If spaces in a program are limited, a selection is made based on merit with due consideration to applicants with disadvantaged circumstances.

Where spaces in a program are available and the applicant has met the admission requirements, an offer of admission is made. An offer of a place is specific to a program, intake period, year, teaching location, residential status and attendance mode.

Where an applicant has been offered a place and it is later found that incomplete or inaccurate information was provided by or on behalf of the applicant that influenced judgement in relation to the applicant’s offer of a place, the offer may be withdrawn or the student’s enrolment cancelled, or both.

On accepting the offer, the applicant completes the enrolment and registration processes, including payment of fees.

Details are entered on the centralised Students Data Management System which generates a unique identification (ID) number for each student.

Confirmed enrolment, the ID number and a passport-sized photograph are passed to IT Services who generate student ID cards.

4.2 Advanced Standing

4.2.1 Recognition of Prior learning (RPL) and Credit Transfer

The focus of advanced standing is to recognise that previous formal study and recognition of prior learning (RPL) may contribute to further formal study. Advanced Standing is granted only at the discretion of the Faculty Dean. The purpose of advanced standing is to establish the equivalence of academic achievement regardless of the similarity or differences of the education processes involved. Advanced standing towards a DWU award should maximise student progression whilst maintaining academic standards. Two methods of applying for advanced standing are ‘credit transfer’ and ‘recognition of prior learning’. While the boundaries between RPL and credit transfer are often blurred, it is necessary to distinguish between the two.

Recognition of prior learning (RPL) is a process that assesses the individual's non-formal and informal learning to determine the extent to which that individual has achieved the required learning outcomes, competency outcomes, or standards for entry to a program. It relates to learning outside the formal education and training system. This may include any combination of formal or informal training and education; programs provided by professional bodies; work experiences, and other forms of practical and life experience. Consideration is given to the content and level of learning acquired in other than formal study, e.g. in a professional workplace or in a professional capacity.

Credit Transfer relates to the learning achieved through formal education and training. In this process the initial unit is assessed against the unit of a program to determine the extent to which it is equivalent to the required learning, outcomes, or standards in a qualification. Granting of credit towards a program is considered on the basis of unit(s) previously completed in a formal educational program. Normally credit is not granted for units completed more than ten years prior to enrolment for the award for which advanced standing is sought. Credit transfer involves assessment of equivalence of the previous unit(s) with the unit(s) for which credit is being given.

A maximum of one third of the credit points may be granted; the remaining credit points must be obtained by completing DWU units.

4.2.2 Advanced Standing Procedures

1. Applications for recognition of advanced standing should be made on the appropriate form (Attachment 1). Applications are received by the Faculty Dean and forwarded to the appropriate Head of Department (HOD) for initial assessment. The recommendation would proceed to the
Faculty Board for endorsement. The Registrar and Vice President Academic should be notified in writing.

2. Applications for advanced standing will normally only be considered in the first three weeks of any semester.

3. Applications for advanced standing will be considered on a program by program basis, where currency of learning can be demonstrated to the satisfaction of the faculty.

4. Applications seeking advanced standing will provide current, relevant, valid, verifiable and substantial information and/or evidence about their previous studies and other prior learning. Original statements of attainment and/or transcripts of results for the units/programs for which credit is being sought must be provided.

5. Students accepted under this policy may be required by their faculty to complete a bridging program.

6. The normal DWU grievance procedures should be followed for students appealing against unsuccessful applications, or disputing any decisions made in respect of approved credit.

7. Credited prior learning can only be counted once as approved exemptions for any program offered by the University.

8. Students shall be notified in writing of the outcome of their application.

5.0 Progression procedures

5.1 General progression procedures

Progression occurs at the end of each academic semester. Students who pass all units taken in a semester are eligible to progress to the following semester. Students in flexible learning programs are required to complete assessment tasks in one semester and have no outstanding fees before proceeding to a following semester.

Students are required to register for the units they are taking at the beginning of each semester.

By the end of an academic year, a full-time student who has not gained all credit points allocated for the year (typically 80 credit points) can still progress under the following conditions:

- The total number of credit points the student is missing is not greater than 20 (i.e. the student has a minimum of 60 credit points).
- The overall average mark for the whole year gained by the student, including the marks in the failed units, is at least 50 per cent (GPA 1.0)

5.2 Pre-requisite units

Students who fail pre-requisite units, or who have still to complete supplementary requirements, are not permitted to progress to the next unit for which that unit is a pre-requisite. They can, however, undertake all other units in the program as long as they are not missing more than 20 credit points in total. This means that students cannot graduate until they have completed the missing units. This may require them to return to the University in a future year to complete the missing credit points. At the discretion of the Head of the Department servicing a particular unit, the pre-requisite requirements for that unit may be waived.

5.3 Withdrawal

If a student withdraws from a unit or program in the first four weeks of the semester, there is no academic penalty. For a student who withdraws from a unit or program from the fifth to the tenth weeks of a semester, the unit will show on the academic record as withdrawn (W), with the date of withdrawal. A withdrawal made after the tenth week of the semester will show fail, and be recorded as W/F. All withdrawal from units or programs must be registered with the Registrar. Students who withdraw for academic failure, Disciplinary Board suspensions, class absences or personal reasons will not be considered for Academic Excellence and TESAS scholarships on readmission until they have completed two semesters of self-sponsorship and achieved the required academic standard.

6.0 Responsibilities
The Registrar and Faculty Boards are responsible for the application of this policy. In processing applications for advanced standing, faculties shall have due regard for the academic standards of the University, equity principles, promptness in processing applications and consistency of application of the policy between faculties.

7.0 Related documents
Integrity Policy, Flexible Learning policy, Assessment Policy, Examination Policy, Teaching and Learning Policy, Academic Grievance Policy
Attachment 2: Application for Advanced Standing

Application for (a) Recognition of Prior Learning Application ☐
Application for (b) Credit transfer ☐

Name of applicant: …………………………………………………………………..…………
Unit: …………………………………………………………………………………………….
Program: ……………………………………………………………………………….……….
Address: ………………………………………………………………………………….……….
Phone: :……………………. Fax: :……………………. Email: :……………………….

Application is hereby made for exemption for the unit………………………………, and in support of my application
I am attaching the following.

Examples of supporting documents
- Papers reports, programs or articles etc that you have written. This could be for your work, your studies, or for your community activities.
- References and work reports from past or present employers or community leaders
- Any awards, e.g. certificates, degrees, diplomas, licenses, prizes, statements of attendance and results
- Reviews of your work (e.g. magazines, newspapers, newsletters, and performance appraisals).
- Program details (include unit descriptions and statement of results) of any program you may have attended

Other: …………………………………………………………………………………………….

To be assessed for Credit Transfer or RPL for this unit, you must be able to prove, through documented evidence, that you have achieved the unit outcomes, described in the Unit Outline. Please list those unit outcomes applicable to your experience and qualifications.

Please submit this form and all supporting documentation to the Dean of the Faculty at your earliest convenience.