Policy number	P11	Version	2
Approved by Board on	1 February 2024	Scheduled review date	February 2029

1   Purpose

To clearly outline course entry criteria and processes for enrolling at the National Institute of Organisation Dynamics Australia (NIODA) and provide an overview of items such as Recognition of Prior Learning.

2   Scope

This policy applies to all potential candidates as they consider applying for, or enrolling in, the NIODA Doctor of Philosophy (PhD) degree.

3   Summary

NIODA upholds the principle that all applicants seeking to enrol in the Doctor of Philosophy (PhD) degree are treated fairly and equitably.

NIODA has fair and transparent procedures that are based on clearly defined course entry criteria.

Eligibility for enrolment is based on the published criteria.

Entry is subject to a detailed application and interview process to assess suitability and ensure that admitted candidates have the academic preparation needed to participate in their intended study, and no known limitations that would impede their progression and completion.

4   Course application eligibility

Candidates wishing to enrol in the degree must meet the following criteria:

Completion of the NIODA Master of Leadership and Management (Organisation Dynamics)

and

at least five years relevant work experience.

Eligible candidates are enrolled on a first-come basis until maximum capacity is reached.

The course is also open to others who have a master's level degree deemed comparable, or to potential candidates with a master's degree who are able to demonstrate capacity and capability in the organisation dynamics discipline and the submission of a substantial piece of writing relating to this capacity.

Applicants are normally required to have achieved a **credit** level or higher in their final master's year assessment to be eligible to apply for the Doctor of Philosophy degree.

5   Applying for the Course

Prior to application, prospective candidates attend an Application Interview with the PhD Course Lead/s. The interview enables:

- NIODA staff to assess the prospective candidate's suitability to undertake the degree and the likelihood of completion

- the prospective candidate to thoroughly acquaint themselves with all aspects of the degree content and requirements, to consider if the course will meet their wishes/needs for study and if it is the right time to undertake the commitment.

The online application is available on the NIODA website (http://www.nioda.org.au).

6   New student enrolment

Successful applicants are made a formal offer of a place, which includes details of how to enrol online.

Upon approval of receipt of a completed enrolment form candidates are sent a confirmation of enrolment.

7   Candidature

Candidature is considered provisional until a detailed research proposal has been approved by the PhD Candidate Approval Panel. Candidature is confirmed following these approvals. It is anticipated that this will occur by the end of Year 1.

8   Recognition of Prior Learning

Candidates and prospective candidates of NIODA PhD have the opportunity to apply for recognition of prior learning (RPL). This includes learning outcomes achieved from engagement with significant and relevant learning from other than accredited institutions. Examples include activities such as employer-based training and development, work experience and other life experience. RPL can be applied for as credit towards components of NIODA courses.

For further information - Recognition of Prior Learning Policy document and RPL application form is available on the NIODA website www.nioda.org.au/policies.

9   Credit Transfer

Credit transfer is granted for components of the PhD course where the requirements of a subject successfully completed at a registered higher educational institution, such as an Australian or overseas university, are comparable and equivalent to the NIODA PhD subject learning outcomes, discipline content and assessment requirements.

For further information see the Credit Transfer Policy document and the Credit Transfer application form which are available on the NIODA website (www.nioda.org.au/policies).

10   Re-enrolment

Enrolment throughout the course duration is undertaken year by year.

Re-enrolment is undertaken online on the NIODA website. Candidates receive an email confirming re-enrolment.

It is the responsibility of ongoing candidates to ensure that they are enrolled by the due dates or to have formally requested leave of absence from their studies.

11   Repeat subjects – enrolment

Candidates repeating components of the course re-enrol in the designated component and pay the full fee as per the advertised schedule.

12   Deferral and Leave of Absence

Deferral of studies is available to candidates prior to beginning the course. Candidates are entitled to defer for a total of two semesters at the outset of their studies in the course.

Leave of absence is available to candidates at any point after having begun the course.

Candidates are entitled to take leave of absence for a total of four semesters, with a maximum of two semesters before review, throughout their studies in the PhD course.

Candidates taking Leave of Absence after the census date of the relevant semester are charged full fees for that semester.

All applications for a deferral or leave of absence should be made on the appropriate forms. Signed copies of the forms should be emailed to the PhD Course Committee. All decisions made regarding deferrals and leave of absences are confirmed in writing.

Deferral and Leave of Absence forms are available on the NIODA website (http://www.nioda.org.au)

13   Withdrawal from the Course

A candidate who wishes to terminate candidacy in the PhD degree should formally withdraw by notifying the PhD Course Committee in writing. The effective date of withdrawal is the date on which NIODA receives the written request. Candidates are responsible for all financial obligations to NIODA incurred before the effective date of withdrawal.

14   Readmission to the Course

A candidate wishing to return to the course after having withdrawn must reapply for admission to the degree.

15   Grievances

Candidate grievances relating to admission and enrolment should be taken up as per the Candidate and Student Grievance Policy. The Policy is published on the NIODA website (http://www.nioda.org.au).

16   Related Documents

Delegations Schedule for Admission Decisions

PhD Progression and Exclusion Policy

Candidate and Student Grievance Policy

Credit Transfer Policy

Recognition of Prior Learning Policy

Graduation Policy