

OTAGO POLYTECHNIC ACADEMIC POLICY		Number: AP0504.04
Title:	Application, Entry and Enrolment	
ITPNZ Std:	5 Student Information and Admission to Programmes	
Chief Executive Approval:	Approval Date: 3 Sep 10	Effective Date: 3 Sep 10
Previous Policy No:	AP500, AP519	Review Date: as required
Contact Authority:	Director: Quality	Status: Current

Purpose To ensure that policy and procedures promote prompt, accurate and efficient enrolment of students into all programmes and courses offered by Otago Polytechnic.

Background

Statutory Compliance Education Act 1989, sections 224-237

National Guidelines Tertiary Education Funding information
<http://www.tec.govt.nz/Funding/>

- Policy**
1. Students must apply for admission to programmes using the Otago Polytechnic application/enrolment (hard copy or electronic).
 2. All applications **must be** received and processed by Customer Services and distributed to relevant schools.
 3. Where an application is received for more than one programme, Customer Services is responsible for ensuring that all schools are notified of all applications. Heads of School/Programme Managers are responsible for communicating with each other to ensure that all parties are fully informed on the student's final choice.
 4. Applications will be processed according to the following three categories and using the published entry criteria for the programme as the guide:

Category One	No Academic Entry Criteria ie open entry, all applications will be considered. A selection process may be prescribed by the School for a decision within ten working days. Any prescribed selection process will have the objective of ensuring that the applicant is capable of succeeding in the programme.	Referred by Customer Services to the School for selection and decision
Category Two	Objective Criteria ie applicants will be accepted or declined based on whether or not they meet pre-published entry criteria; usually of an academic nature eg NCEA credits. Where work experience is an alternative to academic achievement this must be described with	Accepted/ Declined/ Wait Listed by School; Entered in SMS by Customer



	<p>sufficient clarity to allow decisions to be made based on written applications.</p> <p>Applicants to be notified of decisions within 15 working days</p>	Services
Category Three	<p>Objective and Subjective Criteria ie applicants will be accepted or declined based on whether or not they meet objective criteria and/or subjective criteria requiring professional judgement of programme academic staff eg presentation of a satisfactory art/design portfolio; demonstration of essential interpersonal skills, or by providing additional information.</p> <p>Applicants to be notified of decisions within 15 working days.</p>	

Note:

All Levels 1-4 Certificate programmes will be Category 1 which is no academic entry criteria, ie open entry (unless the programme has a Leadership Team approved exemption). Where a selection process has been approved in the programme document or by the Director: Quality, this will be noted on the master list. The categories for entry are listed in <j:\Shared\Programmes\Enquiries, Applications and Enrolments>

5. Entry and selection criteria are detailed in the approved programme document, on the website and on programme information sheets.
6. Head of School/Programme Manager is responsible for ensuring that students receive course advice prior to completion of the Path of Study.
7. Once a student is accepted into a programme¹, schools shall commence the enrolment process by providing students with relevant enrolment and programme information. In order for the enrolment to be completed, to meet Tertiary Education Commission requirements, the following is required:
 - Completion of the Enrolment
 - Completion of the Path of Study²
 - Provision of proof of the student's legal name³, date of birth and citizenship (if this information has not been provided previously)
8. Customer Services staff are to ensure the signed Enrolment, Path of Study and validation (if required) are all present before enrolment can commence. Customer Services should enrol the student as soon as is practicable and preferably within two working days.
9. Completion of the Path of Study is an essential and integral part of a formal agreement between the student and Otago Polytechnic. A

¹ All Category 1 students are automatically accepted.

² Paths of Study can only be accepted if completed in blue or black pen. Pencil is not acceptable.

³ The legal name is the one that will appear on any correspondence or certificates awarded by Otago Polytechnic and also matches the NSI.



completed enrolment agreement requires an offer from Otago Polytechnic, then acceptance by the student including signature, and payment of tuition fees (or a contract to pay fees).

10. Where a student is studying within more than one programme, the student and school signatories must sign the Path of Study. Note: Being able to complete the timetable and assessment requirements is the student's responsibility and must be discussed with both schools or programmes.
11. Enrolment may be for a semester, academic year, or any other teaching period.
12. A new enrolment agreement is required for each year of study or new programme/course within the same year.
13. Students returning to enrol for subsequent years in the same programme are not required to complete the application and selection process. (See 1-4 above.)
14. Students enrolling in non assessed ACE courses, eg C4Free, and self funded short courses are to complete an Enrolment only, no Path of Study is required.
15. A complete record of all enrolments must be permanently maintained on the electronic SMS.
16. Changes to Enrolment
 - 16.1 An additional Path of Study is required if changes to an enrolment result in the need to enrol in other courses. All additions to enrolments which result in the need to enrol in other courses must be notified on a separate SMS Path of Study. Schools are to mark the Path of Study as 'Additional' before sending it to Customer Services.
 - 16.2 If SMS changes are made and result in changes, eg date changes, to a signed Path of Study, it is the responsibility of the School to notify these changes in writing to any affected students. Any such changes need to be signed legibly by both parties.
17. **Heads of School/Programme Managers are responsible for ensuring that an attendance record using the list from the Student Management System is completed within two weeks of the programme/course start date and is returned to Customer Services.**

Procedures

See Appendix B for Path of Study Timeline.

1. All programmes are to have course information entered into the SMS in line with approved enrolment timelines and guidelines.
2. Customer Services is to retain the Enrolment, Path of Study and validation in the official student enrolment files.
3. The head count is to be completed using an occurrence class list from SMS (Jasper) as per clause 17 of this policy.
4. Students who are enrolled and who have not started the course/programme and have not been transferred or withdrawn, must have a Course

Transfer/Withdrawal completed by the school and forwarded to Customer Services for action.

Referral Documents

Tertiary Education Commission (TEC) – Tertiary Funding Information
AP0509 Concurrent Enrolment
AP0521 Programme Entry, Continuation and Exclusion
MP0101 Records Retention
MP0351 Students Withdrawal and Refund Policy
[J\Shared\Programmes\Enquiries, Applications and Enrolments](#)

Delegation of Procedures

Note Full time programme includes all programmes of 0.25 EFTS or greater, or programmes which run full time for 12 weeks or more.

Approved by Chief Executive
Date: 3 September 2010



PATH OF STUDY

Staff Contact (POS created by)

Date Printed:

Student ID:

Name:

Date of Birth:

Status:

Programme Code:

Title:

MOE Code:

Award Code:

Title:

Course Code	Course Title	RPL	Occurrence	Start Date	End Date	Status	Office Use Only	Area	Site	Level	EFTS	Tick

2012 EFTS:

Total EFTS:

I agree to the Path of Study as defined above.	Authorised Staff Member Name (Please Print)
.....
Student Signature	Authorised Academic Staff Member Signature
.....
Date	Date



Path of Study Timeline

June	July	August	September	October	November	December	January
Approved Programme Schedule data entered into SMS							
	Occurrence data entered into SMS						
		Activity data entered into Syllabus Plus					
		Path of Study form extracted from SMS					
		HoS/P/D or Programme Manager complete Path of Study					
Fees signed off by Finance and loaded into Jasper							
			Completed Path of Study sent to Customer Services				
					Customer Services staff complete enrolment from Path of Study		

