

5.2.14 Selection of Students for Direct Admission into Undergraduate Courses

Operating Policy and Procedures

1. Policy

It is the policy of the Navitas College of Public Safety (NCPS) that direct applicants for undergraduate courses must meet specified entry requirements in order to be eligible for consideration for selection into a course.

2. Purpose

The purpose of this policy is to stipulate the criteria and procedures for individuals seeking direct entry into NCPS undergraduate degrees. It enlarges on the general guidelines provided by NCPS Policy *5.2.3 Selection of students for admission into undergraduate courses*, sections 5.5-5.7.

- 2.1. This policy applies only to domestic applicants. Overseas/international applicants must follow the procedures as stipulated by NCPS policies *ESOS 9.2.01 Student Engagement (Before Enrolment)* and *5.10.6 International Students – Selection and Offers*.

3. Responsibility

The Manager of Study Programs is responsible for compliance with this policy.

4. Guidelines

Where possible, all prospective students should be advised to apply to NCPS through the relevant Tertiary Admissions Centre (TAC) in their state. This includes applicants classified as non-Year 12 and/or mature age.

- 4.1. NCPS will only accept direct applications after the close of 'Very Late Applications', as stipulated by the Victorian Tertiary Admissions Centre (VTAC).

Year 12 Direct Applicants

- 4.2. The term 'Year 12 Direct Applicants' refers to those individuals who have completed Year 12-level study, or equivalent, within two years of their desired commencement of study at NCPS.
- 4.3. To be considered for direct application to NCPS, Year 12 Direct Applicants must complete and submit the following:
- NCPS Direct Application to Undergraduate Course form (NF516);
 - Statement of Year 12 results;
 - Evidence, where present, of any further learning/education, including official Academic Transcripts or Statement of Results;
 - Evidence of Australian Citizenship or Permanent Residency.

Non-Year 12 Direct Applicants

- 4.4. The term 'Non-Year 12 Direct Applicants' refers to those individuals who have completed Year 12-level study or equivalent more than two years prior to their desired commencement of study at NCPS.

4.5. To be considered for direct application to NCPS, Non-Year 12 Direct Applicants must complete and submit the following:

- NCPS Direct Application to Undergraduate Course form (NF516);
- Written responses to set questions (see Appendix below);
- Evidence, where present, of prior learning/education, including official Academic Transcripts or Statement of Results;
- Details of any relevant work experience that may confirm their writing and conceptual skills (see 5.1), such as a statement from an employer detailing the types of duties performed;
- Evidence of Australian Citizenship or Permanent Residency.

5. **Selection Process**

5.1. The Manager of Study Programs will consider all direct applications. In assessing each initial application, the Manager of Study Programs must be convinced that the applicant has the ability to perform at undergraduate level in terms of their written and conceptual abilities.

5.2. If the Manager of Study Programs considers that an applicant possesses the necessary written and conceptual abilities, he/she will grant an applicant entry to NCPS. Refer to Section 6.1.

5.3. If the Manager of Study Programs is uncertain about an applicant's ability to perform at undergraduate level, he/she may choose to interview an applicant. NCPS will contact the applicant to arrange this interview.

5.4. The aim of the interview will be to enable the Manager of Study Programs to elicit further information from the applicant to determine the applicant's suitability to successfully undertake, and complete, undergraduate studies at NCPS.

5.5. The Manager of Study Program's decision about an application will be final.

6. **Application**

6.1. Should the Manager of Study Programs grant an applicant entry to NCPS, he/she will undertake the enrolment process as stated in NCPS Policy *5.2.9 Enrolment of New Students*, section 4.2.

7. **Authority**

Authorised by the Dean/Head of College.

8. **Approval**

Approved by the Academic Council on 1 December 2011.

9. **Amendments**

Date	Modified by	Section(s) amended/added	Approved by Academic Council (if required)
23/11/11	Matthew Thurgood	New policy	01/12/11

Appendix: Set questions for Direct Applicants to NCPS Undergraduate Courses

Provide responses up to 250 words in length to each of the following questions:

1. Why do you wish to undertake study at NCPS?
2. What qualities and abilities do you possess that will help you successfully undertake undergraduate study at NCPS?
3. What areas related to criminal justice are of specific interest to you and why?
(Please discuss up to three areas only.)