



OASES GRADUATE SCHOOL PARTICIPANT SELECTION, ADMISSION, ENROLMENT & GRADUATION POLICY

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1. Preamble

- a. OASES is committed to maintaining high academic standards and will ensure these are met with regards to admission requirements.
- b. OASES is committed to fair and equitable treatment of all applicants.
- c. At all times the participant selection procedure will be open and transparent. Participants will be selected on the basis of published criteria in the prospectus and available on the web site.
- d. As part of the selection process all applicants are interviewed.
- e. The course is full fee paying.
- f. The number of participants selected is based on resources available and a commitment to a learning environment based on small groups. The optimal number in any unit is generally regarded as between 10-12 participants. The minimum number in any unit is four.
- g. Eligible participants are enrolled on a first come basis.

2. Application Process

- a. Potential participants are advised to have an initial conversation with the Head of School or the Chair of Academic Council prior to formal application to explore his/her interest in the program and to provide more details about the program.
- b. Potential participants are asked to fill in an application form that includes an account of why they want to participate in the program, together with previous experience and documentation of academic qualifications.
- c. The application is submitted by email or post to OASES Administration.
- d. Receipt of application is sent to applicants together with times for interview.

3. Criteria for selection

- a. Eligibility for standard admission to the post graduate program in Integrative and Transformative Studies:
 - i. Applicants shall have successfully completed a *relevant* tertiary program or its equivalent to not less than three years of full-time study at a university or other educational institution approved by the Academic Council, and should be prepared to provide certified documentary evidence of such a completion.
 - ii. Applicants will be expected to have an educational and experiential background that is deemed to provide an appropriate preparation for embarking on Integrative and Transformative Studies within the OASES programs.
 - iii. An openness to learning and change of position and a willingness to integrate into one's own being and acting in the world the transformative processes of learning, are expected of all those involved in the OASES programs. Therefore,

in addition to the usual standards for eligibility for admission, applicants are required to attend an interview with the Head of School and/or the Chair of Academic Council.

- b. Eligibility for alternative admission to postgraduate coursework awards shall be governed by the following requirements:
 - i. Applicants shall have such academic qualifications or professional or industrial experience or prior learning as are considered by the Academic Council to be the equivalent of, or an adequate substitute for, that prescribed above and hold, or be eligible for, any membership of, or registration or accreditation by, a professional body which may be required by the Academic Council.
 - ii. Applicants shall also attend an interview with Head of School and/or Chair of Academic Council.

4. Interviews

- a. All applicants will be interviewed by the Head of School and/or the Chair of Academic Council. The interview will provide an opportunity to explore more fully what the applicant has written in her/his application and for an elaboration of his/her expectations and hopes for the program.

5. Admissions

- a. On the bases of above criteria and procedures the names of successful applicants will go to the Academic Council to be ratified. Successful applicants will be informed in writing and requirements for enrolment together with invoice for payment of fees is sent to successful applicants.

6. Enrolment and re-enrolment

- a. Applicants are considered enrolled once they have completed and signed a current enrolment form and, if relevant, a signed payment contract. For new participants into the Graduate Certificate, enrolment into the whole year is expected unless other arrangements have been negotiated with the Head of School. For Graduate Diploma and Masters participants, individual elective units can be enrolled in. The Integrative Conversations run for the whole year, and an enrolment in Integrative Conversations is for the full year.
- b. All new and re-enrolled participants will be given a Participant Handbook, which includes a current timetable, and program for the year, together with relevant policies, ethical guidelines and information about participant support. New participants will also receive Part 2 of the Participant Handbook that provides extensive discussion of OASES pedagogy, philosophy and ethics.
- c. Enrolment occurs any time. Changes in enrolment including deferral and withdrawal are possible, though notice is required at least one month prior to the commencement of units that have been enrolled in. See the Fees Policy for details regarding refund eligibility.

7. Duration and progression through postgraduate program

- a. The OASES course in Integrative and Transformative Studies is offered at Masters Degree level, with nested exits at Graduate Certificate and Graduate Diploma levels along a continuum of programs.
- b. The demand on participants in terms of numbers of **units** to be taken per year during the first two years of the OASES program (the Graduate Certificate and Graduate Diploma) is recommended at a part-time load of two (of 4 full days duration) per semester, accompanied by the Integrative Conversations that run for 10 full days over the year, with a final piece of work in the second semester. This would be the approximate equivalent in subject load of a typical part-time post-graduate program in other institutions. Given our commitment to **depth** and to **rigour**, that constitutes a heavy workload, especially for participants who will be in the workforce on a full- or part-time basis or, indeed, who have to carry a load in home-based or other caring work.
- c. Consequently, the Masters program would normally take **four years of study** (2 years in addition to the Graduate Diploma) with 2 elective units of 4 full days duration over that period of study, together with 20 full days of integrative Conversations over 2 years, together with the design and implementation of the research project (accompanied by a co-visor). The possibility exists for participants to extend into a fifth year, if this is needed for completion of the thesis or equivalent. The nested Graduate Certificate and Diploma programs take **one and two years of study** respectively, with the possibility of extending the study time to 1.5 and 3 years respectively, to include the finalisation of the integrative piece of work.
- d. Although it is possible to progress automatically from the Graduate Certificate to the Graduate Diploma to the Masters, no commitment is made to participants that this will be possible and each individual case will be considered at the completion of each level. In all circumstances participants must have completed the Graduate Certificate before progressing to the Graduate Diploma or Masters levels. By special arrangement a participant may ask to waive their rights to a Graduate Diploma and progress to the Masters course. However, in these circumstances they must complete all six electives required by the Diploma and Masters levels within two years.
- e. Exit counselling or advice in relation to future learning will be available for participants who experience problems with continuation at any stage of the OASES course.

8. Deferral and withdrawal

- a. For the Graduate Certificate and Graduate Diploma it is possible to defer. For information regarding refund eligibility and notice required, please see the Fees Policy. Note that Integrative Conversations, a year long peer based grouping participants generally stay with through the 3 exit levels of the program, cannot normally be deferred. A withdrawal and a new enrolment in Integrative Conversations in a subsequent year would normally be required.
- b. **Two periods of deferral for each exit level** of the program are possible. An application for deferral must be submitted to the Head of School. For the Masters

program where the research project is involved, and where time beyond a 4th year is required for completion of the thesis/exegesis, 2 periods of deferral of 6 months each are possible by application to the Academic Council via the Head of School, noting reasons for deferral. Additional deferral is possible under special circumstances.

- c. Participants need to be enrolled at the time of submitting their projects for examination.
- d. Where 2 deferrals have been taken or where participants, prior to successful completion of one of the programs, have not completed within a period of one year beyond the normal duration of the program, they will be assumed to have withdrawn.

9. Graduation and conferral of awards

- a. The Academic Council, after consultation with the relevant academic staff, will confirm that all curriculum requirements have been met and all necessary units successfully completed by those participants intending to graduate. The Head of School and Chair of Academic Council are responsible for ensuring records of accounting for learning for all units are accurate.
- b. The Board of Directors of OASES Community Learning Ltd has delegated decisions about conferral of awards to the Academic Council.
- c. Once it has been confirmed that a participant is eligible for an award s/he will be notified by the Head of School and Chair of Academic Council in writing with details of the conferral ceremony and date at which the award will be conferred.
- d. Higher level awards replace lower level awards, the lower level award becoming embedded in the higher level. Once a Graduate Diploma has been awarded the Graduate Certificate is deemed part of the Graduate Diploma, and likewise with the Masters. Once the Masters is conferred the Certificate and Diploma become redundant.
- e. All graduates will be issued with a certificate protected against fraud by using a distinct OASES watermark and by the use of the common seal of OASES Community Learning Ltd. The certificate will indicate the level, the name of the graduate, the name of the issuing body along with the OASES logo, and be signed by the Head of School and Chair of Academic Council. A testamur identifying learning outcomes following AQF descriptors and levels, again protected from fraud, together with a record of results will also be issued.
- f. All outstanding debts must be met before graduation.

Policy Owner	Chair of Academic Council
Next review	October 2014

Version No.	Approval date	Approved by	Amendment
3.0	29 July 2013	Academic Council	Reflecting changes in the Fees Policy and the hiring of a new full time Head of School in Feb 2013; changes to policy on progression in 7d; changes to 8a to refer to Fees Policy for refund eligibility upon deferral
2.0	October 2012	Academic Board now Council	Inclusion of specific policy on deferrals and clarification of enrolment procedures
1.0	November 2007	VRQA	