



OASES Graduate School

Participant Selection, Admission and Enrolment Policy, Progression, Deferral and Graduation Procedures

Preamble

OASES graduate school is committed to maintaining high academic standards and will ensure that of admission requirements are met.

OASES is committed to fair and equitable treatment of all applicants

At all times the selection procedure will be open and transparent and participants will be selected on the basis of published criteria in the prospectus and available on the web site.

As part of the selection process all applicants are interviewed

The course is full fee paying

The number of participants selected is based on resources available together with a learning environment based on small groups, the optimal number in any unit being between 10-12 participants. The minimum number in any unit is 4

Eligible participants are enrolled on a first come basis.

Application Process

Potential participants are advised to have an initial conversation with the Head of School or the Chair of Academic Board prior to formal application to explore his/her interest in the program and to provide more details about the program.

Potential participants are asked to fill in an application form which includes an account of why they want to participate in the program, together with previous experience and documentation of academic qualifications.

The application should be forwarded by email or post to Administration officer at info@OASES.edu.au

Receipt of applications is sent to applicants together with times for interview

Criteria for selection

(1) Eligibility for *normal* admission to the post graduate program in Integrative and Transformative Studies

- 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 Board, and should be prepared to provide certified documentary evidence of such a completion.

- Applicants will be expected to have an educational and experiential background which is deemed to provide an appropriate preparation for embarking on ***Integrative and Transformative Studies*** within the **OASES** programs.
- 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 Board.
- International applicants shall demonstrate their competence in English by providing certified/notarised documentary evidence of this competence. The requirements for proficiency in English are set out (see attachment to this document)

(2) Eligibility for ***alternative*** admission to postgraduate coursework awards shall be governed by the following requirements:

- Applicants shall have such academic qualifications or professional or industrial experience or prior learning as are considered by the Academic Board 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 Board.
- Applicants shall also attend an interview with Head of School and/or Chair of Academic Board.
- International applicants must also demonstrate their competence in English by providing certified/notarised documentary evidence.

Interviews

All applicants will be interviewed by the Head of School and/or the Chair of Academic Board. 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.

Admissions

On the bases of above criteria and procedures the names of successful applicants will go to the Academic Board to be ratified. Successful applicants will be informed in



writing and requirements for enrolment together with a payment plan will be sent to successful applicants.

Enrolment and re enrolment

Applicants are considered enrolled once they are completed and signed a current enrolment form together with a signed payment plan. 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 or the Chair of Academic Board and ratified by the Academic Board. For Graduate Diploma and Masters Participants, individual elective units can be enrolled in. The integrative Conversations runs for the whole year, and an enrolment in Integrative Conversations is assumed to be for one year.

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 Participants Handbook which provides extensive discussion of OASES pedagogy, philosophy and ethics.

Enrolment occurs once a year, however changes in enrolment including deferral are possible at any time during the year. However for withdrawal from units under normal circumstances requires 6 weeks notification. If participants withdraw within 6 weeks then 50% of the fee for the unit will be retained by OASES graduate school. Under exceptional circumstances this will be reduced to 20%. Please refer to Fee Policy Document.

Duration and Progression through the OASES program in Integrative and Transformative Studies

The **OASES** course in ***Integrative and Transformative Studies***, is offered at Masters Degree level, with nested exits organised at the Graduate Certificate and the Graduate Diploma levels along a continuum of programs.

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 'levels') is a moderate two (of 4 full days duration) per semester, accompanied by the Integrative Conversations that runs for 10 full days over the year with the 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***, we do think that this still 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.

Consequently, the Masters program would normally take ***four years of study***, (2 or 3 years in addition to the Graduate Diploma) with 2 elective units of 4 full days duration over the 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) and with the possibility of extending into a fifth year, often needed for the final completion of the Thesis or equivalent. The nested Post-graduate Certificate and Diploma programs would take **one and two years of study** respectively, with the possibility of extending the study time to 1 ½ and 3 years respectively, to include the finalisation of the integrative piece of work.

Under special circumstances the completion of the Graduate Certificate and Graduate Diploma can be extended beyond the normal period.

It is possible and even desirable to progress automatically from the Graduate Certificate to the Graduate Diploma to the Masters. The selection of new participants is based on the Masters level of participation in the program irrespective of whether participants exit after the Graduate Certificate or Graduate Diploma. It is however possible to exit or defer enrolment after the Graduate Certificate or Graduate Diploma and subsequently to re enrol into the Graduate Diploma or Masters without further formal selection

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.

Deferral/withdrawal

For the Graduate Certificate and Graduate Diploma it is possible to defer studies at any time. However if deferral occurs prior to the completion of a foundational or elective unit that unit will need to be enrolled in subsequently and paid for in full. Deferral from Integrative Conversations 1st year, which is a year long peer based grouping which participants generally stay with through the 3 levels of the program can not normally be deferred. A withdrawal and a new enrolment in Integrative Conversations in a subsequent year would normally be required. 2 periods of deferral for each level of the program are possible. An application for deferral must be submitted to the Chair of Academic Board. 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 board, noting reasons for deferral. Additional deferral is possible under special circumstances

Extension to studies for the Masters project is possible on application to the academic board. Normally fees are payable where attendance at Integrative Conversations and Co vising is required. Participants need to be enrolled at the time of submitting their projects for examination.

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 will be assumed to have withdrawn



Graduation and conferral of awards

The academic Board, after consultation with the Academic Staff meeting, will confirm that all curriculum requirements have been met and all necessary units successfully completed by those participants intending to graduate. The Chair of Academic Board together with the Administrative Officer of the School are responsible for ensuring records of accounting for learning for all units are accurate.

The Board of Directors of OASES Community Learning Ltd has delegated decisions about conferral of awards to The Academic Board

Once it has been confirmed that a participant is eligible for an award she/he will be notified by the Chair of the Academic Board in writing with details of the conferral ceremony and date at which the award will be conferred.

Higher level awards replace lower level awards, the lower level award becoming embedded in the higher level. So once a Graduate Diploma has been awarded the Graduate Certificate is deemed part of the Graduate Diploma and like wise with the Masters, once the Masters is conferred the Certificate and Diploma become redundant.

All graduates will be issued with a certificate protected against fraud by using a distinct OASES water mark 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 and signed by the Head of School and the Chair of the Academic Board, together with the OASES logo. A testamur identifying learning outcomes following AQF descriptors and levels, again protected from fraud, together with a record of results will also be issued.

All outstanding debts must be met before graduation

Reviewed by Academic Board October 2012