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**STUDENT PROCEDURE**

# Procedure for Selection and Admission into Agribusiness, Agriculture and Equine Business Programs

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**Document ID: STU-120**

## **1. PURPOSE**

The purpose of this procedure is to ensure a clear standard for selection and admission for candidates who wish to study the Bachelor of Business (Agriculture), Bachelor of Business (Agribusiness) and Advance Diploma of Equine Business Management.

## **2. SCOPE**

This policy will apply to candidates who wish to enter the Bachelor of Business (Agriculture), Bachelor of Business (Agribusiness) and Advance Diploma of Equine Business Management.

## **3. WORKING DOCUMENTS**

- Policy for Selection and Admission into Agribusiness, Agriculture and Equine Business Management Programs
- Online Bachelor of Business (Agriculture) Application
- Online Bachelor of Business (Agribusiness) Application
- Online Application Advance Diploma of Equine Business Management
- Pre-entry Interview Form

## **4. POLICY**

Refer to the Policy for Selection and Admission into Agribusiness, Agriculture and Equine Business Management Programs

## **5. PROCEDURE**

### **Admission Requirements**

To be considered for selection to the Bachelor of Business (Agriculture), Bachelor of Business (Agribusiness) or the Advance Diploma of Equine Business Management, candidates must meet the criteria as outlined in the Policy for Selection and Admission into Agribusiness, Agriculture and Equine Programs.

### **Application**

Candidates will make their application via the Online Bachelor of Business (Agriculture) Application, the Online Bachelor of Business (Agribusiness) Application or the Online Advance Diploma of Equine Management via the Marcus Oldham College website at <https://marcusoldham.vic.edu.au/>

The application will be received by the Student Services Officer.

The Student Services Officer will acknowledge the application via email and include information about the interview.

The Student Services Officer will record the candidate's application on the College's database.

Prior to the end of April, the Student Services Officer will contact the Candidate to nominate the time and date of the interview. The interview is then allocated to an Academic member of staff.

### **1<sup>st</sup> Round Interviews**

Applications received before 1<sup>st</sup> May; Candidates will be offered an opportunity to be interviewed up to the end of May. Interviews may be conducted with more than one staff member.

Candidates will be notified of their results in June and successful candidates will be offered an opportunity to enrol in the program.

Candidates **may** be asked to attend a second interview.

Unsuccessful candidates will be given an opportunity to request feedback on their application and the reasons why they were unsuccessful.

Please note: Applicants may be asked to complete an aptitude test.

### **2<sup>nd</sup> Round Interviews**

Should the enrolments be at the College's maximum capacity for Selection and Admission into Agribusiness and Agriculture Programs, application received between 1<sup>st</sup> May and 31<sup>st</sup> July will go onto a Waiting List.

Should any places be available as of 31<sup>st</sup> July; Candidates may be offered an opportunity to be interviewed up to the end of August. Interviews may be conducted with more than one staff member.

Candidates will be notified of their results end of August and successful candidates will be offered an opportunity to enrol in the course.

Candidates **may** be asked to have a second interview.

Unsuccessful candidates will be given an opportunity to request feedback on their application and the reasons why they were unsuccessful.

Please note: Applicants may be asked to complete an aptitude test.

### **3<sup>rd</sup> Round Interviews**

Should the enrolments be at the College's maximum capacity for Selection and Admission into Agribusiness and Agriculture Programs, application received after 31<sup>st</sup> July will go onto a Waiting List.

Should any places be available before the beginning of the next academic year, Candidates may be offered an opportunity to be interviewed. Interviews may be conducted with more than one staff member.

Candidates will be notified of their results and be offered an opportunity to enrol in the course.

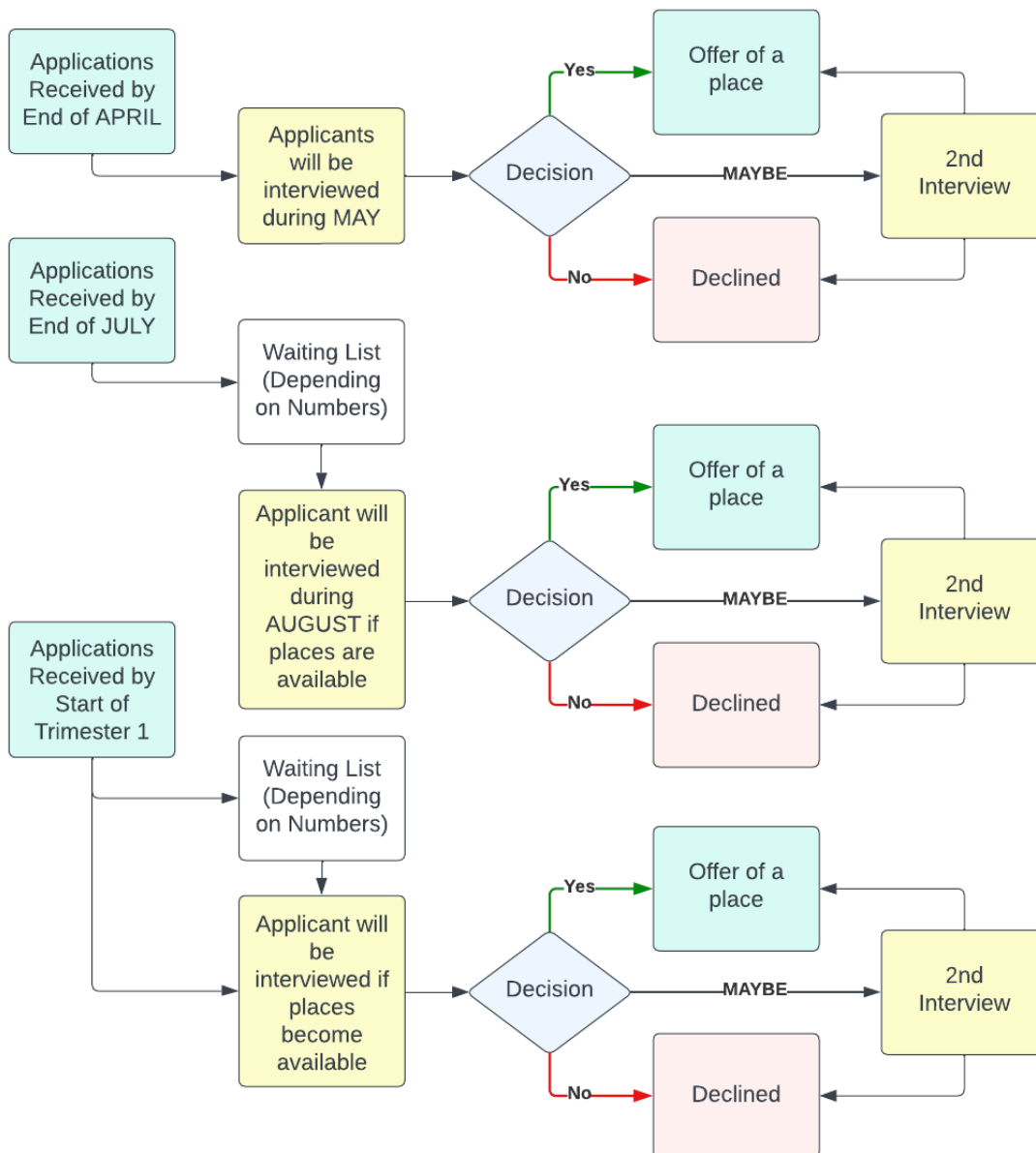
Candidates **may** be asked to have a second interview.

Unsuccessful candidates will be given an opportunity to request feedback on their application and the reasons why they were unsuccessful.

Please note: Applicants may be asked to complete an aptitude test.

**Refer to the flow diagram below.**

### The Application and Selection Process for Applicant wanting to enter the Bachelor of Business (Agriculture) and Bachelor of Business (Agribusiness)



### Unsuccessful Applicants

Candidates who are unsuccessful on the first interview have the right to appeal the decision. The appeal must be made in writing to the Student Services Officer and should provide new information or mitigating circumstances, not presented at the initial interview, that the applicant believes may impact the College's decision. The College will consider the candidates appeal and **may** offer the candidate a second interview. The second interview will be conducted by a panel of Academic Staff who have not previously interviewed the applicant.

Appeals regarding enrolment decisions can be made via the academic appeals process, as outlined in the Student Grievance Resolution Procedure (STU-123).

### Policy Status Details

Status	Approved
Effective Date	03/04/2024
Review Date	30/12/2025
Approval Authority	Management Team
Responsible Executive	Principal