

ADMISSIONS POLICY & PROCEDURES

1. Purpose

This policy establishes a **clear, fair, and systematic admissions process** for all applicants seeking enrolment at **Vishan Institute of Technology**. The admissions process ensures transparency, accessibility, and compliance with the **Higher Education Commission Fiji (HECF) guidelines**.

2. Scope

This policy applies to:

- **All applicants seeking admission** to programs at **VIT**].
 - **All academic and administrative staff** involved in student admissions.
 - **All academic programs and qualifications offered** at the institution.
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3. General Admission Principles

- **Fair & Equal Access:** Admission is based on **merit, qualifications, and eligibility criteria**, ensuring **non-discrimination** in selection.
 - **Transparency:** Clear admission requirements, deadlines, and procedures are published via **Institution Website, Prospectus, and Student Handbook**.
 - **Compliance:** All admissions align with **national education standards, program accreditation requirements, and HECF regulations**.
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4. Admission Requirements

4.1 General Entry Requirements

Applicants must provide:

- **Completed application form** with accurate personal details.

- **Certified copies of academic transcripts and certificates.**
- **Valid identification document (passport, national ID, birth certificate).**
- **Proof of work experience etc.**

4.2 Program-Specific Entry Requirements

- Additional program-based prerequisites such as **work experience, portfolios, or interviews** may apply.
- **Bridging courses may be required** for applicants not meeting full academic prerequisites.

4.3 Recognition of Prior Learning (RPL) & Credit Transfer

- Applicants may apply for **RPL and credit transfer** (refer to **Credit Transfer & RPL Policy**).
 - Assessment of prior learning will be conducted based on **institutional and HECF guidelines**.
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5. Application & Admission Process

5.1 Application Submission

1. **Online or paper-based application submission.**
2. Payment of **application fee** of \$50.
3. Submission of **supporting documents** before the deadline.

5.2 Review & Evaluation

1. The **Admissions Committee reviews applications** against program entry criteria.
2. **Additional assessments (interviews, aptitude tests) may be conducted.**
3. Successful applicants receive a **formal Offer Letter**.

5.3 Acceptance & Enrollment

1. Applicants confirm acceptance by **signing the Enrollment Agreement**.
 2. Payment of initial tuition fees or **submission of sponsorship confirmation**.
 3. Completion of **orientation and student induction programs**.
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6. Special Admission Considerations

- **Mature Age Entry:** Applicants **25 years or older** without formal qualifications may be considered based on **work experience and competency assessment**.
 - **International Students:** Additional visa and **immigration requirements** apply.
 - **Students with Disabilities:** Every effort is made to accommodate the student.
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7. Appeals & Grievances

- Applicants **may appeal an admission decision** by submitting a formal request within **10 working days**.
- Appeals will be reviewed by an **independent Admissions Appeals Panel**.

- A final decision will be communicated within **15 working days**.

The Vishan Institute of Technology Pte Ltd

Registered office Level 2, Sarju Prasad Bldg, Vakabale Street, Lautoka. Fiji Islands

Tel (679) 6640646 Mob 8705744 – 7649773 www.vit.ac.fj Email info@vit.ac.fj