Admissions Policy

1. Purpose

The *Admissions Policy* ("policy") provides a framework to ensure a fair, equitable and transparent admission process, in accordance with the *Diversity and Equity Policy*, to admit high standard applicants into ELICOS, foundation, undergraduate or postgraduate courses of study at the Institution.

Admission criteria for each course, has been set to ensure applicants will have a reasonable expectation to succeed in their chosen course of study.

2. Scope

This policy applies to all domestic and international applicants for admission into award and non-award ELICOS, foundation, undergraduate or postgraduate courses of study, and staff responsible for recruitment and admission of students into the Institution. This policy should be read in conjunction with the *Admissions Guidebook*.

3. Definitions

See *Glossary of Terms*.

4. Policy statements

The Institution applies admission standards that:

• are transparent, clear and equitable (as per the *Diversity and Equity Policy*);

• are accessible and publicly available for prospective and current students and staff;

• allow students' relevant prior learning to be considered for credit transfer and RPL (as per the *Advanced Standing Policy*);

- align with the Institution's *Admissions Guidebook*;

- are revised regularly in conjunction with external benchmarking; and

- ensure students' prior knowledge and skills translate to academic success.

4.1. Applications for admission

Prospective students follow the specified application process outlined on the Institution's website, in accordance with the *Admissions Procedures*. During the application process applicants are provided with entry requirements, comprehensive course and fee information, enabling them to make an informed decision regarding their choice of course.

4.2. Entry requirements for undergraduate courses by coursework

To be eligible for admission, undergraduate applicants must satisfy the minimum entry requirements and any course specific requirements or prerequisites detailed in the *Admissions Guidebook*. All entry and course requirements apply consistently across different campus locations and/or modes of study.

Entry requirements are course specific and may include, but is not limited to, the following or a combination of:

- formal qualifications;

- an aptitude or specific knowledge test;

- interviews;

- work experience; and

- informal and non-formal learning

Applicants may be considered for admission based on the Institution's entry pathways and educational access and equity schemes, that are designed to broaden access, address perceived disadvantage or assist students with special

needs. Eligibility, based on entry requirements, does not guarantee an applicant being accepted into the course of study. The Institution also reserves the right to apply quotas of student numbers within the courses of study where necessary.

4.3. Entry requirements for postgraduate course by coursework

To be eligible for admission, postgraduate applicants must satisfy the minimum entry requirements and any course specific requirements or prerequisites detailed in the *Admissions Guidebook*. All entry and course requirements apply consistently across different campus locations and/or modes of study.

Entry to a postgraduate course is based on a demonstrated capacity to undertake postgraduate studies in the proposed field.

Entry requirements are course specific and may include, but are not limited to, the following or a combination of:

• formal qualifications; and

• relevant high-level professional experience.

4.4. Exchange and study abroad students

The Institution admits international applicants for one or two study periods into courses of study that may be counted towards their program at their home institution. Study abroad and exchange applicants must satisfy the minimum entry requirements detailed in the *Admissions Guidebook* and/or in relevant exchange and study abroad agreements if applicable. All entry and course requirements apply consistently across different campus locations and/or modes of study.

4.5. Entry requirements for foundation programs

To be eligible for admission, foundation applicants must satisfy the minimum entry requirements and any course specific requirements or prerequisites detailed in the *Admissions Guidebook*. All entry and course requirements apply

consistently across different campus locations and/or modes of study.

4.6. Entry requirements for ELICOS programs

To be eligible for admission, ELICOS applicants must satisfy the minimum English language equivalency requirements, and any course specific requirements or prerequisites specified by course in the *Admissions Guidebook*. All entry and course requirements apply consistently across different campus locations and/or modes of study.

4.7. Overseas qualification equivalency

All applicants are assessed through processes that are fair and equitable. For overseas qualifications, applications for equivalency will be assessed using qualifications recognition tools (as defined by the *Admissions Guidebook*). However, it is entirely at the discretion of the Institution to make judgements about equivalence of qualifications and other eligibility criteria for the purposes of assessing applications.

4.8. English language proficiency

To be eligible for admission, applicants must satisfy the Institution's English language proficiency requirements, specified in the Admissions Guidebook.

4.9. Applicants under the age of 18

The Institution is committed to the personal safety and wellbeing of all students and has obligations relating to students who are under 18 years of age at the time of admission, as stipulated by federal legislation.

The Institution will only admit students who are under 18 years of age in the following circumstances:

• Students must be at least 17 at the time of enrolment;

• International students must have their accommodation and welfare arrangements approved by the Institution or the Department of Home Affairs

(DHA), as per the *Under 18 Student Policy*.

4.10. Applicants with a disability or medical condition

Applicants requiring accommodation of a disability or temporary medical condition will be assessed under the *Disability Policy* prior to a final decision regarding their admission.

4.11. Deferral

Deferral is the delay of a commencement date by a new student. The applicant has been offered a place and has deferred the start date, for a maximum of 12 months, in accordance with the *Deferral Procedures*.

4.12. Refusal and/or cancellation of an offer or enrolment

The Institution reserves the right to refuse, cancel (rescind) an offer or cancel the enrolment of an applicant where:

• an offer is made on the basis of incomplete, inaccurate, fraudulent or misleading information supplied by the applicant, agent, delegated authority or certifying authority;

• course quotas have been filled;

• for international applicants, in the event that the Institution is not satisfied that the applicant meets the Genuine Student (GS) requirements set by the DHA;

• an offer is made in error; or

• evidence from the student's previous enrolment precludes an offer being made.

4.13. Exclusion and readmission

• Exclusion

Applicants may not apply for admission (or readmission) during a period of exclusion from the Institution. The period of exclusion is two years.

• Readmission

In some cases applicants may need to reapply for admission to a course of study subject to the eligibility outlined in Table 1. All applicants will also be subject to the entry requirements detailed in the *Admissions Guidebook* at the time of reapplying:

Table 1.

Reason to reapply for admission	Conditions
Deferral	A student who does not commence their course on the commencement date stipulated in the Institution's deferral notification is required to reapply for admission into the a course.
Exclusion	A student who has been excluded from the Institution is not normally permitted to reapply for admission into a course until two years have lapsed from the date of exclusion. Exceptions to this rule are outlined in the Suspension and Cancellations Procedures (e.g. upon payment of any outstanding fees).
Discontinuation/abandonment of studies	A student who has discontinued/abandoned their studies is required to reapply for admission into a course.
Leave of absence	A student who does not recommence their course on the date stipulated in the Institution's leave of absence notification is required to reapply for admission into a course.

4.14. Complaints and appeals

If an applicant's admission has been rejected, they may lodge a complaint in

accordance with the *Complaints and Appeals Policy* and the *Complaints and Appeals Procedures*.

5. Roles and responsibilities

5.1. It is an applicant's responsibility to:

• provide true and accurate information;

• provide authentic and genuine documents; and

• agree to the relevant terms and conditions.

5.2 It is the Institution's responsibility to:

• publish the latest admission requirements and policy;

• ensure the policy and admission requirements are easily accessible;

• have transparent and equitable admission procedures; and

• provide timely responses to applicants throughout the admission procedure.

5.3 Academic Board is responsible for approving the *Admissions Policy* and overseeing admissions matters.

5.4 The Learning and Teaching Committee is responsible for monitoring and making recommendations for improvement relating to admissions matters.

6. Related documents

The *Admissions Policy* should be read in conjunction with the following documents:

Advanced Standing Policy

Academic Progression Policy

Admissions Guidebook

Admissions Procedures

Complaints and Appeals Policy

Complaints and Appeals Procedures

Deferral Procedures

Diversity and Equity Policy

Enrolment Policy

Refund of Fees Policy (Domestic Student)

Refund of Fees Policy (International Student)

Refer to [Admissions Guidebook.](#)

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