

# 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, Equity and Inclusion Policy*, to admit high standard applicants into the Institution’s courses. The admission criteria for each course are designed to ensure applicants have a reasonable expectation of success 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*, which outlines specific entry requirements for different levels of education and English language requirements.

## 3. Definitions

See *Glossary of Terms*.

## 4. Policy statements

4.1 The Institution is committed to providing equal access to education for all. Admissions requirements support a diverse and inclusive student population, minimise barriers for prospective students and recognise and support under-represented and disadvantaged groups.

4.2 The Institution applies admission standards that:

- are transparent, clear and equitable (as per the *Diversity, Equity and Inclusion 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* which outlines specific

entry requirements for different levels of education and English language requirements;

- are revised regularly in conjunction with external benchmarking; and
- ensure students' prior knowledge and skills translate to academic success.

### ***Applications for admission***

4.3 Prospective students follow the application process specified on the Institution's website, in accordance with the *Admissions Procedures*. During the application process applicants are provided with entry requirements, comprehensive course details, fee information, allowing them to make informed decisions about their course selection.

### ***Entry requirements for undergraduate courses by coursework***

4.4 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*. These requirements are consistently applied across different campus locations and modes of study.

4.5 Entry requirements are course specific and may include, but are 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.

4.6 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.

### ***Entry requirements for postgraduate course by coursework***

4.7 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*. These requirements are consistently applied across different campus locations and modes of study.

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

4.9 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.

### ***Exchange and study abroad students***

4.10 The Institution admits international applicants for a maximum of 52 weeks into courses of study that may be counted towards their course 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. These requirements are consistently applied across different campus locations and modes of study.

### ***Entry requirements for foundation programs***

4.11 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*. These requirements are consistently applied across different campus locations and modes of study.

### ***Entry requirements for ELICOS programs***

4.12 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*. These requirements are consistently applied across different campus locations and modes of study.

### ***Overseas qualification equivalency***

4.13 All applicants are assessed through processes that are fair and equitable.

For overseas qualifications, applications for equivalency are 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.

### ***English language proficiency***

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

### ***Applicants under the age of 18***

4.15 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 specified by legislation.

4.16 The Institution 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*.

### ***Applicants with a disability***

4.17 Applicants with a disability are treated equitably. The Institution aims to provide students who disclose a disability, and are deemed able to meet inherent requirements, with reasonable adjustments, where possible, so that they are not disadvantaged academically because of their disability. Applicants requiring accommodation of a disability, temporary medical condition and have accessibility requirements are assessed under the *Disability Policy* prior to a final offer of admission being made.

### ***Deferral***

4.18 Deferral is the delay of the course 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*.

## ***Refuse and/or withdraw an offer of admission or enrolment***

4.19 The Institution reserves the right to refuse or withdraw an offer of admission into a course 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 of admission into a course is made in error; or
- evidence from the student's previous enrolment precludes an offer being made.

## ***Exclusion and readmission***

### 4.20 Exclusion

Students who have been excluded from the Institution may not apply for admission or readmission into a course for two years from the date of exclusion.

### 4.21 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 are subject to the entry requirements detailed in the *Admissions Guidebook* at the time of reapplying:

*Table 1.*

<b>Re-admission category</b>	<b>Conditions</b>
Applicants who have deferred	A student who does not commence their course on the commencement date specified in the Institution's deferral notification is required to reapply for admission into a course.

Students who have been excluded	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).
Students who have abandoned their studies	A student who has abandoned their studies is required to reapply for admission into a course.
Students who are on a 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.

### ***Complaints and appeals***

4.23 If an applicant's admission has been refused, 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 The responsible officer of this policy is the PVC (Employability) and Registrar.

5.4 In exceptional circumstances, the DVC (Learning and Teaching) (or the Dean

or Associate Dean in their absence) has authority to approve variations to academic entry requirements on the basis of rationale and evidence provided by the Admissions Department. This delegation must not be used for English waivers.

5.5 Academic Board is responsible for approving the *Admissions Policy*, *Admissions Guidebook* and overseeing admissions matters.

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

5.7 The admissions teams are responsible for reviewing applications, making admission decisions based on set criteria and ensuring compliance with this policy and the Admissions Guidebook.

## **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, Equity and Inclusion Policy*

*Refund of Fees Policy (Domestic Student)*

*Refund of Fees Policy (International Student)*

*Terms and Conditions of Enrolment*

**Approved by Academic Board on 22 November 2024**