

# Admissions Procedures

## 1. Governing policy

These procedures relate to the *Admissions Policy* and *Admissions Guidebook*.

They describe the steps taken for students to apply for admission into a course at the Institution, and how staff will enact the procedures.

## 2. Scope

These procedures apply to all prospective students applying for admission to the Institution (excluding current students transferring to another course), subject to the conditions in these procedures and related policies, and staff involved in enacting these procedures. These procedures are aligned with applicable Australian Government legislation including the *National Code of Practice for Providers of Education and Training of Overseas Students 2018* (National Code). These procedures cover standard admissions processes to the institution and may not address all non-standard processes such as Alternative e.g. Elite Athlete.

## 3. Procedures

3.1. These procedures set out the six key processes involved in submission of a student's application for admission to the Institution as per Table 1 below:

### *1. Means of applying*

There are multiple means of applying for a course at the Institution, depending on an individual's circumstances.

### *2. Submit application*

Prospective students apply using the prescribed form and means of application and the Institution acknowledges receipt of the application.

### *3. Assessment of direct applications*

An application is assessed as per the *Admissions Policy* and Admissions Guidebook to ensure the student meets the eligibility criteria and entry requirements.

#### 4. Outcome

Prospective students receive the outcome of their initial application within two working days. Note: This outcome can be conditional in nature and will outline additional requirements to be met before a full offer can be made.

#### 5. Acceptance of offer

Prospective students must accept their Letter of Offer by signing the acceptance and written agreement and either:

- pay the required tuition fee deposit for upfront full fee-paying student; or
- complete and return the FEE-HELP/HECS-HELP assistance form (for eligible domestic students only). Note that international students must return the signed Letter of Acceptance and written agreement and make payment before a Confirmation of Enrolment can be issued which they can submit as part of their student visa application.

#### 6. Appealing the outcome

Prospective students have the right to lodge a complaint regarding a decision that resulted in their application for admission being refused in accordance with the *Complaints and Appeals Policy*.

Table 1

Process	Responsibilities	Timeframe
Step 1 Means of applying		

<p>1.1 Prospective students apply for admission into a course at the Institution using one of the following means of application:</p> <p>a. Apply through UAC – undergraduate domestic and international students currently studying an Australian high school qualification or the International Baccalaureate (IB) Diploma;</p> <p>b. Apply Direct – for students not eligible, or choosing not to apply via UAC:</p> <ul style="list-style-type: none"> <li>• Online application form via the Institution’s website;</li> <li>• paper-based application form;</li> </ul> <p>c. Apply through an international representative (also known as an education agent).</p>	Student	
Step 2 Submit application		
<p>2.1 Applications must be submitted via the prescribed application form.</p> <p>2.2 Submit before applicable closing dates, including UAC or the Institution’s closing dates.</p> <p>2.3 Applications should include the required supporting documentation, which may include (but not limited to):</p> <ul style="list-style-type: none"> <li>a. Academic transcripts and testamurs/completion certificates;</li> <li>b. Proof of English language proficiency;</li> </ul> <p>c. Official translations for documents not issued in English. Translators in Australia must be certified by the National Accreditation Authority for Translators and Interpreters (NAATI);</p> <p>d. Additional documents required for Advanced Standing application (as per the <i>Advanced Standing Policy</i> and <i>Advanced Standing Procedures</i>);</p> <p>e. Other documents as requested by the Institution.</p> <p>2.4 Applications without relevant supporting documentation to meet all entry requirements may be eligible for a ‘Conditional Offer’ which will outline the additional supporting evidence required to receive a Full Letter of Offer for a place in the course (refer to see section 4, Outcome).</p>	Student	Before closing date (if applicable)
Step 3 Assessment of applications		

<p>3.1 The Admissions team assesses the application for admission based on the <i>Admissions Policy</i> and the latest <i>Admissions Guidebook</i>. The following will be considered in the assessment:</p> <ol style="list-style-type: none"> <li>Meeting entry requirements for the course, including English language proficiency (international applicants) and/or the requirements for the alternative or special entry pathway;</li> <li>Documents submitted, or accessible, including: <ul style="list-style-type: none"> <li>Have all documents been submitted;</li> <li>Original or certified copies, or evidence from Tertiary Admissions Centre where appropriate;</li> <li>Official translations of documents not issued in English.</li> </ul> </li> </ol> <p>3.2 The equivalency of international qualifications and recognition of overseas institutions will be checked using available resources including the Country Education Profiles or equivalent.</p> <p>3.3 The assessment is recorded in the appropriate Institutional systems, such as the student management system including the following aspects (if applicable):</p> <ol style="list-style-type: none"> <li>Previous qualification details and final grades;</li> <li>Australian qualification equivalency;</li> <li>English proficiency test and result;</li> <li>Details of any special learning needs.</li> </ol> <p>3.4 If the applicant has applied for advanced standing based on previous learning, the application is forwarded to the relevant Dean as per the <i>Advanced Standing Procedures</i>. <i>Note : If the advanced standing assessment and outcome is unable to be processed within the two working days set for admissions applications, a Letter of Offer (to successful applicants) may need to be issued before the notification of advanced standing has been sent.</i></p> <p>3.5 If the applicant has applied for special entry pathway such as, an applicant is an Aboriginal and/or Torres Strait Islander person or with a disability that requires special learning needs, he/she will be assessed in accordance with the other admissions options outlined in the <i>Admissions Guidebook</i>.</p> <p>3.6 In exceptional circumstances, the DVC (Learning and Teaching) may approve variations to academic entry requirements. The Admission Department is required to provide reasons and evidence with any application for consideration. Variations approved under this delegation must not be used for English waivers.</p>	<p>Admissions team</p>	<p>Two working days</p>
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Step 4 Outcome		
<p>Direct applications</p> <p>4.1 The outcome will be provided to the applicant (or international representative) within two working days and recorded in the student management system.</p> <p>4.2 The outcome may be one of the following:</p> <ul style="list-style-type: none"> <li>a. Letter of Offer (including packaged courses);</li> <li>b. Conditional Letter of Offer (including packaged courses);</li> <li>c. Further documentation required before decision can be made; or</li> <li>d. Rejection of application.</li> </ul> <p>4.3 If a Letter of Offer is issued to the applicant, the offer package will include (but not limited to):</p> <ul style="list-style-type: none"> <li>a. Letter of Offer for the course at the Institution;</li> <li>b. Advanced Standing (if applied for and granted);</li> <li>c. Acceptance of Offer and Written Agreement.</li> </ul> <p>4.4 If a Conditional Letter of Offer is issued to the applicant, the conditional offer package will include:</p> <ul style="list-style-type: none"> <li>a. Conditional Letter of Offer detailing the conditions that are required to be met before a full offer can be issued;</li> </ul> <p>4.5 If a rejection of application is issued to the applicant, the notification will include:</p> <ul style="list-style-type: none"> <li>a. Reasons the application was rejected.</li> </ul> <p>UAC applications</p> <p>4.6 The outcome, including an offer (if successful) will be provided to the applicant according to the advertised UAC offer rounds. Details on how to accept the offer will be included in the advisement from UAC.</p>	Admissions Team	Two working days
Step 5 Acceptance of offer		

<p>5.1 The applicant accepts their offer as per their Letter of Offer.</p> <p>5.2 The applicant makes the appropriate financial arrangement or payment as per the following:</p> <ul style="list-style-type: none"> <li>• pay the required tuition fee deposit for upfront full fee-paying student; or</li> <li>• complete and return the FEE-HELP/HECS-HELP Assistance form (for eligible domestic students only)</li> </ul> <p>Note that international students must return the signed Acceptance of Offer and Written Agreement and made payment before a Confirmation of Enrolment can be issued which they can submit as part of their student visa application.</p> <p>5.3 The acceptance is recorded on the student management system. The Institution maintains records of all requests and decisions for two years after a student ceases to be an accepted student.</p> <p>5.4 An international student on a student visa will be issued with a Confirmation of Enrolment (COE) required as part of their student visa application. Note: <i>If an international student is under 18 years of age at the time of admission, the student must have their accommodation and welfare arrangements approved by the institution or the Department of Home Affairs, as per the Under 18 Student Policy.</i></p> <p>5.5 Once students have accepted, their enrolment status will be updated to “Term Activated”, which will alert the relevant recruitment and Student Services teams to include the students in all communications such as but not limited to orientation day and schedule.</p>	<p>Admissions Team</p>	
<p>Step 6 Reviewing the outcome</p>		
<p>6.1 The student submits a complaint about the decision as per the <i>Complaints and Appeals Policy</i> and <i>Complaints and Appeals Procedures</i>.</p> <p>6.2 The Admissions Team is notified of the outcome of the review of the decision.</p> <p>6.3 If the refusal decision is upheld, no further action is required from Admissions.</p> <p>6.4 If the outcome is in favour of the student, the Admissions Team proceeds to the appropriate step in the procedures to complete the admissions process.</p>		

#### 4. Roles and responsibilities

The Registrar is responsible for overseeing the admissions procedures.

#### 5. Compliance and monitoring

These procedures are written in accordance with the National Code and HESF.

#### 6. Records management

As detailed in Table 1 above, admissions decisions are recorded in the Institution's database.

#### 7. Related documents

*Admissions Policy*

*Admissions Guidebook*

*Advanced Standing Policy*

*Advanced Standing Procedures*

Approved by EMG on 22 November 2021.