



# Admission Policy and Procedure

## Purpose

1. Under the *Higher Education Standards Framework (2015)*, the Australian International Institute of Higher Education ('the Institute') is required to ensure that admission standards and processes are transparent, robust and informed by external referencing and internal quality assurance processes.
2. The Institute seeks to admit only genuine students and to ensure that admitted students have the academic preparation and proficiency in English needed to succeed in their studies.
3. This Policy outlines the principles governing the determination of admission criteria and the selection of applicants for Institute courses.

## Scope

4. This Policy applies to:
  - a) all individuals seeking admission into the courses offered at the Institute;
  - b) Institute staff responsible for admission decisions;
  - c) all courses at AIIHE.

## Definitions

5. For the purposes of this Policy:
  - a) **Aboriginal and Torres Strait Islander** is a person of Aboriginal or Torres Strait Islander descent who identifies as Aboriginal or Torres Strait Islander and is accepted as such by the community in which he or she lives<sup>1</sup>;
  - b) **Admission** is the process through which prospective students gain entry to the Institute, including the stages of application, assessment, offer and acceptance;
  - c) **Credit for Prior Learning** is the recognition of relevant and equivalent prior study or informal learning completed by students which may lead to a reduction in the number of academic subjects or credit points that are required to successfully complete a course at the Institute;
  - d) **Domestic student** is a student who is an Australian or New Zealand citizen or holds an Australian permanent visa. Unless otherwise specified in this Policy, 'student' refers to a domestic student;
  - e) **International student** is any overseas student, including those who have student visas, temporary residency, bridging visas and provisional residency (as falling under the *Education Services for Overseas Students Act 2000*);
  - f) **Mature age applicant** is an applicant who is over 21 years of age who may not qualify for admission to a AIIHE course on the basis of formal educational attainment.

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<sup>1</sup> <https://www.alrc.gov.au/publication/essentially-yours-the-protection-of-human-genetic-information-in-australia-alrc-report-96/36-kinship-and-identity/legal-definitions-of-aboriginality/>



## Policy

### Policy statement

6. The Institute will admit students who satisfy the entry requirements for the course, including English language entry requirements. In this way, admission into the Institute's courses is transparent and fair, and based on merit.
7. The Institute recognises that eligibility for admission to its courses can also be measured by formal qualifications and by means other than formally recognised educational attainment.
8. The Institute will take into consideration, where possible, the background of prospective students in order to promote diversity and ensure equity.
9. All students must be given every opportunity to succeed in their studies and proficiency in English is a critical for success for international students and those from non-English speaking backgrounds.
10. The Academic Board is responsible for setting and approving all entry requirements for Institute courses.

### Principles

11. The Institute manages the admissions process according to the following principles:
  - a) all applicants seeking admission into its courses are treated fairly and equitably. To ensure this, the Institute will have open, fair, clear and transparent procedures that are based on clearly defined entry criteria for making decisions about the selection of students;
  - b) students will be selected on merit, based on the published criteria. Entry criteria and application procedures are published in the Institute's prospectus, brochures and on the website;
  - c) applicants who apply on the basis of other than formal educational qualifications will have their application considered on its merits on the basis of evidence of achievement and of their interest in and capacity to work in the broad field of their chosen field of further study;
  - d) the Institute reserves the right to check that all applications meet the admission requirements and set criteria;
  - e) the Institute will ensure that throughout the process of student selection and admission, applicants are treated courteously and expeditiously;
  - f) the Institute will ensure that any potential educational disadvantage of applicants is taken into consideration during the selection process and that students selected into a course are equipped to successfully participate in the course with credible prospects of successful completion.
12. The Institute's published English language proficiency requirements will provide a clear indication to prospective students of the level of English Language proficiency required for admission to a course offered at the Institute.
13. The Institute will ensure that the students selected into a course have the best prospects of successful completion.
14. The Institute will provide support services for the improvement of English language proficiency of enrolled students.



## Procedure

### Eligibility for entry

#### All applicants

15. All applicants being considered for a course must:
  - a) demonstrate that they meet the published academic (both General and Specific as outlined in this Procedure) and English language requirements for the course; and
  - b) be over 18 years of age at the time that they commence the course for which they have applied.
16. Applicants for whom English is not their principal language or who have not completed a secondary or tertiary education in English are required to demonstrate sufficient proficiency in English.
17. Acceptable evidence of English proficiency may include any of the following listed in the table below and must have been taken less than two years prior to the application:

<b>Course</b>	<b>Academic International English Language Testing System</b>	<b>Test of English as a Foreign Language Internet-based Test</b>	<b>Pearson Test of English Academic</b>	<b>Cambridge English C1 Advanced</b>
<i>Bachelor of Business (Information Systems)</i>	Overall score of 6.0 with no individual band lower than 5.5	Overall score between 60-78 with minimum scores: 12 in Reading 20 in Writing 11 in Listening 17 in Speaking	Overall score of 50 with no score lower than 42 in each subtest	Overall score of 169 with no score lower than 162 in each band
<i>Bachelor of Business (Marketing)</i>	Overall score of 6.5 with no individual band lower than 6.0	Overall score between 79-93 with minimum scores of: 13 in Reading 21 in Writing 12 in Listening 18 in Speaking	Overall score of 58 with no score lower than 50 in each subtest	Overall score of 176 with no score lower than 169 in each band

18. The Institute will also accept successful completion of an English for Academic Purposes course at a higher education provider registered by the Tertiary Education Quality and Standards Agency or a registered training organisation with the Australian Skills Quality Authority.



19. The English language requirement is in addition to the General and Specific Entry Requirements for admission to an undergraduate course at the Institute, as outlined in this Policy.
20. It is essential that all applicants check the Institute's website for up-to-date documentation and entry requirements before applying. English language proficiency requirements for admission to a course will be outlined in the Written Agreement with the student.

#### *Additional requirements for international applicants*

21. In addition to meeting the requirements stated above international applicants must:
  - a) demonstrate that they meet the 'Genuine Student' (bona fide) criteria as defined by the Department of Home Affairs (DHA);
  - b) be enrolled in a full-time study load.

#### **Applications**

22. All applications for admission submitted, whether by an individual or education agent, must include the following:
  - a) completed application form with the applicant's signature;
  - b) certified copies of academic qualifications and transcripts;
  - c) where required, certified copies of English language proficiency certificates;
  - d) where required, copies of passport (international applicants only - main page and visa page)
  - e) any other documents requested by the Admission Officer.
23. Incomplete applications may result in delays in the admission process.
24. It is essential that all applicants check the Institute's website for current documentation and admission requirements.
25. Copies of required documentation must be certified preferably by an Australian citizen and, if not possible, by a citizen of the country the applicant is in. This person must:
  - a) not be related to the applicant by birth, marriage or de facto relationship; and
  - b) have an occupation or is a person listed in the [Statutory Declarations Regulations 2018 – Schedule 2 Parts 1 and 2](#), which includes legal and medical practitioners, nurses, pharmacists, Justice of the Peace, and teachers employed on a permanent full-time or part-time basis at a school or tertiary education institution.
26. Guidance on how to certify copies is available on the Department of Education, Skills and Employment website: <https://www.education.gov.au/guidelines-certification-documents>.

#### **Detailed entry requirements**

##### *General Entry Requirements*

27. To satisfy the General Entry Requirements for admission to an undergraduate course at the Institute, applicants must meet at least one of the following academic entry requirements:
  - a) successful completion of Australian Standard Year 12 or equivalent with a minimum ATAR of 60 or equivalent; or
  - b) satisfactory completion of an accredited Tertiary Preparation Program, Tertiary Orientation Program, or a Foundation Year Program offered by an Australian university or other accredited institution that would enable students to gain entry to an Australian university; or
28. In addition to the General Entry Requirements for admission to an undergraduate course at the Institute, an applicant must also meet the English language proficiency requirements as outlined in the above table.



### *Specific Entry Requirements*

29. In addition to the General Entry Requirements stipulated above, certain courses may specify additional requirements which applicants are required to meet in order to demonstrate their capacity for success in the course. These Specific Entry Requirements may include, but are not limited to:
- specific studies (e.g. mathematics at a specified level);
  - attendance at interviews;
  - presentation of folios; and/or
  - submission of supplementary information.
30. Specific Entry Requirements are published on the Institute's website, prospectus and information brochures.

### *Mature-age admission*

31. Mature-age applicants who are 21 years or over and who do not qualify for admission on the basis of formal educational attainment alone may apply for admission as a Mature-Age Applicant.
32. To be considered under the mature-age admission category, an applicant must be 21 years of age by 1 January (for February entry) or by 1 June (for July entry) in the year of commencement of their proposed course. An applicant in this category will be considered for admission based on an assessment of work experience and personal competencies.
33. Applicants should ensure that the following information (where relevant) is included in their application:
- details of formal education including level reached, state/country, year, subjects and results;
  - details of other study, training or development courses attempted or completed since leaving school;
  - work experience;
  - details and proof of membership and affiliations with recognised professional and semi-professional bodies;
  - details of a minimum of two professional referees.

### **Selection of applicants into a course of study**

34. Eligibility for admission does not constitute selection for admission and does not guarantee an offer of a place in a course.
35. Only applicants who meet the prescribed entry requirements (including through alternative pathways) may be selected for an offer of a place in a course.
36. Applicants may receive:
- a full offer;
  - a conditional offer; or
  - an unsuccessful letter.
37. In the event of an unsuccessful letter, the Institute may refer the applicant to a more suitable course or program.

### *Exceptions to the General/Specific and Mature Age entry requirements*

38. The selection process will take into account any educational disadvantage that an applicant may have experienced.



39. Applicants who can demonstrate that external factors, i.e. circumstances beyond the applicant's control, have compromised their educational opportunities may apply for special consideration for entry into a course of study. The Institute will be satisfied that a person's circumstances are beyond their control if these circumstances are not due to the person's action or inaction, either direct or indirect, and for which the person is not responsible.
40. Adjustment to admission criteria will be considered for applicants identified as Aboriginal and Torres Strait Islander peoples. The Institute will require confirmation of a student's Aboriginal and Torres Strait Islander status.
41. Subject to any adjustment for special consideration, merit will be assessed using any, or all, of the following:
  - a) previous academic results;
  - b) work experience;
  - c) a written submission;
  - d) portfolio presentation;
  - e) interview.
42. The particular criteria to be used will be specified for each course and are published on the Institute's website, prospectus and information brochures.
43. When reviewing applications for exceptions to entry requirements, the Institute will consider whether granting an exception would compromise the integrity of the course or would not be in the student's best interest.

### **Credit for prior learning**

44. Applications for credit for prior learning will be assessed during the admission process in accordance with the *Credit Policy and Procedure*.
45. Credits for prior learning granted by the Institute will form part of the Letter of Offer.

### **Verification of academic credentials**

46. The Institute requires certified copies of applicants' original testamur and academic transcripts to verify an applicant's academic credentials and the status of the awarding institution:
47. In verifying the authenticity of credentials, the Institute may:
  - a) contact the institution in question to verify that the applicant is a graduate of that institution and substantiate with the institution that the academic transcripts of the individual are authentic; and/or
  - b) contact the relevant regulatory authority to verify the accreditation status of the institution in question.
48. To determine eligibility for a course, international qualifications will be assessed for their equivalence to Australian qualifications with reference to the [Department of Education, Skills and Employment's Qualifications Recognition Policy](#), or the [National Academic Recognition Information Centres \(NARIC\) database](#).

### **Revocation of an offer**

49. A Letter of Offer may be revoked if:
  - a) the course into which entry is sought has not reached minimum or has reached maximum capacity of its allocated quota of students;
  - b) the applicant is shown to have provided false or misleading information in relation to the application;



- c) the applicant fails to meet any prerequisite or other entry requirements for the course that they have applied for;
- d) the applicant fails to pay the tuition fee.

### Acceptance of an offer

50. On receipt of a formal offer of a place in a course, an applicant will either:
- a) accept the offer within 30 days;
  - b) apply to defer commencement for up to 12 months;
  - c) decline the offer;
  - d) take no action, in which case the offer will lapse after 30 days.
51. To accept an offer, an applicant must comply with any specified instructions and deadlines.
52. Students who defer the offer of a place will be advised that tuition fees are subject to change.

### Refusal of admission

53. Irrespective of eligibility or any other provision in this Policy, the Institute may refuse an application for admission from any applicant on any one or more of the following grounds:
- a) the applicant has provided false or misleading information to the Institute;
  - b) the applicant has been found guilty of serious misconduct as a student previously enrolled with the Institute or at another higher education provider;
  - c) the applicant is considered to be a potential danger to other students and/or staff;
  - d) the presence of the applicant at the Institute is considered to be potentially detrimental to the well-being of other students and/or staff;
  - e) the presence of the applicant at the Institute is considered to be potentially detrimental to the reputation and image of the Institute;
  - f) any other reasonable grounds.
54. Decisions to refuse admission will be made in accordance with the above criteria and with consideration of the severity of the concern and any associated risk for the applicant, students or staff of the Institute. In all cases, the applicant has the right to lodge an appeal against the decision to refuse admission.

### Monitoring and improvement

55. The Institute collects de-identified data on admissions, including by student groups for equity and diversity purposes.
56. The Institute collects data on the level of English language proficiency of students admitted to the Institute.
57. Student feedback is sought on their experience of admission to improve the Institute's procedures and processes.
58. The Student Administration Officer maintains a register of exceptions to entry requirements granted by the Institute, and a register for any decisions in relation to recognition of prior learning.
59. The Institute uses the collected data to monitor trends in student groups admitted to the Institute in conjunction with participation, progression and completion data.
60. The Institute will revise entry requirements, including those for English language, based on the collected data, in particular the effectiveness of processes for identifying students who are ill-equipped to cope with the course.
61. The Institute will benchmark its performance against relevant industry data and will establish



targets as appropriate.

62. A report on admissions is provided to the Teaching and Learning Committee at each meeting by the Academic Dean.
63. The Academic Dean is responsible for making recommendations for improvements to the Academic Board, including on changes to General and Specific Entry Requirements, having regard to both the integrity of the course and facilitating participation in education of underrepresented groups.
64. The Academic Board receives an annual report on admissions, the adequacy of admission criteria, and processes and approves recommendations for improvement as appropriate.
65. The Governing Council receives an annual report on admissions to the Institute and on approved changes to the admission criteria, including any expected impact on the Institute's financial performance.

### Appeals

66. An applicant may appeal against a decision made under this Admission Policy under the provisions in the *Student Appeals Policy and Procedure*.

### Responsibilities

67. The Academic Board is responsible for setting:
  - a) General and Specific Entry Requirements for the Institute's courses;
  - b) the Institute's English Language Proficiency Requirements.
68. The Academic Dean is responsible for approving:
  - a) the release of both conditional or full offers of admission to the Institute; and
  - b) the refusal to admit a student (based on any other ground than ineligibility).
69. The Student Services Manager is responsible for:
  - a) processing admission applications, including verification of required documentation;
  - b) determining eligibility or ineligibility of applicants; and
  - c) revoking offers of admission in accordance with this Policy.
70. The Course Coordinator is responsible for:
  - a) reviewing applications for admission under mature-age requirements and advising on the appropriateness of prior learning or experience for equipping the applicant for studying the course;
  - b) reviewing applications for exceptions to entry requirements and advising on the appropriateness of prior learning or experience for equipping the applicant for studying the course;
  - c) reviewing and approving applications for credit for prior learning.





## Associated information

<b>Approving body</b>	Academic Board
<b>Date approved</b>	18 August 2020
<b>Date of effect</b>	Commencement of operation
<b>Next scheduled review</b>	Two years from when policy commence
<b>Policy owner</b>	Academic Dean
<b>Policy contact</b>	Academic Dean
<b>Related AIIHE Documents</b>	<i>Academic Progression and Students at Risk Policy and Procedure</i> <i>Credit Policy and Procedure</i> <i>Domestic Student Enrolment Policy and Procedure</i> <i>International Student Enrolment Policy and Procedure</i> <i>Records Management Policy and Procedure</i> <i>Refund Policy and Procedure</i> <i>Student Code of Conduct</i> <i>Student Appeals Policy and Procedure</i>
<b>Higher Education Standards Framework (Threshold Standards) 2015 (Cth)</b>	Standard 1.1; ss 1 – 3 Standard 2.2; ss 1 – 3 Standard 2.4; ss 1 – 5 Standard 7.2; ss 1 – 4
<b>Other related external instruments/documents</b>	<p><b>Related Legislation</b></p> <ul style="list-style-type: none"> <li>• <i>Tertiary Education Quality and Standards Agency Act 2011 (Cth)</i></li> <li>• <i>Education Services for Overseas Students Act 2000 (Cth)</i></li> <li>• <i>National Code of Practice for Providers of Education and Training to Overseas Students 2018 (Cth)</i></li> <li>• <i>Higher Education Support Act 2003</i></li> </ul> <p><b>Good Practice Documents</b></p> <ul style="list-style-type: none"> <li>• <i>TEQSA Guidance Note: Diversity and Equity, Version 1.2</i></li> <li>• <i>TEQSA Good Practice Note: Making higher education admissions transparent for prospective students, July 2019</i></li> <li>• </li> </ul>

## Document history

Version	Author	Changes	Approval Date
1.0	Not applicable	Original version	18 August 2020

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