



ADMISSIONS POLICY

Approving Authority	Academic Board	Approval Date of Last Revision	3 Jul 2020
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Effective Date	5 Dec 2017	Review Date*	31 Aug 2021
Document No	PLA3	Version	1.1
Policy Category	Academic		
Governing Authority			
Responsible Officer	Head of School		
Related Documents	Admissions Procedure Diversity and Equity Policy (and related Procedure) Credit and RPL Policy (and related Procedure) Fees and Refunds Policy (and related Procedure) Student Grievances, Complaints and Appeals Policy (and related Procedure) Statement of Tuition Assurance Higher Education Standards Framework (Threshold Standards) 2015 (TEQSA Act 2011)		

* Unless otherwise indicated, this Policy will still apply beyond the review date.

Document Control

Version #	Date	Key changes
1.0	5/12/2017	Approved by Academic Board
1.1	3/07/2020	'Expanded 'Purpose' to include postgraduate courses and subjects (clause 1.2)

1. PURPOSE

1.1 The Admissions Policy specifies the principles guiding admission to the Adelaide Institute of Higher Education (AIHE) courses and subjects.

1.2 This Policy provides a framework for prospective students seeking to undertake undergraduate and postgraduate higher education courses and subjects at AIHE.

2. SCOPE

2.1 The Admissions Policy applies to all domestic and international applicants for admission to AIHE courses and subjects, and all staff involved in admissions decisions.

3. PRINCIPLES

AIHE is committed to the following principles that underpin this Policy:

3.1 Students admitted to a course or subject will have the academic preparation, age and proficiency in English needed to participate in their intended study and no known limitations that would be expected to impede their progression and completion.

3.2 Admission requirements and processes will be documented. Accurate, relevant and timely information will be publicly available and accessible, including access for students with special needs, to enable informed decision making about educational offerings and experiences.

3.3 Admission requirements and processes will be applied fairly, consistently and objectively to ensure that admission decisions assess the relative merit of eligible applicants, taking into consideration prior achievement and equality of opportunity.

4. Responsibilities

4.1 The Academic Board:

- approves admission requirements;
- receives reports about participation, progress and completion by student cohorts that inform admission standards; and
- may delegate its powers with regards to admissions.

4.2 The Head of School is responsible for:

- development of any course specific admission requirements to enable students to have attained the level of knowledge and skills necessary to be successful in the course;
- assessing all admission applications against the minimum admission requirements.

4.3 The General Manager:

- will ensure admission arrangements with students, or where legally required, with their parent or guardian, are in writing and include any particular conditions of enrolment and participation for undertaking particular courses of study that may not apply to other courses more generally.

5. DEFINITIONS

5.1 See the AIHE Glossary of Terms for definitions.