

ADMISSIONS PROCEDURE

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| Related Documents | Admissions Policy Access 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) Tuition Protection Policy (and related Procedure) Higher Education Standards Framework (Threshold Standards) 2015 (TEQSA Act 2011) | | |

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

Contents

| | |
|--|---|
| 1. PURPOSE | 2 |
| 2. SCOPE | 2 |
| 3. ADMISSION REQUIREMENTS | 2 |
| 4. APPLICATION FOR ADMISSION | 5 |
| 5. ASSESSMENT OF ADMISSION APPLICATIONS | 5 |
| 6. ADMISSIONS DECISIONS AND NOTIFICATIONS..... | 6 |
| 7. ADMISSION ACCEPTANCE | 7 |
| 8. RE-ADMISSION | 7 |
| 9. COMPLAINTS AND APPEALS | 7 |
| 10. DEFINITIONS..... | 7 |

1. PURPOSE

1.1 The Admissions Procedure gives effect to the Adelaide Institute of Higher Education (AIHE) Admissions Policy so that:

- admissions requirements and processes are documented and are applied fairly, consistently, and objectively;
- admitted students 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; and
- admission and other contractual arrangements with students 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.

1.2 This Procedure sets out the processes that AIHE will use to ensure that prior to enrolment and before fees are accepted, students are informed of their rights and obligations, including:

- all charges associated with their proposed studies as known at the time and advice on the potential for changes in charges during their studies
- policies, arrangements and potential eligibility for credit for prior learning, and
- policies on changes to or withdrawal from offers, acceptance and enrolment, tuition protection and refunds of charges.

2. SCOPE

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

3. ADMISSION REQUIREMENTS

3.1 To be considered for admission to a course or subject at AIHE, an applicant must meet AIHE's minimum admission requirements, including any course-specific admission requirements. Meeting the minimum admission requirements does not guarantee admission to a course. Students admitted to a course will have the English language proficiency, age, and academic preparation and skills to succeed in their course in the standard duration.

3.2 English language requirements

3.2.1 Domestic and international applicants must satisfy AIHE's English language requirements for admission to a course. The English language requirements are as follows:

- successful completion of an Australian Year 12 Program; or
- successful completion of an Australian Qualification Framework (AQF) qualification (Certificate IV or higher) no more than two years prior to commencing studies at AIHE, with a minimum duration of one year of full-time study; or
- successful completion of an English language course approved by AIHE from a registered English Language Intensive Course for Overseas Students (ELICOS) Provider. Such courses will give students the minimum English language proficiency (ELP) standard as specified in Table A; or
- achievement of the minimum requirements in an approved English language test within 24 months prior of commencement of studies at AIHE. Approved English language tests and minimum standards are included in Table A.

Alternative English language tests and other evidence of English language proficiency will be considered on a case-by-case basis by the Head of School. This includes, but is not limited to, internal language assessments.

3.2.2 Some courses may require a higher overall score and/or sub-score(s) for entry. These will be specified in the entry requirements for the course.

3.2.3 Prospective students are required to submit acceptable evidence of their English language proficiency at the time of application to study with AIHE, such as an IELTS document showing their score. This evidence must be no more than 24 months old.

3.2.4 In addition to meeting the requirements of subclause 3.2.1 in some cases students may be required to successfully complete an AIHE approved English language test prior to admission.

3.2.5 International applicants seeking to transfer to AIHE from another Australian higher education provider where their English language test result is more than two (2) years old may demonstrate the English language proficiency by way of an internal English test.

The test will be conducted by a qualified English language professional and records of the test and test result will be filed in the Student Record.

Table A: English Language Requirements

| English Language Requirements | Minimum Score/Duration | |
|--|---|--|
| | Undergraduate Requirements | Postgraduate Coursework Requirements |
| Successful completion of an Australian Year 12 Program | Applicable | N/A |
| Successful completion of an Australian Qualification Framework (AQF) qualification (Certificate IV or higher) no more than two years prior to commencing studies at AIHE | Minimum duration of one year of full-time study | N/A |
| International English Language Testing System (IELTS) – Academic | Overall 6.0 (min. sub-score 5.5) | Overall 6.5 (min. sub-score 6.0) |
| Test of English as a Foreign Language (TOEFL) – Paper Based Test | 500 (min. 4.5 TWE – Test of Written English) | 577 (min. TWE 4.5) |
| Test of English as a Foreign Language (TOEFL) - Internet Based Test (iBT) | 60 (min.18 in writing) | 79 (min.20 in writing and no other band <18) |
| Pearson Test of English (PTE) | 50 (no skill score < 42) | 58 (no skill score < 50) |
| Cambridge English Advanced (CAE) | Level B2 (169) | 177 (no skill < 169) |

3.3 Minimum age requirements for admission

3.3.1 AIHE sets minimum age requirements to ensure that students will be able to study safely and have a reasonable likelihood of success in their study.

3.3.2 To be eligible for admission, the applicant must be 18 years of age at the time of enrolment in the course or subject.

3.3.3 A person who does not meet the minimum age requirement for admission to AIHE may be offered a place in the course or subject for the beginning of the semester in which the minimum age requirement will be satisfied.

3.4 Academic requirements

3.4.1 Applicants are eligible to be considered for a place in an AIHE undergraduate course if they satisfy, at a minimum, one of the academic prerequisites set out in Table B.

Table B: Academic Requirements

| Academic Requirements | Minimum Score |
|---|------------------|
| An Australian Tertiary Admission Rank | ATAR of 60 |
| A qualification from an overseas institution equivalent to an Australian secondary education qualification | |
| One year of Australian University studies with a specified GPA | GPA 3.5 out of 7 |
| Special Tertiary Admissions Test (STAT) score | STAT of 120 |
| Successful completion of an Australian Certificate IV, Diploma, or Advanced Diploma, or equivalent qualification from an overseas institution | |
| A completed foundation studies or preparatory program that is recognised for admission purposes | |

3.4.2 Applicants are eligible to be considered for a place in an AIHE postgraduate coursework course if they have satisfactorily completed a Bachelor degree or international equivalent.

3.5 Alternative admission pathways

3.5.1 The Academic Board may determine:

- circumstances in which a person may be considered for special admission to AIHE; and
- the categories for consideration and the requirements to be satisfied for consideration under those categories; and
- the manner in which consideration may be given to a person.

3.5.2 The relevant Head of School, with the approval of the Academic Board, may establish a special admission scheme for a course.

3.5.3 Where an alternative admission pathway is available, information will be published on the AIHE website. Students may review the information to determine if any available alternative pathway is applicable for admission into their chosen course.

3.5.4 Alternative admission pathways may include, but are not limited to:

- Alternate qualifications or evidence of learning;
- Mature Age Entry; and
- Special entry and educational access schemes designed to broaden access to AIHE, address perceived disadvantage or encourage studies in particular disciplines, including but not limited to applicants with physical disabilities, applicants from geographically isolated areas, applicants with economically disadvantaged backgrounds and Aboriginal or Torres Strait Islander applicants.

3.5.5 A person may be considered for alternative admission to an undergraduate course if:

- the person has satisfied the further requirements for admission to the course and any additional requirements for consideration under the special admission schemes of AIHE or of the School; and

- the person is assessed as falling within one or more of the categories for consideration determined by the Academic Board in accordance with subclause 3.5.1.

3.5.6 A person who satisfies the requirements for alternative admission to a course will be taken to have satisfied the admission requirements for that course.

3.5.7 Academic Board will monitor the participation, progress and completion by the student subgroups identified in subclause 3.5.4 and the findings will be used to inform admission policies and improvement of teaching, learning and support strategies for those subgroups.

4. APPLICATION FOR ADMISSION

4.1 Prospective students applying for admission into higher education courses must do so in English on the approved form demonstrating achievement of the admission requirements, and may provide evidence in the following ways:

- certified copies of testamurs and academic records for previously completed courses of study at other institutions;
- resumes, references and other details as evidence of work experience including the scope and levels of responsibility, employer's name and contact details and length of time in each position;
- evidence submitted in a language other than English must be accompanied by a certified official translation into English;
- certified copy of an English language test, where relevant; and
- participation in an interview conducted by the Head of School and/or Course Coordinator, designed to ascertain levels of ability.

4.2 Students may be required to provide the names of up to three referees who can testify to the accuracy of the qualifications and work experience claims, as well as the ability of the student to complete the course.

4.3 Prospective international students

4.3.1 Prospective international students must bear in mind that visa applications can take up to six months to be granted depending on their country of residence.

4.3.2 International students also need to pay an application fee.

5. ASSESSMENT OF ADMISSION APPLICATIONS

5.1 The Head of School will assess all admission applications against the minimum admission requirements, taking into consideration available alternative admission pathways. Assessment of all prospective international student applications will be undertaken in accordance with the Department of Home Affairs Genuine Student (GS) and Genuine Temporary Entrant (GTE) requirements. Course entry requirements and selection methodology will be applied consistently to all applicants for a course.

5.2 The General Manager may appoint Admissions Officers to make selection decisions on behalf of the Head of School. Admission Officers will identify applicants who meet the course entry requirements, including minimum academic requirements, English language requirements, and for international students, the Genuine Student (GS) and Genuine Temporary Entrant (GTE) requirements.

5.3 To be considered for a place, applicants must submit their application in the correct manner and complete with all required documentation. Where an application is not complete or

additional information is needed, the applicant will be offered the opportunity to submit further information and supporting documents.

5.4 The applicant's entire application will be considered. The Admissions Officer may give greater weight to the applicant's most recent and/or relevant previous qualification, study or experience.

5.5 AIHE reserves the right to request an applicant to authorise AIHE to obtain further information about the applicant from relevant external bodies. Failure to supply such authority may adversely affect the success of the application.

5.6 Any staff member involved in a selection decision who has, may have, or may be perceived to have a conflict of interest, must disclose this conflict to their manager.

5.7 If any staff member involved in a selection decision becomes aware of any attempt to breach the Admissions Policy, he/she must immediately notify the Head of School. If the Head of School is unavailable or in any way compromised in their ability to make a decision regarding the breach, the staff member must notify the General Manager.

5.8 If an Admissions Officer is unsure about whether an applicant is suitable for admission, they can refer an application to the Head of School. The Head of School must consider the entry requirements for the course when assessing applications.

The Head of School may request additional information and will:

- ensure the application is assessed against the evidence provided;
- check the equivalence of international qualifications; and where relevant
- make a recommendation on whether the applicant should be admitted to the course.

5.9 Assessment of English language requirements

5.9.1 Staff assessing IELTS (or equivalent) results must verify test results with the issuing body and check the recency of the test results.

5.9.2 Applicants who do not meet the English language requirements will be advised of English language programs that are offered by other providers.

6. ADMISSIONS DECISIONS AND NOTIFICATIONS

6.1 Admission and other contractual arrangements with students are in writing.

6.2 Where a course has any specific conditions of enrolment or required participation that may not apply to other courses more generally, the written admission and other contractual arrangements documentation will include details of these, such as:

- health requirements;
- requirements for security checks;
- specific language requirements; and
- specific requirements of work placements.

6.3 Applicants will be notified of the decision for admission within seven (7) days of the decision being made. The notification will include:

- admission outcomes (acceptance or refusal);
- reasons for refusal, if relevant; and
- further documentation or information required for successful applicants informing them of their rights and obligations as detailed below.

6.4 Letters of offer and deferments will be made by Admissions Officers (as an appointed delegate of the Head of School). The Head of School will send letters to unsuccessful applicants.

6.5 If an applicant has met the requirements and been accepted into the course, the applicant will receive a Letter of Offer that includes:

- course details (start date, duration, location etc.)
- details outlining the fees a student must pay, due dates, and payment options
- an 'Acceptance of Offer' form and instructions to the student for accepting the offer
- all charges associated with their proposed studies as known at the time and advice on the potential for changes in charges during their studies
- policies, arrangements and potential eligibility for credit for prior learning
- policies on changes to or withdrawal from offers, acceptance and enrolment, tuition protection and refunds of charges
- options available for unsuccessful applicants such as alternative pathways and/or courses.

7. ADMISSION ACCEPTANCE

7.1 To accept an offer, applicants must complete and sign the 'Acceptance of Offer' form and return it together with payment for the fees due in advance (if required). Applicants should accept an offer as soon as possible after receiving the Letter of Offer to ensure that a place is available, but no later than the response deadline which is indicated in the Letter of Offer.

7.2 International students will also receive a Confirmation of Enrolment (CoE) certificate, which is needed in order to apply for an Australian student visa.

8. RE-ADMISSION

8.1 Applicants whose enrolment has lapsed, may re-apply under the same entry requirements as all other applicants.

8.2 Applicants who have met entry requirements, but have been excluded from any other educational institution, will need to demonstrate that circumstances have changed such that they are likely to succeed in the course.

9. COMPLAINTS AND APPEALS

9.1 Applicants may appeal admission decisions by writing to the Academic Board within 20 working days of receiving the decision notice, if they believe that the decision has not considered all the facts or was unfairly made. Refer to the Student Grievances, Complaints and Appeals Policy and related Procedure.

10. DEFINITIONS

10.1 See the AIHE Glossary of Terms for definitions.

Document Control

| Version # | Date | Key changes |
|-----------|------------|--|
| 1.0 | 5/12/2017 | Procedure approved by General Manager |
| 1.0a | 5/12/2018 | Reviewed; no changes |
| 1.1 | 15/04/2019 | Academic requirements updated plus minor edits |
| 1.2 | 26/06/2019 | English language requirements revised to include completion of AQF qualification Cert IV or higher within last 2 years |
| 1.3 | 9/06/2020 | Addition of English Language Proficiency (Table A) and academic entry requirements (new 3.4.2) for postgraduate coursework courses; addition of alternative English language tests and other evidence of English language proficiency as considered by Head of School on case-by-case basis to 3.2.1; new 3.2.5. |
| 1.4 | 21/07/2020 | Grammatical error addressed in 3.2.1 3 rd dot point |