



Student Selection and Admissions Policy

STUDENT SELECTION AND ADMISSIONS POLICY

1. Overview

The Institute of International Studies (“the Institute”) upholds the principle that all applicants seeking to enrol are treated fairly and equitably. 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. Students will be selected on merit based on the published criteria. The Institute will ensure that throughout the process of selection and admission, applicants are treated courteously and expeditiously.

Entry criteria and application procedures are published in the Institute’s Handbook and on the Institute’s website for the information of persons seeking to enrol with the Institute.

2. Relationship to the *Higher Education Support Act 2003*

As a Higher Education Provider and in accordance with the *Higher Education Support Act 2003* the Institute will have open, fair and transparent procedures that are based on merit for making decisions about:

- i. the selection, from among applicants who seek to enrol with the Institute in a subject; and
- ii. the treatment of students undertaking a subject.

The above undertakings do not prevent the Institute taking into account, in making decisions about the selection and treatment of students, educational disadvantages that a particular student has experienced.

3. General Entry Requirements

Persons seeking to enrol in a higher education course with the Institute are required to submit acceptable and verifiable evidence that they meet the published entry criteria for their chosen course.

As of January 2016, the entry requirement for admission to the **Masters** program of the Institute are:

- Completion of an undergraduate degree from a recognised Australian institution (or equivalent); or
- Completion of a relevant graduate certificate from a recognised Australian institution (or equivalent)

Exclusions

A student with an Australian undergraduate degree in accounting would not be eligible for admission to the Master of Professional Accounting.

As of January 2016 the entry requirements for admission to the **Graduate Certificate** program of the Institute are:

- Completion of an undergraduate degree from a recognised institution; or

- TAFE, or equivalent, Diploma or Advanced Diploma in a related field and three years relevant work experience; or
- Other relevant qualifications and/or experience as approved by the Academic Director. This entry criterion applies in particular to applicants who are 21 years of age or over.

4. Additional Entry Requirements

In addition to the general admission requirements stipulated above, courses may specify additional requirements that applicants must meet in order to demonstrate their capacity for success in the course.

These may include, but are not limited to:

- specific supporting studies within their undergraduate program;
- attendance at interviews;
- relevant work experience;
- presentation of folios; and/or
- submission of supplementary information forms.

Additional requirements will be published in the Institute's Student Handbook and on the website for the information of persons seeking enrolment.

5. Special / Alternative Admission Arrangements

Applicants who have not completed Year 12 or its equivalent may gain entry to a course by addressing one of the following entry requirements:

- i. Successful completion of a Special Tertiary Admissions Test (STAT) administered by a tertiary admissions centre; or
- ii. Submission of a portfolio of prior and current academic and professional work; or
- iii. Submitting an application for credit that meets the requirements of the *Credit for Prior Learning Policy and Procedure*.

Applicants applying under special admission categories 1 and 2 will be required to attend an interview with the Course Coordinator to assess the applicant's capacity for graduate study. The applicant should submit a portfolio of prior and current academic and professional work prior to the interview to assist in the assessment process.

The criteria used by the Course Coordinator when selecting applicants to a course under special / alternative admission arrangements include:

- The capacity to pursue tertiary studies;
- Motivation to pursue tertiary studies in the discipline of the chosen course;
- Demonstrated potential for academic studies based on the applicant's portfolio;
- Relevant professional and industry experience.

The processes used to monitor the progress of students enrolled under special / alternative arrangements include:

- Monitoring of the student’s progress by the Course Coordinator at the conclusion of the first trimester in the first year of the student’s enrolment;
- A “Review of Student Progress” meeting between the student and the Course Coordinator at the conclusion of the first year of enrolment.

6. English Proficiency

International students whose first language is not English must demonstrate competency in the English language. English proficiency can be demonstrated by providing evidence of an International English Language Testing System (IELTS) overall test result (or equivalent alternative test result – such as TOEFL - as defined by regulation) that meets the specified level of English proficiency required for the course.

Other acceptable evidence of English proficiency includes but may not be limited to:

- Completion of an undergraduate degree via the medium of English; or
- Completion of Year 12 secondary schooling in Australia with a pass in General English within the last two years

International students who do not meet the specified English proficiency requirements may undertake an ELICOS (English Language Intensive Courses for Overseas Students) program prior to undertaking the course.

7. Applications

Applications for admission to a course shall be made on the prescribed form and lodged in the manner prescribed on the form. All applications will incur an Application Fee as advised on the Institute’s website.

8. Assessment of Applications and Verification of Evidence

An Admissions Officer will assess all applications for admission to a course.

Applicants who apply to undertake a course of study at the Institute must submit documentary evidence that demonstrates they meet the published entry requirements of their chosen course. An original or certified copy of documentation must be provided and sighted by the Admissions Officer.

Qualifications submitted in a language other than English must be accompanied by a certified official translation.

Where there is any doubt about the authenticity of any documentation provided, the Admissions Officer may correspond with the issuer of the document and make relevant enquiries.

The Admissions Officer, Course Co-ordinator and or Academic Director will validate all applications and their assessment.

The process for assessing applications is attached in Appendix 1.

8. Offers

Based on the documentation provided and subject to the application meeting the published entry criteria, a written offer of a place in the course will be made to the applicant via a *Letter of Offer*. Any conditions of the offer will be clearly specified in the *Letter of Offer*.

9. Acceptance

Applicants accept the offer of a place in the course by signing and returning a copy of the *Letter of Offer* and *Student Agreement* as directed. Acceptance of an offer of a place shall be taken to constitute acceptance by the applicant of all published policies and procedures of the Institute.

Once an offer is accepted, the applicant is enrolled in their chosen course and sent a *Confirmation of Enrolment* letter with details about the course and arrangements for student orientation.

10. Cancellation of Enrolment

A student's enrolment may be cancelled if statements made by the student in their admission application are shown to be false.

A student shall no longer be deemed enrolled in a course if they have been excluded on academic or disciplinary grounds.

11. Appeals

An applicant may appeal against a decision to refuse admission to a course. The grounds for appeal are that the decision is inconsistent with this policy. Appeals must be made in writing and lodged with the Academic Director within ten working days of the applicant receiving written notification of the decision to refuse their application. The Academic Director will respond in writing to the appeal within twenty working days and may confirm or vary the decision. All decisions made by the Academic Director in regards to appeals will be documented and a report prepared for the Academic Board following the commencement of each trimester.

If an applicant remains dissatisfied with the outcome of their appeal against a decision to refuse admission to a course they may utilise the Institute's grievance handling procedures that enables prospective students to lodge grievances of a non-academic nature.

12. Related Documentation

- Application Form
- Letter of Offer
- Student Agreement
- Confirmation of Enrolment

13. Version history

Version	Approved by	Approval Date	Details
1.0	Academic Board	24 March 2016	Document creation – Final Draft

Document owner: Academic Director

Appendix 1:

Procedures for assessing an applicant's qualifications, experience and English language proficiency

