



Policy and Procedures –

Student Selection and Admissions

PENDING APPROVAL

THE INSTITUTE OF INTERNATIONAL STUDIES



1. Overview

The Institute of International Studies (“TIIS”) upholds the principle that all applicants to a TIIS course are treated fairly and equitably. **Applicants are to be accepted only if their attributes/history suggest they have a reasonable likelihood of success in completing the course for which they are seeking entry.** TIIS 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. TIIS will ensure that throughout the process of selection and admission, applicants are treated courteously and expeditiously.

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

2. Relationship to the Higher Education Support Act 2003

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

- a. Selection, from among applicants who seek to enrol with TIIS in a subject; and
- b. Treatment of students undertaking a subject.

The above undertakings do not prevent TIIS taking into consideration educational disadvantages of a particular student.

3. General Entry Requirements

Persons seeking to enrol in a higher education course with TIIS 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 **Master’s** program of TIIS are:

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

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

- a. Completion of an undergraduate degree from a recognised institution; or
- b. TAFE, or equivalent, Diploma or Advanced Diploma in a related field and three years relevant work experience; or
- c. Other relevant qualifications and/or experience as approved by the Dean. This entry criterion applies 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, so as to demonstrate their capacity for success in the course.

These may include, but are not limited to:

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

Additional requirements will be published in TIIS'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:

- a. Successful completion of a Special Tertiary Admissions Test (STAT) administered by a tertiary admissions centre; or
- b. Submission of a portfolio of prior and current academic and professional work; or
- c. Applying for credit that meets the requirements of the *Policy and Procedures – Credit for Prior Learning*.

Applicants applying under special admission categories 1 and 2 will be required to attend an interview with the Program 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 Program Coordinator when selecting applicants to a course under special/alternative admission arrangements include:

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

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

- a. Monitoring of the student's progress by the Program Coordinator at the conclusion of the first trimester in the first year of the student's enrolment;
- b. A "Review of Student Progress" meeting between the student and the Program 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 (Test of English as a Foreign Language) or PTE (Pearson Tests of English) – as defined by regulation) that meets the specified level of English proficiency required for the course. Typically, entry to a master's degree course requires an IELTS average of 6.5 or above, with no band below 6.0; Entry to a graduate certificate requires an IELTS average of 6.0 or above, with no band below 6.0. There is a grey area in these hurdles (e.g., if one band is slightly below the hurdle and another is far above, the reviewer should try to be compassionate; Also, if one band is slightly below the hurdle, ELICOS can be used to make up the difference, however, some deficiencies are too broad to be bridged with ELICOS).

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

- a. Completion of an undergraduate degree via the medium of English; or
- b. 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 TIIS's website.

8. Assessment of Applications and Verification of Evidence

An Admissions Officer will assemble the **course admission documents** and submit that package for initial review to the Program Coordinator and final review by the Dean or the Chief Executive Officer.

Applicants who apply to undertake a course of study at TIIS must submit documentary evidence that demonstrates they meet the published entry requirements of their chosen course. An original or certified copy of documentation **should 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, Program Coordinator and the Dean will validate all applications and their assessment.

The process for assessing applications is attached in *Appendix 1*.

9. 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*.

10. 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 TIIS.

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.

11. Cancellation of Enrolment

A student's enrolment may be cancelled if statements made by the student (and/or their agent) 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.

12. 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 Dean within ten working days of the applicant receiving written notification of the decision to refuse their application. The Dean will respond in writing to the appeal within twenty working days and may confirm or vary the decision. All decisions made by the Dean in regard 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 use TIIS's grievance handling procedures that enables prospective students to lodge grievances of a non-academic nature.

13. Version history

Version	Approved by	Approval date	Details
1.0	Academic Board	24 March 2016	
2.0	Academic Board	24 March 2021	Revision
2.1	Academic Board	Outstanding	Minor changes

Document owner: Dean

14. Appendix A

Policies and Procedures for Assessment of English Language Proficiency

Context

This policy sets out the framework for English language proficiency requirements, assessment and support at The Institute of International Studies (TIIS) Pty Ltd. This policy supplements to the TIIS Admissions Policy and Procedure, which outlines the English language admissions standards for all the courses offered at TIIS.

Rationale

This policy aims to ensure that there are clear policy and procedures for the English language proficiency assessment of prospective students in TIIS admission process

Legislative Context

National Code of Practice for Providers of Education and Training to Overseas Students 2018,
Australian Qualifications Framework (AQF)

Education Services for Overseas Students (ESOS) Act 2000

Higher Education Standards Framework (Threshold Standards) 2015

Tertiary Education Quality and Standards Agency (TEQSA) Act 2011

Definitions

Authorised staff include Student Support Officer(s), Program Coordinator, Dean or any other staff member who have the authority to assess and approve all student enrolments in line with TIIS Application Policy and Procedure

ELICOS is English language intensive courses for overseas students studying in Australia on student visas.

Student includes TIIS prospective students and current students.

Policy

The English language requirements outlined in this policy are the minimum levels determined by TIIS Academic Board for admission the courses offered at TIIS.

International or domestic students born outside of Australia, Canada, New Zealand, United Kingdom, Ireland, South Africa, Singapore or the United States of America need to meet English language proficiency requirements at specified levels in order to be eligible for entry to any courses offered at TIIS. This policy applies to both onshore and offshore applicants.

English Language Proficiency Tests

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 (Test of English as a Foreign Language) or PTE (Pearson Tests of English) – as defined by regulation) that meets the specified level of English proficiency required for the course.

Table 1

English Tests	Postgraduate Courses
IELTS	IELTS 6.5 (minimum 6.0 all bands)

TOEFL (internet-based)	60 (minimum 21 in Writing and 18 Speaking bands)
PEARSON (PTE)	50 (minimum 50 in Writing and Speaking bands)

the listed band descriptors have been adapted from the IELTS (www.ielts.org), TOEFL (www.ets.org) and the Pearson (www.personpte.com) websites.

All English test results must have been obtained in the past 2 years.

Table 2

English language skills tests conversion table (overall scores)

IELTS Academic	TOEFL iBT	PTE Academic
5.5	62	46
6.0	73	54
6.5	85	61
7.0	96	68
7.5	105	76
8.0	112	79
8.5	117	84
9.0	120	88

Table 3

IELTS Academic	TOEFL iBT		PTE Academic
R/L/S/W	R/L/S	W	
5.5	14	16	46
6.0	17	19	54
6.5	20	22	61
7.0	23	25	68
7.5	25	27	76
8.0	27	29	79
8.5	29	29	84
9.0	30	30	88

Recognized ELICOS Providers

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.

TIIS recognizes all ELICOS providers in Australia approved and registered by the Australian Skills Quality Authority (ASQA) and/or the Tertiary Education Quality Standards Agency (TEQSA).

Students may satisfy the English entry requirement and gain direct entry into TIIS courses programs by submitting ELICOS course certificates which clearly indicate an equivalency to any of the English entry requirements listed in this policy.

Calculation of the equivalence of outcome will be based on incremental improvement of 0.5 IELTS for each 10-week course of language study (e.g. entry with IELTS of 5.5 followed by 10 weeks study will be equivalent to an outcome of IELTS 6.0). Evidence of IELTS equivalency or an English placement test may still be requested.

Studies in English in Australia

TIIS recognizes completed Bachelor level studies in Australia as valid English language proficiency evidence, sufficient for direct entry into TIIS courses. The Bachelor course must have been successfully completed in the past 2 years.

TIIS also recognizes completed Vocational Education level studies in Australia with a duration of minimum 1 year and at a Diploma level or above, as a valid English language proficiency evidence, sufficient for direct entry into TIIS programs. The Vocational Education course must have been completed in the past 2 years.

TIIS also recognizes Completion of Year 12 secondary schooling in Australia with a pass in General English within the last two years as valid English language proficiency evidence, sufficient for direct entry TIIS Programs.

Responsibilities

This document incorporates all current English language requirements across courses offered at TIIS. If changes are required, the Dean will be responsible for researching the industry, developing change proposals, and planning the implementation of the change.

TIIS Staff associated in the admission process are responsible for ensuring compliance by auditing student files. Staff must maintain all records relevant to administering this policy and procedure in relevant student files.

Appendix 1

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

