



ADMISSIONS PROCEDURE

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Parent Policy	Admissions Policy		
Policy Category	Academic		
Governing Authority	Academic Board		
Responsible Officer	Head of School		
Reporting Authority	Head of School for admission criteria implementation General Manger for other operational areas of admission procedure implementation		
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) 2021(TEQSA Act 2011)		

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

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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. APPLICATION FOR ADMISSION

3.1 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.

3.2 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.

3.3 Prospective international students

3.3.1 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.

3.3.2 International students also need to pay an application fee.

4. ASSESSMENT OF ADMISSION APPLICATIONS

4.1 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.

4.2 The General Manager may appoint Admissions Officers to apply approved selection criteria 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 before they are issued with an Offer Letter and Confirmation of Enrolment in the applied course.

4.3 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.

4.4 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.

4.5 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.

4.6 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.

4.7 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.

4.8 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.

4.9 Assessment of English language requirements

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

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

5. ADMISSIONS DECISIONS AND NOTIFICATIONS

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

5.2 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.

5.3 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.

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

5.5 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.

6. ADMISSION ACCEPTANCE

6.1 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.

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

7. RE-ADMISSION

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

7.2 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.

8. QUERIES OF OUTCOMES FROM APPLICANTS

8.1 If applicants require clarification of an admission decision, they may query that decision by writing to the AIHE Head of School within 20 working days of receiving the decision notice.

9. DEFINITIONS

9.1 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
1.5	30/11/2021	Table A – English Language Requirements updated to include acceptance of the Duo Lingo English Test, and updated reference to HES 2021 Framework.
1.6	6/12/2022	Table A – English Language Requirements – update to accepted Duo Lingo English Test scores and acceptance of previous studies in select countries to meet English requirements for admission.
1.7	21/11/2023	<ul style="list-style-type: none">• Removal of the entire section 3 about admission requirements to Admission Policy document;• removal of General Manager’s authority in appointing Admissions Officers to make selection decisions on behalf of the Head of School under 5.2;• addition of marketing team in the assessment of GTE to 5.2;• addition of Reporting Authority in the administrative information Table on the first page of the document;• changes in the heading 8 to become “queries of outcomes from applicants” and edit wordings under 8.1.