

Admissions Procedure HEPP37

1. Purpose

This procedure provides requirements relating to the:

- 1.1 Publication of admission standards;
- 1.2 Minimum criteria for admission and selection of applicants into courses at Southern Cross Education Institute (Higher Education) (or SCEI-HE) and the authority to determine those rules; and
- 1.3 Requirements for acceptance, deferral, or withdrawal of offers of admission and readmission.

2. Scope

The Admission Procedure applies to all programs offered by SCEI-HE.

3. Policy

This procedure relates to the Admission Policy.

4. Procedure

4.1 Admission Standards

Admission standards comprise of:

- 4.1.1 The Institute's entry requirements for that level of award;
- 4.1.2 Award and non-award program entry requirements; and
- 4.1.3 Selection methodology.

4.2 Publication of Information for Applicants

- 4.2.1 The student course guide and website is the authoritative source for the approved course entry requirements:
 1. All published information for applicants must accurately reflect the approved course's entry requirements.
 2. Any other admissions information provided to applicants must be consistent with course guides.
 3. Course teams are accountable for ensuring that all published information is consistent across all platforms.
- 4.2.2 Applications and submission deadlines are published in course brochures and on the Institute's website.
- 4.2.3 If direct entry is offered through Victorian Tertiary Admissions Centre (VTAC) application deadlines are published on the VTAC website.
- 4.2.4 In collaboration with Course Coordinators, the admissions team determines:
 1. The VTAC program review and approval timelines and processes annually.
 2. Timelines and processes for managing direct applications.

4.3 Minimum Entry Requirements

- 4.3.1 The SCEI-HE Academic Board approves the minimum age requirements, academic entry requirements and English Language entry requirements to ensure students can successfully complete their course.
- 4.3.2 Individual courses may have additional entry requirements that are higher than the minimum entry requirements and these will be published in course guides.
- 4.3.3 To be considered for selection into SCEI-HE courses, domestic and international students must meet the following minimum entry requirements:
 1. English Language proficiency as detailed in the English Language Proficiency Procedure.

4.4 Minimum Age Requirements

In accordance with the Admissions Policy, applicants for admission to SCEI-HE must be over 18 years of age on the commencement date of the course in which they enrol as a student.

4.5 Course Entry Requirements

Course entry requirements are compliant with the minimum entry requirements and may include:

- 4.5.1 Completion of formal academic qualification/s;
- 4.5.2 Evidence of equivalent learning or capability that may include work or life experience; or
- 4.5.3 Other requirements as required such as:
 - 1. completion of an aptitude test;
 - 2. completion of an interview;
 - 3. submission of references; and
 - 4. submission of a personal statement.

4.6 Applications for Admission

Applications for admission may be made in the following ways:

- 4.6.1 Through the Victorian Tertiary Admissions Centre (VTAC); or
- 4.6.2 By direct application to SCEI-HE using the online application form.

4.7 Selection

- 4.7.1 The selection process aims to be fair and transparent and to ensure that admitted students have the academic preparation and proficiency in English needed to successfully participate in their intended course of study, whatever the method of application and basis of admission.
- 4.7.2 Selection is carried out by Selection Officers (Course Coordinators or nominee) appointed by the Institute as specified in the Admissions Policy.

4.8 For VTAC Applications

- 4.8.1 Applicants applying based on recent secondary studies are ranked by VTAC using the Australian Tertiary Admission Rank (ATAR). SCEI-HE may adjust the aggregate scores during the admission process.
- 4.8.2 Applicants applying on any other basis (including post-secondary and Vocational Education and Training study and work/life basis) are ranked by selection officers on the basis of a student's ability to meet the educational demands of the course and likelihood of success with consideration of relevant adjustment factors that may be made by the Institute.
- 4.8.3 Evidence required for ranking purposes is determined by the Academic Board and may include evidence set out by the Institute.

4.9 For Direct Applications

Selection Officers:

- 4.9.1 Consider eligibility of applicants on their ability to meet the educational demands of the course, likelihood of success and the availability of places based on evidence of past studies or work/life experience.
- 4.9.2 Must review all evidence as part of the decision-making process.
- 4.9.3 Make offers on a rolling basis to eligible applicant.

4.10 Types of Offer

SCEI-HE may make one of the following offer types to a prospective student:

- 4.10.1 Full offer if eligibility is confirmed and all verified documentation received.
- 4.10.2 Conditional offer while awaiting further documentation or evidence in order to confirm eligibility for a full offer.
- 4.10.3 Provisional offer while an applicant completes qualifications for eligibility.
- 4.10.4 Full offer into a pathway or alternative course.

4.11 Additional Requirements for International Applicants

- 4.11.1 International applicants who apply on the basis of an overseas secondary or tertiary qualification(s) are considered for selection against standards that are comparable to the requirement for the relevant course for the year of entry. Refer to *Appendix 1 Equivalent ATAR Requirements* in the Admissions Policy.
- 4.11.2 Selection officers assess the equivalence of international qualifications to AQF qualifications on advice from the Marketing Team.
- 4.11.3 SCEI-HE may deny an application if an international applicant fails to meet the minimum entry requirements stipulated by the Australian Government to have a visa granted or is deemed high

risk under the Migration Regulations 1994.

4.12 Internal Course Transfers

- 4.12.1 Internal course transfer is subject to a competitive selection process and availability of course places.
- 4.12.2 The minimum eligibility criteria for an internal course transfer are set by the Academic Board and made available to current students. Criteria include:
 1. number of units that must be completed in a SCEI-HE course;
 2. level of performance required; and
 3. any prerequisite requirements for the new course.

4.13 Withdrawal or Refusal of Admissions

- 4.13.1 SCEI-HE may refuse admission to applicants who would otherwise be eligible if:
 1. The applicant has outstanding fees owing to the Institute (the applicant may still be offered a place but will not be permitted to enrol until the debt is cleared);
 2. The applicant has been excluded from the same course for unsatisfactory academic progress;
 3. The applicant has been expelled, excluded or is subject to an executive suspension from SCEI-HE due to misconduct or failure to comply with the Institute's obligations of occupational health and safety;
 4. The applicant has a formally documented history of having contravened the Student Charter or displayed unacceptable behaviour during a previous admission or enrolment in SCEI-HE or its partner institute SCEI;
 5. The applicant has been expelled from the same of another education institution as a result of being found guilty of misconduct or unsatisfactory academic progress;
 6. In the opinion of the relevant selection officer, the applicant's conduct during the application process would provide reasonable grounds to exclude them from study for misconduct had they been a student of SCEI-HE or the applicant does not have a reasonable likelihood of completing the degree;
 7. Admission of the applicant would be contrary to Australian Law.
- 4.13.2 In the case of an application to study in Australia on a student visa, the applicant who does not satisfy Visa requirements as per Homeland Affairs' risk assessment will not be offered a place.
- 4.13.3 SCEI-HE may impose additional requirements on applicants who require Australian Student Visas to commence study. Applicants who do not meet these requirements at the time of application or acceptance will be refused admission.
- 4.13.4 SCEI-HE may withdraw an offer of admission and/or cancel the enrolment of a student where such an offer:
 1. was based on incomplete, inaccurate or fraudulent information supplied by the applicant or a certifying authority;
 2. may be contrary to Australian law; or
 3. may be contrary to the Institute's contractual obligations.
- 4.13.5 SCEI-HE may withdraw an offer of admission where it has been made through administrative error and the applicant does not meet course entry requirements. If a withdrawal offer was made to an international applicant and the applicant has accepted the offer, alternatives may be provided that do not involve greater cost to the applicant or their fees are refunded in full.

4.14 Deferments

- 4.14.1 Where deferment is available in coursework programs:
 1. An applicant may defer only once before they are enrolled;
 2. If an applicant has been offered a place in a sequenced course, there is only 1 opportunity for deferment;
 3. The maximum period of deferment is until the start of the next academic year; and
 4. The Chief Executive Officer may approve a longer period of deferment in exceptional circumstances.
- 4.14.2 Where an applicant defers but does not take up the place by the end of the deferment period, and no extension has been approved, the offer will lapse. If the applicant later wishes to be admitted to

the course, they must **reapply** for the course.

4.15 Re-admission into the Course

- 4.15.1 A student who wishes to be readmitted through lapse or discontinuation in enrolment must reapply for readmission.
- 4.15.2 Applicants for readmission to a course are subject to the same requirements and selection methodology as any other applicant.
- 4.15.3 Applicants who have previously studied at SCEI-HE may be given preference over applicants who have not previously been SCEI-HE students provided they meet all current entry requirements. The applicant's academic performance in their previous study at SCEI-HE is a factor in the selection decision.
- 4.15.4 The applicant must meet current SCEI-HE and course entry requirements, and the selection officer must be satisfied that the applicant has a reasonable likelihood of success in the course.
- 4.15.5 If a student seeking readmission following an academic exclusion from the course, the application must be considered and approved by the Academic Director. Their previous results in the course will be a factor in the selection decision.
- 4.15.6 A student is not permitted to be readmitted into discontinued courses.

4.16 Review of Selection Decisions

An unsuccessful applicant may seek a review of a selection decision in accordance with the Student Complaints and Appeals Policy and Procedure.

5. Roles and Responsibilities

Role	Responsibility
Academic Board	Approving course specific admission criteria and selection methodology to be used to determine which applicants will receive offers of admission. Monitoring admission entry requirements and student success measures.
Academic Director	Is responsible for reviewing the entry requirements for all courses and advising any changes to the appropriate governance committee for consideration. Reviewing and approving any applications that fail to meet the minimum entry requirements but may meet requirements through work/life experience. Any reporting requirements as required to governance committees or boards.
Applicant	Are responsible for providing accurate information for admission and compliance with any conditions included in an offer of admission.
International Agents	Are responsible for reviewing all applications to ensure that the evidence is accurate and meets the minimum course entry requirements.
Marketing Team	Responsible for publishing accurate information on admission pathways, procedure and course selection requirements and providing this information and approved international agents.
Selection Officers	Are responsible for reviewing all applications to assess an applicant meets the minimum SCEI-HE entry requirements and course entry requirements as published on SCEI-HE's website and other documentation.

6. Supporting Documents and Templates

Associated Policies and Procedures:

- Admission Form
- Admissions Policy
- Deferral Application (HE form)
- Deferring, Suspending or Cancelling Student Enrolment Policy and Procedure
- English Language Proficiency Policy and Procedure
- National Literacy and Numeracy Test Policy and Procedure
- Transfer of Students between Providers Policy and Procedure



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