
Admissions Policy

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1.0 Purpose

This policy provides a framework for prospective students seeking to undertake undergraduate or postgraduate higher education courses at EIT.

The intent of this policy is to ensure that admissions decisions are conducted in a fair, equitable and transparent manner.

2.0 Scope

This policy applies to all members of EIT's higher education community that are involved in undergraduate and postgraduate higher education admissions' decisions.

3.0 Objectives

EIT is committed to the following principles that underpin this policy.

- To ensure that students admitted to an undergraduate or postgraduate course have the background and abilities to reasonably expect a successful completion of the course of study
- To attract and retain students with the potential to achieve high quality outcomes
- To ensure that admissions decisions are fair, equitable and made based on merit, in a timely manner

4.0 Implementation

EIT will provide entry opportunities to students by ensuring that:

- Entry requirements are documented and that selection criteria are ready available to prospective students
- Pathways are available for students who do not initially meet entry requirements
- Learning supports are available to facilitate success
- Student progress is monitored and utilised to review admissions requirements.

Entry Requirements

Specific

For each undergraduate or postgraduate course, the entry criteria will be specified as part of the course curriculum documentation, as approved by the Academic Board and the external accreditation authority.

The specific entry requirements for an undergraduate or postgraduate course may specify whether:

- a degree must meet a minimum GPA or level of achievement or have particular areas of study
- articulated entry is available and the circumstances where credit may be offered
- other qualifications are acceptable if the applicant does not have a degree
- work experience or other professional experience is required, or may be substituted for a formal qualification
- membership of a professional body is required
- English language proficiency level required.

English Language Proficiency

Other methods of satisfying English language proficiency are through:

- A specified level of achievement in a recognised English language test, such as IELTS (or equivalent, refer to table in Appendix A) – students must achieve a score of at least 6.50 (with no individual band score less than 6.0).
- TOEFL testing - students, with English as a second language should achieve the following scores out of 30 or above (or equivalent, refer to table in Appendix A):
 - Listening: 23
 - Reading: 22
 - Speaking: 18
 - Writing: 22
 - Total Score: 85
- Satisfactory completion of another course offered by EIT in English, or by another tertiary institution
- Work history in an organisation where English is the language of communication



Students who satisfy the entry requirements are not automatically guaranteed a position.

Admission Application

Students applying for enrolment in higher education courses must do so on the approved form demonstrating achievement of the admission standards, and provide evidence in one or more of 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.
- Participation in an interview conducted by the Deputy Dean, designed to ascertain levels of ability.

Students are 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.

Selection Methodology

The assessment of applications and the selection process will be conducted by a committee formed by the Dean and comprised of personnel with appropriate qualifications to assess entry into the relevant course. The committee must take into account the entry requirements for the course when assessing applications. The Dean has overarching responsibility for selection of applicants, but may delegate responsibility for selecting applications to the College Manager. If a student requires an urgent decision for personal reasons, the College Manager can conduct a preliminary assessment and provide an indication of the assessment to the student.

Offers

Letters of offer will be made by the College Manager (as an appointed delegate of the Dean). The Deputy Dean is responsible for offering deferments, where applicable.

EIT reserves the right to withdraw an offer of admission, if it finds that incomplete or inaccurate information was provided by the applicant, or if circumstances change significantly such that the applicant no longer meets the entry requirements.

Students will be notified in a timely manner of the decision for admission. If students have been unsuccessful, they will be advised of alternative pathways for entry into the course selected, if applicable.

Refusal of Admission

EIT may refuse admission, even if the applicant has met the entry requirements, if it is discovered that the applicant has:

- an unsatisfactory academic history that has not been resolved
- outstanding fees with EIT
- been excluded from another educational institute



- displayed conduct (including criminal activity or ethical misconduct) that would provide reasonable grounds to exclude the applicant from studying at EIT.

Re-admission

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

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.

Appeals

Applicants may appeal the decision by writing to the Academic Board if they believe that the decision has not considered all the facts or was unfairly made.

Deferments

Deferment may be permitted for one or two semesters. Applicants who seek deferment to fulfil military or national service obligations may apply for a longer deferment. Such requests will be considered on a case-by-case basis. Fees may apply.

Withdrawal from a Subject

Students may apply to withdraw from a subject, by the relevant census dates. If a student needs to suspend studies, but intends to continue the course, then at the time of postponement the student must complete a course withdrawal declaration form. The student can re-enrol at the next semester in the next relevant subject permitted under the usual course progression rules. Fees may apply.

If a student decides to withdraw completely from a course, they must complete the withdrawal declaration form.

5.0 Definitions

Admission: the process for admitting an applicant into a course at EIT, following a successful application and acceptance of the offer of a place in the course.

Admission requirements: the requirements that an applicant must satisfy in order to be eligible for selection. Admission requirements comprise general entry requirements, including English language proficiency and course entry requirements.

AEI-NOOSR: the official National Information Centre for Australia. In this capacity NOOSR provides:

- information about the Australian higher education system to promote the recognition of Australian qualifications in other countries; and
- information and advice about overseas education systems to facilitate the recognition of overseas qualifications in Australia.

Applicant: a person who applies for a place in a course at EIT. An applicant becomes a student upon enrolment.



Course: a unit of study in a program.

Course Entry Requirements: the entry requirements that an applicant must satisfy to be admitted into a particular course, that are additional to the general entry requirements.

Deferral: an agreement to allow an applicant to defer taking up the place they have been offered until a later time.

GPA: a grade point average

IELTS: International English Language Testing System is an international standardised test of English language proficiency. It is jointly managed by University of Cambridge ESOL Examinations, the British Council and IDP Education Pty Ltd.

Offer: the offer of a place in a course to a successful applicant.

Selection: process of assessing applicants for courses and deciding which applicants will be made an offer of a place in the course.

TOEFL iBT: The test is an Internet-Based Test (iBT) that measures a candidate's ability to combine listening, reading, speaking and writing skills, making it the most comprehensive English-language proficiency test. It is considered an industry standard in English-language assessment.

VET: Vocational education and training

6.0 Related policies and procedures

The following policies and procedures are related to this policy:

- Tuition Payment and Refund Policy
- Credit Transfer Policy

7.0 Accountabilities

The Academic Board is responsible for review and approval of this policy.

The policy is to be implemented via induction and training of staff and distribution to students and EIT's community via the website and other publications.

APPENDIX A

The table below shows comparisons between various English Language test scores and level systems (like TOEIC, TOEFL and IELTS) and the VEC level system. This table can be used to compare a student's own test level with the approximate equivalent score of another test.

TOEIC	TOEFL Paper	TOEFL CBT	TOEFL IBT	IELTS	Cambridge Exam	CEFR	VEC Online Score	Approximate VEC Level
0 - 250	0 - 310	0 - 30	0 - 8	0 - 1.0			0 - 34	2
	310 - 343	33 - 60	9 - 18	1.0 - 1.5		A1	35 - 38	3
255 - 400	347 - 393	63 - 90	19 - 29	2.0 - 2.5		A1	39 - 45	4 - 5
	397 - 433	93 - 120	30 - 40	3.0 - 3.5	KET (IELTS 3.0)	A2	46 - 53	6 - 7
					PET (IELTS 3.5)	B1 (IELTS 3.5)		



TOEIC	TOEFL Paper	TOEFL CBT	TOEFL IBT	IELTS	Cambridge Exam	CEFR	VEC Online Score	Approximate VEC Level
405 - 600	437 - 473	123 - 150	41 - 52	4.0	PET	B1	54 - 57	8
	477 - 510	153 - 180	53 - 64	4.5 - 5.0	PET (IELTS 4.5)	B1 (IELTS 4.5)	58 - 65	9 - 10
FCE (IELTS 5.0)					B2 (IELTS 5.0)			
605 - 780	513 - 547	183 - 210	65 - 78	5.5 - 6.0	FCE	B2	66 - 73	11 - 12
	550 - 587	213 - 240	79 - 95	6.5 - 7.0	CAE	C1	74 - 81	13 - 14
785 - 990	590 - 677	243 - 300	96 - 120	7.5 - 9.0	CPE	C2	82 - 100	15
Top Score	Top Score	Top Score	Top Score	Top Score	Top Score	Top Level	Top Score	Top Level
990	677	300	120	9	100	C2	100	15