
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 admission 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 academic preparation 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.
- To attract and retain students with the potential to achieve high quality outcomes
- To ensure that admissions decisions are applied fairly and consistently and are equitable, transparent, based on merit, and made 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 readily 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 utilized to review admissions requirements.

4.1 Entry Requirements

4.1.1 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:

- an award must meet a minimum GPA or level of achievement or have particular areas of study
- articulated entry is available and the general 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.

4.1.2 English Language Proficiency

The methods of satisfying English language proficiency are through:

- An Australian Senior Certificate of Education or equivalent.
- A specified level of achievement in a recognised English language test, such as IELTS (or equivalent, refer to table in Appendix A) – Masters course applicants must achieve an overall Academic IELTS score of at least 6.50 (with no individual band score less than 6.0), or equivalent. Bachelor degree applicants must achieve an overall Academic IELTS score of at least 6.0 (with no individual band score less than 5.5), or equivalent.
- 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
- All CRICOS applicants from non-English speaking countries and/or whose first language is not English are required to provide results from a recognised language test such as IELTS, TOEFL or equivalent (refer to table in Appendix A).

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

4.2 Admission Application

Students applying for admission into higher education courses must do so on the approved form demonstrating achievement of the entry 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
- Participation in an interview conducted by the Dean and/or Deputy Dean, designed to ascertain levels of ability.

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.

Prospective students should refer to the applicable Refund Policy and the Student Handbook before signing an acceptance of offer.

4.2.1 CRICOS Student Information

CRICOS students should bear in mind that visa applications can take up to six months to be granted depending on their country of residence.

Applications for admission from CRICOS students should be in English. Students should ensure that academic transcripts and all other supporting documentation have been certified as true copies and translated into English by a certified official translator. CRICOS students may need to pay an application fee.

EIT undertakes assessments of all prospective CRICOS student applications in accordance with the Department of Immigration and Border Protection's (DIBP) Genuine Student (GS) and Genuine Temporary Entrant (GTE) requirements. A Letter of Offer will not be issued until applicants have cleared EIT's GS and GTE assessment.

The following documentation is required to undertake assessment of a CRICOS student's admission application:

- A completed Application Form including GTE statement
- Evidence of English Language proficiency as outlined in section 4.1.2 of this policy
- Certified copies of all academic transcripts and certificates
- A CV/Resume
- A certified copy of the student's passport bio data page

EIT may require additional information in some circumstances and will communicate any additional requirements to the student and/or agent before completing the assessment.

Students should submit a complete application with all necessary supporting documentation, otherwise EIT may only be able to provide a conditional letter of offer. If this is the case, students will be required to provide the information or supporting documentation missing from the original application. Upon receipt of a complete application, it will be assessed, and if successful, the student will be sent a Letter of Offer and Acceptance. Student's will also need to complete a Student Financial Declaration form to show how they will fund their tuition and living expenses whilst in Australia for themselves and any family members who will be accompanying them.

Where required, EIT will check the Country Education Profiles (CEP) website for international qualification equivalence. CEP provides official information and advice on the comparability of international qualifications with Australian qualifications, information on educational systems and guidance on assessing qualifications from other countries.

4.2.1.1 Overseas Student Health Cover (OSHC)

Students must obtain Overseas Student Health Cover (OSHC) for the duration of their studies. This fee is not included in the course tuition fees. OSHC fees vary depending on the duration and type of cover. Students can obtain a quote from a number of health providers.

4.2.1.2 National Code Requirements

The *National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007* (the National Code) requires that prior to admitting a student into a program, EIT must provide in print, or through referral to an electronic copy, current and accurate information regarding the following:

- the requirements for acceptance into a course, including the minimum level of English language proficiency, educational qualifications or work experience required and whether program credit may be applicable.
- the course content and duration, qualification offered if applicable, modes of study and assessment methods.
- the fees, including tuition fees, materials fees, non-refundable admission fees and the terms of payment.
- any additional fees the student may incur, such as re-sits, late submission fees, lost certificates, copies, etc.
- campus locations and a general description of facilities, equipment, and learning and library resources available to students.
- details of any arrangements with another registered provider, person or business to provide the course or part of the course.
- indicative course-related fees including advice on the potential for fees to change during the student's course and applicable refund policies.
- information about the grounds by which the student's enrolment may be deferred, suspended or cancelled.
- a description of the ESOS framework made available electronically by the Department of Education and Training.

- relevant information on living in Australia, including:
 - indicative costs of living;
 - accommodation options; and
 - where relevant, schooling obligations and options for school-aged dependants of intending students, including that school fees may be incurred.
- information about the Overseas Students Ombudsman.

4.3 Assessment of Admission Application

4.3.1 Selection Methodology

The Dean may appoint Admissions Officers to make selection decisions on their behalf.

Admission Officers will identify applicants who meet the course entry requirements, including minimum academic requirements, English language requirements, and for CRICOS Students, the 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.

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.

Course entry requirements must be used to select applicants for the course wherever it is taught.

As far as possible, applications will not be pooled (held for competitive selection at a later time). If a course wishes to pool applicants for competitive selection, the impact upon selection of international applicants must be considered. Pooling international applicants for competitive selection may result in a limited pool.

If courses select competitively, applicants who are eligible for admission will be ranked in comparison to one another and offers will be made in order of highest rank. Ranking must occur in accordance with documented ranking methodology for the course. Ranking methodology is documented as part of selection methodology for courses employing ranking.

In order to be considered for a place, applicants must submit their application on time, in the correct manner, and complete with all required documentation.

EIT reserves the right to request additional information from an applicant relevant to their application. Failure to supply the information requested may adversely affect the success of the application.

EIT reserves the right to request an applicant to authorise EIT to obtain further information about the applicant from relevant external bodies. Failure to supply such authority may adversely affect the success of the application.

4.3.2 Integrity of selection decisions

If any staff member involved in a selection decision has, may have, or may be perceived to have a conflict of interest, they must disclose this conflict to their manager.

If any staff member involved in a selection decision becomes aware of any attempt to breach the Admission Policy, he/she must immediately notify the Dean. If the Dean is unavailable or in any way compromised in their ability to make a decision regarding the conflict, the staff member must notify the Deputy Dean.

If Admissions Officers are unsure about whether an applicant is suitable for admission, they can refer an application to the Admissions Committee which is formed by the Dean and will be 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 committee may request additional information and will:

- ensure the application is assessed against the evidence provided
- check the equivalence of international qualifications, where relevant
- make a recommendation on whether the applicant should be admitted to the course.

4.3.3 English Language Proficiency Assessment

Admissions officers and/or the admissions committee will check that a student's English Language Proficiency (ELP) meets the entry requirements. Staff assessing IELTS (or equivalent) results must verify test results with the issuing body and check the recency of the test results.

Students who do not meet the ELP requirements are to be advised of English Language programs that are offered by other providers, and that the student is responsible for the associated fees.

4.4 Admissions Decisions

4.4.1 Notification of Decision Process

Letters of offer and deferments will be made by Admissions Officers (as an appointed delegate of the Dean). The Deputy Dean is responsible for sending letters to unsuccessful applicants.

Admission and other contractual arrangements with students, or where legally required, with their parent or guardian, 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, such as health requirements, requirements for security checks, particular language requirements and particular requirements of work placements.

If an applicant has met the requirements and been accepted into the course, the applicant will receive a Letter of Offer.

Students will be notified of the decision for admission within 7 days of the decision being made. The notification will include:

- admission outcomes (acceptance or refusal)
- reasons for refusal, if relevant
- further documentation or information required for successful applicants informing students of their rights and obligations, including:
 - A Letter of Offer, if relevant, which 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.

4.4.2 Admission Acceptance

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.

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

4.4.3 Admission Refusal

If students have been unsuccessful, they will be advised of alternative pathways for entry into the course selected, if applicable. The Deputy Dean is responsible for sending letters to unsuccessful applicants.

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.

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.

Applicants who have met the 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 program.

In these circumstances an applicant will receive a letter from the Deputy Dean advising the grounds for refusal of admission to EIT, and be advised of alternative pathway options.

4.5 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.

4.6 Appeals

Applicants may appeal admission decisions by writing to the Academic Board within 10 days of receiving the decision notice, if they believe that the decision has not considered all the facts or was unfairly made. Refer to the *Student Complaints, Grievances and Appeals Policy*.

4.7 Deferments

Deferment of an offer prior to commencing a course, or deferment of study once a student has commenced study, may be permitted for up to four teaching periods for online courses, and up to two teaching periods for on-campus courses. Applicants who wish to apply for a longer deferment must withdraw and reapply for admission in the same manner as the original application for admission, should they wish to commence or continue study at a later date.

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.

Deferment will not be permitted to allow commencement of another tertiary course.

If a student needs to defer studies once studies have commenced, but intends to continue the course, then at the time of deferral the student must complete a Course Deferral Form. The student can re-enrol at the next teaching period in the next relevant unit permitted under the usual course progression rules. Fees may apply.

If a student formally defers their course by submitting a course deferral form before the end of the first week of the unit(s) they are currently enrolled in (excluding any orientation week) they will not incur any academic or financial penalty for that unit(s). The course deferral form must be received and acknowledged in writing back to the student by the Learning Support Officer.

If a student submits a course deferral form before the end of the first week of the unit(s) they are currently enrolled in (excluding any orientation week), they will have a 'Withdrawn' (W) grade recorded against the unit(s) they are currently enrolled in. A 'Withdrawn' grade signifies that a student has discontinued without failing the unit(s), and will not incur a tuition fee for that unit(s).

If a student submits a course deferral form after the end of the first week of the unit(s) they are currently enrolled in (excluding any orientation week), they will have a 'Failed Withdrawn' (FW) grade recorded against the unit(s) they are enrolled in. A 'Failed Withdrawn' grade signifies that a student has discontinued the unit(s), has failed the unit(s) due to late deferral/withdrawal, and will incur the full tuition fee for that unit(s).

A cancellation fee will be applied for deferrals received after the unit payment due date (as indicated on the student's invoice) but prior to the end of the first week of the unit(s) the

student is enrolled in (excluding any orientation week). No cancellation fee will be applied if a student defers/withdraws prior to the unit payment due date (as indicated on the student's invoice).

Students should also refer to EIT's '*Tuition Payment and Refund Policy.HE*' available at www.eit.edu.au.

Students should note that if the course they transfer to has higher fees associated with enrolment, their remaining payments will be raised in order to meet the fees of the unit/course they have transferred to.

Students should also be aware that courses are under continual review. If they apply to defer, their course may be revised, discontinued or cease to be accredited during the student's deferral period. If this happens, EIT will make every attempt to provide the original course. If this isn't possible, EIT reserve the right to offer the student a place in an equivalent or near-equivalent course.

4.7.1 CRICOS Students

CRICOS students may apply to defer their studies if they are unable to commence their program or continue to attend classes for a specified period of time, due to compassionate or compelling circumstances. Compassionate or compelling circumstances could include, but are not limited to:

- Serious illness or injury, where a medical certificate states that the student is unfit to attend classes
- Death or illness of close family members such as parents or grandparents (in such circumstance, a doctor's or death certificate should be provided where possible)
- Major political turmoil or natural disaster occurring in the student's home country requiring emergency travel
- A traumatic experience which could include either involvement in a serious accident, or becoming the victim of a serious crime (these cases should be supported by police or psychologist reports)
- Delay in the processing of a student visa

CRICOS students must apply for deferment in writing and provide supporting evidence and documentation. The following will apply:

- All applications for deferment must be approved by the Dean
- CRICOS students applying for deferment will be reminded that a successful application may affect their student visa. They will be advised to contact the Department of Immigration and Border Protection (DIBP) regarding any impact the deferment may have on their student visa before formally lodging their application to defer their studies.
- The maximum period allowed for deferment of study for on-campus students is two teaching periods

4.8 Withdrawal from a Unit or Course

Students may apply to withdraw from a unit or course by completing a Withdrawal Declaration Form and returning it to the Learning Support Officer via email. A withdrawal is not effective until the withdrawal declaration form has been received and acknowledged in writing back to the student by the Learning Support Officer.

If a student formally withdraws from a course on or before the end of the first week of the unit(s) they are currently enrolled in (excluding any orientation week) they will not incur any academic or financial penalty for the current unit(s) they are studying. The Withdrawal Declaration Form must be received by the Learning Support Officer before the end of the first week of the unit(s) they are currently enrolled in (excluding any orientation week).

If a student submits a withdrawal declaration form before the end of the first week of the unit(s) they are currently enrolled in (excluding any orientation week), they will have a 'Withdrawn' (W) grade recorded against the unit(s) they are currently enrolled in. A 'Withdrawn' grade signifies that a student has discontinued without failing the unit(s), and will not incur a tuition fee for that unit(s).

If a student submits a withdrawal declaration form after the end of the first week of the unit(s) they are currently enrolled in (excluding any orientation week), they will have a 'Failed Withdrawn' (FW) grade recorded against the unit(s) they are currently enrolled in. A 'Failed Withdrawn' grade signifies that a student has discontinued, has failed the unit(s) due to late withdrawal, and will incur the full tuition fee for that unit(s).

EIT will update any CRICOS student information relating to unit or course withdrawal on PRISMS.

A cancellation fee will be applied for withdrawals received after the unit payment due date (as indicated on the student's invoice) but prior to the end of the first week of the unit(s) the student is enrolled in (excluding any orientation week). No cancellation fee will be applied if a student defers/withdraws prior to the unit payment due date (as indicated on the student's invoice).

Students should also refer to EIT's '*Tuition Payment and Refund Policy.HE*' available at www.eit.edu.au.

4.9 Reduced Course Duration – CRICOS Students

If the duration of the course has been reduced for a CRICOS student, as a result of a credit application decision, the following actions must be taken:

- before a visa has been granted, the actual course duration must be indicated in the confirmation of enrolment (CoE) issued for the student for that course
- after a visa has been granted: the change in program duration is reported via PRISMS, under section 19 of the ESOS Act

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.

Country Education Profiles (CEP): Country Education Profiles (CEPs) is an online qualifications recognition tool designed to help organisations understand overseas higher education and post-secondary technical and vocational educational qualifications. It can be used by universities and other education providers, professional bodies, employers, international organisations and governments to help understand the level of an overseas qualification.

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

Course: A single course leading to an Australian higher education award.

CRICOS Student: A student studying in Australia and holding an Australian student visa

Deferment: an agreement to allow an applicant to defer taking up the place they have been offered, or postpone their current studies, until a later time.

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

Genuine Student (GS): A genuine student (GS) is a student who intends to obtain a successful educational outcome and has the language, educational and material background to have a reasonable chance of achieving this educational outcome.

Genuine Temporary Entrant (GTE): The genuine temporary entrant (GTE) requirement is an integrity measure to ensure that the student visa programme is used as intended and not as a way for international students to maintain ongoing residency in Australia.

The GTE requirement applies to all CRICOS students. The Admissions Officer assessing the admissions application considers whether the individual circumstances of the student indicates that their intention is for a temporary stay in Australia.

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.

Teaching Period: A scheduled duration within an academic year. EIT generally refer to teaching periods as Terms or Semesters. An EIT term (used for online courses) = 12 weeks, an EIT semester (used for on-campus courses) = 15 weeks.

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.

Unit: A discrete unit of study, where a combination of units make up a course of study.

6.0 Related policies and procedures

The following policies and procedures are related to this policy:

- Tuition Payment and Refund Policy
- Credit Transfer Policy
- Student Complaints, Grievances and Appeals Policy
- Student Complaints, Grievances and Appeals Procedure

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). 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 (Academic)	Pearson Test of English (PTE) Academic	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)		
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	30 – 34 (IELTS 4.5)	PET (IELTS 4.5)	B1 (IELTS 4.5)	58 – 65	9 – 10
					35 – 42 (IELTS 5.0)	FCE (IELTS 5.0)	B2 (IELTS 5.0)		

TOEIC	TOEFL Paper	TOEFL CBT	TOEFL IBT	IELTS (Academic)	Pearson Test of English (PTE) Academic	Cambridge Exam	CEFR	VEC Online Score	Approximate VEC Level
605 – 780	513 – 547	183 – 210	65 – 78	5.5 – 6.0	43 – 50 (IELTS 5.5)	FCE	B2	66 – 73	11 – 12
					51 – 58 (IELTS 6.0)				
	550 – 587	213 – 240	79 – 95	6.5 – 7.0	59 – 64 (IELTS 6.5)	CAE	C1	74 – 81	13 – 14
					65 – 72 (IELTS 7.0)				
785 – 990	590 – 677	243 – 300	96 – 120	7.5 – 9.0	73 – 90	CPE	C2	82 – 100	15
Top Score	Top Score	Top Score	Top Score	Top Score	Top Score	Top Score	Top Level	Top Score	Top Level
990	677	300	120	9	90	100	C2	100	15

NOTE: TOEFL individual band scores can be compared against IELTS scores at: <https://www.ets.org/toefl/institutions/scores/compare/>