

## ADMISSIONS POLICY – UNDERGRADUATE and POSTGRADUATE COURSES

### Section 1 - Purpose and Scope

(1) This Policy supports the College's commitment to an admissions process that is fair, transparent, ethical and timely, offering flexible and appropriate entry pathways and making study accessible to a diverse range of prospective domestic and international students.

#### Scope

(2) This Policy applies to prospective students (domestic and international) seeking to be admitted into:

- an undergraduate course; or
- a postgraduate course; or
- non-award study.

### Section 2 - Definitions

(3) In this Policy:

a. **Admissions** is the process for applying for, being provided with a letter of offer, accepting an offer of admission and being admitted to an accredited award course or to non-award study. This process is triggered by an applicant submitting the relevant application form.

b. **Applicant** means an individual who has applied to the College or its agent for admission to an award course or to non-award study.

c. **Award course** means a formally accredited and approved program of study which can lead to an undergraduate or postgraduate qualification granted by the College.

d. **Census date** means the official count of the student population for each study period. It is the date by which a student's enrolment in a unit is finalised and is the last day that a student can vary or withdraw from the unit or units without incurring an academic penalty and/or financial liability. The census date for each teaching period is published on the ACPE's student calendar.

e. **Course** means the entire program of study that spans several years and is made up of multiple units.

f. **Cross-institutional study** means enrolling in a unit or units offered at one (or more) higher education institutions for the purpose of attaining credit that can be transferred to an award course that the student is admitted into at another higher education institution.

g. **Domestic student** means an Australian citizen, a permanent resident in Australia, an Australian Humanitarian Visa holder, a New Zealand citizen a diplomatic or consular representative of New Zealand, a member of the staff of such a representative, or the spouse or dependent relative of such a representative). Anyone not meeting this definition is classified as an **international student**.

h. **Educational disadvantage** means any circumstance preventing an applicant from achieving performance levels in education commensurate with those required for entry to a higher education institution.

i. **English Language Proficiency** means the minimum English language proficiency levels set out in the English Proficiency Policy or as otherwise stated.

j. **Inherent Course Requirements** are the specific skills, knowledge, performance or behavioural requirements that a student must meet to successfully complete the course, and to enable graduates to register with professional associations or licensing bodies.

k. **Non-award** study is where students are able to study individual units or courses but they are not enrolled in an academic program that leads to the conferral of an award.

l. **Postgraduate course** means any higher education course offered at level 8 or above on the Australian Qualifications Framework. The College classifies the following as a 'postgraduate course': Bachelor Honours Degree (level 8); Graduate Certificate (level 8); Graduate Diploma (level 8); Master's Degree (level 9); and Doctoral Degree (level 10).

m. **Provisional admission** (or enrolment) means offering admission (or enrolment) to an applicant subject to them successfully completing and/or meeting requirements specified by the College.

n. **Recognition of Prior Learning** (RPL) means the process in the Recognition of Prior Learning Policy that assesses a person's relevant prior learning, to determine eligibility for admission and/or the granting of credit.

o. **Student** means the individual person who is formally enrolled to study at the College and is assigned an individual student identification number.

p. **Undergraduate course** means any higher education course offered at the Australian Qualifications Framework levels 5 to 7. The College classifies the following an 'undergraduate course': Diploma (level 5); Associate Degree (level 6); Advanced Diploma (level 6) and Bachelor Degree (level 7).

q. **Unit** means the smallest stand-alone component of an award course for which a grade is assigned.

### Section 3 – Admission requirements – all applicants

#### General Principles

- (4) The College's criteria for admission are based on its determination of what is required for an applicant to study the course with a reasonable prospect of success and qualify for an award.
- (5) The College makes its admission criteria readily accessible to prospective students.
- (6) Applicants are responsible for informing themselves about the admission requirements and process for the relevant course, including:
  - a. the Inherent Course Requirements made available on the official ACPE website;
  - b. whether other requirements apply; and
  - c. the evidence they need to provide.
- (7) An applicant may be eligible for admission to an award course where they attain:
  - a. the minimum academic qualifications and/or previous formal or informal learning experiences and/or pathways specified by the College; and
  - b. the minimum specified English language proficiency levels.
- (8) In addition, admission may be based on:
  - a. additional criteria relating to particular requirements, such as prior study prerequisites, a portfolio of creative work, an interview and/or audition, work experience or personal competencies;
  - b. action and additional criteria taking assessed educational disadvantage into account;
  - c. ensuring compliance with legislative or regulatory requirements that may apply to certain cohorts, including international students; and
  - d. special degree entry requirements set by the College.
- (9) An applicant may apply for an assessment and recognition of their prior learning in accordance with the Recognition of Prior Learning Policy and Procedure.
- (10) The College may:
  - a. Offer provisional enrolment or admission in specific circumstances and may impose special conditions in relation to that applicant.
  - b. Offer or permit cross-institutional study, subject to certain requirements.
  - c. Offer non-award study, subject to certain requirements, for applicants to improve their readiness for tertiary study or undertake professional development.

(11) Students normally enrol in only one course at a time; however, concurrent enrolment (i.e. enrolment in more than one course) is possible with the approval of the CEO.

### **College right to refuse, withdraw and other matters**

(12) The College reserves the right to refuse or withdraw an offer or admission on one or more of the following grounds:

- a. The applicant demonstrates behaviours not meeting the standards in the Student Code of Conduct.
- b. The applicant does not meet the minimum entry requirements, special course requirements and/or conditional admission requirements.
- c. The applicant has reservations about their capacity to meet the Inherent Course Requirements.
- d. There are serious financial, personal or health issues affecting the applicant's ability to meet the Inherent Course Requirements or to continue in the course.
- e. The applicant is currently under a period of exclusion from any other higher education institution.
- f. The offer was made on the basis of incomplete or inaccurate information supplied by the applicant.

(13) The College reserves the right to:

- a. impose intake quotas for a course or unit;
- b. cancel an intake due to insufficient demand or defer a commencing student to the next available intake (if feasible);
- c. reallocate students to alternative delivery modes for the same unit;
- d. nominate a course as requiring full-time enrolment only; and
- e. reallocate students to a comparable course should the original course for admission be discontinued prior to the commencing session.

(14) The College will monitor and report on the effectiveness and appropriateness of admission standards on an annual basis. The Dean will report any substantive changes to the Academic Board.

### **Student responsibilities**

(15) On admission, it is the student's responsibility to make themselves aware of, and comply with, the College's Policies and Procedures, including:

- a. the requirements for payment of their tuition fees in accordance with the Fees Policy;
- b. their responsibility to acquire the required text books, training tools and other resources required to fully participate in the course; and
- c. for international students- their responsibility to comply with their visa conditions and to meet the requirements under the [ESOS National Code of Practice of Education and Training to Overseas Students 2018](#), including satisfactory course progress and permitted online study, as specified in the International Student Support Services Policy.

(16) Applicants or existing students may appeal an admissions-related decision in accordance with the process and timeframes set out in the Grievances, Complaints and Appeals Policy and Procedure.

#### **Section 4 – Other requirements for undergraduate admission**

(17) The College may institute special admission requirements to deal with a cohort of prospective undergraduate applicants, including but not limited to international students, who are experiencing significant disruption to their studies due to external factors or circumstances beyond their control. These special admission requirements will be:

- a. recommended by Academic Board for approval by the Board of Directors; and
- b. will be made publicly available on the College's official website.

(18) The minimum study load for undergraduate domestic students is at least 50% of a full-time credit point load for units attributed to a given six-month period of study, unless otherwise determined by the College.

(19) International students are expected to be enrolled in a full-time study load per study period. It is a requirement under the ESOS National Code that the expected duration of their course must not exceed the time required to complete the course on the basis of full-time study. The College may consider permitting a reduced load under exceptional circumstances, as specified in the International Student Support Services Policy on the [College's website](#).

#### **Section 5 – Other requirements for admission**

(20) The principle of merit is integral to the College's admission process for postgraduate applicants.

(21) Applicants with assessable qualification done in a non-English speaking country may be considered eligible for entry into a course on criteria equivalent to that applying to domestic and international applicants, and subject to meeting English

language proficiency requirements, as specified in the English Proficiency Policy and Procedure.

## Section 6 - Procedures

(22) Admissions Procedure – Domestic Students.

## Related documents

This Policy should be read in conjunction with but not limited to:

- a. Admissions Procedure – Domestic Students
- b. International Students Support Services Policy
- c. English Proficiency Policy and Procedure
- d. Course Enrolment Variation Policy and Procedure
- e. Marketing Policy – International Students
- f. Diversity, Equity and Inclusion Policy
- g. Fees Policy
- h. Recognition of Prior Learning Policy and Procedure
- i. Student Code of Conduct
- j. Grievances, Complaints and Appeals Policy

## Legislation

- a. Higher Education Standards Framework 2021
- b. Tertiary Education Quality and Standards Agency Act 2011
- c. National Code of Practice for Providers of Education and Training to Overseas Students 2018

## Document Administration

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# Unless otherwise indicated, this Policy will still apply beyond the review date.