Student Selection and Admission Policy and Procedure for Non-CRICOS Applicants

Policy Code: STU004
Version 1.1  Effective Date: 23/11/2013

Purpose

The purpose of this document is to set out the policies and procedures by which applicants will be selected and admitted into courses of study delivered to students other than overseas students.

Scope

This document applies to ongoing courses of study and does not apply to temporary forms of enrolment such as professional development programs.

Responsibility

Course Coordinators are primarily responsible for the selection and admission of students under the direction of the Director of Studies. The Student Administration and Registration Services Manager is responsible for the implementation and maintenance of related administrative procedures.

Definitions

Admission requirements: Minimum attributes that a student must possess in order to successfully participate in a course of study. These attributes are specified in curriculum documents and communicated to all applicants prior to submission of applications.

Application: A process by which an applicant formally indicates their intention to participate in a course of study prior to enrolment.

Applicant: A person who has formally indicated, or is in the process of formally indicating their intention to participate in a course of study, but has not yet enrolled in that course.

Principles

Setting of entry requirements: The curriculum documents for each course of study will include entry requirements designed to ensure that students who enrol are able to successfully
participate in that course of study and are not subject to circumstances that will prevent them from successfully participating. These requirements will include, but may not be limited to:

a. Levels of language ability;
b. Levels of academic ability, such as minimum marks or grades obtained in previous study;
c. Specific employment requirements (if applicable) and;
d. For online courses, access to computers and other devices that are necessary in order to successfully participate.

These requirements will be communicated to potential applicants prior to their decision to enrol, through information media such as the IHM website, the student handbook and by staff handling enquiries and must be acknowledged by applicants during the application process.

**Special entry:** In addition to the admission requirements specified for each course, provisions will be made for special entry for students who can demonstrate an ability to successfully participate in the course through evidence other than that which is specified in the admission requirements. Course coordinators will be responsible for deliberating upon and responding to applications for special entry.

**Acceptance of students meeting admission requirements**

Students able to demonstrate that they have met the admission requirements will be accepted once they have provided all required documentation. Once all available places in an intake are filled, subsequent applicants will be allocated to the next available intake.

**Procedures**

**Applying for a course online:**

When an applicant applies to enrol in a course of study, the following procedure will be followed to ensure that the applicant meets the entry requirements for the course they wish to enter:

1. Applicant clicks the ‘Apply Now’ link for a course of study;
2. Applicant is shown a list of the entry requirements for the course of study and, before proceeding to the next step of the application process, must click a tick box to indicate that they believe they meet each requirement. Applicant clicks ‘next’ to proceed;
3. Applicant clicks ‘next’ and is shown a download link for the terms and conditions of the application process. Applicant must click a tick box indicating that they have read and understand those terms and conditions before proceeding;
4. Applicant clicks ‘next’ and is shown the online course application form. Applicant completes all required fields on the form and clicks ‘submit’;
5. Applicant is shown a list of the evidence needed in order to confirm that they meet the entry requirements along with instructions for providing that evidence. The evidence may include but is not limited to:
   a. English language test results such as IELTS;
   b. Academic transcripts;
   c. Evidence of employment in an suitable facility (if applicable);
   d. Reference from current employer;
   e. Attendance of an interview by the course through communications media (if necessary);
   f. Evidence of meeting any applicable legal requirements such as residency;
6. Applicant sends the evidence;
7. Student Administration and Registration Services Manager checks to ensure that all evidence required for entry requirements has been included. If the evidence is incomplete or if the applicant does not provide the evidence within one week of submitting the application, the Student Administration and Registration Services Manager contacts the applicant to discuss what is missing and how it may be sent;
8. Once all evidence has been verified by the Student Administration and Registration Services Manager, their file is transferred to the Course Coordinator in charge of the course of study for which the applicant has applied;
9. The Course Coordinator reviews the evidence and contacts the applicant to conduct an interview if applicable to seek any necessary clarification;
10. The Course Coordinator either accepts the application or places it on a waiting list;
11. The Student Administration and Admission Services Manager issues the applicant with a notification of the outcome and, if no response to the notification is received within one week, contacts the applicant by telephone to advise them of how to proceed;
12. If the Applicant was accepted and decides to proceed with enrolment, the student registration procedures outlined in the documents entitled ‘Student Registration Procedure’ are followed.

Applying for a course by telephone or in person:

Where a person indicates to an IHM staff member that they intend to apply for a course of study, that person will be considered an applicant and the following procedure will apply:

1. The applicant is offered the options of completing the application form either in hard copy or online and:
   a. If the applicant decides to complete the form online, the staff member offers to email them a link to the online application for that course and the procedure ‘Application for a Course Online’ is followed or;
   b. If the applicant decides to complete the application in hard copy, the staff member offers to send them a copy of the application form either by email (for them to print) or by post;
2. The form is sent, accompanied by the entry requirements for the course in which the applicant has expressed interest and instructions for the provision of supporting evidence;
3. If the applicant has not completed and returned the form and evidence or filled in the online application within five business days of making the request, the Student Admission and Registration Services Manager contacts the applicant and asks whether they require assistance with the application;
13. The applicant returns the form accompanied by the evidence needed in order to confirm that they meet the entry requirements. The evidence may include but is not limited to:
   a. English language test results such as IELTS;
   b. Academic transcripts;
   c. Evidence of employment;
   d. A written statement or questionnaire;
   e. Attendance of an interview through communications media;
   f. Evidence of meeting any applicable legal requirements such as police or working with children checks;
14. Student Administration and Registration Services Manager checks to ensure that all evidence required for entry requirements has been met. If the evidence is incomplete or if the applicant does not provide the evidence within one week of submitting the application, the Student Administration and Registration Services Manager contacts the applicant to discuss what is missing and how it may be sent;
15. Once all evidence has been verified by the Student Administration and Registration Services Manager, their file is transferred to the Course Coordinator in charge of the course of study for which the applicant has applied;
16. The Course Coordinator reviews the evidence and contacts the applicant to conduct an interview if applicable to seek any necessary clarification;
17. The course coordinator either accepts the application or places it on a waiting list;
18. The Student Administration and Admission Services Manager issues the applicant with a notification of the outcome (letter of offer or letter of rejection) and, if an offer was made and no response to the notification is received within one week, contacts the applicant by telephone to advise them of how to proceed;
19. If the Applicant is accepted and decides to proceed with enrolment, the student registration procedures outlined in the documents entitled ‘Student Registration Procedure’ are followed.

Declining an application on the grounds of admission requirements:

For applicants who do not meet the entry requirements based on the evidence they have provided, the following procedure will be followed:

1. Applicants who are unable to demonstrate that they meet the normal admission requirements will be informed of the procedure ‘application for special entry’.
2. If the application is borderline and the course for which they are applying is not a high demand course, the Course Coordinator may offer the applicant an opportunity to take steps to overcome areas of deficiency, so long as the steps can reasonably be taken prior to the commencement of the intended study period. For example, an applicant who does not meet the requirement for access to computer equipment may purchase the equipment they need, but an applicant who has not obtained a bachelor’s degree where one is required would not be given this option as it would not be realistically possible for them to meet the requirements before commencement of the teaching period in which they have applied enrol;
3. In cases that are not borderline or where the entry requirements cannot be met prior to commencement date for which an applicant has applied, the notification issued will clearly specify which requirements have not been met and what action would be required in order to successfully meet those requirements in a subsequent teaching period. A record of the applicant’s application will be retained in the Student Management System and an attempt will be made to contact them once they have had sufficient time to complete the actions suggested

Applying for special entry:

Where an applicant is unable to demonstrate through the provision of evidence that they meet the admission requirements for a course, they may apply for special entry and the following procedure will apply:

1. Applicant completes the Application form for Special Admission, either online or in hard copy and submits any supporting evidence they are able to provide. Upon request, the Student Administration and Registration Services Manager will advise or assist the applicant in preparing their application and this is specified at the beginning of the form;
2. The form and evidence are referred to the Course Coordinator who liaises with the Contract Academic (Lecturer) and Director of Studies and reaches a decision as to whether the applicant will be able to successfully participate in the course of study for which they are applying. In doing this, they may request further information or contact and interview the applicant as necessary;
The Student Administration and Admission Services Manager issues the applicant with a notification of the outcome (Letter of Offer or Letter of Rejection) and, if an offer was made and no response to the notification is received within one week, contacts the applicant by telephone to advise them of how to proceed;

If the Applicant was accepted and decides to proceed with enrolment, the student registration procedures outlined in the documents entitled 'Student Registration Procedure' are followed.

### Supplementary Information

**Related policies/procedures:**
- Student Registration Procedure

**Benchmarking:**
- Not applicable

**Supporting research and analysis:**


Liu, A 2011, 'Unraveling the myth of meritocracy within the context of US higher education', *Higher Education*, vol. 62, no. 4, pp. 383-97

**Related documents:**
- Course application form
- Student handbook
- List of entry requirements
- Online Study Requirements
- Curriculum documents for each course

**Related legislation:**
- Age Discrimination Act, 2004
- Disability Discrimination Act, 1992
- Sex Discrimination Act, 1984
- Racial Discrimination Act, 1975
- Privacy Act, 1988
- Trade Practices Act, 1974

**Guidelines:**
- Not applicable
Student Selection and Admission Policy and Procedure for Non-CRICOS Applicants

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<td>CEO Director of Studies Chair of the Academic Board Course Coordinator Student Administration and Registration Services Manager</td>
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