Student Selection and Admission Policy and Procedure for Courses Delivered to Overseas Students

Policy Code: STU005
Version 1.1 Effective Date: 23/11/2013

Purpose

The purpose of this document is to set out the policies and procedures by which prospective overseas students will be selected and admitted into courses of study provided by Institute of Health and Management Pty Ltd.

Scope

This document applies to all ongoing courses of study provided by IHM for overseas students and does not apply to temporary forms of enrolment such as professional development programs.

Responsibility

Course Coordinators, under the direction of the Director of Studies, are responsible for the selection of students for courses. 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.

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.

Setting of entry requirements: The curriculum documents for each course of study for overseas students 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. English language test results such as IELTS;
b. Academic transcripts;
c. Evidence of nursing qualifications;
d. Evidence of meeting any applicable legal requirements such as obtaining a student visa;

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.

Procedures

Application for a course online:

When an application is made 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 reviews information about:
   a. The IHM study experience;
   b. Campus locations and a general descriptions of facilities, equipment, and learning and library resources available to students;
   c. Details of any arrangements with another registered provider, person or business to provide the course or part of the course (if applicable);
   d. Indicative course-related fees including advice on the potential for fees to change during the student’s course and applicable refund policies
   e. Information about the grounds on which the student’s enrolment may be deferred, suspended or cancelled
   f. A description of the ESOS framework made available electronically by DEEW, and relevant information on living in Australia, including:
2. Applicant ticks a box indicating that they are satisfied that they have read and understood the information and clicks the ‘Apply Now’ link for a course of study;
3. 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;
4. 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;
5. Applicant clicks ‘next’ and is shown the online course application form. Applicant completes all required fields on the form and clicks ‘submit’;
6. 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:
   e. English language test results such as IELTS;
   f. Academic transcripts;
   g. Evidence of employment in an suitable facility (if applicable);
   h. Reference from current employer;
   i. Attendance of an interview by the course through communications media (if necessary);
   j. Evidence of meeting any applicable legal requirements such as obtaining a student visa;
7. Applicant sends the evidence;
8. The 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;
9. The application is accepted if all criteria are met and the applicant is immediately offered a place and a starting date based on the order in which their application was accepted;
10. 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 is made and no response to the notification is received within one week, contacts the applicant by telephone to advise them of how to proceed;
11. If the Applicant has been accepted and decides to proceed with enrolment, the student registration procedures outlined in the documents entitled ‘Student Registration Procedure’ are followed.

Application for a course of study through an agent or other third party:

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

1. Applicant reviews information about:
   • The requirements for acceptance into a course, including the minimum level of English language proficiency, educational qualifications or work experience required and whether course credit may be applicable;
   • The course content and duration, qualification offered if applicable, modes of study and assessment methods;
   • Campus locations and a general descriptions 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 (if applicable);
• 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 on which the student’s enrolment may be deferred, suspended or cancelled
• A description of the ESOS framework made available electronically by DEEWR, and relevant information on living in Australia, including:
  • indicative costs of living
  • accommodation options, and
  • where relevant, schooling obligations and options for school-aged
• Dependents of intending students, including that school fees may be incurred.

2. Applicant signs a declaration confirming that they have read and understood the information and initials each page and acknowledging the involvement of the agent or third party;
3. 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 tick a box to indicate that they believe they meet each requirement. Applicant signs the list of entry requirements;
4. Applicant signs a form indicating acceptance of the terms and conditions of the application process;
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 will include but is not limited to:
   a. English language test results such as IELTS;
   b. Academic transcripts;
   c. Evidence of recent employment as a qualified nurse in an suitable facility;
   d. Evidence of meeting any applicable legal requirements such as obtaining a student visa;
6. The applicant, agent or third party forwards all evidence and documents to the Student Administration and Registration Services Manager;
7. 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;
8. The application is accepted if all criteria are met and the applicant is immediately offered a place and a starting date based on the order in which their application was accepted;
9. 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 is made and no response to the notification is received within one week, contacts the applicant by telephone to advise them of how to proceed;
10. If the Applicant has been accepted and decides to proceed with enrolment, the student registration procedures outlined in the documents entitled ‘Student Registration Procedure’ are followed.

Declining an applicant 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 at risk 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 at risk 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.

Supplementary Information

Related policies/procedures: Student Registration Procedure

Benchmarking: Not applicable

Supporting research and analysis:

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
<table>
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<tr>
<th>Name of Document</th>
<th>Student Selection and Admission Policy and Procedure for Courses Delivered to Overseas Students</th>
</tr>
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<tbody>
<tr>
<td>Approval Committee</td>
<td>Board of Governors</td>
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<td>Endorsement Committee</td>
<td>Academic Board</td>
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<td>Policy Status</td>
<td>New</td>
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<td>Date of Approval</td>
<td>23/11/2013</td>
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<td>Responsibilities for Implementation</td>
<td>Senior Academic Team</td>
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| Key Stakeholders | CEO  
Chair of the Academic Board  
Course Coordinator  
Student Administration and Registration Services Manager  
Education agents |
| Date for Next Review | 23/11/2016 |
| Policies Superseded by this Policy | None |

### Table of Amendments

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<th>Authorised Officer</th>
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### Acknowledgement

James Cooke University  
University of Melbourne