

Admissions Procedure

Purpose

1. This Procedure gives effect to the Admissions Policy and outlines the processes for the setting of minimum entry requirements, for admission and assessment of admission applications, and for addressing issues pertaining to the award of an offer of a place in a Global Higher Education (GHE) course.

Scope

2. This Policy applies to the admission of all students for all GHE higher education courses.
3. Conditions and processes for the assessment and awarding of credit are outlined in the **Credit and Recognition of Prior Learning Policy**.
4. Requirements for the setting, maintenance and monitoring of English Language proficiency are outlined in the **English Language Proficiency Policy**.

Definitions

5. Definitions for key terms are presented in the Glossary of Terms which may be accessed on the GHE website at <https://www.globalhe.edu.au/policy>

Suite documents

6. This Procedure is linked to the following suite documents:
 - a) Admissions Policy;
 - b) Admissions Procedure – Schedule One: Minimum Entry Requirements.

Procedure

Setting and monitoring minimum entry requirements

7. The Academic Board is responsible for approving admission standards for all higher education courses at GHE in accordance with the minimum entry requirements specified in Schedule One.
8. The Course Development and Advisory Committee (CDAC) is responsible for recommending minimum entry requirements for new and existing courses to the Academic Board in accordance with Schedule One, with reference to the *Higher Education Standards Framework (Threshold Standards) 2021*, sector practice, contemporary research in relation to student success, and the level of the course of study as outlined in the *Australian Qualifications Framework*.
9. Admissions data is maintained by the Registrar and provided by the Operations Director to the Teaching, Learning and Quality Committee (TLQC) after each admissions period. The TLQC is responsible for reviewing data at the sub-cohort level on student progress and success (pass rates, GPA, retention and completion) and making recommendations to Academic Board to inform annual review of minimum entry requirements.
10. Where data indicates that minimum entry requirements or a specific basis for admission may be a negative indicator in relation to student outcomes, the TLQC will make recommendations to Academic Board in relation to possible changes to:
 - a) minimum academic entry requirements;
 - b) minimum English language entry requirements;

- c) inherent requirements;
 - d) pathway arrangements;
 - e) academic support;
 - f) pastoral support;
 - g) other organisational processes identified as possibly impacting on student outcomes including recruitment activity.
11. In addition to interim monitoring, minimum entry requirements will be reviewed formally by an independently engaged expert as part of the course review cycle.

Transparency in admissions

12. GHE is committed to ensuring consistency and transparency in relation to information regarding admission to GHE.
13. At a minimum, the information outlined in Table 1 will be made available to all prospective applicants via the designated communication channel.
14. The Registrar is responsible for admissions data acquisition, quality, provision and dissemination.

Table 1: Specified core Information

Specified core information	Communication channel
General information about GHE, including overview of minimum requirements for admission	<ul style="list-style-type: none"> - GHE website - GHE e-prospectus - GHE prospectus - Agent briefings - E-marketing material
Detailed minimum requirements for admission	<ul style="list-style-type: none"> - GHE website - GHE e-prospectus - GHE prospectus - Agent briefings
Student Profile	<ul style="list-style-type: none"> - GHE website
ATAR-related adjustments	<ul style="list-style-type: none"> - GHE website
How to apply and enrol	<ul style="list-style-type: none"> - GHE website - GHE e-prospectus - GHE prospectus - Agent briefings

Applications for admission and assessment

General

15. Applicants for admission must complete an online admission application by the due date published for each admission round.
16. Applicants must attach certified copies of transcripts of all relevant previous studies including proof of completion; photo page from passport or other birth record; evidence of English Language proficiency and any other documentation requested in the online form.
17. Applicants seeking special consideration in relation to any prior educational disadvantage, or reasonable adjustments in relation to a disability (see **Student Disability Policy**), must provide additional information.

18. Applicants seeking credit for prior studies or on the basis of informal learning must do so in accordance with the **Credit and Recognition of Prior Learning Policy**.
19. Scanned documents will be accepted but applicants should be prepared to provide original documents or original certified copies of required documents upon request at any time.
20. Where qualifications have been completed in another name, evidence must be provided of the change of name.
21. If documents are in a language other than English, an officially certified English translation of each document must be provided together with certified copies of the original documents.
22. An applicant for admission who is under exclusion on the basis of academic performance or misconduct from any higher education provider, whether in Australia or elsewhere, is required to include all details of the exclusion in their application for admission.
23. Applicants for readmission will be assessed under the current rules applicable to the same course.
24. If the course has been discontinued or is currently not offered the applicant will be offered admission to a comparable course, provided that they meet the admission requirements and that a place is available in that course.
25. Applications for admission will normally be responded to within five working days and assessed within a competitive time period.

International applicants

26. Applicants may apply directly to GHE or via one of GHE's authorised agents but all applications for admission are assessed by GHE.
27. Applicants from countries stipulated by the Australian Government may need to undergo additional assessment to determine they meet Genuine Student (GS), Genuine Temporary Entrant (GTE) and financial evidence requirements.
28. To determine eligibility for a course, international qualifications will be assessed for their equivalence to Australian qualifications with reference to the [Department of Education's Qualifications Recognition Policy](#), or the [National Academic Recognition Information Centres \(NARIC\) database](#).
29. If the application is successful, a *Conditional or Unconditional Offer of Admission* will be issued together with an *International Offer Letter*, which contains all information relevant to an applicant accepting the offer as specified by *National Code of Practice for Providers of Education and Training to Overseas Students 2018*.
30. For applicants requiring additional assessment under Clause 27, the offer of admission will be conditional upon successfully completing the GTE assessment. Such applicants must also complete an additional International Student Application for GTE and submit further documentation as required by this form.
31. GHE will notify applicants whether they have met the GTE conditions.
32. GHE will advise students in writing if their application is unsuccessful.
33. International students seeking to transfer from another registered provider's course or course prior to the student completing six months of his or her principal course will not be admitted except where any of the following apply:
 - a) the releasing registered provider, or the course in which the international student is enrolled, has ceased to be registered;
 - b) the releasing registered provider has had a sanction imposed on its registration by the ESOS agency that prevents the student from continuing his or her course at that registered provider;

- c) the releasing registered provider has agreed to the student's release and recorded the date of effect and reason for release in PRISMS;
- d) any government sponsor of the student considers the change to be in the student's best interests and has provided written support for the change.

Domestic applicants

- 34. Applicants apply directly to GHE.
- 35. If the application is successful, a *Conditional or Unconditional Offer of Admission* will be issued together with a *Domestic Offer Letter*, which contains all information relevant to an applicant accepting the offer as specified by the *Higher Education Standards Framework (Threshold Standards) 2021*.

Withdrawal of offer

- 36. GHE reserves the right to withdraw an admission offer to any person where:
 - a) the offer was made on the basis of incomplete, inaccurate or fraudulent information supplied by the applicant or a certifying authority;
 - b) an applicant is excluded from any other higher education provider;
 - c) an international applicant is identified as not being a Genuine Temporary Entrant or Genuine Student as defined by the Department of Home Affairs (DHA).
- 37. In such circumstances, the applicant shall not be eligible to apply for admission to GHE for a period of one year, with the exception of a person who provides fraudulent information who shall be deemed permanently ineligible for admission to GHE.

Acceptance of offer and deferral

- 38. Applicants must formally accept their offer into an GHE course.
- 39. For an offer of admission to remain valid it must be accepted in the manner specified in the Letter of Offer.
- 40. International applicants must not pay any tuition fees prior to receiving formal, written advice that they have successfully passed the GTE assessment and accepting the offer of a place at GHE.
- 41. Failure to accept the admission offer in the manner specified will result in the offer lapsing.
- 42. Applicants who have previously but are not currently enrolled in a course of study, and who are not on an approved leave of absence (see **Enrolment Policy**), may apply for readmission to that course using the same process as a new applicant.
- 43. After accepting an offer of a place an applicant may defer their commencement of the course for a specified period (no longer than two years) in the manner specified in the Letter of Offer.
- 44. Deferment may not be available in courses where admission is based on additional requirements and selection criteria.
- 45. GHE will notify all persons who have an approved deferment of admission.
- 46. GHE will retain records of all written agreements as well as receipts of payments made by students under the written agreement for at least two years after the person ceases to be a student of GHE.

Complaints and appeals

- 47. Complaints and appeals in relation to this Procedure are administered under the **Student Complaints, Grievances and Appeals Policy**.
- 48. Where a decision may impact on an international student's status on PRISMS, GHE will not finalise the student's refusal status in PRISMS until:

- a) the appeal finds in favour of GHE;
- b) the student has chosen not to access the complaints and appeals processes within the 20-working day period; or
- c) the student withdraws from the process.

Roles and responsibilities

- 49. The Academic Board is responsible for approving minimum entry requirements for admission and the overall governance of this Procedure.
- 50. The Registrar is responsible for the day-to-day implementation of this Procedure in consultation with other staff such as the Operations Director, Course Coordinators, the Academic Director and the Student Support Officer.
- 51. The Operations Director is responsible for the maintenance of records arising from this Procedure.
- 52. The Manager, Quality and Compliance is responsible for:
 - a) ensuring compliance with this Policy and related procedures with specific responsibility for maintaining open and transparent communication in relation to quality outcomes;
 - b) benchmarking GHE policy and standards with those adopted elsewhere in the tertiary sector;
 - c) the monitoring of information available from the review of records relating to the implementation of this Procedure.
- 53. All staff are responsible for becoming familiar and complying with this Policy and Procedure.

Associated information

Related Internal Documents	Admissions Procedure and Schedule One: Minimum Entry Requirements Academic Progress Policy Communication and Marketing Policy Credit and Recognition of Prior Learning Policy English Language Proficiency Policy Enrolment Policy Quality Assurance Policy Student Complaints, Grievances and Appeals Policy Student Disability Policy Student Diversity and Equity Policy Glossary of Terms
Related Legislation, Standards and Codes	<i>Tertiary Education and Quality Standards Agency Act 2011</i> <i>Higher Education Standards Framework (Threshold Standards) 2021</i> <i>Education Services for Overseas Students Act 2000</i> <i>National Code of Practice for Providers of Education and Training to Overseas Students 2018</i> <i>Direction No 53 - Assessing the Genuine Temporary Entrant Criterion for Student Visa Applications</i> TEQSA Guidance Note: <i>ELICOS Direct Entry Version 2.0</i> TEQSA Good Practice Note: <i>Making higher education admissions transparent for prospective students</i> <i>AQF Qualifications Pathways Policy</i>
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Change history

Version Control	Version 1.3	
Change Summary	18-Feb-20	v1.0 Draft approved by Academic Board (AB) 27-April-20 with minor revisions and recommended to the Board of Directors (BoD) for endorsement
	18-May-20	v1.1 revised version (add cl. 18, revise cl. 7, 8, 25) endorsed by BoD 5-Jun-20
	24-Jul-20	V1.2 administrative updates
	8-Jul-23	V1.3 administrative updates following TEQSA registration

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Schedule One - Minimum Entry Requirements

1. International students under the age of 18 at the commencement of the course are not eligible for admission.
2. In order for applicants to meet the minimum academic entry requirements relevant to the level of the course at least one of the following criteria must be met:

Table 1

Program Level	Domestic Applicants	International Applicants
Bachelor Degree (AQF Level 7)	An Australian Year 12 qualification with an ATAR/TER score of 55 or higher (or equivalent) OR	Senior high school certificate that is equivalent to an Australian Year 12 qualification at a level equivalent to Australian ATAR/TER 55 or higher <i>Overseas qualifications equivalent to Australian qualifications are based on the guidelines established by the Department of Education's Qualifications Recognition Policy, or the National Academic Recognition Information Centres (NARIC) database.</i>
	Successful completion of a recognised Foundation Studies program in Australia OR	
	Satisfactory completion of the International Baccalaureate Diploma with a passing score of 24 points over six subjects OR	
	Satisfactory completion of a Certificate IV or higher	
Masters Degree by Coursework (AQF Level 9)	AQF level 7 or above qualification in any discipline	Bachelor level qualification or above equivalent to an Australian AQF Level 7 qualification <i>Overseas qualifications equivalent to Australian qualifications are based on the guidelines established by the Department of Education's Qualifications Recognition Policy, or the National Academic Recognition Information Centres (NARIC) database.</i>

3. In order for applicants to meet the minimum English Language Proficiency requirements at least one of the following criteria must be met:

Table 2

Program Level	Domestic Applicant	International Applicants	
Bachelor Degree (AQF Level 7)	English is the applicant's first language Successful completion of Year 12	Academic IELTS 6.0 with no band below 5.5 (or equivalent certification), this score to be no more than two years old at the date of program commencement	
	Successful completion of AQF Certificate IV or higher	TOEFL iBT 60-78 with minimums: Reading 13, Listening 12, Speaking 18, Writing 21, this score to be no more than two years old at the date of program commencement	
	Completion of at least five years' study in one or more of the following countries: Australia, Canada, Republic of Ireland, New Zealand, South Africa, United Kingdom, or United States of America	Pearson (PTE) Overall 50 (no band less than 50), this score to be no more than two years old at the date of program commencement	
	Successful completion of a GHE-recognised English Language Intensive Course for Overseas Students (ELICOS) English for Academic Purposes program		Successful completion of a GHE-recognised English Language Intensive Course for Overseas Students (ELICOS) English for Academic Purposes program
			Completion of at least five years' English medium study in one or more of the following countries: Australia, Canada, Republic of Ireland, New Zealand, South Africa, United Kingdom, or United States of America
			Citizens of one of the following countries: Canada, Republic of Ireland, New Zealand, United Kingdom, or United States of America (NB may be required to complete English language testing for visa purposes)

Table 2 (contd)

Program Level	Domestic Applicant	International Applicants
Masters Degree by Coursework (AQF Level 9)	English is the applicant's first language Successful completion of Year 12 (English medium)	Academic IELTS 6.5 with no band below 6.0 (or equivalent certification), this score to be no more than two years old at the date of program commencement
	Successful completion of AQF Certificate IV or higher (English medium)	TOEFL iBT 79 with minimum scores: Reading 20, Listening 20, Speaking 20, Writing 21, this score to be no more than two years old at the date of program commencement
	Completion of at least five years' English medium study in one or more of the following countries: Australia, Canada, Republic of Ireland, New Zealand, South Africa, United Kingdom, or United States of America	Pearson (PTE) Overall 58 (no band less than 50), this score to be no more than two years old at the date of program commencement
	Successful completion of an IIBIT recognised English Language Intensive Course for Overseas Students (ELICOS) English for Academic Purposes program	Successful completion of a GHE-recognised English Language Intensive Course for Overseas Students (ELICOS) English for Academic Purposes program
		Completion of at least five years' English medium study in one or more of the following countries: Australia, Canada, Republic of Ireland, New Zealand, South Africa, United Kingdom, or United States of America
		Citizens of one of the following countries: Canada, Republic of Ireland, New Zealand, United Kingdom, or United States of America

Special consideration (educational disadvantage)

4. In addition to the circumstances outlined below, GHE may take into account any special circumstances that may have educationally disadvantaged a particular applicant.
5. Circumstances of disadvantage may be one-off or ongoing such as:
 - a) a recent medical condition or disability;
 - b) caring for ill or injured close family members;
 - c) financial hardship;
 - d) bereavement;
 - e) war or significant social unrest in the country of origin;
 - f) displaced person; or
 - g) being part of an equity group recognised by the Australian Government and as outlined in the **Student Diversity and Equity Policy**.

Course entry requirements

6. For postgraduate awards, work experience in the relevant field is an advantage.