

STUDENT SELECTION AND ADMISSIONS POLICY AND PROCEDURE

1. Overview

The Higher Education Leadership Institute (“the Institute”) upholds the principle that all applicants seeking to enrol are treated fairly, consistently and equitably irrespective of their educational background, entry pathway, mode or place of study. To ensure this the Institute has open, fair, clear and transparent procedures that are based on clearly defined entry criteria for making decisions about the selection of students. Students are selected on merit based on the published criteria. The Institute will ensure that throughout the process of selection and admission, applicants are treated courteously, expeditiously and without discrimination.

Entry criteria and application procedures are published on the Institute’s website for the information of persons seeking to enrol with the Institute.

1.1 *Relationship to the Higher Education Support Act 2003*

As a Higher Education Provider and in accordance with the *Higher Education Support Act 2003* the Institute will treat fairly all students and potential students and has open, fair and transparent procedures that are based on merit for making decisions about:

- a) the selection, from among persons who seek to enrol with the Institution; and
- b) the treatment of students.

Potential Students seeking to enrol with the Institute, regardless of their background, circumstances or eligibility for funding, will be assessed for entry to study through the same published entry requirements and through the same process.

The above undertakings do not prevent the Institute taking into account, in making decisions about the selection and treatment of students or potential students, educational disadvantages that a particular student has experienced or the fact that the student or potential student may be enrolled via a restricted access arrangement.

2. Entry requirements

Persons seeking to enrol in a course with the Institute are required to submit acceptable evidence that they meet the published entry criteria for their chosen course. The entry requirements for each course offered by the Institute are designed to ensure that prospective students have the academic preparation and English proficiency needed to complete their intended course of study.

To satisfy the entrance requirements for admission to a postgraduate course offered by the Institute, applicants must provide evidence that they hold a bachelor degree (or equivalent or higher) in any discipline (subject to verification – refer section 4 below).

Applicants with international qualifications not delivered in English must demonstrate English equivalency as follows (subject to verification – refer section 4 below):

- a) Academic IELTS: 6.5 or higher overall with a writing score of at least 6.5 and no band lower than 6.0; or
- b) IBT (Internet-based TOEFL) overall score of 79 with a writing section minimum of 21 and speaking 18; or
- c) Cambridge Certificate of Proficiency in English (CPE): Overall score 180, writing and speaking 180; or
- d) Cambridge Certificate of Advanced English (CAE): Overall 176 with a writing and speaking minimum score of 169; or
- e) PTE Academic Module with a minimum score of 58 with a writing and speaking section minimum of 50.
- f) English For Academic Purposes Level 2 (EAP 2): Upper Intermediate 'A' grade or higher with IELTS 6.5 requirement

Where there is any doubt about an applicant's ability to successfully undertake the course, then the applicant will be interviewed by the Course Coordinator before a final decision on the admission of the applicant is made. The Course Coordinator may request additional evidence relating to English language proficiency (including in a work or scholarly context).

During these interviews specific consideration will be given to the recruitment and admission of Aboriginal and Torres Strait Islander prospective students.

3. Applications

Applications for admission to a course are made on the *Application for Admission [FRM010]* available online through the Institute's website: <https://heli.edu.au/info/>

4. Assessment of applications and verification of evidence

All applications for admission to a course will be assessed by an Admissions Officer.

Applicants who apply to undertake a course of study at the Institute must submit documentary evidence that demonstrates they meet the published entry requirements of their chosen course. A certified copy of documentation must be provided as part of the application.

Qualifications undertaken in a language other than English must be accompanied by a certified official translation.

Where there is any doubt about the authenticity of any documentation provided, the Admissions Officer may correspond with the issuer of the document and make relevant enquiries.

Where the Admissions Officer has any doubt about whether an application meets the entry requirements, they will refer the application to the Course Coordinator for assessment.

The process for assessing applications is attached as Appendix 1.

5. Offers

Based on the documentation provided and subject to the application meeting the published entry criteria, a written offer of a place in the course will be made to the applicant via a *Letter of*

Offer and Student Agreement [FRM011 or FRM012]. Any conditions of the offer will be clearly specified.

The offer of a place in a course will include the following information:

- a) all fees associated with the applicant's proposed studies as known at the time and advice on the potential for changes in fees during their studies;
- b) arrangements and potential eligibility for credit for prior learning;
- c) details on withdrawals and refunds; and
- d) details of any specific requirements of the course.

6. Acceptance

Applicants accept the offer of a place in the course by signing and returning a copy of the *Letter of Offer and Student Agreement [FRM011 or FRM012]* as directed.

Once an offer is accepted, the applicant is enrolled in their chosen course and sent a confirmation email with details about arrangements for student orientation.

7. Cancellation of enrolment

A student's enrolment may be cancelled if any statements or documentation pertaining to their admission application are shown to be false.

A student shall be deemed to be no longer enrolled in a course if the student has been excluded on academic or disciplinary grounds.

8. Request for review of a decision to refuse admission

An applicant may request a review of a decision to refuse admission to a course. The grounds for a review are that the decision is inconsistent with this policy. A request for a review of a decision to refuse admission must be made in writing and lodged with the Dean within ten working days of the applicant receiving written notification of the decision to refuse entry to a course. The Dean will review the documentation to assess whether the policy has been properly applied in this case and then respond in writing to the request within twenty working days. The Dean may confirm or vary the decision.

If an applicant remains dissatisfied with the outcome of their request for a review of a decision to refuse admission to a course they may utilise the Institute's *Student Grievance Handling Policy and Procedure [QAF090]* which enables prospective students to lodge grievances of a non-academic nature.

Decisions made by the Dean with reference to requests for review of decisions made under this policy will be reported to and reviewed by the Academic Quality Committee.

9. Related documentation

- FRM010 Application for Admission
- FRM011 Letter of Offer and Student Agreement – domestic
- FRM012 Letter of Offer and Student Agreement - international

- QAF090 Student Grievance Handling Policy and Procedure
- QAF033 Diversity and Equity Policy

10. Version history

| Version | Approved by | Approval Date | Details |
|---------|----------------|------------------|--|
| 1.0 | Academic Board | 20 April 2016 | Document creation and initial approval |
| 1.1 | Academic Board | 2 November 2016 | Minor changes to better address new HE Standards Framework Reworking of appeals process |
| 1.2 | Academic Board | 15 March 2017 | Validation of admission decisions by Course Coordinator rather than the Dean and other minor amendments |
| 2.0 | Academic Board | 14 June 2017 | Addition of provisional admission and minor changes to wording |
| 2.1 | Academic Board | 18 October 2017 | To reflect change to admission requirements and other minor changes |
| 3.0 | Academic Board | 28 February 2018 | Changes to incorporate HESA requirements |
| 3.1 | Dean | 20 December 2018 | Minor changes following FEE-HELP approval to reflect actual practice |
| 3.2 | Academic Board | 4 March 2020 | Changes to English language entry requirements Removal of provisional admission Inclusion of FRM012 for international students |
| 3.3 | Dean | 7 October 2020 | Minor changes to English language requirements and admissions process |

Document owner: Dean

Appendix 1: Procedures for assessing an applicant's qualifications, experience and English language proficiency

