

Student Application and Selection Procedure (International Students)

1.0 Purpose

This procedure describes the application and selection process to ensure that

- students who are capable of success in their chosen course of study are selected
- the selection process is conducted in an ethical and responsible manner
- appropriate access and equity principles are considered in selection criteria
- the application and selection process is consistent and compliant with relevant ESOS Act, DEEWR and DIAC regulations and SNR standards.

2.0 Responsibility

The Institute's Student Administration Manager will be responsible for the implementation of this policy and ensuring that staff are aware of its application and procedure.

3.0 Scope

This procedure applies to the admission, selection and processing of applications received from international students who wish to study courses offered by the Institute. It describes processes associated with:

- applications submitted by prospective students
- selection and issuance of a Letter of Offer acceptance of the Letter of Offer
- issuance of an electronic Confirmation of Enrolment (eCOE).

4.0 Definitions

Admission: the process by which a prospective student applies for a place in a course offered by the Institute is considered and either selected or rejected.

Australian Qualifications Framework (AQF): a nationally consistent set of qualifications for all post-secondary education and training in Australia.

Department of Immigration and Citizenship (DIAC): DIAC's Student Visa Program provides student visas to international students to allow them to study on campus onshore with an accredited provider.

ESOS Act (2000): Federal Government act that regulates the provision of education and training services to international students in Australia and which stipulates student VISA conditions.

Electronic Confirmation of Enrolment (eCOE): a DIAC requirement for the issuing of student visas for international students. This is generated through PRISMS.

IELTS: a comprehensive test of English language proficiency designed to assess the ability of non-native speakers of English who intend to study or train in the medium of English.

Letter of Offer: a formal invitation to a prospective student to commence study at the Institute in the course offered.

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International Student: a student studying in Australia who is the holder of a student visa granted by the Australian Government.

PRISMS: Acronym for Provider Registration and International Students Management System (PRISMS). This site provides Australian education providers with the Confirmation-of-Enrolment (CoE) facilities required for compliance with the [Education Services for Overseas Students \(ESOS\) legislation](#).

Selection: process undertaken to enable ranking of applicants for a program according to specified selection criteria, and subsequent notification of applicant's eligibility to enrol.

5.0 Requirement

- 5.1 Application procedures shall be applicant-focused, consistently applied and equitable.
- 5.2 All applications shall be treated fairly, with respect and sensitivity, and in accordance with the Institute's Privacy Policy.
- 5.3 Applications for admission shall be lodged according to the relevant guidelines provided to the applicants in the Student Prospectus.
- 5.4 The Institute shall reserve the right to request additional information from applicants which may be relevant to their application, including documentation of previous academic records, medical certificates, or other supporting documentation in the case of Special Consideration applications on any of the established grounds for Special Consideration.
- 5.5 The Institute reserves the right to request applicants' authorisation to obtain further information from relevant third parties, where necessary, regarding their application.
- 5.6 Applicant information shall remain confidential between the designated parties and will only be used as per the Privacy Policy.

6.0 Methods

Application by Prospective Students

- 6.1 All enquiring students must be provided with a Student Prospectus, a Student Agreement and the ESOS Framework, or link to the ESOS Framework. International students can only be offered places in CRICOS-registered courses.
- 6.2 Prospective applicants (applying from overseas) shall be advised that the Application Form should be received no later than six weeks before a course commencement date to allow the Institute time to assess the application and for DIAC authorities to approve the student visa application.
- 6.3 All prospective students must complete the Institute's Application Form to apply for admission into the courses offered.
- 6.4 Applicants must sign and date the Student Agreement on the application and attach all supporting documents including:
 - Certified academic transcripts
 - Evidence of English language level (e.g. IELTS, TOEFL) and/or
 - Certified educational or academic certificates (in both the original language and in English).

Other documents that may be required include:

- English translations of all documents

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- Academic transcripts from previous educational institutions (if applying for advanced standing/credits)
 - Letter of Release from another provider for the relevant study period.
- 6.5 Upon receipt of the application, a student file is created and relevant details recorded using a Student Application Checklist.
- 6.6 Application can be made by email, fax or in person or through an authorised representative.

Selection Process

- 6.7 The Student Administration Manager or an authorised Admissions Officer must review and assess the application and determine, based on the selection and entry requirements for the course, whether a Letter of Offer should be made. To be accepted the applicant must meet the following:
- Academic Entry Requirements
 - minimum English language requirements
 - age requirement
- 6.8 The Academic Entry Requirements will be assessed using the Institute's entry requirements policy for the overseas students.
- 6.9 English testing is not required where an applicant clearly has the required English language skills. Verified evidence of this would include:
- completing education in an English-speaking country or a senior secondary certificate of education at an English-speaking school, or
 - completing a substantial part of a Certificate IV or higher level qualification in Australia
 - Full details of language requirements are available in the Institute's English language requirements policy.
- 6.10 The applicants may be interviewed to ensure they meet minimum entry requirements and to assess their learning needs. During the interview, applicants shall be provided with information on the following:
- course details (contact hours per week, recommended text books, etc.)
 - fee structures
 - Institute requirements
 - recognition of other AQF qualifications, Recognition of Prior Learning & Credit Transfer information
 - Legislative and regulatory education guidelines and requirements.
- 6.11 The Admission Officer must use the Student Application Checklist to ensure that all required documents are received at the time of application assessment.
- 6.12 All application details must be entered into the Institute's Student Management System (SMS) and all documents must be filed.

Issuing the Letter of Offer

- 6.13 Successful applicants shall be sent a Letter of Offer that includes instructions for accepting the Offer. The Student Administration Manager, or an authorised Admissions Officer, must sign the Letter of Offer and/or the Student Agreement to be sent to the applicants.

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- 6.14 Applicants who do not meet an entry requirement will be notified in writing. Where applicable, unsuccessful applicants shall be offered alternative study options.
- 6.15 The Letter of Offer and Student Agreement letter are sent via email to the students or their nominated representative.
- 6.16 A copy of the Letter of Offer and Student Agreement are filed in the student file.

Acceptance of the Letter of Offer

- 6.17 Applicants must accept a Letter of Offer by the due date and by returning the signed Student Agreement form, accompanied by payment of tuition fees and Overseas Student Health Cover (OSHC), as outlined in the Letter of Offer.

Issuing the eCOE Letter

- 6.18 The Institute shall send an eCoE letter, generated through PRISMS, to students once the Student Agreement and funds have been received.
- 6.19 The Accounts Department will confirm receipt of tuition fees and approve issuance of an eCOE.
- 6.20 The eCoE must be prepared and generated as per the PRISMS User Guide.
- 6.21 Prior to the issuance of the eCOE, the student application file is checked to ensure all requirements are met. This is usually done using the Student Application Checklist.
- 6.22 The eCOE is then sent to the student, or the authorised representative, via email.
- 6.23 A copy of the eCOE is filed in the student file and the SMS is updated.
- 6.24 The eCOE will be used by the student to apply for a student visa.

Deferral

- 6.25 Prospective international students who have been offered a place in any course at the Institute have the right to defer the commencement of their studies for up to one year. Deferral must occur prior to enrolment. Students who defer cannot enrol.
- 6.26 Applicants shall be advised, in the Student Prospectus and on the Institute's website, of their right to defer and the process for deferral.
- 6.27 Applicants wishing to defer must follow the Deferral Policy available on the institute's website or by contacting Student Services.
- 6.28 Confirmation of a deferral is sent in writing to applicants.
- 6.29 Deferred applicants shall be requested by mail to confirm their intention to take up their place prior to enrolment. Applicants who do not confirm their place, as instructed in this letter, will lose it.

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6.30 Application by Transferring International Students

Prospective international students who are currently enrolled with another registered provider can apply for entry to a course at the Institute. However, they must have completed six months of their principal course of study with their previous registered provider at the time of enrolment. The Institute will not knowingly enrol a student who has not completed this requirement. This provision is in accordance with *ESOS Act 2000* and National Code.

International students who seek to transfer from another registered provider but who not completed six months of their principal course of study, will only be considered when:

- The original registered provider has ceased to be registered, or the course in which the student is enrolled has ceased to be registered
- The original registered provider has provided a written Letter of Release
- The original registered provider has had a sanction imposed on its registration by the Australian Government or state or territory government that prevents the student from continuing his or her principal course
- Any government sponsor of the student considers the change to be in the student's best interest and has provided written support for that change.

6.31 Application Process for Transferring International Students

- International students transferring from another registered provider will follow the same application and selection procedure as prospective offshore international students.
- If the applicant accepts an offer and does not enrol, DIAC shall be notified and the eCOE cancelled.

7.0 Associated Procedures / Documents

- 7.1 Student Selection Policy
- 7.2 Application Form
- 7.3 Student Agreement Form

8.0 Review History

This policy will be reviewed yearly from date of authorisation.

Revision	Date	Description of modifications
1	September 2012	Original
2	June 2013	Overall editing and update
3	July 2013	Review