Student Selection and Admissions Policy and Procedure

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1. PURPOSE

The purpose of this Policy is to provide information for staff and prospective and current students on the rules and procedures governing admissions into the Institute. This policy document and its implementation is consistent with the Australian Qualifications Framework (AQF) and the Higher Education Standards Framework (Threshold Standards) 2021.

Admission standards support the Institute's mission and values of integrity, capability and honesty. The Institute values education as an important life long experience for people from all cultures, irrespective of age and gender. All consideration given to student admission is fair and ethical and conducted in a transparent manner.

2. SCOPE

This policy document applies to general admission requirements for domestic and international applicants, inclusive of those both within Australia and offshore. It applies to the Institute's undergraduate and postgraduate courses, including associate degrees and diplomas. It also provides information on admission to non-award study at the Institute.

The Institute's Academic Board determines the general admission requirements set out in this policy document and the specific admission requirements for each course or unit.

3. DEFINITIONS

Academic merit is a measurement of academic achievement in relevant previous studies.

Admission includes procedures and processes involved in the application and approval to undertake a course of study at the Institute.

Australian Tertiary Admission Rank (ATAR) measures the rank of applicants based on achievement in Australian Senior Secondary qualifications, such as the NSW Higher School Certificate.

Australian Qualifications Framework (AQF) is a nationally administered framework that is

structured around levels of criteria that specify the standards for Australian educational qualifications.

Capacity refers to the potential a student has to succeed in studies and gain advantage from higher education.

Department of Home Affairs is a Commonwealth Government department responsible for issuing visas to overseas students. International applicants must adhere to all requirements of the Department of Home Affairs as well as those required by the Institute.

Domestic student is a student who is one of the following:
- Australian citizen (including Australian citizens with dual citizenship);
- New Zealand citizen;
- a permanent humanitarian visa holder.

Education Services for Overseas Students (ESOS) Legislation is a body of legislation relevant to overseas students. The Institute complies with the legislation.

International student is any student who is not a domestic student.

Recognition of prior learning (RPL) is a process that involves assessment of an individual's relevant prior learning (including formal, informal and non-formal learning) to determine the credit outcomes of an individual application for credit.

4. PROCEDURES

4.1 Admission Principles

- Admission into the Institute is determined on the basis of academic merit; the capacity for tertiary level study; and the likelihood of success in completing the course. The Institute recognises that 'academic merit' or 'capacity' or 'likelihood of success' can be measured by formal qualifications and also by means other than formally recognised educational attainment.
- It is the policy of the Institute to assess all applications for admission in accordance with procedures that are fair and equitable. Decisions regarding admission are consistent and free of bias and discrimination.
- The Institute recognises that applicants for admission may have undertaken previous studies with learning outcomes reflected in courses for which they seek admission into the Institute. In such instances, the Institute undertakes to grant academic credit for prior learning in accordance with the Institute's *Recognition of Prior Learning (RPL) Policy*.

- Admission to courses, programs, non-award studies and units in the Institute is determined on the basis of merit and perceived likelihood of success. Students admitted to a course will therefore commence their studies with a sufficient basis of prior knowledge and skills to achieve the course learning outcomes and the learning outcomes for the AQF in the time available for the course.
- The Institute will monitor academic progress and provide appropriate learning support to students admitted under any admission scheme.

4.2 General Eligibility Requirements

Applications for admission to the Institute are only considered if eligibility requirements are met. Further to the Institute's general requirements, all programs have specific eligibility requirements.

- **Age:**

  Domestic student applicants –

  - Applicants under 17 years of age prior to the relevant semester start date will not be considered for entry to an Institute course unless they have completed year 12 or an AQF diploma (or higher) qualification or equivalent, or unless their qualifications, preparedness for higher education and level of attainment are acceptable to the Provost.

  - Applicants under 17 years of age may also be required to provide evidence that they possess an outstanding academic record and that they are adequately prepared for higher education. Such evidence may include performance in external examinations that exceeds minimum academic requirements for course selection; relevant employment, community, sporting and/or cultural activities; and referees' reports. The Institute reserves the right to request any additional information in order to assess an application.

  - The application will be assessed and then the applicant will be interviewed by the Provost and the Senior Manager of Student Services.

  - The application will be reviewed by the Provost who will approve an offer of admission to an underage applicant; or reject the application; or offer a deferred place.

  - An offer of admission to an underage applicant may include specific conditions and requirements, including the Provost's discretion to withdraw an offer prior to enrolment, or terminate enrolment at any time on reasonable grounds relating to the academic progress or the health, safety or wellbeing of the applicant.

  International student applicants – The minimum eligible age for admission is 18 years.

- **English language proficiency:**

  The minimum English language requirements apply to all students for entry to the Institute. The Institute's English language requirements for entry to each level of

program, and equivalents to these requirements, are approved by the Institute's Academic Board.

Minimum English language proficiency requirements for particular programs are published on the '*English Language Requirements for Future Students*' section of the Institute's website.

- **International applications:**

  Additional general eligibility requirements may apply to international applications. Applicants must meet Department of Home Affairs and ESOS criteria for overseas student visas. It is the responsibility of overseas applicants to check these requirements as they may differ from the general the Institute's requirements.

- **Specific Course Eligibility Requirements**

  The minimum academic entry requirement for each course is available on the Institute's website. The 'Overseas qualification recognition' guideline was created on the basis of Country Education Profiles from Department of Education, Skills and Employment.

  For postgraduate research awards also refer to the *Research Higher Degree Admission Policy*.

- **Course Delivery Offshore**

  Student eligibility and admission standards for a course delivered offshore will be as for Institute courses delivered within Australia. An exception is the requirement for minimum English language proficiency, where a course will be delivered in a language other than English. Refer to the *Offshore Course Delivery Policy* and *Course Delivery in a Language Other Than English Policy* for further information.

4.3 Recognition of Prior Learning (RPL)

Recognition of Prior Learning allows for the admission of students on the basis that they have acquired prior learning through means other than formal study.

Students who intend to apply for RPL for undergraduate and postgraduate coursework awards should refer to the Institute's *Recognition of Prior Learning (RPL) Policy*.

Students who intend to apply for RPL for research higher degree awards should refer to the Institute's *Research Higher Degree Admissions and RPL Policy*.

4.4 Alternative admission schemes

Admission criteria and processes take into account equity and access considerations through the provision of alternative entry admission schemes, including Subject Adjustment (only applies for LLB applicants), Educational/Social Disadvantage Adjustment and Indigenous Entry Program.

The Institute's Academic Board may approve undergraduate admissions schemes for purposes such as:

- encouraging and assisting indigenous students to enroll into studies;

- providing access to the educationally or socially disadvantaged; or
- addressing the under-representation of designated groups.

Each specific undergraduate admission scheme is approved by the Institute's Academic Board and details, including the adjustment points available for particular applicants, are contained in the Admission Procedures for each Undergraduate and Postgraduate
Course as presented on IMC's website.

For selection under alternative admission schemes, applicants may be required to attend an assessment workshop and an interview with the relevant Dean or delegated authority.

The Institute will monitor academic progress and provide appropriate learning support to students admitted under any scheme which is based on equity and access.

For further details, students and staff should also refer to the Institute's Access and Equity Policy.

4.5 Scholarships

The Institute offers scholarships to eligible applicants. Selection criteria are based on 6 categories:

1. Academic merit/leadership;
2. Financial need;
3. Indigenous students;
4. Professional support;
5. International scholarships; and
6. Current students.

Descriptions and criteria for each of these categories are available on the Institute's website.

4.6 Students with disabilities

The same conditions and procedures apply to the admission of students with disabilities as to all students. The Institute provides assistance to students with disabilities. However, it is essential for a student with a disability to notify the Admissions Office before submitting their applications to ensure that early arrangement for their assistance can be made. Students with disabilities may be entitled to request special consideration on some assessment tasks.

For further details, students and staff should also refer to the Institute's Access and Equity Policy.

4.7 Exclusion and 'Absent Fail'

An application from a student currently excluded from any other educational institution will be required to include a detailed study plan that documents a demonstration of their ability to undertake studies in which they seek to enroll at the Institute. Applicants may also be required to complete extra skill support programs, that target particular educational needs, and are in addition to the usual compulsory skill support programs completed by the Institute's students.

If an applicant has been previously excluded or is a student who has received an absent fail (AF) at another higher education provider, they will be required to demonstrate how and why their

prospects for academic success have improved as outlined above; provide a study plan; and complete skill support programs that are in addition to the usual compulsory requirements.

In the case of exclusion from the Institute or another institution because of misconduct, an applicant will be asked to provide additional detail before admission is considered.

4.8 Non-Award Studies

An applicant can apply to undertake studies in one or more units as a Non-Award Studies student for career enhancement, professional development, cross institution credit or personal interests. Applicants for non-award study do not need to meet normal admission requirements, however, they must satisfy the Institute's English language proficiency requirements.

Acceptance into Non-award Studies may be subject to individual unit prerequisites. The Institute's rules and policies relating to RPL do not apply to non-award study applications.

A student will not be permitted to enrol in more than 50% of the units in a course on a non- award basis. Further enrolment will require application for entry to the course as an award student.

A student who satisfactorily completes a unit or units on a non-award basis may be given credit for the unit or units in an award program should successful application for entry to an award program be made.

5. Student Selection and Admission Processes

5.1 Applying for admission

To be considered for selection, domestic applicants must lodge a Domestic Student Application Form, supporting documentation and relevant forms.

To be considered for selection, international applicants must lodge an International Student Application form, supporting documentation and relevant forms.

Necessary forms and details of documentation requirements are available on the Institute 's website.

Applicants are also invited to submit applications for RPL and/or Scholarships if appropriate.

IMC also has an online application system available such that applicants can submit a course application directly through https://www.imc.edu.au/future-students/how-to-apply. In order to be considered for a place at the Institute, applicants must submit their application on time, in the correct manner and format, and complete with all required documentation.

Selection

To be considered for selection for admission in a course or other program of study, applicants must meet the eligibility criteria and be assessed as being likely to succeed. Eligibility and 'likelihood of success' does not guarantee selection. The Institute will only accept students when there are the available resources and infrastructure to accommodate student requirements. Where necessary, applicants who are eligible for admission will be ranked in comparison to one another and offers will be made in order of highest rank in terms of academic performance, English language proficiency and education background. the Institute may limit the number of places in a course at its discretion.

A delegated officer from the Admissions Office will review applications and identify applicants who meet the Institute's entry requirements. From these applicants, the Admissions Office will identify applicants who meet specific course or other program entry requirements and have the likelihood of success in the course, including minimum academic and English language proficiency requirements. International applicants who apply on the basis of overseas secondary or tertiary qualifications are considered for selection against criteria that are comparable to the relevant course criteria on IMC's website based on 'Overseas qualification recognition'. Assessment of prior learning and consideration for credit based on RPL will also be conducted by the Dean or Dean's nominee. An application will be considered in its entirety. Greater weight may be placed on the applicant's most recent and/or relevant previous qualifications, studies or experiences. Course entry requirements and selection methodology will be applied consistently to all applicants for a course.

Following assessment of applications, eligible applicants may be required to attend an interview with the Dean or Dean's nominee for some programs. The interview establishes criteria such as relevant communication skills and motivation and assures that the program is suitable for the applicant's personal and career aspirations.

A delegated officer from the Admissions Office will verify an applicant's documents, such as academic qualifications, evidence of training or professional experience and evidence of English proficiency.

Where an applicant provides false or misleading information in their application for admission or withholds information relevant to their application for admission to a course, program or unit, the application will be rejected. Where an offer of admission has already been made, or the applicant has commenced studies at the Institute, the offer of admission will be withdrawn or cancelled.

5.2 Acceptance of offers

Offers to successful applicants will be made from the Admissions Office in writing. Expiry dates for offers may be specified at the discretion of the Institute.

Prior to acceptance of an offer, the Institute will provide all relevant information to applicants including information to assist in course planning and participation; the Institute's obligations and policies; student support services that are available; and grievance resolution procedures.

An Acceptance link https://student.imc.edu.au will be sent to individual students which includes terms and conditions. The acceptance on the link must be read through before the Accept key will be available. Tuition fees must be paid before the application can be processed. Requests for deferral of offers should be made to the Admissions Office, with decisions made at the discretion of the office. An offer may be deferred for up to 2 terms.

5.3 Appeals

An applicant has the right to make an appeal of a decision made by the Institute's Admission's Office and will be provided with access to mechanisms to resolve grievances. If an applicant wishes to formally appeal an admission decision, the applicant must lodge an appeal with the Senior Student Services Manager within 20 working days of the receipt of the decision. (Refer to *Student Complaints and Appeals Policy and Procedure* for further information).

6. RELATED DOCUMENTS
I.   Access and Equity Policy
II.   Recognition of Prior Learning (RPL) Policy
III.   Higher Degree Research Admission Policy
IV.   Student Complaints and Appeals Policy and Procedure

6 Version Control

Historical Version	Approved by	Approval Date
2017.10	Academic Board	3 October 2017
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