

ADMISSIONS POLICY

Approving Authority	Academic Board
Purpose	This policy sets out the basis for making direct offers of admission for all undergraduate and postgraduate courses at Ozford Institute of Higher Education.
Responsible Officer	Academic Dean and Head of Marketing and Student Experience
Next Scheduled Review	September 2026
Document Location	http://www.ozford.edu.au/higher-education/policies-and-procedures/
Associated Documents	Credit Transfer and Articulation Policy and Procedure Domestic Student Fee Refund and Remission Policy and Procedure International Student Fee Refund Policy and Procedure Transfer between Registered Providers Policy and Procedure Younger Student Policy and Procedure Admissions Procedure

1. PRINCIPLES

The Ozford Institute of Higher Education (hereafter referred to as ‘the Institute’) Admissions Policy and the associated Procedure ensure the Institute has open, fair and transparent policies and procedures for making decisions about the admission and selection of students. The Institute admits students from a wide range of backgrounds, from Australia and overseas, who meet the entry requirements included in this policy.

The Institute is committed to having a robust application assessment process with appropriate admissions criteria.

The Institute will admit students who have been assessed as having a high probability of successfully completing the course for which they have applied. Admissions assessments are made following the standards and requirements set by the Academic Board (AB). Assessments are also consistent with the standards in the *Education Services for Overseas Students Act 2000* (ESOS Act), the *Higher Education Support Act 2003*, the Australian Qualifications Framework (AQF) and Tertiary Education Quality and Standards Agency (TEQSA) *Higher Education Standards Framework (Threshold Standards) 2021*.

The Institute welcomes applications for admission from prospective students of all backgrounds, including Aboriginal and Torres Strait Islander peoples, and is dedicated to providing equal educational opportunities to all students regardless of race, disability, gender or socio-economic or educational disadvantage. A range of student and transition support services are available at the Institute to assist all students to strive for educational and personal success.

All admissions decisions are made based on merit, taking into account the personal circumstances, academic history and language and vocational skills of the applicant, in accordance with the admissions criteria approved by the Academic Board and contained in this policy.

2. SCOPE

This policy applies to applications for admission to all undergraduate and postgraduate courses offered by the Institute and applies to all staff involved in making admission decisions.

3. DEFINITIONS

Confirmation of Enrolment (CoE)

The Confirmation of Enrolment (also called a CoE) is an official statement from the Institute via PRISMS that lists the student's details, course and the start and end dates of the course.

The Confirmation of Enrolment (COE) is an official document issued to international students by universities and other education providers in Australia. It confirms that the student has accepted a place in a course and has paid required tuition fees and Overseas Student Health Cover (OSHC). The COE is required by the Department of Home Affairs for the purpose of issuing a student visa.

Domestic Students

Domestic students are those students, or applicants to become students, who are Australian or New Zealand citizens or permanent residents who have the right to study in Australia without the requirement to hold a student visa. Asylum seekers on Bridging Visa A or E, a Temporary Protection Visa or a Safe Haven Enterprise Visa may have the right to study in Australia as domestic students.

Genuine Temporary Entrants

Means a prospective student who satisfies the genuine temporary entrant criterion for Student visa or Student Guardian visa applications, ie. a genuine temporary entrant and intend to return home after studying in Australia.

Ministerial Direction 69 states an applicant who is a genuine temporary entrant will have circumstances that support a genuine intention to temporarily enter and remain in Australia, notwithstanding the potential for this intention to change over time to an intention to utilise lawful means to remain in Australia for an extended period of time or permanently. (<https://immi.homeaffairs.gov.au/Visa-subsite/files/direction-no-69.pdf>)

Genuine Students

Means a prospective student who have a genuine intention to study in Australia, engage with learning and ability to meet the requirements of their visa.

To establish this, the genuine student test includes questions about the applicant's purpose of study, English language proficiency, academic background, links to Australia and financial capacity to support themselves during their studies.

International Students

International students are those students, or applicants to become students, who have been issued with a valid and current student visa for the purposes of studying in Australia.

Provider Registration and International Student Management System (PRISMS)

Means the Provider Registration and International Students Management System (the electronic system that holds CRICOS and the electronic confirmation of enrolment).

Prospective student

Means a person (whether within or outside Australia) who intends to become, or who has taken any kind of steps towards becoming a Student at the Institute.

4. POLICY

- 4.1 All admissions decisions are made based on merit, taking into account the personal circumstances, academic history and language and vocational skills of the applicant, following the admissions criteria approved by the Academic Board and contained in this policy.
- 4.2 The responsibility for admissions decisions ultimately rests with the Academic Board. The Academic Board has delegated this responsibility to the Academic Dean, who fulfils this responsibility with the assistance of other senior officers, including the Heads of Department and/or the Head of Marketing and Student Experience.

Entry Requirements

Domestic Students

- 4.3 A domestic applicant must meet the academic requirements for admission to an undergraduate course in the following ways:
- i. satisfactory completion of a current or previously approved Victorian Certificate of Education (VCE), Higher School Certificate (HSE) or equivalent;
- OR
- ii. satisfactory completion of the International Baccalaureate Diploma (IB Diploma), including English;
- OR
- iii. satisfactory completion of an overseas qualification of an equivalent standard to an approved Australian Year 12 qualification, including English;
- OR
- iv. satisfactory completion of one year of an AQF-accredited award at the level of Certificate IV or above;
- OR
- v. satisfactory completion of one year of study at Level 7 of the AQF or equivalent at an Australian or overseas higher education provider. This includes applicants who have completed or partially completed a degree or Higher Education Diploma (HE Diploma);
- OR
- vi. mature age entry for applicants over the age of twenty-one who can demonstrate a capacity for successful study at the undergraduate level through work and life experience as assessed by the Academic Dean;

AND

fulfil all course-specific entry requirements approved by the Academic Board and published at the Institute's website.

4.4 A domestic applicant must meet the academic requirements for admission to a Graduate Certificate course in the following ways:

i. completion of an Australian Bachelor's degree or equivalent;

OR

ii. completion of three years of postsecondary study with a qualification equivalent to an Australian Associate degree or Advanced Diploma;

OR

iii. a minimum of three years equivalent full-time relevant managerial or professional experience;

OR

iv. a minimum of five years equivalent full-time relevant work experience;

AND

fulfil all course-specific entry requirements approved by the Academic Board and published at the Institute's website.

4.5 A domestic applicant must meet the academic requirements for admission to a Graduate Diploma or a Master course in the following ways:

i. completion of an Australian Bachelor's degree or equivalent;

OR

ii. completion of an Australian Graduate Diploma or equivalent;

OR

iii. completion of an Australian Graduate Certificate or equivalent;

AND

fulfil all course-specific entry requirements approved by the Academic Board and published at the Institute's website.

International Students

- 4.6 An international applicant must meet the academic requirements for admission to an undergraduate course in the following ways:
- i. satisfactory completion of a current or previously approved VCE, HSC or equivalent;

OR

 - ii. satisfactory completion of the IB Diploma, including English;

OR

 - iii. satisfactory completion of an overseas qualification of an equivalent standard to an approved Australian Year 12 qualification;

OR

 - iv. satisfactory completion of one year of an AQF-accredited award at the level of Certificate IV or above;

OR

 - v. satisfactory completion of one year of study at Level 7 of the AQF or equivalent at an Australian or overseas higher education provider. This includes applicants who have completed or partially completed a degree or HE Diploma;

AND

demonstrate that the applicant meets the minimum level of English language proficiency.

- 4.7 An international applicant must meet the academic requirements for admission to a Graduate Certificate course in the following ways:
- i. completion of an Australian Bachelor's degree or equivalent;

OR

 - ii. completion of three years of postsecondary study with a qualification equivalent to an Australian Associate degree or Advanced Diploma;

OR

 - iii. a minimum of three years equivalent full-time relevant managerial or professional experience;

OR

 - iv. a minimum of five years equivalent full-time relevant work experience;

AND

fulfil all course-specific entry requirements approved by the Academic Board and published at the Institute's website;

AND

demonstrate that the applicant meets the minimum level of English language proficiency.

4.8 An international applicant must meet the academic requirements for admission to a Graduate Diploma or a Master course in the following ways:

i. completion of an Australian Bachelor's degree or equivalent;

OR

ii. completion of an Australian Graduate Diploma or equivalent;

OR

iii. completion of an Australian Graduate Certificate or equivalent;

AND

fulfil all course-specific entry requirements approved by the Academic Board and published at the Institute's website;

AND

demonstrate that the applicant meets the minimum level of English language proficiency.

4.9 International applicants for an undergraduate course are required to provide evidence of sufficient English language skills to enable them to successfully complete the course unless the applicant can demonstrate:

i. The applicant has the equivalent of an Australian Year 12 or AQF Level 5 qualification or higher that was studied in Australia in English within the past two years;

OR

ii. The applicant has completed secondary education or higher in English.

4.10 To demonstrate that they have met the English language requirements for admission to an undergraduate course, the applicant must show evidence of:

i. an International English Language Testing Service (IELTS) score of 5.5 with no band less than 5.0 or equivalent from an approved English language test provider to enter a HE Diploma;

OR

- ii. an IELTS score of 6.0 with no band less than 5.5 or equivalent from an approved English language test provider to enter a Bachelor degree;

OR

- iii. an Australian Certificate IV English as an Additional Language (EAL) qualification or another Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS)-listed English language qualification studied in Australia with outcomes equivalent to IELTS 5.5 or above to enter a HE Diploma or 6.0 or above to enter a Bachelor degree;

OR

- iv. evidence of successful completion of the 10-week English for Academic Purposes (EAP) program at Ozford English Language Centre or other English language centres endorsed by the National English Language Teaching Accreditation Scheme (NEAS) quality assurance, which will meet the IELTS equivalent of 6.0 for direct articulation into the HE Diploma or Bachelor degree.

4.11 International applicants for a postgraduate course are required to provide evidence of sufficient English language skill to enable them to successfully complete the course unless the applicant can demonstrate:

- i. The applicant has completed an AQF Level 7 (or higher) qualification that was studied in Australia in English within the past two years;

OR

- ii. The applicant has completed a higher education qualification in English Language awarded by a recognised university in which English is the primary language.

4.12 To demonstrate that they have met the English language requirements for admission to a postgraduate course, the applicant must show evidence of:

- i. an International English Language Testing Service (IELTS) score of 6.0 with no band less than 6.0 or equivalent from an approved English language test provider to enter a Graduate Certificate or a Graduate Diploma;

OR

- ii. an IELTS score of 6.5 with no band less than 6.0 or equivalent from an approved English language test provider to enter a Master degree;

OR

- iii. evidence of successful completion of the 10-week English for Academic Purposes (EAP) program at Ozford English Language Centre or other English language centres endorsed by the National

English Language Teaching Accreditation Scheme (NEAS) quality assurance, which will meet the IELTS equivalent of 6.0 for direct articulation into the Graduate Certificate or Graduate Diploma;

OR

- iv. evidence of successful completion of the 20-week English for Academic Purposes (EAP) program at Ozford English Language Centre or other English language centres endorsed by the National English Language Teaching Accreditation Scheme (NEAS) quality assurance, which will meet the IELTS equivalent of 6.5 for direct articulation into the Master degree.
- 4.13 If an applicant does not have formal evidence of English proficiency or other vocational or higher education qualifications, but there is reasonable evidence to suggest that the applicant has adequate English, the applicant may be allowed to sit an approved English Competency Test at the discretion of the Academic Dean. Depending on the outcome of this test, the applicant may be enrolled directly into the course or required to undertake a specified period of English language study.
- 4.14 In general, applicants must be a minimum of 18 years of age before commencing a course at the Institute. Applicants who are 17 years or above upon commencement may apply directly to the Academic Dean for consideration on a case by case basis and must satisfy younger student welfare arrangement conditions, as described in the Younger Student Policy, before admission can be considered. The parent or guardian of the student under 18 must accept the offer on the student's behalf.
- 4.15 Applicants who are assessed as meeting both the Academic and English Entry Requirements will be eligible to receive a Letter of Offer for the chosen courses.
- 4.16 Offers can be conditional on the applicant providing proof that they have met entry requirements or on other conditions detailed in the offer. Conditional offers might be issued to applicants who have not fully met the entry requirements at the time of application if:
- the applicant is enrolled in a packaged offer including other courses offered by the Institute or other affiliated entities
 - the applicant is enrolled in a packaged offer with any of the Institute's articulation partners
 - the applicant can provide evidence of the outstanding documents to demonstrate eligibility before the course commencement date.
- 4.17 Applicants with conditional offers are required to provide evidence to demonstrate they have met the conditions as stated in the conditional Letter of Offer before the course commencement date for enrolment to proceed.

5. QUALITY ASSURANCE

To ensure that the policy is fit for purpose and meets the requirements of the HESF Threshold Standards, the policy will be:

- 5.1 internally endorsed by the Executive Management Team on development or review, before approval by Governing Board, Academic Board or other delegated authority;

- 5.2 externally reviewed as part of any independent review of the HESF Threshold Standards approved by the GB;
- 5.3 internally reviewed by the Responsible Officer every three years from the date of approval (if not earlier); and
- 5.4 referenced to the applicable HESF threshold standard and other relevant legislation and regulations.

6. FEEDBACK

Feedback or comments on this policy is welcomed by the listed responsible officer(s) of the Institute.

7. ACKNOWLEDGEMENT

This policy was developed with reference to the following:

- Central Queensland University, Admission to CQUniversity Coursework Courses Policy and Procedure, April 2018
- Deakin University, Admission Policy and Admission Minimum Eligibility Criteria Procedure, 2023 ([Admission policy / Document / Deakin Policy Library](#) and [Admission Minimum Eligibility Criteria procedure / Document / Deakin Policy Library](#))
- Griffith University, Undergraduate Programs Admission Policy and Postgraduate Programs Admission Policy, 2021 (<https://sharepointpubstor.blob.core.windows.net/policylibrary-prod/Undergraduate%20Programs%20Admission%20Policy.pdf>) and [Postgraduate Programs Admission Policy.pdf \(windows.net\)](#))
- Melbourne University, Selection and Admission Policy, 2023 ([Selection and Admission Policy \(unimelb.edu.au\)](#))
- TEQSA, Guidance note: Admissions (coursework), Version 2.0, 2022 ([Guidance note: Admissions \(coursework\) | Tertiary Education Quality and Standards Agency \(teqsa.gov.au\)](#))

8. VERSION CONTROL

Version	Date Approved	Description	Approved By
1.0	December 2013	Initial issue	AB
2.0	December 2015	Aligning with new HESF	AB
3.0	June 2017	Minor changes due to LTQC recommendation	AB
4.0	October 2017	Minor changes due to internal restructuring of positions	AB
5.0	June 2018	Developing Policies and Procedures as separate documents as per TEQSA requirement.	AB
6.0	February 2019	Incorporating admissions criteria for domestic students.	AB
7.0	July 2019	Further amendment for domestic students	AB
8.0	October 2019	Internal review	AB
9.0	November 2020	Inclusion of assessment requirement and use of conditional offer	AB

Version	Date Approved	Description	Approved By
10.0	December 2020	Change of admission age requirement	AB
11.0	April 2021	Internal review for admission of student under 18	AB
12.0	November 2021	Incorporating admission criteria for international students.	AB
13.0	February 2022	Updating admission criteria for Graduate Diploma and Master courses.	AB
14.0	August 2023	Updating admission criteria for Graduate Certificate courses. Minor edits to position titles	AB
14.1	September 2023	Internal review – minor formatting changes, alignment of definitions and add external referencing	EMT
Related legislation/ regulation /standard	Tertiary Education Quality and Standards Act 2011 Higher Education Standards Framework (Threshold Standards) 2021 Education Services for Overseas Students Act (ESOS) 2000 Education Services for Overseas Students Regulations 2019 The National Code of Practice for Providers of Education and Training to Overseas Students 2018		

Notes.

AB = Academic Board.

EMT = Executive Management team