

## ADMISSIONS POLICY

<b>Approving authority</b>	Academic Board
<b>Purpose</b>	This policy sets out the basis for making direct offers of admission for all Undergraduate courses at Ozford Institute of Higher Education.
<b>Responsible Officer</b>	Academic Dean
<b>Next scheduled review</b>	December 2023
<b>Document Location</b>	<a href="http://www.ozford.edu.au/higher-education/policies-and-procedures/">http://www.ozford.edu.au/higher-education/policies-and-procedures/</a>
<b>Associated documents</b>	Credit Transfer and Articulation Policy and Procedure Refund Policy and Procedure Transfer between Registered Providers policy and Procedure Younger Student Policy and Procedures Admissions Procedure

### 1. PRINCIPLES

Ozford Institute of Higher Education (the Institute) Admissions Policy and Procedures are to ensure the Institute has open, fair and transparent policy and procedures for making decision about the admission and selection of students from a wide range of backgrounds, both from Australia and from overseas who meet entry requirements set out 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 in accordance with standards and requirements set by the Academic Board and consistent with the standards set out in the Education Services for Overseas Students (ESOS) Act 2000, the Higher Education Support Act 2003, the Australian Qualifications Framework (AQF), and Tertiary Education Quality and Standards Agency (TEQSA) Threshold Standards.

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 support and transition support services are available at the Institute to assist all students strive for educational and personal success.

All admissions decisions are made on the basis of 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 courses offered by the Institute and applies to all staff involved in making admission decisions.

### 3. DEFINITIONS

#### 3.1 Responsibility for Admissions

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 Student Services & Administration.

### 3.2 International Students and 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 or a Temporary Protection Visa or a Safe Haven Enterprise Visa may have the right to study in Australia as domestic 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.

## 4. POLICY

All admissions decisions are made on the basis of 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.

### Entry Requirements for Undergraduate Programs

#### Domestic Students

4.1 A domestic applicant must meet the academic requirements for admission for undergraduate programs in one of the following ways:

- i. Satisfactory completion of a current or previously approved Victorian Certificate of Education, Higher School Certificate or equivalent;
- OR
- ii. Satisfactory completion of the International Baccalaureate Diploma including English;
- OR
- iii. Satisfactory completion of an overseas qualification of an equivalent standard to an approved Australian Year 12, including English;
- OR
- iv. Satisfactory completion of one year of an Australian Qualifications Framework accredited award at the level of Certificate IV or above;
- OR
- v. Satisfactory completion of one year of study at level 7 of Australian Qualification Framework 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;
- OR
- vi. Mature age entry for applicants over the age of twenty one who can demonstrate capacity for successful study at undergraduate level through work and life experience as assessed by the Academic Dean.

#### International Students

4.2 An international applicant must meet the academic requirements for admission for undergraduate programs in one of the following ways:

- i. Satisfactory completion current or previously approved Victorian Certificate of Education, Higher School Certificate or equivalent;
- OR

- ii. Satisfactory completion of the International Baccalaureate Diploma including English;
- OR
- iii. Satisfactory completion of an overseas qualification of an equivalent standard to an approved Australian Year 12;
- OR
- iv. Satisfactory completion of one year of an Australian Qualifications Framework accredited award at the level of Certificate IV or above;
- OR
- v. Satisfactory completion of one year of study at level 7 of Australian Qualification Framework 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.
- AND
- Demonstrate that the applicant meets the minimum level of English language proficiency.

**4.3.** International applicants are required to provide evidence of sufficient English language skill to enable them to successfully complete an undergraduate degree course unless the applicant can demonstrate:

- i. The applicant has the equivalent of Australian year 12 or higher which was studied in Australia in English and at least one year of study was completed within the past two years.
- OR
- ii. The applicant has completed secondary education or higher in English.

**4.4.** To demonstrate that they have met the English language requirements the applicant must show evidence of:

- i. an IELTS (International English Language Testing Service) score of 5.5 with no band less than 5.0 or equivalent from an approved IELTS provider to enter the Higher Education Diploma;
- OR
- ii. an IELTS score of 6.0 with no band less than 5.5 or equivalent from an approved IELTS provider to enter the Bachelor Degree;
- OR
- iii. an Australian Certificate IV EAL (English as an Additional Language) qualification or another CRICOS (Commonwealth Register of Institutions and Courses for Overseas Students) listed English language qualification studied in Australia with outcomes equivalent to IELTS 5.5 or above for HE Diploma or 6.0 or above for 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 NEAS (National English Language Teaching Accreditation Scheme) Quality Assurance which will meet the IELTS equivalent of 6.0 for direct articulation into the HE Diploma or Bachelor Degree.

**4.5.** In the event that an applicant does not have formal evidence of English proficiency or of other vocational or higher education qualifications, but there is reasonable evidence to suggest that the applicant has adequate English, the Academic Dean at his/her discretion may allow the applicant

to sit an approved English Competency test. Depending on the outcome of this test the applicant may be enrolled directly into the course or may be required to undertake a specified period of English language study.

- 4.6 In general, applicants must be a minimum of 18 years of age prior to commencing a course at the Institute. Applicants at the age of 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 set out in the Younger Student Policy before admission can be considered.

#### 4 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, prior to approval by Governing Board, or the Academic Board or other delegated authority;
- 5.2 externally reviewed as part of any independent review of the HESF Threshold Standards approved by the Governing Board;
- 5.3 internally reviewed by the Responsible Officer every three years from the date of approval (if not earlier).
- 5.4 referenced to the applicable HESF threshold Standard and other relevant legislation and regulations.

#### 5 FEEDBACK

Feedback and comments on this policy are welcomed by the listed Responsible officers of the Institute.

#### 6 ACKNOWLEDGEMENT

This policy was initially developed with reference to the following institutions' policies:  
CQUniversity, *Admission to CQUniversity Coursework Programs Procedures*, December 2013  
Griffith University, *Credit Transfer Policy*, November 2013

#### 7 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	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	December 2020	Change of admission age requirement	AB
Related legislation/ regulation/standard	HES Threshold Standards 2015 1.1 & 1.2 (Admission)		