

ADMISSIONS PROCEDURE

Approving authority	Executive Management Team
Purpose	This policy sets out the basis for making direct offers of admission for all coursework courses at Oxford Institute of Higher Education.
Responsible Officer	Academic Dean
Next scheduled review	June 2021
Document Location	http://www.oxford.edu.au/higher-education/policies-and-procedures/
Associated documents	Admissions Policy Credit Transfer and Articulation Policy and Procedure Refund Policy and Procedure Transfer between Registered Providers Policy and Procedure

1. PRINCIPLES

Oxford Institute of Higher Education (the Institute) admissions procedure is designed to admit students from a wide range of backgrounds, both from Australia and from overseas who meet entry requirements set out in this procedure and who are judged to have a good chance of successfully completing the course into which they are admitted.

In making a judgement about a student's likely ability to complete a course offered by the Institute it is policy that all coursework at the Institute will be assessed 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, National Office of Overseas Skills Recognition (NOOSR), the Australian Qualifications Framework (AQF), and Tertiary Education Quality and Standards Agency (TEQSA) Threshold Standards.

2. SCOPE

This procedure applies to all applications for making decisions about minimum qualifications and English proficiency required for admissions into a taught course at the Institute. It also applies to making judgments about credit transfers and recognition of prior learning (RPL)

3. DEFINITIONS

3.1 Responsibility for Admissions

The responsibility for admissions decisions ultimately rests with the Academic Board. The Academic Board will delegate this responsibility to the Academic Dean who may in turn delegate this responsibility to other senior officers, including the Heads of Departments and/or the Head of Student Services & Administration.

4. PROCEDURES

4.1 *Applications - Students*

- 4.1.1 Students applying are required to submit the Institute's Application Form by person, post, fax, email, or via the online application on the Institute website. Students may apply directly or through an approved educational agent.

- 4.1.2 All supporting documents relating to eligibility for admissions must be submitted along with an Application Form. Supporting documentation must be verified and copies of original documents certified as true copies. Documents in foreign languages must be translated into English. The Institute approves registered educational agents to verify the document and translate them into English.

4.2 *Assessing Applications*

- 4.2.1 Applications will be assessed in accordance to the Institute's entry requirements (as shown on Admissions Policy) to determine whether applicant meets relevant entry requirements. Adequate evidence for each category of the entry requirements must be provided.
- 4.2.2 For overseas qualifications, an assessment check is undertaken on the AEI-NOOSR database for equivalency with Australian qualifications. (Contact for AEI-NOOSR: 1300 363 079).
- 4.2.3 For international students, a 'General Student Enrolment Checklist – Overseas Student Application' must be completed
- 4.2.4 Applications should be assessed and responded to in an efficient and timely manner. The turnaround time for the issue of an Offer Letter is 2 working days. A Confirmation of Enrolment (CoE) is to be concluded within 3 working days provided the application is complete with all required supporting and certified documentation submitted.
- 4.2.5 Any incomplete application will not be processed. The student or educational agent will be contacted by Institute Admissions staff to advise the application status and request the provision of missing documentation.
- 4.2.6 If an applicant is applying based on current studies being undertaken and as a result is unable to present the academic qualification at that time, and that qualification is listed within the entry requirements, then the offer of enrolment will be conditional upon the achievement of that qualification.
- 4.2.7 If the applicant has included an application for Course Credit Exemption, the application is reviewed in accordance with the Credit Transfer and Articulation Policy.

4.3 *Issuing Offer Letter and Acceptance Agreement*

- 4.3.1 If the applicant is assessed as being eligible for entry to the course of choice, the delegated admissions officer will authorise the issuing of an Offer. An Offer Letter, an information pack which will include the Course brochure, pre-enrolment guide, and copy of the ESOS Framework and a Student Acceptance Agreement are then sent to student by email or post or fax (depending on preferred method of communication).
- 4.3.2 These documents are generated from the Student Administration System, showing details of the following:
- Student name
 - Date of birth
 - Institute location
 - Course of study / course information
 - Proposed Start dates, end dates and course duration
 - Tuition fee and non-tuition fees
 - Enrolment conditions that may apply such providing evidence of meeting the English Language Requirement.

- Course credit exemption and/or transfer credit granted in accordance with the Credit Transfer and Articulation Policy.
- Terms and Conditions, including the Refund Policy.
- Prerequisites and conditions on enrolment (if applicable)
- Mode of Study
- Complaints and appeals processes

4.3.3 If the applicant is not successful, the student or student’s agent will be advised in writing by Admission staff.

4.4 Offer Acceptance - Students

4.4.1 Students must ensure they meet all condition/s as stated on their Offer Letter, sign the Student Acceptance Agreement before or at time of payment of fees. The student is then required to make the minimum fee payment. The student can pay by Bank Draft, Credit Card, Telegraph Transfer (TT), Direct Deposit.

4.4.2 The student must indicate the payment amount and payment method on the Student Acceptance Agreement.

4.4.3 A Confirmation of Enrolment (CoE) is only issued once the completed Student Acceptance Agreement and minimum fee payment is received.

4.4.4 The minimum fee deposit payment requirement is as follows:

Admission pathway	Onshore Applicants	Offshore Applicants
Packaged program: English + VET or HE Diploma / Bachelor degree	Full payment for any required English program, and one semester’s tuition fee plus all other fees on VET or HE Diploma/Bachelor degree course.	Full payment for any required English program, and one semester’s tuition fee plus all other fees on VET/Bachelor degree course.

4.5 Offer Acceptance

4.5.1 Upon receipt of a completed Student Acceptance Agreement and payment from international students, the delegated admissions officer staff will issue a Confirmation of Enrolment (CoE) to the Department of Home Affairs (DHA) Office nominated by student on the Application Form. The CoE includes the following information:

- Student’s full name as on passport, gender, date of birth, nationality and country of birth.
- Department of Home Affairs Office where visa application is to be made
- Course title and CRICOS Code.
- Course start date
- Course end date
- Course details
- Fee paid in advance
- Total course fee (allowing for adjustments due to Credit Exemption/RPL)
- Overseas Student Health Cover (OSHC) paid
- English test type and score

- Entered in Comments section: any extra information (e.g.) Credit Exemption/credit RPL Granted
- Terms and Conditions, including the Refund Policy.
- Prerequisites and conditions on enrolment (if applicable)
- Mode of Study
- Complaints and appeals processes

4.5.2 Admission staff will send the CoE and Orientation Information Pack to student/educational agent.

5. QUALITY ASSURANCE

To ensure that this procedure is fit for purpose and meet the requirements of the HES Threshold Standards the procedure will be:

- 5.1 internally approved by the Executive Management Team on development or review
- 5.2 externally reviewed as part of any independent review of the HES 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 HES threshold Standard and/or other legislation/regulation.

6. FEEDBACK

Feedback or comments on this procedure is welcomed by the listed Responsible officers of the Institute.

7. VERSION CONTROL

Version	Date approved	Description	Approved by
Version 5.0	5 June 2018	Initial issue	Executive Management Team
Related legislation/ regulation/standard	HES Threshold Standards 2015 1.1 & 1.2 (Admissions)		