

Admissions Procedure

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2. Purpose

This document outlines the procedures to implement Higher Education Australia's (HEA) Admissions Policy. The procedures are in alignment with the *Higher Education Standards Framework (Threshold Standards) 2021*, the *National Code of Practice for Providers of Education and Training to Overseas Students 2018* and the *Education Services for Overseas Students Act 2000*.

3. Scope

This procedure applies to all prospective students applying for admission to HEA courses and to the staff involved in recruiting and admitting students.

4. Definitions

Please refer to the Glossary of Terms.

5. Procedure

5.1 Pre-enrolment information

- 5.1.1 HEA's website includes current and accurate information about the institute and its courses. HEA will implement processes to regularly review and update admissions information to ensure ongoing accuracy and compliance. This is to ensure that students have access to information that could help them make their decisions regarding admission into any course offered at HEA.
- 5.1.2 Potential students will be informed of course, administrative and other fees to allow them to decide whether a course is right for them. In addition to this information students will be informed of any additional costs they may face if enrolling in a course including tools, equipment, specialist software and so on, the reasonable or expected costs of the same and the minimum specifications (e.g. laptop). This information will be published on the HEA website and included in the Student Handbook and Student Agreement. The Admissions Officer will ensure this information has been made available to the applicant before an offer is finalised.
- 5.1.3 Admission requirements, including English language levels, are clearly delineated in clause 4.3 below.

5.2 Admission Criteria

- 5.2.1 To be considered for admission to the Master of Information Technology at HEA, a prospective student must meet the following minimum admission criteria:
 - *Prospective students must be 18 years or above.*
 - *A Bachelor's degree (AQF level 7 or international equivalent) in any discipline. Evidence must be supplied in the form of a certified certificate or testamur.*
 - *Demonstration of the appropriate level of English language proficiency as stated in 4.3 below (applicable to international students).*

- *Demonstration of meeting the Genuine Student (GS) requirements including providing a personal statement to HEA addressing the GS requirements outlined on Department of Home Affairs [website](#) (applicable to international students).*
- *Satisfy all course admission requirements as outlined in the Student Handbook and HEA's website.*

The Admissions Officer will consider all information available to them to assess an applicant's perceived probability of success in the course to which they have applied, including English language proficiency, educational qualifications and work experience. Admissions decisions are made by authorised staff in accordance with approved delegations and documented procedures.

5.2.2 HEA recognises that some students may have experienced disadvantage in their lives and

acknowledges that some of these grounds may include:

- *Socioeconomic reasons (such as low family income or poor living conditions)*
- *Language difficulties*
- *Learning difficulties*
- *Physical disability*
- *Serious family illness*
- *Geographical isolation of home and lack of facilities*
- *Aboriginal and Torres Strait Islander Peoples (See Aboriginal and Torres Strait Islander Peoples Policy).*

Applicants with these special circumstances will be assessed by the Dean. Outcomes of special entry assessments will be monitored through HEA's academic governance and quality assurance processes.

5.3 English language proficiency

- 5.3.1 International students' English language proficiency must be at a level to obtain a student visa for entry into a particular course (see below). To showcase their proficiency in English, international students must provide HEA with the result of the test they have undertaken. International students may be exempt from undertaking English language proficiency tests where they meet the exemption criteria specified by the Department of Home Affairs. Current exemption arrangements, including the list of exempt countries and acceptable evidence, are published on the Department of Home Affairs website and are applied at the time of assessment.
- 5.3.2 Prospective students seeking admission must refer to and comply with all Australian government regulations. HEA will assess and document compliance with applicable English language proficiency requirements as part of the admissions decision-making process.
- 5.3.3 HEA approves language testing, as listed on the HEA website, from the following:
- *International Language Testing Service (IELTS) score or equivalent. – Academic: 6.5 (no band less than 6.0)*
 - *Test of English as a Foreign Language (TOEFL) Internet Based Test (iBT): 79 (writing no less than 21)*
 - *Pearson Test of English (PTE) Academic: 58 (no section less than 50)*
 - *Cambridge English Advanced (CAE): 176 (no band less than 169)*

If the requirements in any given year are different to those published in this procedure, the English language proficiency test results must be taken according to the requirements published in that year.

5.4 Documents for Admission Application and Submission

5.4.1 All prospective students are required to provide certified copies of academic and other documents including passport, national identification card (if available) etc. at the time of application. HEA will verify documentation in accordance with approved procedures prior to issuing an offer.

5.4.2 HEA accepts documents certified by anyone who is currently employed as:

- An accountant (they must be the member of CPA Australia or Chartered Accountants Australia and New Zealand (CAANZ), the National Institute of Accountants or the Association of Taxation and Management Accountants or Registered Tax Agents)
- Electorate Officer
- Justice of the Peace
- Barrister, solicitor or patent attorney
- Notary Public
- Pharmacist
- Police officer rank of sergeant or above
- Post Office Manager
- Principal of an Australian primary school or high school
- Registered Australian Health Practitioner

Outside Australia:

- A Notary Public

5.4.3 At minimum, the admission application must include the following documents:

- Status of citizenship – Passport
- National Identification Card (if applicable)
- Visa status for international students (VEVO check), only applicable if an international student already has a valid visa to study in Australia.
- Certified transcripts and testamurs of education qualifications as required for a particular course
- English language proficiency results as required for a particular course
- A statement that proves your financial funds to support your studies, including ownership of a personal computer, and for international students, application fees and health cover.

5.4.4 Applications must be made directly (an application through approved education agents is deemed a direct application) to HEA through the completion of the Student Admission Form, available on HEA's website and submitting documents responding to admission criteria, including course entry requirements.

5.5 Assessment of Admission applications

- 5.5.1 The Admissions Officer involved in assessment of applications will ensure there is no discrimination. Admission decisions regarding academic requirements must be based on academic merit measured against the published admissions criteria and course entry requirements listed in the Student Handbook and HEA's website and in accordance with HEA's Admissions Policy.
- 5.5.2 Applicants from Aboriginal and Torres Strait Islander Peoples (ATSI) seeking admission will be assessed and considered in accordance with the Aboriginal and Torres Strait Islander Peoples Policy. These students will be interviewed by the Dean or nominee to identify the additional needs or support that the student may require, such as:
- English language support
 - Additional academic support or tutoring
 - Support for IT systems
 - Mental health and counselling support
 - Cultural support
 - Pastoral support
- 5.5.3 Other applicants requiring special entry consideration may include students with a disability or those from socially or economic disadvantaged background. Such applications will be assessed by the Dean or nominee on a case-by-case basis.
- 5.5.4 Where an applicant discloses a special need, disability, or circumstance during the admissions process — including through the application form, interview, or assessment — the Admissions Officer will record this information on the student's record in the Student Management System (SMS) at the time of the admissions decision. The Admissions Team will analyse this data prior to the commencement of each intake to identify the types and levels of support required across each student cohort and will communicate this to relevant Course Coordinators. Categories of support to be identified and recorded include, but are not limited to:
- English language support
 - Additional academic support
 - Mental health and counselling support
 - Cultural support
 - Pastoral support
- All data will be managed in accordance with the Records and Information Management Policy and relevant privacy legislation.
- 5.5.5 Applicants applying to transfer to HEA within six (6) months of commencing their principal course with another registered provider must meet the requirements under Standard 7 of the National Code of Practice for Providers of Education and Training to Overseas Students (ESOS Act). Refer to *Enrolment Variation Procedure* for full requirements relating to transfers.
- 5.5.6** Outcomes of all admissions applications will be communicated to the applicant in writing within 10 business days from the date of the decision. This communication will also include the reasons for the decisions. Records of decisions and reasons will be retained in accordance with HEA's Records and Information Management Policy.

5.6 Letters of Offer

5.6.1 Once applications are approved the Student/Admissions Officer will:

- Update the student data base
- Write a Letter of Offer and Student Agreement, or refusal letter to the applicant.

(A Sample Letter of Offer is attached in the Appendix)

5.6.2 All applicants will receive either:

- A Letter of Offer (unconditional offer)
- A Letter of Offer (conditional offer)
- A refusal letter.

5.6.3 If an applicant is rejected, the Student/Admissions Officer will inform the applicant in writing and give the reasons for rejection and may offer an alternative.

5.6.4 Successful and eligible applicants will receive a letter that must include:

- Course details (commencement dates, location etc.)
- Details regarding the fees to be paid by the student
- An “Acceptance Offer Form” to be signed by the students
- A Student Agreement
- Policies and arrangements for potential prior credit learning application
- Policies on withdrawal or deferral or refunds of charges where applicable
- Possible options for unsuccessful students.
- Details of any specialist equipment, technology specifications, and software required to undertake the course.

5.6.5 The International Letter of Offer and Student Agreement is a contract between HEA and the student. This form must include the requirements and conditions set out by the legislative and regulatory bodies, including the ESOS Act 2000 and the National Code (2018). It should be clear and transparent to ensure the student has all the relevant information about his/her rights and obligations under the contract.

5.7 Incomplete, inaccurate, or fraudulent information

As in the *Admission Policy*, HEA reserves the right to withdraw an offer or cancel an enrolment where the offer was made based on incomplete, inaccurate or fraudulent information supplied by the applicant. Decisions to withdraw offers or cancel enrolment will be documented and managed in accordance with procedural fairness.

5.8 Credit and Recognition of Prior Learning

Any request for credit and/or recognition of prior learning will be dealt with under the *Credit and Recognition of Prior Learning Policy and Procedure*.

5.9 Deferment of an offer

- 5.9.1 Domestic applicants must apply in writing requesting a 'deferral' and include supporting certified documentation.
- 5.9.2 International applicants must apply in writing requesting a 'deferral' and including a reason for the application. Any application must include supporting certified documentation. International students may not defer their acceptance of enrolment beyond three months from the date of the offer. Deferrals for international students will be managed in accordance with ESOS and National Code requirements.

5.10 Appeals

Any appeals made by unsuccessful students for admission will be dealt with under the *Student Complaints and Appeals Policy and Procedure*.

6. Referred Legislation and References

Admissions Transparency for Providers (TEQSA) <https://www.teqsa.gov.au/guides-resources/admissions-transparency/providers>

Application Forms and Support – TEQSA
<https://www.teqsa.gov.au/provider-registration/support-and-resources>

Australian Qualifications Framework <https://www.teqsa.gov.au/australian-qualifications-framework>

Compliance Guide: Admissions (coursework)
<https://www.teqsa.gov.au/sites/default/files/2022-11/compliance-guide-admissions-coursework.pdf?v=1634017506>

Contextual Overview of the HES Framework 2021 <https://www.teqsa.gov.au/contextual-overview-hes-framework>

ESOS Act 2000 (TEQSA)
<https://www.teqsa.gov.au/how-we-regulate/acts-and-standards/esos-act>

Good Practice note: Making higher education admissions transparent for prospective students <https://www.teqsa.gov.au/guides-resources/resources/good-practice-notes/good-practice-note-making-higher-education-admissions-transparent-prospective-students>

Higher Education Standards Framework (Threshold Standards) 2021
<https://www.teqsa.gov.au/higher-education-standards-framework-2021>

Higher Education Support Amendment (Job ready graduates and supporting regional and remote students) Bill 2020
https://www.aph.gov.au/Parliamentary_Business/Bills_LEGislation/Bills_Search_Results/Result?bld=r6584

Improving the Transparency of Higher education admissions (2020)
<https://www.teqsa.gov.au/latest-news/publications/improving-transparency-higher-education-admissions>

National Code of Practice for Providers of Education and Training to Overseas Students 2017 (ESOS) <https://internationaleducation.gov.au/regulatory-information/Education-Services-for-Overseas-Students-ESOS-Legislative-Framework/National-Code/Pages/default.aspx>

7. Relevant HEA Policies and Procedures

- Aboriginal and Torres Strait Islander Peoples Policy
- Admissions Policy
- Assessment and Moderation Policy
- Assessment and Moderation Procedure
- Credit and Recognition of Prior Learning Policy
- Credit and Recognition of Prior Learning Procedure
- Equity and Diversity Policy
- Marketing Policy
- Student Academic Progression Policy
- Student Academic Progression Procedure
- Student Complaints and Appeals Policy
- Student Complaints and Appeals Procedure
- Student Fees and Refund Policy
- Student Fees and Refund Procedure
- Student Wellbeing and Support Policy
- Student Wellbeing and Support Procedure

8. Document and Version Details

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9. Procedure Inquiries

For any inquiries about this procedure, please email us. (admissions@heau.edu.au)