

Verifying Student Qualifications Procedures

Scope

These Procedures are applicable to Kaplan Higher Education Pty Ltd, trading as Murdoch Institute of Technology (“School”).

Purpose

These procedures outlines the steps taken by nominated School staff members to validate documentation submitted by applicants applying for admission into a School qualification or seeking recognition for prior learning. It also outlines applicants’ responsibilities and the consequences where applicants fail to meet these responsibilities.

Process Overview

Applicants for entry into a School award program are required to provide evidence of their relevant academic or industry qualifications or evidence of equivalent professional experience and may be required to provide evidence of their English proficiency.

Generally, applicants should provide the School with original or certified copies of testamurs, transcripts or language proficiency documents at the time of application.

All documents that are presented upon application for enrolment must be in English. Translations from other languages, if required, must be undertaken by an official translation agency or registered education agent of MIT at the applicant’s expense.

If an applicant is unable to provide relevant and appropriate evidence at the time of application, it must be provided at the time of enrolment.

Validating documents provided in an application

The steps to verify qualifications submitted in an application are as follows:

1. If a transcript, testamur or language proficiency document is provided to meet admission requirements and is not an Australian Qualification, the qualification must be deemed to be comparable to the Australian qualification.
2. If required, students must present an English language proficiency document equivalent the School’s entry requirements, such documents will be verified by the Admissions team.
3. If an original transcript/testamur or language proficiency document is provided, nominated Kaplan staff are to sight it, make a copy of it to be filed electronically and return the original copy to the student..
4. If the applicant has changed their name since the documentation was issued, Kaplan requires evidence of the applicant’s name change or marriage certificate.
5. If a copy of a transcript/testamur or language proficiency document is provided, it must be certified by a Justice of Peace (stamp and ID number) or equivalent or the university/institutions offering the qualification or a registered education agent of MIT. Nominated Kaplan staff will then sight and file a copy electronically.

6. Where a copy of a document does not have the approved citing (i.e certified by either a JP, the university/institutions offering the qualification, or a registered education agent of MIT) the student is required to obtain this before their application can be approved. Once this is obtained and documentation is sighted by nominated Kaplan staff, a copy of the documentation is to be filed electronically.

Applicants who have met the admissions requirements will receive a Letter of Offer. Applicants will receive a Confirmation of Enrolment (if applicable) and be enrolled into a course (or subject) once they have:

- a) satisfied associated admission processes, such as the provision of original or certified documentation
- b) accepted the offer, and
- c) paid of any applicable fees.

Related Policies

Admission Requirements Policy

Recognition of Prior Learning Policy

Accountable Officers

The accountable officers for the implementation and relevant training of this policy are listed below.

Policy Category	Academic			
Responsible Officer	Vice President, Academic			
Implementation Officer(s)	Business Development & Administration Manager and College Director			
Review Date	July 2020			
Approved by				
Vice President Academic under a delegation from the KHE Academic Board				
Change and Version Control				
Version	Authored by	Brief Description of the changes	Date Approved:	Effective Date:
1.0	Quality & Standards Group	Unpacking of one document into existing document	01.01.2014	01.01.2014
1.1	Quality & Standards Group	Format and wording changes to align across all businesses	22.05.2015	15.06.2015
1.2	Academic Quality and Governance Team	Policy reviewed for currency as per policy review cycle. Changes include: <ul style="list-style-type: none"> • Requirement for appropriate admission documentation, latest at time of enrolment clarified. • Implementation Officers introduced to policy. 	15.06.2017	29.06.2017