

# Admission Requirements Policy

## Scope

This policy is applicable to Kaplan Higher Education Pty Ltd, trading as Murdoch Institute of Technology (“School”).

## Admission into School courses

The School has stringent procedures in place to assess whether a student’s qualifications, experience and English language proficiency are appropriate for an award and any nested qualifications.

Students applying for entry into one of the School’s courses must complete the appropriate Application Form and may be required to provide the following supporting additional documentation as appropriate:

- proof that they meet relevant English language requirements for admission into a specific course
- verified copies of transcripts/qualifications (transcripts from foreign institutions must be translated and/or evaluated by an approved foreign credential evaluator)
- any additional supporting documentation as requested such as resumes.

Student’s overseas qualifications will be assessed for equivalence in Australia at the time of application using the NOOSR or UK NARIC websites. AQF qualifications and providers will be verified using Training.gov.au (TGA).

## Undergraduate Courses Entry Requirements

Students must reach the admissions standards set by Academic Board, and as described below.

- The minimum age for entrance into undergraduate courses is 17 years of age. In some cases the School may offer undergraduate preparation courses that have a minimum age of 16.
- Entry into undergraduate courses requires successful completion of Year 12 or equivalent schooling such as a Certificate IV or equivalent.
- Mature age entry (over 18 years of age) may be admitted without meeting minimum educational requirements. However, applicants are required to demonstrate capacity to meet course requirements, normally, through interview with the relevant Academic manager or their delegate.
- Applicants may also be allowed direct entry through an approved articulation agreement.

### English Language Requirements Undergraduate Courses

International students must demonstrate English proficiency through one of the following means.

- An English test score using one of the following English language Tests as approved by the School. Minimum requirements can be found on the [School’s website](#):
  - International English Language Testing System (IELTS)
  - Pearson Test of English (PTE)
  - Test of English as a Foreign Language (TOEFL)
  - Kaplan International Test of English (KITE)

Other tests may include: Cambridge English Advanced (CAE); general Certificate of Education (GCE); English for Academic Purposes (EAP); MIT English Placement Assessment. Please check the relevant course information which tests are accepted.

- Satisfactory completion of MIT or KIE Academic English course Satisfactorily passing a Higher Education Academic Entry Test; or
- Proof of completion of secondary education (or higher) in a country in which English is the primary language; or
- Proof of completion of secondary education at an international high school where English was the language of primary instruction.

- In some cases students may be required to successfully complete a School approved English language test. Further information on entry requirements is available on the appropriate business website.

## Postgraduate Courses Entry Requirements

### English Language Requirements Postgraduate Courses

Applicants whose secondary school education, undergraduate or postgraduate qualification was not completed in English or whose work in the industry was not carried out in English must demonstrate levels of English proficiency as described below. An English test score with minimum requirements as follows:

#### For postgraduate online courses

- Academic IELTS Overall 6.5, with no individual band less than 6.5; or
- PTE score of 59 - 64; or
- TOEFL (Computer) - 233, TOEFL (paper) – 575, TOEFL (Internet) – 90 or equivalent.

#### For postgraduate face to face/blended courses

- Academic IELTS Overall 6.0, with not less than 6.0 for Speaking and Writing and 5.5 for Listening and Reading; or
- PTE Academic Score of 50 - 57, OR
- TOEFL (Computer) - 213, TOEFL (paper) – 550, TOEFL (Internet) – 79-80 or equivalent.

Face to face/blended students who do not meet one of the above criteria but who reach a level of English language proficiency equivalent to IELTS 5.5 (and qualify for entry with respect to their academic criteria) will be offered a pathway course which includes intensive English prior to commencing their course. At the conclusion of the intensive English language course applicants are expected to demonstrate a high level of English communication equivalent to a least 6.0 in all skills — reading, writing, speaking and listening.

**Note:** International students from certain countries will be required by the Australian Government Department of Home Affairs (HA) to have a threshold level of English before gaining a visa to study in Australia, or proof of completion of secondary education (or higher) in a country in which English is the primary language, or proof of completion of secondary education at an international high school where English was the language of primary instruction.

International students who are made an offer of enrolment based on their international student status may not change that status upon gaining residency until the following study period.

## Alternative Entry Pathways

Information on alternative entry pathways can be found on each business website. The below list outlines some of these pathways. Students should review the relevant course information to determine if these pathways are applicable for entry into their chosen course.

1. **Evidence to undertake study at higher level:** A student who does not meet the minimum education requirement for entry into a course may be offered entry if they can demonstrate relevant and recognised prior learning (refer to [Recognition of Prior Learning Policy](#)).
2. **Mature age entry:** Mature age students (18 years of age and over) may be admitted into a course without meeting the formal academic requirements if they demonstrate relevant and recognised prior learning (refer to [Recognition of Prior Learning Policy](#)).
3. **School leavers:** For school leavers entering undergraduate courses the School may match the adjustment factor schemes available at Australian Universities. These include but are not limited to the following schemes:
  - (a) **Low SES adjustment factors:**

- Awarded to students who attend a school included in the [Australian Government National Partnership for Low Socio-economic Status School Communities Program Schools](#).
  - Students from rural and remote areas.
  - Students on a School Card (or state equivalent), Youth Allowance and/or Health Care Card or Low Income Health Care Card and who do not attend a recognised low SES.
- (b) **Achievement adjustment factors:**
- Students will be eligible to receive an adjustment if they score a C- or better in Year 12 (or its' equivalent)\* subjects that are relevant to the course the student is applying for.
  - Three bonus points will be given for a C grade (C-, C or C+), four bonus points for a B grade (B-, B or B+), and five bonus points for an A grade (A-, A or A+).
- (c) **Mathematics and Languages Scheme:**
- Offers an adjustment for Specialist Mathematics and/or a language other than English LOTE subject, depending on performance.

\* Applicants with International Baccalaureate (IB) or equivalent qualifications are eligible to apply for an adjustment.

## Version control and Accountable Officers

It is the joint responsibility of the Implementation Officer and Responsible Officer to ensure compliance with this policy.

<b>Policy Category</b>	Academic			
<b>Responsible Officer</b>	Vice President, Academic			
<b>Implementation Officer</b>	College Director			
<b>Review Date</b>	September 2019			
<b>Approved by</b>				
VP, Academic on behalf of the Academic Board				
<b>Version</b>	<b>Authored by</b>	<b>Brief Description of the changes</b>	<b>Date Approved</b>	<b>Effective Date</b>
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	VP, Academic	Change Mature age entry to 18 years from 21.	27.07.2015	27.07.2015
1.3	Academic Quality and Governance Team.	Minor and consequential updates made to policy to align with Recognition or Prior Learning Policy. Use of language referring to courses made consistent throughout policy and redundant information regarding Headstart Program deleted.	01.09.2016	15.09.2016
1.4	Academic Quality and Governance Team	Department of Border Protection and Immigration updated to the Department of Home Affairs.	07.03.2018	09.03.2018
1.5	Academic Quality and Governance Team	Bonus points updated to adjustment factors.	13.06.2018	13.06.2018