

Admission Requirements Policy

Scope

This policy applies to all applicants and existing students applying to undertake studies at Kaplan Higher Education Pty Ltd, trading as Murdoch Institute of Technology (“the School”) as well as the staff processing students’ admissions.

Purpose

The purpose of this policy is to ensure that the School has appropriate admission and enrolment criteria and that it recruits students in an ethical and responsible manner, including, but not limited to, ensuring that each prospective student meets the required English language proficiency benchmark.

This policy also ensures that if the application is accepted, the School will enter into a formal written agreement with the student which makes clear all the obligations of the School and the student, including services to be provided, fees payable and information about refunds, complaints and appeals.

Policy Principles

All applications for admission to the School’s courses are processed in alignment with the following operational principles:

- Admission decisions will be fair, consistent, transparent and as objective as possible.
- Admission decisions are based on demonstrated merit and evidence-based documentation of either through prior academic study, or through professional experience that is relevant to the course.
- The School is committed to providing opportunities for individuals who have experienced educational disadvantages and provides admission pathways to groups who are under-represented in higher education. The School will consider admission decisions based on principles of equivalence where necessary, promoting diversity, equity and inclusion in higher education.
- The School will review the minimum entry requirements for courses to ensure that students meet the required benchmarks and are appropriately prepared to succeed in their academic studies at the School.
- Entry requirements will be published on the School’s website and will be readily accessible by both current and prospective students.
- The School will conduct regular audits of admission decisions to ensure consistency, transparency and fairness in the admission process and that such processes are in keeping with State and National regulatory policies.
- The School will monitor the cohort of students who are admitted through an admission pathway to reasonably manage the academic success of those students.

- The School will review regularly the admissions policy and procedures and update as required to ensure compliance with applicable regulation, legislation and industry best practice.

Definitions

Term/Acronym	Definition
AQF	Australian Qualifications Framework (https://www.aqf.edu.au/)
CAAW	Education providers confirmation of appropriate accommodation/welfare arrangements – generated from PRISMS
CEP	Country Education Profiles published by the Department of Education for equivalence to Australian qualifications
CoE	Confirmation of Enrolment (electronic)
Conditional	The offer of admission requires conditions to be met before entry and enrolment to a program or packaged program
CRICOS	Commonwealth Register of Institutions and Courses for Overseas Students
Domestic Student	Australian or New Zealand citizen (for the purpose of this policy), permanent resident and holders of permanent humanitarian visas
ELICOS	English Language Intensive Courses for Overseas Students
ESOS Act	The Education Services for Overseas Student Act 2000
IELTS	International English Language Testing System
International Student	A student or applicant who is not a citizen of Australia or New Zealand, or who does not hold permanent residency status in Australia
NARIC	National Recognition Information Centre for Recognition of Academic and Professional Qualifications (https://www.enic-naric.net/australia.aspx)
OSHC	Overseas Student Health Cover
Pre-requisite	A subject or program that must have been successfully completed for a student to be eligible for admission into a particular program of study
PRISMS	Provider Registration and International Student Management System
TOEFL	Test of English as a Foreign Language
TEQSA	Tertiary Education Quality and Standards Agency
Unconditional	The offer of admission does not require any conditions to be met prior to enrolment to a program or packaged program

Admission into Courses

The School has stringent procedures in place to assess whether a student's qualifications, experience and English language proficiency are legitimate, reflect benchmark expectations and are appropriate to gain entry to study at the School.

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

- an Australian photo ID (Australian citizens and permanent residents only);
- a valid passport and visa for the duration of the course (Overseas Student visa holders only);
- proof that the English language requirements for admission into a specific course have been achieved prior to application;
- certified copies of transcripts or testamurs of prior qualifications (Transcripts from foreign institutions must be translated and/or evaluated by an approved foreign credential evaluator); and/or any additional supporting documentation as requested such as resumes, third party reports.

Overseas qualifications will be assessed for equivalence at the time of application using the Country Education Profiles (CEP) and the National Recognition Information Centre (NARIC) online tools.

AQF qualifications and providers will be verified using one of the Australian government's registers, such as Training.gov.au (TGA) and/or the TEQSA National Register.

Incomplete applications for admission to the School, or applications which are not submitted using the approved form (either electronic or hardcopy) may not be assessed or approved by the School.

Meeting the minimum entry requirements under this policy is not a guarantee of admission, and the School reserves the right to decline applications at its own discretion.

More information on admissions to courses can be found on the School's website, currently at: <https://www.murdochinstitute.wa.edu.au/admissions/how-to-apply/>.

Course Entry Requirements

Students must reach the admissions criteria set by the School, and as described below:

- The minimum age for entrance into pathway courses is 17 years of age. In some cases the School may offer preparation courses that have a minimum age of 16.
- Entry into pathway courses requires successful completion of Year 11 or 12 or equivalent schooling.
- Mature age entry (over 21 years of age) may be admitted without meeting minimum educational requirements, but will need to make a case for equivalence. Applicants will be required to demonstrate capacity to meet course requirements, normally, through an interview with the Admissions Manager or their delegate.
- Applicants may also be allowed direct entry through an approved articulation agreement.

More information on course entry requirements to be found on the School's website, currently to be found at: <https://www.murdochinstitute.wa.edu.au/courses/>.

English Language Requirements

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:
 - 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)
 - Cambridge English: Advanced from Cambridge ESOL (CAE)

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

Note: Evidence of English entry requirements, must be dated no more than **two years** before commencement of the course.

- Satisfactory completion of an approved English for Academic Purposes course from Kaplan International Languages or a selected number of ELICOS providers that have signed a direct entry agreement with the School; Please, contact the School for more information on ELICOS providers.
- Satisfactory completion of an approved Australian University's English for Academic Purposes course, or equivalent Academic English tertiary preparation program, that successfully meets the English Proficiency entry requirements of that university's undergraduate or postgraduate programs, providing those entry requirements are of an equal or higher level than those of the School;
- Proof of completion of Year 11, as a minimum in a country in which English is the medium of instruction;
- Proof of completion of secondary education at an international high school where English is the medium of instruction;
- Successful completion of an approved foundation studies program, with the requisite score in the English component;
- In some cases, students may be required to successfully complete an English language test approved by the School.

More information regarding English language requirements can be found on the School's website at <https://www.murdochinstitute.wa.edu.au/courses/>.

Note: International students from certain countries will be required by the *Australian Government Department of Home Affairs* 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. Please, contact the School for more information.

Alternative Entry Options

Information on alternative entry options can be found on the School's website. The criteria listed below outline alternatives to more typical entry practices. 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 the School's *Recognition of Prior Learning Policy*).
2. **Mature age entry:** Mature age students (21 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 the School's *Recognition of Prior Learning Policy*).
3. **Diversity, Inclusion and Equity Pathway**

The School recognises that applicants may not meet the minimum entry requirements for a course due to experiencing significant educational disadvantages. The School will consider granting special consideration and provisional entry to applicants who have suffered adversity or disadvantage due to cultural, socio-economic, health factors.

The following categories of disadvantage may be considered by the School when granting special consideration for admission:

- Aboriginal and Torres Strait Islander peoples;
- Individuals with disabilities;
- Areas of study where specific genders have been traditionally underrepresented;
- Individuals from a non-English speaking background;
- Individuals who are the first in their family to attend a higher education institution;
- Individuals from lower socio-economic backgrounds;
- Individuals from remote, rural or isolated areas; and
- Any other groups of prospective students who may have experienced educational disadvantage.

To apply for special consideration for admission, applicants will need to submit a written statement explaining the disadvantages they have experienced and how this has impacted on their educational performance. The statement will need to be accompanied by supporting evidence, such as a statutory declaration from an individual who is not a direct relative to the applicant or medical documentation, where applicable. Any applications for special consideration which are not accompanied by supporting documentation may not be assessed by the School.

Assessment of Genuine Temporary Entrant (GTE) Status

The School follows clear processes for assessing the eligibility of international applicants. Depending on their country of origin some, prospective students applying for an Overseas Student visa will be required to provide additional documentary evidence to the School to help ascertain GTE status, in relation to whether or not they are a genuine temporary entrant.

Further information can be found on the Department of Home Affairs website at:
<https://www.homeaffairs.gov.au/sitesearch?k=Genuine%20Temporary%20Entrant>

Offer of Enrolment

Instructions will be provided during the application process on how an applicant may formally accept an offer of enrolment to the School. Any offers made to an applicant are conditional on the applicant meeting the individual course entry requirements as published on the School's website.

All students who apply to the School will be sent an email notifying them of the outcome of their application. Students who are unsuccessful will be provided with reasons for the decision. Each student who satisfies the admission criteria will, in this email, be offered a place via a Written Agreement, known also as an Offer of Admission.

The Offer of Admission is a binding contract outlining rights and responsibilities of the School and the student, information on what happens in the event of a course not being delivered by the School, refunds of course fees as well as grievances, complaints and appeals.

The agreement to accept the offer must be signed and returned to the School before the enrolment can be confirmed. For students under the age of 18 years, a parent or legal guardian must also sign the Offer of Admission.

The Offer of Admission must be signed by the student prior to or at the same time course fees are paid. The School will not accept any payment prior to having received a signed agreement and all required documentation.

For students applying for an Overseas Student Visa, once a signed acceptance of the Offer of Admission, evidence of any conditions provided and payment of course fees are received by the School, a Confirmation of Enrolment (CoE) is created in PRISMS and is issued to the student for visa application purposes.

More information regarding offers of enrolment can be found on the School's website currently at: <https://www.murdochinstitute.wa.edu.au/admissions/how-to-apply/>.

Minors or Students under the age of 18 years

The School will accept applications for enrolment of students who are under the age of 18 years provided that additional steps are taken during the admission process. These include the following:

- (i) For prospective students who are under 18 years old and applying for a Student visa, additional evidence and/or processes are required before a Confirmation of Appropriate Accommodation and Welfare Arrangements (CAAW) letter can be issued and a CoE can be created in PRISMS.
- (ii) For all prospective students who are under 18 years, a parent or legal guardian must agree to them undertaking their chosen course and must also sign the Offer of Admission.

For more information please see the School's "*Student Welfare and Accommodation for under 18's Policy*" https://www.murdochinstitute.wa.edu.au/wp-content/uploads/2018/06/MIT_Student-Welfare-and-Accommodation-Under-18-Policy-v1.1.pdf

Record of Enrolment

Records of admission and enrolment with the School will be stored, archived and/or destroyed as outlined in the School's *Student Record Management Policy* and Guidelines for a minimum of 2 years after the student's enrolment with the School ceases or as otherwise required by law.

Complaints and Appeals

Any complaints or appeals regarding decisions made according to this policy should be dealt with following the School's *Grievances, Complaints and Appeals Policy*.

Relevant Legislation and Policies

As a registered higher education provider, Murdoch Institute of Technology operates under strict laws and regulations. Policies and procedures are in place to ensure compliance with such laws.

Below, please find the most relevant legislation which apply to this policy:

Tertiary Education Quality and Standards Agency Act 2011 (TEQSA Act)

<https://www.legislation.gov.au/Details/C2017C00271>

Higher Education Standards Framework 2015

<https://www.legislation.gov.au/Details/F2015L01639>

The Education Services for Overseas Students Act (ESOS Act)

<https://www.legislation.gov.au/Details/C2018C00210>

The National Code of Practice for Providers of Education and Training to Overseas Students 2018

<https://www.legislation.gov.au/Details/F2017L01182>

Education Services for Overseas Students Regulations 2019

<https://www.legislation.gov.au/Details/F2019L00571>

Australian Qualifications Framework <https://www.aqf.edu.au/>

Disability Discrimination Act 1992 <https://www.legislation.gov.au/Details/C2018C00125>

Disability Standards for Education 2005 <https://www.legislation.gov.au/Details/F2005L00767>

Privacy Act 1988 <https://www.legislation.gov.au/Series/C2004A03712>

Other policies associated with this policy, to be found currently at following link:

<https://www.murdochinstitute.wa.edu.au/policies/>

- Code of Practice
- Course and Unit Development and Review Policy
- Diversity, Inclusion and Equity Policy
- Grievances, Complaints and Appeals Policy
- Privacy Policy
- Recognition of Prior Learning Policy
- Refund Policy
- Reasonable Adjustment Policy
- Student Code of Conduct
- Student Record Management Policy

Version Control and Accountable Officers

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

Policy Category		Academic		
Responsible Officer		Vice President, Academic		
Implementation Officer(s)		College Director and National Admissions Manager		
Review Due Date		May 2023		
Approved by				
VP, Academic on behalf of the Academic Board				
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	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 Head-start 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
2.0	Quality, Regulations and Standards Team in collaboration with the team at MIT.	<ul style="list-style-type: none"> Expanded on the "Scope" of the policy and included information on "Purpose" and "Policy Principles". Removed all reference to undergraduate and post-graduate courses. Expanded on information provided for "Admission into Courses", including clarifying what documentation is required to apply, how overseas qualifications are assessed for equivalence. Mature aged entry changed from 18 years to 21 years. Reviewed and updated the sections on "Course Entry Requirements" and "English Language Requirements" for all courses. In the section relating to "Alternative Entry Pathways", removed information on bonus points and included information on Diversity, Inclusion and Equity. Included information related to "Assessment of GTE Status", "Offer of Enrolment", "Younger Students (under the age of 18 years)", "Recordkeeping", "Complaints and Appeals", "Relevant Legislation and Related Policies". Updated information regarding the "Implementation Officers". 	24.06.2020	01.07.2020