

Admissions Policy

Purpose

1. This Policy outlines the principles governing the determination of admission criteria and the selection of applicants for Global Higher Education (GHE) courses and in so doing how GHE meets the standards outlined in Domain 1, Student Participation and Attainment, of the *Higher Education Standards Framework (Threshold Standards) 2021*.

Scope

2. This Policy applies to the admission of all students for all GHE higher education courses.
3. Conditions and processes for the assessment and awarding of credit are outlined in the **Credit and Recognition of Prior Learning Policy**.
4. Requirements for the setting, maintenance and monitoring of English Language proficiency are outlined in the **English Language Proficiency Policy**.

Definitions

5. Definitions for key terms are presented in the Glossary of Terms which may be accessed on the GHE website at <https://www.globalhe.edu.au/policy>

Suite documents

6. This Policy is linked to the following suite documents:
 - a) Admissions Procedure;
 - b) Admissions Procedure – Schedule One: Minimum Entry Requirements.

Policy

Principles

7. Applicants seeking admission to GHE can be assured that GHE:
 - a) sets admission criteria that are informed by sector practice, contemporary research in relation to student success, the level of the course of study as outlined in the Australian Qualifications Framework, and outcomes from internal quality assurance and benchmarking;
 - b) is open and transparent in terms of admission requirements and other requirements for courses, including inherent¹ requirements;
 - c) will treat each applicant fairly, consistently and equitably;
 - d) will, where appropriate, consider fairly and constructively the educational disadvantage of particular applicants in determining eligibility for admission;
 - e) will give specific consideration to the recruitment and admission of Aboriginal and Torres Strait Islander peoples;

¹ Inherent requirements are the non-academic essential requirements of courses (such as: 'the ability to use computing skills is fundamental to accounting studies').

- f) will provide students with a disability with an opportunity to negotiate reasonable adjustments where appropriate, according to the provisions in the **Student Disability Policy**;
- g) will only admit applicants where it is deemed that they have a reasonable chance of success;
- h) will give due consideration in the assessment and awarding of credit to an applicant's prior formal or informal study and/or experience according to the provisions of the **Credit and Recognition of Prior Learning Policy**;
- i) will support applicants through the admission process.

Admission criteria

- 8. GHE admits applicants based on merit, with the offer of a place contingent on applicants having a reasonable expectation of success in their chosen course. To maintain a merit-based approach to admission, eligibility criteria will always include, but are not limited to:
 - a) academic criteria;
 - b) English Language proficiency;
 - c) professional experience, other forms of informal learning or other forms of assessment (portfolio, referee report etc).
- 9. In addition to the general admission criteria, courses may, where appropriate, specify additional requirements that applicants are required to meet in order to demonstrate their capacity for success in the course.
- 10. International students under the age of 18 at the commencement of the course of study are not eligible for admission.

Consistency and transparency of information

- 11. GHE is committed to consistency and transparency in relation to information on its courses and ensures that the following information is up-to-date and readily accessible to applicants and students:
 - a) information on admission policy and procedures;
 - b) information on credit policy and processes;
 - c) information about admission criteria for each course consistent with Australian higher education sector common terminology;
 - d) all charges and refunds associated with applicants' proposed courses as known at the time;
 - e) advice on the potential for changes in charges during the course of studies;
 - f) information about the inherent requirements of courses, the types of reasonable adjustments that can be made for students with a disability and the support services available;
 - g) policies on changes to or withdrawal from offers, acceptance and enrolment, tuition protection and refunds of charges.

Assessing eligibility for admission

- 12. Student success is critical to GHE's mission and is fundamental to applicant eligibility for admission. Each applicant is assessed on their merits, giving due consideration not only to eligibility criteria specific to the intended course of study but to prior educational disadvantage and an assessment of the applicant's capacity to succeed.

13. Where there is concern in relation to an applicant's capacity to succeed, additional information is sought to support their application and shape any required student support in accordance with provisions in the **Student Disability Policy** and the **Student Diversity and Equity Policy**.

Offers of admission and transitional support

14. GHE will make the following types of offers for its courses:
 - a) *Unconditional Offer*: allowing for commencement in a specified future intake for the selected course. No further conditions need to be satisfied;
 - b) *Conditional Offer*: outlining the conditions that must be satisfied in order to be admitted to the selected course. Evidence must be shown that the conditions have been satisfied before admission to the course;
 - c) *Package Offer*: requiring completion of an English Language Course at the required level and/or another preliminary or articulation course before commencing the desired course.
15. From the time an applicant is made a formal offer of admission via a Letter of Offer, GHE ensures that applicants are supported for success, regardless of the type of offer, as outlined in the **Student Wellbeing, Orientation and Support Policy**.

Acceptance of offer and deferral

16. GHE provides all information necessary for applicants to accept an offer and enrol.
17. Applicants may accept their offer or, under certain conditions as outlined in the **Admissions Procedure**, may defer an offer for a maximum of two years.

Associated information

Related Internal Documents	Admissions Procedure and Schedule One: Minimum Entry Requirements Academic Progress Policy Communication and Marketing Policy Credit and Recognition of Prior Learning Policy English Language Proficiency Policy Enrolment Policy Quality Assurance Policy Student Complaints, Grievances and Appeals Policy Student Disability Policy Student Diversity and Equity Policy Student Wellbeing, Orientation and Support Policy Glossary of Terms
Related Legislation, Standards and Codes	<i>Tertiary Education and Quality Standards Agency Act 2011</i> <i>Higher Education Standards Framework (Threshold Standards) 2021</i> <i>Education Services for Overseas Students Act 2000</i> <i>National Code of Practice for Providers of Education and Training to Overseas Students 2018</i> <i>Direction No 53 - Assessing the Genuine Temporary Entrant Criterion for Student Visa Applications</i> TEQSA Guidance Note: <i>ELICOS Direct Entry Version 2.0</i> TEQSA Good Practice Note: <i>Making higher education admissions transparent for prospective students</i> <i>AQF Qualifications Pathways Policy</i>
Date Approved	27 April 2020
Date Endorsed	5 June 2020
Date of Effect	5 June 2020
Date of Review	June 2026
Approval Authority	Academic Board
Policy Custodian	Academic Director
PinPoint DocID	2638

Change history

Version Control		Version 1.3
Change Summary	18-Feb-20	v1.0 Draft approved by Academic Board (AB) 27-April-20 with minor revisions and recommended to the Board of Directors (BoD) for endorsement
	18-May-20	v1.1 revised version (delete cl 12, 13) endorsed by BoD 5-Jun-20
	27-Jul-20	V1.2 administrative updates
	8-Jul-23	V1.3 administrative updates following TEQSA registration

Warning - Document uncontrolled when printed! The current version of this document is maintained on the GHE website at <https://www.globalhe.edu.au/policy>