AC-A8 ADMISSIONS POLICY AND PROCEDURE

1 PURPOSE

This policy and procedure is intended to ensure that BBI-TAITE meets the requirements of the *Higher Education Standards Framework (HESF)*, particularly *1.1 Admissions,* and that applicants are equipped to study at the level required resulting in success in their chosen field of study*.*

This policy and procedure set out the requirements for admission to courses of study at the Institute. It guarantees potential and current students a high-quality student-centered admissions experience that is consistent, fair, unbiassed, transparent, and inclusive where applications are dealt with promptly.

This policy and procedure rescind the following documents:

- *C9 Cross-Institutional Study Policy;*
- *C13 Concurrent Enrolment Policy;*
- *D2 Deferral and Leave of Absence Policy and Procedure*; and
- *N1 Non-Award Study Policy and Procedure*

2 BACKGROUND

HESF 1.1.2 states that the admissions process:

…ensures that, prior to enrolment and before fees are accepted, students are informed of their rights and obligations, including:

a. all charges associated with their proposed studies as known at the time and advice on the potential for changes in charges during their studies

b. policies, arrangements and potential eligibility for credit for prior learning, and

c. policies on changes to or withdrawal from offers, acceptance and enrolment, tuition protection and refunds of charges.

The *HESF Guidelines* for *1.1 Admissions* state that TEQSA will:

…need to be satisfied that the provider's arrangements with students are based on adequate disclosure and informed choice, particularly on key matters such as fees and charges, specific obligations placed on students, [and] arrangements and implications for withdrawal from enrolment …

and that:

…prospective students must be made aware of any inherent requirements for undertaking a course, or parts of a course, that may affect those students in special circumstances or with special needs…

3 SCOPE

All prospective and current students of the Institute and staff involved in administration and recruitment of students.

4 DEFINITIONS

Admission refers to the process of application, assessment against criteria, and the result of the assessment.

Census date refers to the last day on which a student can access HELP loans or withdraw from a unit of study without incurring a debt.

Concurrent Enrolment: the simultaneous enrolment in no more than two courses of study at the Institute or one with another higher education provider.

Consistent, fair, unbiassed, transparent, and inclusive: the Institute will publish clear selection criteria for admission to BBI-TAITE's courses and these will be applied equitably, without fear or favour. The Institute will apply admissions policies irrespective of background or disadvantage experienced by applicants where those applicants have a reasonable prospect of success in their proposed course of study.

Confirmation of Enrolment refers to the letter that is sent to applicants indicating that the Institute is confirming their enrolment in their chosen course of study.

Cross-Institutional enrolment with another provider: an Institute student enrols in a unit of study offered by another provider where, on completion of their study with that provider, the Institute agrees to give the student credit towards their course of study.

Cross-Institutional enrolment with the Institute: a student from another provider enrols in a unit of study offered by the Institute where, on completion of the unit with the Institute, the other provider agrees to give the student credit towards their course of study at their home institution.

Deferral refers to delaying the start of a course of study with the Institute by up to one year from the Trimester of an applicant's offer of admission. Please note, a deferral may affect a student's progression in the course, that is, not all units offered in the course are available to study in each Trimester.

Inherent requirements are the academic and other abilities and skills required for a student to satisfactorily meet the learning outcomes of the unit and/or the aims and objectives of the course of study.

Non-award enrolment refers to a student enrolled in one or more units of study without admission to a course.

Trimester refers to the teaching period in which units of study are delivered.

5   POLICY

BBI-TAITE aims to attract, select and retain the best-fit students for the range of courses of study offered by the Institute.

5.1   *Applicant rights, responsibilities, and course related requirements* (*HESF 1.1.2*)

The Institute will ensure that students are informed of:

a. their rights and obligations prior to enrolment and before fees are paid;
b. minimum entry criteria for admission to their course of study;
c. admission requirements that are merit-based;
d. professional entry where the applicant has an incomplete undergraduate degree and relevant experience of no less than 5 years;
e. course specific admission requirements;
f. any specific English language skills required for potential success in the course of study;
g. all charges associated with their proposed studies as known at the time of application, and the potential for changes in charges during their enrolment;
h. any course costs in addition to fees, for example, costs related to travel for a unit intensive;
i. policies on changes to or withdrawal from enrolment, tuition protection and refunds of fees and charges;
j. policies, arrangements and potential eligibility for credit for prior learning; and

k. the Institute's *Academic Board Standing Committee* will consider student applications where admission has been applied for based on identified alternate entrance schemes or professional entry.

5.2 *Admissions processes and procedures*

The Institute will ensure that admissions processes and procedures:

5.2.1 are open, consistent, fair, unbiassed, inclusive and transparent concerning decisions on applicants for admission to the Institute's courses of study;

5.2.2 are based on academic merit regardless of any other factors; and

5.2.3 reflect consistency in admission decisions.

5.3 *Admission Requirements*

The Institute is concerned that applicants are equipped to study at the level of the course they are applying for and that students achieve success in their chosen field of study. To be eligible to enter their chosen course of study applicants must meet:

5.3.1 the stated admission requirements for the course of study, or the requirements for an alternative entrance scheme, if that scheme is a pathway for the course of study;

5.3.2 the minimum age requirements for the course of study;

5.3.3 citizenship requirements;

5.3.4 professional requirements where appropriate;

5.3.5 English proficiency requirements for the course where appropriate;

5.3.6 any other entrance requirements published for the course of study; and

5.3.7 the requirements to have access to a reliable computer and internet service.

5.4 *Documentation for admission*

5.4.1 It is the Institute's policy to sight original or certified copies for the following documents – any non-English document(s) must include a certified copy of a translation of the document(s):

Primary Documents, one of:

a. current Australian passport;
b. Australian birth certificate;
c. Australian Citizenship Certificate;
d. current International passport with appropriate Australian Visa documents

Secondary Documents, one of:

e. Australian driver license;
f. State or Federal Government Employee photo ID;
g. current Tertiary Education Institution photo ID;
h. Department of Veterans' Affairs card;
i. Working with Children/Teachers Registration card
j. any other 40-point document as listed on the *Australian Government DET proof of identity requirements*;

and

k. all academic transcripts and testamurs.

5.4.2 Where applicants apply for credit (including credit transfer or recognition of prior learning) certified copies of transcripts/testamurs/supporting documentation must be supplied (refer *AC-C8 Credit Policy and Procedure*).

5.5 *Confirmation of enrolment*

    5.5.1 *Offer of Admission*: The Director of Student Services and Operations, the Registrar, or the Associate Dean (Academic) may make an offer of admission to an applicant.

    5.5.2 *A Confirmation of Enrolment* must include all information concerning how to apply for credit/RPL, any conditions to be met, course requirements, and fees for the relevant course of study.

5.6 *Concurrent enrolment applicants*

Concurrent enrolment allows a student to undertake two courses simultaneously. Concurrent enrolment with the Institute is limited to two (2) courses. Students must meet the requirements for both courses.

    5.6.1 *Admission requirements for concurrent enrolment with the Institute*

        a. *Undergraduate students applying to undertake a Religious Education course with the Institute:*

            i. Applicants enrolled in an undergraduate Teaching or Education course with another higher education provider may apply to study concurrently the *Graduate Certificate in Religious Education* with the Institute provided the following conditions are met:

- the course in which the applicant is enrolled at their home institution is undertaken at AQF level 7 or above;
- the applicant has completed at least 75% of their course of study at their home institution;
- the applicant has maintained an overall GPA of 5.0 (credit) or higher throughout their course of study;
- the applicant has approval from their home institution to undertake concurrent study with the Institute.

These applicants are eligible for admittance to the *Graduate Certificate of Religious Education* only.

            ii. Students who, on completion of the *Graduate Certificate in Religious Education*, would like to progress to the *Graduate Diploma* or *Master of Religious Education*, or to another course offered by the Institute, must successfully complete their undergraduate degree prior to applying for further study with the Institute.

            iii. Applicants enrolled in another higher education provider's courses, other than teaching or education, are eligible for concurrent enrolment if their course of study is in a similar discipline to the course they are applying for.

        b. *Postgraduate Teaching or Education students applying to undertake a Religious Education course with the Institute:*

Applicants who have completed a Bachelor degree in a non-teaching discipline, and are currently enrolled in a postgraduate teaching or education award with another higher education provider, may apply for concurrent enrolment in the *Graduate Certificate in Religious Education* provided the following conditions are met:

- the course in which the applicant is enrolled at their home institution is undertaken at AQF level 8 or above;
- the applicant has approval from their home institution to undertake concurrent study with the Institute.

5.7 *Cross-Institutional study applicants*

5.7.1 *Admission*: Students of other tertiary institutions wishing to complete a unit(s) of study with the Institute may apply for admission for cross-institutional enrolment with the Institute.

5.7.2 *Admission requirements*: Applicants must meet all admission requirements relevant to the course in which the unit(s) they are studying are located.

5.7.3 *Home course*: Applicants are responsible for ensuring that the unit(s) of study at the Institute meets the requirements of the course they are enrolled in at their home institution.

5.7.4 *Student rights and responsibilities*: Cross-Institutional students have the same rights and responsibilities as the Institute's award students, including right of appeal, and liability for fees (tuition, library fees etc.).

5.7.5 *Transcript*: On completion of their study students will receive a transcript of their results.

5.7.6 *Continuing study*: Students wishing to continue study beyond their first trimester of enrolment must reapply for admission with the appropriate supporting documentation from their home institution. Documentation already submitted to the Institute as part of a previous application does not need to be resubmitted for this subsequent application.

5.8 *Non-award study applicants*

5.8.1 *Institute student admission*: Students of the Institute wishing to complete a non-award unit(s) of study with the Institute may apply for admission for non-award enrolment.

5.8.2 *External student admission*: External students wishing to complete a non-award unit(s) of study with the Institute may apply for admission for non-award enrolment.

5.8.3 *Admission requirements*: Applicants must meet all admission requirements relevant to the course in which the unit(s) they are studying are located.

5.8.4 *Student rights and responsibilities*: Non-award students have the same rights and responsibilities as the Institute's award students, including right of appeal, and liability for fees (tuition, library fees etc.).

5.8.5 *Non-award transcript*: On completion of their study students will receive a transcript of their results.

5.8.6 *Continuing study*: Students wishing to continue their non-award study beyond the first trimester of enrolment must reapply for admission as non-award students. Documentation already submitted to the Institute as part of a previous application does not need to be resubmitted for this subsequent application.

5.9 *Deferral*

Applicants may defer the commencement of their course for up to one year (12 months) from the trimester of the *Confirmation of Enrolment* to the program.

5.10 *Lapse of Confirmation of Enrolment*

If the *Confirmation of Enrolment* is not taken up within one year (12 months) from the Trimester the offer of admission is made, then the *Confirmation of Enrolment* will lapse, and the applicant will be required to reapply for entry into the course.

5.11 *Declining an Admission Application*

Admission may be declined if the applicant:

   a.   does not meet the entrance requirements for the course;
   b.   has been excluded within the last two years from another Institute course due to unsatisfactory academic progress or academic misconduct;
   c.   has been excluded from another institution within the last two years for reasons of unsatisfactory academic progress; or
   d.   is deemed to be unlikely to cope with graduate level academic study.

5.12 *Appeal of admission decisions*

If a student wishes to appeal a decision concerning their admission, they should refer to *AC-A5 Academic Complaints Policy and Procedure*.

6   PROCEDURE

6.1   *Application*: A potential student must apply online for the course of study they wish to undertake. They must include all supporting documents in their application (see *5.4 Documentation for admission* above for a list of documents required).

6.2   *Documentation*: It is the Institute's policy to sight all original documents (or certified copies) (refer *5.4 Documentation for admission* above).

6.3   *Verification of documentation*: The applicant must give permission for the Institute to verify their academic qualifications or transcript(s) of academic awards included with their application with the issuing institution (except where BBI-TAITE has issued the award).

6.4   *Institutional accreditation and verification of information*: In addition to sighting original or certified copies of the awarding institution's testamur/transcript BBI-TAITE will check the institution's credentials utilizing *AEI Country Education Profiles* (CEP), and/or contact the awarding institution to verify the information that the student has provided.

6.5   *Admissions criteria*: In deciding whether to admit an applicant, the Institute's admissions process will establish that the applicant has met the admissions criteria for their preferred course of study.

6.6   *Concurrent Enrolment*

   6.6.1   Students of other higher education providers wishing to apply for concurrent enrolment with the Institute may do so through the application portal.

   6.6.2   *Deferring fees to FEE-HELP*: Where a concurrent student is deferring their fees to FEE-HELP with their home institution, they have the option to defer Institute tuition fees to FEE-HELP where the appropriate documentation is provided to the Institute.

6.7   *Cross-Institutional study*

   6.7.1   Students of other tertiary institutions wishing to complete a unit(s) of study as a cross-institutional enrolment with the Institute may apply through the application portal.

   6.7.2   Deferring fees to FEE-HELP: Where a cross-institutional student is deferring their fees to FEE-HELP with their home institution, they have the option to

defer Institute tuition fees to FEE-HELP where the appropriate documentation is provided to the Institute.

6.7.3 *Documentation:* Applicants must submit all documentation listed under *5.4 Documentation for Admission* above, including:

- English language proficiency verification, if required;
- a certified copy of an Australian Passport/Citizen certificate to support their FEE-HELP application, if required; and
- the Institute's *Cross-Institutional Home Provider Endorsement form* signed by an authorized representative of their home institution.

6.7.4 Application closing date: All applications must be received at least four calendar weeks prior to the commencement of a Trimester.

6.7.5 Declining an application: Applications to complete a unit of study with the Institute may be declined based on the criteria listed under *5.11 Declining an admission application* above, or that the student has not completed the required prerequisites for the requested unit of study.

6.8 *Non-award study applications*

6.8.1 *Institute student applications*: Students of the Institute wishing to complete a unit(s) of study not within their degree structure may, with the approval of the Associate Dean (Academic) or Registrar, apply to undertake a unit(s) of study as a non-award enrolment, so long as this enrolment does not interfere with academic progress in their enrolled award. They may apply by contacting the Registrar or Associate Dean (Academic)*.*

6.8.2 *External student applications*: Applicants wishing to complete a non-award unit(s) of study with the Institute may apply to undertake a unit(s) of study as a non-award enrolment through the *application portal*.

6.8.3 *Eligibility to defer fees to FEE-HELP for non-award enrolment*: A non-award student is not permitted to defer their non-award fees to *FEE-HELP,* they must pay their fees to the Institute up front.

6.8.4 *Documentation:* Applicants must submit all documentation listed under *5.4 Documentation for Admission* above, including:

a. English language proficiency verification, if required;
b. a certified copy of an Australian Passport/Citizen certificate if required; and

6.8.5 *Application closing date*: All applications must be received at least four calendar weeks prior to the commencement of a Trimester.

6.8.6 Declining an application: Applications to complete a non-award unit of study with the Institute may be declined based on the criteria listed under *5.10 Declining an admission application* above, or that the student has not completed the required prerequisites for the requested unit of study.

6.9 *Application status*

Under normal circumstances an applicant will be advised of the status of their application within 10 working days of making the application. This advice will confirm whether the applicant has been admitted, or whether their application has been referred to the *Academic Board Standing Committee* for determination.

6.10 *Decline of an application*

Where an application has been declined by the *Academic Board Standing Committee*, the applicant will be informed of the reasons for the rejection of the application, and, if appropriate, made aware of what they need to do to meet entry requirements for the course.

6.11 *Deferral*

    6.11.1 *Deferral and Confirmation of Enrolment*: Applicants who have received their *Confirmation of Enrolment* may apply to defer their studies for up to one year. They must indicate their intention to defer when returning the *Student Declaration* section of the *Confirmation of Enrolment.*

    6.11.2 *Approval of deferral*: Applicants will be made aware of the outcome of their application for deferral through their personal email account advised to the Institute in their application for admission.

    6.11.3 *Failure to commence studies following a deferral*: If an applicant does not commence their studies at the conclusion of their approved deferral their application will lapse, and they will be required to reapply for admission to the program.

7 RELAXING PROVISION

To provide for exceptional circumstances, the Associate Dean (Academic) may relax any provision of this procedure and report these decisions to the next meeting of the Academic Board.

8 KEY RELATED DOCUMENTS

- English Language Proficiency Policy
- Academic Board Standing Committee Membership and Terms of Reference

9   NOTES

Contact Officer	Director Student Services and Operations
Implementation Officer/s	Associate Dean (Academic) / Registry Team
Approval Authority / Authorities	Academic Board
Date Approved	14/01/2016
Date of Commencement	01/01/2017
Date for Review	24 MONTHS AFTER COMMENCEMENT
Amendment History	13/05/2020 – Introduction of HESF standards, reduction in professional experience from 10 years to 5 years, addition of Clause 7 Relaxing Provision, and other minor changes. Plus, other minor amendments to reduce duplication, to clarify wording, and to bring wording to plain and simple English. 20/10/2020 Addition of: • text at 5.4.1 concerning certified copies of translated documents; • deferral policy and procedure at 5.7, 5.8 and 6.9; • a definition of deferral under 4. Definitions; • a statement concerning the rescinding of C9, D2 and N1; and • added text in policy and procedure sections concerning Cross-Institutional policy and procedures, and Non-Award Study policy and procedures. 16/03/2021 Amalgamation of C13 Concurrent Enrolment Policy 01/07/2021 – Change the code of policy from A8 to AC-A8 to reflect that is an Academic Policy, and update other policy codes within this policy and procedure; Delete references to Academic Dean and replace with Associate Dean (Academic)
Key Stakeholders	Academic Board Academic Board Standing Committee Associate Dean (Academic) and Registrar Director of Student Services and Operations Potential applicants and current students