

Student Admissions Policy

Purpose	Outlines AITC's approach in determining the requirements for the admission of students into its Postgraduate Courses.
Location	The policy is maintained on ownCloud
Responsible executive	CEO
Responsible office	CEO's Office
Contact officer	Registrar
Effective date	05 January 2021
Review date	TBA
Modification history	Version 1.1 (05 Jan 2021), Version 1.2 (24 March 2022), Version 1.3 (8 Nov 2022)
Related documents	AITC Academic Credit and Recognition of Prior Learning (RPL) Policy AITC English Language Proficiency Policy AITC Student Deferral, Suspension and Cancellation Policy AITC Overseas Student Transfer Policy and Procedure AITC Student Progression, Exclusion and Graduation Policy AITC Fee Refund Policy and Procedure AITC Tuition Fees Payment Policy
Authority	Approved by Academic Board

1. Purpose

This policy outlines the Australian Institute of Technology and Commerce (AITC)'s approach in determining the requirements for the admission of students into its Postgraduate Courses.

2. Scope

This policy is relevant to all students of the AITC.

3. Definitions

3.1 **CEO:** Chief Executive Officer

3.2 **Confirmation of Enrolment (CoE):** a document, provided electronically, which is issued by the registered provider to intending overseas students and which must accompany their application for a student visa. It confirms the overseas student's eligibility to enrol in the particular course of the registered provider (National Code 2018).

3.3 **Unconditional Offer:** the applicant meets all the entry requirements and upon acceptance of offer can enrol and commence in the course.

3.4 **Conditional Offer:** the applicant may not meet all the entry requirements, and enrolment and commencement in the course are subject to certain conditions being met.

3.5 **Special Consideration:** consideration provided to an applicant for a selected course, involving an

adjustment to the admissions criteria being applied, based on documented evidence.

4. Policy

AITC has an obligation to ensure that students have the best chance of success in their academic endeavours and to achieve this, its admissions and enrolment processes address the following requirements:

- a) Minimum entry requirements for admission into each Postgraduate Course must be established to ensure a student has the best chance of successful completion of the enrolled Course.
- b) Entry requirements for each Postgraduate Course are appropriate to commence and attain the AQF level of the course.
- c) Entry requirements for each Postgraduate Course have been approved by the Academic Board and are available to review on the AITC website; each prospective student's application will be assessed against the requirements based on the student's knowledge and skills at the time of the prospective student's application.
- d) Admission processes are transparent, fair, consistent, and equitable.
- e) Prior to enrolment students will be informed of their rights and obligations.
- f) Admissions decisions must be flexible regarding the promotion of diversity and equity, considering students from different backgrounds.
- g) Admissions processes must ensure the accuracy and authenticity of all application documentation.
- h) All contractual arrangements with students are in writing and detail any/all conditions.
- i) Students must be at least 18 years of age upon the Course commencement.

5. General Admission Requirements

- 5.1 Applicants must meet all entry requirements in order to be eligible for admission, however, even if an applicant meets all requirements they are not guaranteed admission.
- 5.2 AITC requires all applicants to verify certain details by providing original or certified copies of documents that are officially translated into English. At a minimum, the applicant must provide evidence of the following:
 - a) Their identity including their date of birth.
 - b) Their Citizenship.
 - c) Their Visa status (international students).
 - d) Any educational qualification or achievement required for admission.
 - e) English language proficiency (international students).

- 5.3 Students applying to study must complete the Student Application Form and submit it along with the required evidence documents to AITC for assessment. Applications will be received through direct entry, meaning all applications are to be made directly to AITC and Application due dates will be published on its website. Applications received after the published due date may be accepted at the discretion of the Academic Dean or the Registrar.

6. Admission Criteria

- 6.1 The approval for a new course, or any change to an existing course, should specify the criteria that will apply for admission into that course. Any subsequent changes to the criteria must be approved by the Academic Board. These course-specific admissions criteria will be published on the AITC website and available in the Course Guide.
- 6.2 The course-specific admissions criteria can include defined performance levels in any combination of the following elements:
- a) Previous study in specified discipline areas.
 - b) Relevant professional experience.
 - c) Language skills.
 - d) An interview.
- 6.3 Relevant professional experience will be outlined by the applicant and this will include details of the employer, the role of the candidate in the organisation, and the periods of employment. The Academic Dean will assess this experience and evaluate its value in to the course.
- 6.4 Where the admission criteria include a requirement for an interview, the course proposal must provide details of how this interview will be managed.
- 6.5 To qualify for admission and enrolment into a Course offered by AITC, an applicant must meet all the admissions criteria for the Course. Meeting all the criteria does not guarantee an entry.

7. Special Consideration for Admission

- 7.1 Whilst admission to courses is based on defined criteria, AITC recognises that under some circumstances applicants' ability to demonstrate their potential against those criteria will be impacted by a range of circumstances.
- 7.2 An applicant who does not meet the minimum admissions criteria for a course may apply in writing to the Academic Dean requesting to be granted special consideration for admission. as well as outlining the basis for their request. Special consideration may be approved by the Academic Dean and shall only be approved where:
- a) There is clear evidence that the applicant's circumstances have affected their ability to demonstrate their capability against the admissions criteria.
 - b) Clear alternative evidence is provided that demonstrates that the applicant has the capability to

succeed in completing the course.

7.3 Special consideration may only be granted where the applicant has been affected by one or more of the following circumstances:

- a) An applicant has a disability.
- b) An applicant has a learning or language difficulty.
- c) An applicant is from a disadvantaged socioeconomic background.
- d) An applicant is of Aboriginal or Torres Strait Islander descent.
- e) An applicant who has suffered some other disadvantage in his/her access to education.

7.4 Any decision by the Academic Dean will be recorded in writing and will outline the basis for the decision. A report will be provided to the Academic Board each semester that details all the applications for special consideration that have been made, and the basis on which decisions were made.

8. Credit and Recognition of Prior Learning

Applications for course credit or Recognition of Prior Learning (RPL) should be made at the time of applying for a course. Any credit or RPL awarded will be subject to the Academic Credit and Recognition of Prior Learning Policy. The outcome of the assessment should be included in the letter of offer and must be accepted by the applicant. Records of acceptance will be retained for two years after the student ceases to be an accepted student.

9. Offers

9.1 Students will be advised of the outcomes of the applications in writing. A successful applicant will receive an offer of admission from AITC. Offers may be unconditional or conditional together with all the information relevant to an applicant accepting the offer.

9.2 Applicants need to sign the Offer Acceptance Form and return it to AITC with the required payment and other documents that are requested in the offer. Information regarding the Tuition Fees Payment could be found on AITC website.

9.3 Upon AITC receiving the completed Offer Acceptance Form and the required tuition fees, a CoE will be issued to students that enable students to apply for a Student Visa if required. The CoE will cover the expected duration of study specified in the Offer. Information on obtaining a Student Visa is available online at <https://immi.homeaffairs.gov.au/>.

9.4 Upon being granted the student visa, students should advise AITC about their travel arrangements as soon as practicable if students request the Airport reception and accommodation placement services.

9.5 Students should attend the orientation programs before the commencement of the formal study, which help students access the information and services available to assist them in adjusting to study and life in Australia.

10. Deferral

An applicant may decide to defer enrolment after a successful application. The deferment period cannot exceed one year. The Academic Dean will determine and communicate to the applicants the procedure, terms and conditions of any deferment.

11. Refusal of Admission and Appeals

If an application for admission is refused for any reason, the applicant may appeal the decision. If this is the case, the applicant is entitled to appeal the decision under the Student Grievance Mediation Policy.