Student Admissions Policy and Procedure

POLYTECHNIC
INSTITUTE
AUSTRALIA

CONTENTS

1 PRELIMINARIES

Commencement

This policy and procedure commence on 2 February 2022.

Purpose

This policy outlines PIA's approach to all matters associated with the selection and admission of students to its courses and allocates clear responsibilities and accountabilities to staff and students in order to ensure that selection and admissions processes are transparent and decisions are consistent and fair.

Application

This policy and procedure apply to all applicants to PIA, students at PIA, and to all staff involved in the admissions process.

2 DEFINITIONS

The following definitions apply in this document:

C1A – Cambridge English C1 Advanced (previously CAE or Cambridge English: Advanced)

C2P – Cambridge English C2 Proficiency (previously CPE or Cambridge English Proficiency)

Student Admissions
Policy and Procedure

POLYTECHNIC
INSTITUTE
AUSTRALIA

POLYTECHNIC

Conflict of Interest – arises when a staff member's personal interests are perceived to potentially or actually interfere with the staff member's primary obligations to act in the interests of the PIA. It exists where a reasonable person could assume that a staff member's personal interest could improperly influence the performance of duties conducted on behalf of the PIA. Personal interest reflects the inappropriate benefit or disadvantage to the staff member or to others the staff member wishes to advantage or disadvantage and is not limited to financial interests.

Duolingo – Duolingo English Test

IELTS – International English Language Testing System: Academic version

KITE – Kaplan International Tools for English

Misleading documentation – Documentation that creates a false impression such as a Genuine Temporary Entrant Form that states the student intends to study and the student subsequently does not engage in learning.

OET – Occupational English Test.

PTE Academic – Pearson Test of English Academic.

Restricted access arrangement – an agreement to accept students from specific pathways.

TOEFL iBT – Test of English as a Foreign Language: Internet-based Test.

3   POLICY

3.1   Approach

3.1.1   As a Higher Education Provider, PIA has open, fair and transparent procedures based on merit for making decisions about the approval of applicants who seek to enrol with the Institute in a unit of study. Applicants seeking to enrol in a course of study with PIA, regardless of their background, circumstances, or eligibility for funding, will be assessed for entry to study through the same published entry requirements and the same process. Specific consideration will be given to intending students from an Aboriginal and Torres Strait Islanders (ATSI) background.

3.1.2   In making decisions about the approval of applicants for admission, the above undertakings do not prevent PIA from taking into account educational disadvantages that a particular applicant has experienced, or the fact that the applicant may be enrolled via a restricted access arrangement.

3.1.3   Students will be admitted on merit, based on the published criteria in the Admissions Standards.

3.1.4   PIA will ensure that throughout the process of admission, applicants are treated courteously and expeditiously.

3.1.5   Students will be informed of the following prior to admission and acceptance of fees:

- Charges associated with their proposed studies as known at the time of admission.
- The potential for changes in charges during their studies.
- Policies, arrangements, and potential eligibility for credit for prior learning and
- Policies on changes to or withdrawal from offers, acceptance and enrolment, tuition protection and refunds of charges.

3.1.6 Any particular conditions of enrolment into the applicant's requested course will be in writing, including:

- Vaccination requirements.
- Security Check requirements.
- Work placement requirements.
- Special entry conditions.

3.1.7 A student's enrolment may be cancelled in accordance with Student Deferment, Suspension and Cancellation of Study Policy and Procedure.

3.2 Publication

3.2.1 Entry criteria and application procedures are published in the Course Outlines and on PIA's website for the information of persons seeking to enrol with the Institute.

4   RESPONSIBILITIES

4.1 The Registrar

The Registrar is responsible to

- Ensure offer letters inform students of:
  - o All charges associated with their proposed studies as known at the time.
  - o The potential for changes in charges during their studies.
  - o Policies, arrangements and potential eligibility for credit for prior learning and
  - o Policies on changes to or withdrawal from offers, acceptance and enrolment, tuition protection and refunds of changes.
- Report fraudulent documentation to the relevant authorities.

4.2 The Dean

The Dean is responsible to:

- Ensure entry requirements for courses are communicated to the Registrar's Department
- All course changes that may affect students' enrolment are communicated to the Registrar's Department for communication with students.

4.3 An Admission Officer

An Admission Officer is responsible to:

- Accept applicants who meet the entry requirements.
- Reject applicants who do not meet the entry requirements.

- Investigate potentially inauthentic or fraudulent documents in consultation with their manager.

4.4 The Academic Board

The Academic Board is responsible for setting and maintaining the Admissions Standards.

5   PROCEDURES

5.1   Applications Process

5.1.1   Applications for admission to a course shall be made on the prescribed form, with all relevant sections completed and lodged in the manner specified on the form.

5.1.2   Undergraduate

5.1.2.1   To satisfy the general entrance requirements for admission to a course, applicants must meet at least one of the following entry requirements:

- Successful completion of an Australian senior secondary qualification (or recognised equivalent) with the equivalent of a minimum Australian Tertiary Admission Rank (ATAR) of 60 and

    Bachelor of Business

    NSW (or equivalent) Band 4 Standard English; and

    NSW (or equivalent) Band 3 Advanced Mathematics; or

    NSW (or equivalent) Band 4 Standard 2 Mathematics.

    Bachelor of Networking and Telecommunications

    NSW (or equivalent) Band 4 Standard English; and

    NSW (or equivalent) Band 3 Advanced Mathematics; or

    NSW (or equivalent) Band 4 Standard 2 Mathematics.

- Successful completion of a qualification at an Australian registered institution of tertiary education, at AQF level 5 or above (or recognised equivalent issued in a country listed Appendix 2); or

- Satisfactory completion of an accredited Tertiary Preparation Program or Foundation Year Program offered by an Australian university that enables students to gain entry to an Australian university; and

- In addition, all students must be 18 years of age or over at the time that they commence the course for which they have applied.

5.1.2.2   Where there are higher education studies in addition to completed vocational qualifications the decision for admission will solely be based on the higher education academic results.

5.1.3   Postgraduate

5.1.3.1   Available places will be offered to qualified applicants based on merit in accordance with the following admissions criteria:

5.1.3.1.1   Master of Business

a) a pass bachelor's degree or higher qualification with a minimum credit average (or equivalent) at an institution approved by the Institute or

b) a pass bachelor's degree or higher qualification (or equivalent) and performance in an admissions test approved by the Business School to a standard considered satisfactory by the Institute; and

c) satisfaction of the English language requirements; and

d) any other minimum standards specified by the Institute.

5.1.3.1.2 Graduate Diploma in Business

a) a pass bachelor's degree or higher qualification (or equivalent) at an institution approved by the Business School and graded at a standard acceptable to the Institute.

b) satisfaction of the English language requirements; and

c) any other minimum standards specified by the Institute.

5.1.3.1.3 Graduate Certificate in Business

a) a pass bachelor's degree or higher qualification (or equivalent) at an institution approved by the Business School and graded at a standard acceptable to the Institute; or

b) a minimum of five years' relevant work experience, which includes at least three years' management experience, or significant technical experience, as determined by the Institute.

c) satisfaction of the English language proficiency requirements; and

d) any other minimum standards specified by the Business School.

5.2 English Language Proficiency Requirements

5.2.1 Undergraduate

5.2.1.1 Students whose first language is not English, must demonstrate competency in the English language. English proficiency can be demonstrated by providing certified evidence of an International English Language Testing System (IELTS) test result (or equivalent alternative test result, as follows), issued no more than two (2) years prior to date of application:

- IELTS - International English Language Testing System: Academic version

Version: 3.7   **Page** 5 of 11
Once PRINTED, this is an UNCONTROLLED DOCUMENT. Refer to the PIA Website for the latest version.
Polytechnic Institute Australia Pty Ltd.
ABN: 34 145 333 795 Provider Number PRV14049 CRICOS 03535M

- TOEFL iBT - Test of English as a Foreign Language: Internet-based Test
- PTE Academic - Pearson Test of English Academic
- C1A - Cambridge English C1 Advanced (previously CAE or Cambridge English: Advanced)
- C2P - Cambridge English C2 Proficiency (previously CPE or Cambridge English: Proficiency)
- OET - Occupational English Test
- KITE - Kaplan International Tools for English
- Duolingo* - Duolingo English Test

TEST	OVERALL	READING	WRITING	LISTENING	SPEAKING
IELTS Academic	6.0	6.0	6.0	6.0	6.0
TOEFL iBT	83	13	21	12	18
PTE Academic	58	50	50	50	50
C1A	180	169	169	169	169
C2P	180	169	169	169	169
OET	-	C+	C+	C/C+	C/C+
KITE	B2 (>450)	B2 (>450)	B2 (>450)	B2 (>450)	B2 (>450)
Duolingo*	115	110	110	110	110

* Under trial

5.2.1.2 Note that the most recent attempt at any language proficiency test supersedes any previous attempts (irrespective of those test results) or requirements.

5.2.1.3 Other acceptable evidence of English proficiency includes:

- Successful completion of an AQF Level 5 Diploma or above with at least one (1) year of full-time study in English at an Australian registered vocational or higher education.

5.2.1.4 Applicants who do not meet the specified English proficiency requirements must enrol in an English Language Intensive Courses for Overseas Students (ELICOS) program at PIA or a provider of their own choice.

5.2.1.5 Where student have applied to undertake an ELICOS course through an alternate provider they must provide a Confirmation of Enrolment (COE) for an ELICOS program in English for Academic Purposes (EAP), for a duration of at least twelve (12) weeks for every 0.5 below 6.0 overall or subsection IELTS or equivalent result, prior to application, and evidence of successful completion must be provided prior to enrolling in the PIA course.

5.2.2 Postgraduate

5.2.2.1 As well as meeting the admissions criteria set out above in 6.1, all international candidates must meet the minimum English language proficiency

requirements. Candidates must provide certified documentation that they meet the minimum English language proficiency requirements.

5.2.2.2   Below are the minimum requirements which must be demonstrated for entry into the postgraduate courses

- IELTS - International English Language Testing System: Academic version
- TOEFL iBT - Test of English as a Foreign Language: Internet-based Test
- PTE Academic - Pearson Test of English Academic
- C1A - Cambridge English C1 Advanced (previously CAE or Cambridge English: Advanced)
- C2P - Cambridge English C2 Proficiency (previously CPE or Cambridge English: Proficiency)
- OET - Occupational English Test
- KITE - Kaplan International Tools for English
- Duolingo* - Duolingo English Test

TEST	OVERALL	READING	WRITING	LISTENING	SPEAKING
IELTS Academic	6.5	6.0	6.0	6.0	6.0
TOEFL iBT	85	13	21	12	18
PTE Academic	58	50	50	50	50
C1A	180	169	169	169	169
C2P	180	169	169	169	169
OET	-	C+	C+	C/C+	C/C+
KITE	B2 (>450)	B2 (>450)	B2 (>450)	B2 (>450)	B2 (>450)
Duolingo*	115	110	110	110	110

* Under trial

5.2.2.3   PIA may consider applicants who have successfully completed at least one full year of a higher education course (AQF Level 7 or above) at an Australian higher education provider within the last 2 years. PIA may also consider applicants who have successfully completed at least one full year of a Vocational Education and Training course (AQF Level 8 or above) at an Australian Registered Training Organisation within the last 2 years.

5.2.2.4   All evidence provided and test results must have been officially obtained within two years of the proposed commencement date for the course.

5.2.3   Where English language proficiency requirements are higher than these minima, the requirements are set out in the respective Course Regulations.

5.3   Declaration of Previous Studies

5.3.1 As part of an application to enrol in a course offered by PIA, applicants must disclose the results of any previous higher education studies undertaken in Australia.

5.3.2 The failure to disclose the outcomes of previous higher education studies in Australia are grounds to cancel a student's enrolment and in the case of international students the cancellation of their Confirmation of Enrolment.

5.3.3 Applicants are required to apply for the granting of Advanced Standing (Recognition of Prior Learning) as part of an application for admission if applicable. All such applications will be assessed under the provisions of the Credit and Recognition of Prior Learning Policy and Procedure.

5.4 Special/Alternative Admission Arrangements

    5.4.1 Undergraduate

        5.4.1.1 Applicants who are 21 years of age or over who have not completed Year 12 or its equivalent may gain entry to a course by addressing one of the following entry requirements:

            5.4.1.1.1 Successful completion of a Special Tertiary Admissions Test administered by a tertiary admissions centre; or

            5.4.1.1.2 Submission of a portfolio of prior and current academic and professional work; or

            5.4.1.1.3 Applicants applying under special admission categories will be required to attend an interview with the Dean to assess the applicant's capacity for higher education studies. The applicant should submit a portfolio of prior and current academic and professional work prior to the interview to assist in the assessment process.

        5.4.1.2 The criteria used by the Dean when approving applicants for admission into a course under special or alternative admission arrangements include:

- capacity to pursue tertiary studies;
- motivation to pursue tertiary studies in the discipline of the chosen course;
- demonstrated potential for academic studies based on the applicant's portfolio;
- relevant professional and industry experience; and
- specific consideration of access issues for ATSI's.

    5.4.2 Postgraduate

        5.4.2.1 In exceptional circumstances the Institute may admit applicants without these qualifications who, in the opinion of the Institute, have qualifications and evidence of experience and achievement sufficient to successfully undertake the award. These may include:

5.4.2.1.1   a minimum of five years' relevant work experience, which includes at least three years' management experience, or significant technical experience

5.4.2.1.2   completion of an Advanced Diploma or Associate Degree (AQF Level 6) or learning equivalent to an AQF Level 6 qualification and at least three years' relevant work experience

5.4.2.1.3   completion of the Graduate Certificate stage at PIA (or equivalent at a recognised HEP or University)

5.4.2.1.4   any other entry pathway where PIA can demonstrate that the candidate has the appropriate English language proficiency, academic knowledge and acumen to successfully complete the course in which they enrol.

5.5   Applications

    5.5.1   Applications for admission to a course shall be made on the prescribed form, with all relevant sections completed, and lodged in the manner prescribed on the form.

    5.5.2   Assessment of Applications and Verification of Evidence

       5.5.2.1   All applications for admission to a course will be assessed by a qualified Admissions Officer. Applicants who apply to undertake a course of study at PIA must submit documentary evidence that demonstrates they meet the published entry requirements for their chosen course. Either certified copies of all documentation must be provided, or original documents must be sighted and certified by the Admissions Officer.

       5.5.2.2   Qualifications submitted in a language other than English must be accompanied by a certified official translation.

       5.5.2.3   Where there is any doubt about the authenticity of any documentation provided, the Admissions Officer must correspond with the issuer of the document and make relevant enquiries.

       5.5.3.4   All applications and their assessment will be validated by the Dean. The process for assessing applications is attached as Appendix 1.

    5.5.3   Offers

5.5.3.1   Academic approval for a proposed offer must be obtained before an offer is made to an applicant in cases where:

    a.   The applicant has studied at one or more higher education institutions prior to applying to PIA; or

    b.   The student has more than 50% non-passing grades for previous studies. Non-passing grades are cases where a student has enrolled in a unit but has not received a passing grade for any reason.

5.5.3.2   A written offer for enrolment may be made to a student provided that

- the applicant meets the published entry criteria; and
- the required documentation has been provided; and
- academic approval has been granted in accordance with 5.5.3.1 above if appropriate.

5.5.3.3 Any conditions will be detailed in the Student Offer and Acceptance Agreement.

    5.5.4   Acceptance

        5.5.4.1   Applicants accept the offer of a place in the course by signing and returning a copy of the Student Offer and Acceptance Agreement as directed. Acceptance of an offer of a place shall be taken to constitute acceptance by the applicant of all published policies and procedures of PIA.

        5.5.4.2   Once an offer is accepted, the applicant is enrolled in their chosen course and sent a Confirmation of Enrolment (COE) letter with details about the course and arrangements for student orientation.

    5.5.5   Cancellation of Enrolment

        5.5.5.1   A student's enrolment may be cancelled in accordance with Student Deferment, Suspension and Cancellation of Study Policy and Procedure.

    5.5.6   Appeals

        5.5.6.1   An applicant may appeal against a decision to refuse admission to a course through the Student Grievance Handling Policy and Procedure.

6 RELATED LEGISLATION AND DOCUMENTS

Institute Documents

- Application Form
- Credit and Recognition of Prior Learning Policy and Procedure
- Confirmation of Enrolment
- Letter of Offer
- Student Offer and Acceptance Agreement

Applicable External Standards and Codes

This policy and procedures support compliance with the following

Standards/Code	Standards/Clauses
Higher Education Standards Framework (Threshold Standards) 2021	1.1 2.2 6.2
National Code of Practice for Providers of Education and Training to Overseas Students 2018	2

7 FEEDBACK

PIA staff and students may provide feedback about this document by emailing policy@pia.edu.au for such feedback to be incorporated into a future review.

Version: 3.7   **Page** 10 of 11
Once PRINTED, this is an UNCONTROLLED DOCUMENT. Refer to the PIA Website for the latest version.
Polytechnic Institute Australia Pty Ltd.
ABN: 34 145 333 795 Provider Number PRV14049 CRICOS 03535M

8   POLICY MANAGEMENT

Approval and Review	Details
Approval Authority / Owner (Role)	Academic Board
Administrator / Responsible for Implementing	Registrar
Approval Date	30 April 2024
Next Review Date	30 April 2027

Document History

Month and Year	Version	Amendments
December 2014	1.0	Policy created and endorsed by the Board
February 2022	3.5.1	The formatting was updated.
March 2024	3.6	The formatting was updated, including the addition of the document history.
April 2024	3.7	Increasing academic scrutiny of application