Document Name

STUDENT SELECTION AND ADMISSION POLICY AND PROCEDURE

Document Number

PO-STU-08

Document Status

Author	Registrar	July 2015
Approving Authority	Academic Board	August 2017
Publication	Issue 15	August 2019
Review Date	Review of Issue 15	August 2021

Purpose and Scope

This policy and procedure aims to clarify the admissions regulations, and to establish and maintain a uniform process which ensures the efficient management of all student admissions and offers of a place in an Excelsia College course. It also seeks to standardise process for the application of admission requirements that are specific to the courses and those that reflect the higher education regulatory framework governing both domestic and overseas student admissions. This will ensure transparency, equity and fairness in the treatment of all applicants.

Responsibilities

Academic Board has delegated authority to the Registrar the management of the College's policy for student admissions. AB monitors the implementation of the Student Selection and Admission Policy through regular reports and data from the Registrar.

The Academic Board has resolved that admission requirements and selection criteria should be clearly expressed to reflect accreditation approval, and that any approved changes normally be published 12 months in advance of the intake to which they refer. Where 12 months is impracticable, changes will be published at least six months before the intake to which they refer.

The Director of Quality is charged with monitoring the correctness and completeness of published admission requirements.

Recognition of institutions and courses for the purposes of admission to candidature is the responsibility of Academic Board. In the case of overseas qualifications, the Registrar consults the Australian Education International – National Office of Overseas Skills Recognition Country Education Profies (AEI-**NOOSR**-CEP) Online Database for information regarding equivalency with Australian qualifications.

The Registrar is required to maintain appropriate records of the basis for admission of students so that:
   a) the effectiveness of admission criteria can be evaluated, and
   b) statistical reviews of the progression rates of students may be conducted, and
   c) the HEIMS reporting requirements may be satisfied.

These records should be kept in accordance with the College's policy for storage and handling of records. Name Policy – Shiela

CHC – Personal Competency Application – how do they meet personal competencies

Selection

Admission Requirements

The admission requirements and selection criteria for each course are approved by the Tertiary Education Quality and Standards Agency (TEQSA) and, where relevant, the NSW Education Standards Authority, and the Psychotherapy and Counselling Federation of Australia (PACFA) as part of course accreditation. Any change must be approved by the Academic Board and, if significant, reported to TEQSA and NESA.

The Registrar maintains schedules of approved admission requirements, including assumed knowledge and selection processes and/or criteria specific to disciplines or courses. Admission requirements for each course are published in the Course Information Books.

English Language Requirements

Applicants who have completed an educational qualification in a non-English speaking country have to provide proof of proficiency in English through internationally recognised tests such as IELTS or TOEFL, or through satisfactory completion of an approved course at one of the College's partner language colleges. The English language requirements for admission to each of the College's courses are published in entry

requirements and on the College website, and may include scores for bands within the test (e.g. Reading, Listening). Comparative scores for some popular tests are included below.

IELTS SCORE Band	6.0	6.5	7.0	7.5	8.0
Test of English as a Foreign Language internet based Test (TOEFL iBT)	60	80	94	102	110
PTE Academic	50	58	65	73	79
Cambridge English: Advanced (CAE) from Cambridge ESOL test scores	52	58	67	74	80

The above tests will be accepted as valid for admission into Excelsia College courses if the test was taken within 24 months of the proposed date of commencement of study.

Additional Admission Requirements for Overseas Students

Overseas students applying for admission to Excelsia College courses must have reached the age of 18 years by the commencement of their studies. Excelsia College will not admit overseas students who will not have reached 18 years of age by the time of commencement for their course.

Overseas students wishing to transfer to Excelsia College from another registered provider prior to completing six months' study in their principal course need to include an appropriate letter of release with their application.

Access and Equity

With regard to admissions, Excelsia College does not discriminate on the grounds of race, religion, sex, disability, or any other basis, other than the candidate's academic record and demonstrated academic ability, as relevant to the requirements of the course with which they are applying.

Domestic Student Age Restriction

Domestic students applying for admission to Excelsia College undergraduate courses would normally have reached the age of 18 years during the year of the commencement of their studies.

Students under 18 would not normally meet other matriculation entry requirement for undergraduate courses. If the applicant has studied equivalent tertiary preparation courses or are determined to be a "special circumstance" situation the Head of School may refer the applicant to the Admissions Review Committee for consideration for entry on a provisional basis.

Mature Age Entry

To be eligible to apply for admission to a degree program as a mature age student, candidates must meet all of the following criteria:
   a) be at least 21 years of age on 1 March of the year of entry to the College;
   b) not have an ATAR or equivalent interstate or overseas qualification that would enable them to compete for normal admission;
   c) not have been enrolled for at least two full-time semesters of study in a Diploma or higher-level qualification; and
   d) satisfy the additional admission criteria for the course they wish to enter, e.g. artistic requirements, assumed knowledge, language requirements.

At the discretion of the Head of School or Admissions Review Committee, the offer of a place to a mature age applicant may be provisional requiring the student to pass all enrolled units in the first semester of study.

Special Entry

The Registrar or Admissions Review Committee have authority to admit students under 'Special Entry', however they will not normally admit a student who does not meet the specified entry criteria for the course in question. However, the College recognises that:

(a) a student not meeting the entry criteria may have gained through employment, and/or formal or informal education, experience and/or qualifications equivalent to the entry criteria for a given course; and

(b) students from certain backgrounds, who may be able to successfully complete a given course, may not have had reasonable prior opportunity to develop experience and qualifications sufficient to satisfy the entry criteria for that course. Such students may include:

(i) Aboriginal and Torres Straight Islanders,
(ii) students with a disability,
(iii) students from socially or economically disadvantaged backgrounds,
(iv) students from non-English speaking backgrounds, including migrants and refugees, and
(v) students from rural or remote locations.

In both cases (a) and (b), the Registrar or Admissions Review Committee, after referral from the Head of School, may determine that a student can be admitted to a course of study despite not meeting all the entry criteria.

To be offered a place in a course of study on the basis of Special Entry, a Special Entry Consideration application must accompany the student's regular course application for review by the Registrar or Admissions Review Committee. The Special Entry Consideration application outlines the basis for Special Entry and the nature of student support required (if any). The Registrar or Admissions Review Committee must determine that a) the applicant is capable of satisfying all course requirements with the proposed student support and b) that such support can be expected to be available.

In such circumstances, the Registrar or Admissions Review Committee will normally admit the student provisionally such that the student has to successfully (i.e., without failure) complete their first semester of study in order to be allowed to continue in the course. Certain conditions (e.g., successful completion of an Academic Study Skills unit) may also be applied to the admission. All students are informed that eligibility for Special Entry does not constitute a guarantee of a place in a course and, further, any student admitted by Special Entry must satisfy all course requirements in order to be eligible to graduate.

An individual student support plan is to be jointly developed by the School with the student at the start of their studies. The plan is to be reviewed at the end of their first semester/study period. Please refer to Academic Support Matrix.

Procedure

A. STUDENT RECRUITMENT

1. Receiving an Application for Admission to Award Studies

a. File Requirements
The Student Advisor responsible receives Applications for Admission to that School and is the applicant's official point of contact with the College. A complete file comprises:
- *Application for Admission* form
- School *Supplementary Application* form STU-AC-F12, F14, F15-1, F15-2, F41, F42, F43

- Proof of Citizenship (certified copies only)*
- Academic Records (certified copies only)[+]
- One passport size photo on the application form.
- Additional School requirements as specified on the application form (see below).

b. Additional School Requirements
- Performing Arts (Drama and Music) applicants who are not able to attend the college for auditions must supply a DVD or video as outlined in the Admission Requirements published in their Course Information Book.
- Master of Music - Portfolio/resume.
- Education and Counselling – successful interview with Head of School
- Applicants whose qualifying studies were completed in a language other than English will normally be required to provide evidence of English language proficiency. The Course Information Books specify the level of proficiency required for admission to each course. Generally speaking, this is IELTS 6.0-6.5 for undergraduate courses and 6.5-7.5 for postgraduate courses. The evidence normally required is an original or certified copy of the IELTS test scores.

c. Additional Requirements for Overseas Students
- Current valid passport
- Proof of financial viability to pay tuition fees
- Proof that student will have attained the age of 18 years by commencement of studies.

d. Additional Optional Documents
- An *Undergraduate Arts Scholarship Application* form (STU-AC-F16) may accompany an application.
- A Letter of Release from a previous registered provider must accompany an application from an overseas student who has not yet completed six months of study in the student's principal course of study.

2. Supporting Documents Received before Applications

Documents not accompanied by any Application for Admissions form representing part of an application are dated and treated as an application, and a record created as per above, and the student followed up for that admission year.

3. Complete Applications

a. Create a File

A *File Checklist* is included in the relevant student file template in Asana. These are colour-coded and are unique by School.

The file should contain the following information: Academic School, Student Number, and Student Name.

Application documents are saved into the student's file after being ticked off the checklist.

b. Assign a Student Number

Student numbers are assigned using the Student Management System (Paradigm).

Students retain this number for the duration of their studies regardless of the number of courses they study. Student details are then entered into the student database.

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* Certified copies must include contact details of certifier. To verify an academic transcript if required, the Student Advisor will telephone or check the website of the university concerned to confirm the individual is a graduate or to gain information about written verification of academic transcripts.

[+] Qualifications required for admission that have been awarded overseas must be checked for equivalency with corresponding Australian qualifications. The Assistant Registrar completes the check using AEI/NOOSR Online, and inserts the relevant extract into the file before forwarding to the Head of School.

    c. Acknowledge Application

    Upon receipt of an application form (STU-AC-F01) the applicant is sent (via email or post if there is no email address given) an Acknowledgement Letter that states:

1. That the application has been received
2. Requests any missing documentation
3. Informs the applicant that the Head of School will contact them
4. Notifies student of the application round they are in and subsequent offer dates

    A copy of this letter/email is added to the student's file.

    d. Forward File to Head of School

    The Student Advisor forwards the complete file (including copies of any emails or letters) to the Head of School.

B. ACADEMIC SCHOOLS

4. Assessing an Application

The Schools are responsible for interviews, auditions or interactive workshops where applicable, for determining whether all admissions criteria have been satisfied, and for making decisions about suitability for admission.

Staff involved in student selection will not discriminate on the grounds of race, gender, age, physical condition or denomination. The basis of admission decisions is academic and/or artistic merit measured against published admissions criteria. The College reserves the right to refuse the offer of a place to those applicants who have not fulfilled the published admissions requirements, and may limit the number of places offered in any one course in accordance with capacity.

    a. Interviews

    All applicants who are required to have an interview will have these conducted by the Head of School (or nominated permanent staff member of that School). Interviewers complete the relevant school interview checklist and place the signed form in the applicant's file.

    b. Auditions

    Applicants for a performing arts award are required to have an audition. At least two members of the academic staff will be in attendance at auditions. Audition forms (STU-AC-F35, STU-AC-F37, STU-AC-F45, STU-AC-F46, MUS-F12, or MUS-F12A) must be completed where applicable, signed and placed in the applicant's file at the time of the audition.

    c. Other Admission Requirements

    There may be additional requirements for some courses. For example, students applying for admission to the courses of the School of Counselling complete panel and group assessment of their suitability for counselling studies. Staff members assessing an applicant complete the *Counselling Entry Assessment* (GSC-F11), which is signed and placed in the applicant's file at the time of the assessment.

Before the file is sent to the Registrar's Office the Head of School and Student Advisor will check that the file comprises:

1. Completed Interview Checklist
2. Applicable audition or other assessment forms
3. All documents that were originally in the file
4. The File Checklist has been signed for interviews and auditions.

C. ADMISSIONS REVIEW COMMITTEE

5. The Admissions Review Committee (Registrar, Head of School, Chief Academic Officer, Director of Student Acquisition, Director of Research – where applicable)

The Admissions Review Committee is charged with reviewing appeals or disputes regarding admission of applicants. These can be appeals from prospective students who have their application rejected, or disputes over the legitimacy of a pending application. The Registrar

convenes the committee on an ad hoc basis. Appeals from prospective students should come via the Student Grievance form. Decisions and recommendations made by the Admissions Review Committee are reported by the Registrar to the Learning and Teaching Committee and Management Committee.

D. STUDENT ADMINISTRATION

6. Offers

On receipt of the approved application, the Registrar's office:
- Updates the student database
- Writes the applicable *Offer Letter and Written Agreement*, or Rejection letter to the applicant.
- Updates the student status and student record in the Student Management System as appropriate.

a. Notification that applicant has not been offered a place

In cases where the applicant is not given the offer of a place, the Registrar's office will inform the applicant in writing of the reasons why, and the alternatives that may be offered. In most cases the Head of School will have communicated verbally with the applicant, but the reasons must be put into writing and clarified according to the admission requirements.

b. Conditional Offers

In cases where the applicant is given the offer of a place with conditions, the Registrar's office will inform the applicant in the Written Agreement of the conditions. A conditional offer involves requirements to provide additional information and does not affect admission status.

c. Provisional Offers

In cases where the applicant is given the offer of a provisional place, the Registrar's office will inform the applicant in the Written Agreement of the provisions and timeframe of the probationary period. At the end of the probationary period the Registrar's Office initiates a review of the student's progress and informs the student of the decision via a Provisional Status Lifted letter.

d. Appeals against Decisions

An applicant who is not offered a place in one of the College's courses can appeal the decision by accessing the Student Grievance Policy and Procedures.

7. Offer Letter and Written Agreement

a. Domestic Students

The Registrar's office edits the standard Offer Letter and Written Agreement template to reflect the approval of the application and offering the applicant a full, conditional and/or provisional place in a course. The Registrar's office emails the Offer Letter to the student.

b. Overseas Students

For overseas students requiring a student visa, the Registrar's office edits the standard Offer Letter and Written Agreement template and offers the applicant a full, conditional and/or provisional place in a course. In addition, the Registrar's ofice calculates the total cost of the first semester or first year's tuition fees for their course and nominated OSHC premium for the first year of study (see WP-STU-05 *OSHC Procedure*).

The Registrar's office emails the Offer Letter to the student.

8. Responding to the Offer of a Place

A link to an online response form is included in the Offer Letter which the student completes to indicate whether they are accepting, deferring or declining the offer of a place. The Registrar's

Office updates the student database with the decision, and responds to the student in writing (email or post) based on their response.

The Registrar's Office photocopies the letter/email and files the copy in the student's file. Declined student files are archived, deferred students are updated in Paradigm to reflect the new cohort that they will join, and current students are updated with a status of 'Confirmed'.

Overseas Students

In addition to the above, if an overseas student accepts the offer of a place in a course, the Registrar's Office also completes the following.

a. **Receipts for Tuition Fees and OSHC**
When the student pays the required fees, the Finance Department notifies the Registrar's office that the required fees have been paid so that the Registrar's office can proceed with issuance of a CoE. Where a student has requested Excelsia to provide them with OSHC, this is also organised as per WP-STU-05 Overseas Student Health Cover Procedure.

9. Admissions Report

Reporting on Admissions is done via the Marketing team from October 2016.

10. Applying for Overseas Student Health Cover

Please refer to WP-STU-05 Overseas Student Health Cover Procedure.

References and Related Documents

Equivalence of Professional Experience and Academic Qualifications in Student Admissions
Credit and RPL Policy and Procedure
Overseas Student Health Cover Procedure
Enrolment Procedure
Course Information Books
Application Forms
Audition and Interview Templates
File Checklists
Acknowledgement Letters
Written Agreements
Letters of Offer
Letter removing Provisional Status
Rejection Letters
Deferral Letters
Withdrawal Letters
Admissions Report
Student Grievance Policy and Procedures
Academic Support Matrix
The National Code 2018
PRISMS User Manual
Administrative Information for Providers (AIP)