EXCELSIA
UNIVERSITY COLLEGE

ADMISSIONS FRAMEWORK

REG-STU-01

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Objects of Excelsia University College

Motivated by the Christian faith, as expressed by the Apostles' Creed and Nicene Creed, with fidelity to the Scriptures as the Word of God, the objects of Excelsia University College (Excelsia) are the advancement of the Christian faith and higher education.

1 Scope

This policy framework applies to all students, staff, and applicants to Excelsia University College (Excelsia).

2 Policy purpose and principles

Excelsia University College (Excelsia) is committed to ensuring the transparency, equity and fairness in the treatment of all applicants to Excelsia, whilst also maintaining the integrity of its courses and qualifications through the quality assurance of admissions processes. This framework seeks to standardise process for the application of admission requirements that are specific to Excelsia courses and those that reflect the higher education regulatory framework governing both domestic and overseas student admissions. This framework also aims to ensure:

- the efficient, consistent management and application of criteria of all student admissions and offers of a place in a Excelsia course
- that Excelsia carefully evaluates the equivalence of qualifications and experience for the purposes of admission
- that criteria for making appropriate and consistent decisions regarding equivalence for admission are explicit
- and that scholarships are processed and awarded based upon agreed criteria.

Excelsia is committed to providing the shortest possible quality-endorsed pathways to desired awards through the recognition of prior learning wherever such recognition is consistent with these standards, while ensuring that admitted students have the academic preparation needed to participate in, progress through, and successfully complete their intended study.

Excelsia's approach to this policy framework is guided by the following principles.

2.1 Quality assurance of admissions processes

i. Excelsia's promotional materials and activities provide information that enables applicants to make informed decisions about their study options, including admission requirements such as English language requirements, educational criteria, and other requirements specific to domestic and overseas applicants.

ii. Excelsia has established policies and procedures governing the recruitment and admission of students.

iii. Excelsia conducts and fully documents its admissions processes according to its policies and procedures.

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iv. Excelsia decisions regarding admissions are made by those equipped to make the required judgements.

v. Both academic and non-academic requirements are used to underpin judgements made during the admissions process.

vi. Excelsia informs applicants of their rights and obligations as students at the time an offer of a place is made.

vii. Excelsia informs prospective students of any significant changes to a program made between the time of offer of a place and the time admission is completed. Excelsia continues to inform current students of any significant changes to a program.

viii. Excelsia explains to applicants who have accepted a place Excelsia arrangements for the enrolment, registration, induction and orientation of new students.

ix. Excelsia has appropriate arrangements for providing timely written feedback to applicants and/or current students who have not been offered a place and/or whose applications for credit transfer/RPL have been declined.

x. Excelsia has effective policies and procedures for responding to applicants' complaints about the operation of their admissions process.

xi. Excelsia has fair and equitable policies in place for responding in a timely and transparent manner to applicants' appeals against the outcome of admissions decisions.

xii. Excelsia regularly reviews its policies and procedures related to student admissions and takes corrective action as needed based on its consideration of the review findings, stakeholder feedback, and complaints register.

xiii. Admission requirements and selection criteria should be clearly expressed to reflect accreditation approval as soon as practicable when a course is accredited or reaccredited. Any approved changes will normally be published 12 months in advance of the intake to which they refer. Where 12 months is impracticable, changes will normally be published at least six months before the intake to which they refer.

xiv. All course information will be transparent and available on the Excelsia website to enable students to receive full disclosure of course entry requirements. Any changes to courses in transition will be communicated to students as soon as practicable while providing students with support for transition arrangements.

2.2 Selection

2.2.1 Admission requirements

i. A person is qualified for entrance into Excelsia courses of study if they:

   a. satisfy all the relevant minimum requirements as prescribed by the course regulations; or

   b. satisfy the requirements of an alternative entry and/or hold a qualification or have experience approved by Excelsia to be equivalent to the admission requirements.

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ii. The admission requirements and selection criteria for each course are approved internally where self-accrediting authority is held by Excelsia, or otherwise by the Tertiary Education Quality and Standards Agency (TEQSA). Where relevant, admissions requirements must meet mandatory external accreditation rules. Any change to admissions criteria must be approved by the Academic Board and, where appropriate, reported to TEQSA and/or the relevant external accrediting authorities.

iii. The Director of Admissions maintains schedules of approved admission requirements, including assumed knowledge and selection processes and/or criteria specific to disciplines or courses.

iv. Approved admissions criteria and relevant course-specific entry requirements specific to each course must be documented and accessible to prospective students in course information brochures on the Excelsia website.

2.2.2 English language requirements

i. Applicants who have completed an educational qualification in a non-English speaking country must provide proof of proficiency in English through internationally recognised tests such as IELTS or PTE Academic, or through satisfactory completion of an approved language course. The English language requirements for admission to each of Excelsia's courses are published on the Excelsia website and in course information brochures, and may include scores for bands within the test (e.g. Reading, Listening).

ii. Test results will be accepted as valid for admission into Excelsia courses if the test was taken within 24 months of the proposed date of commencement of study.

iii. Excelsia reserves the right to request that an applicant undertake an English test in addition to any other evidence of English proficiency provided.

2.2.3 Additional admission requirements for overseas students

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

ii. Excelsia does not admit any transferring overseas student into one of its courses prior to six months of their principal course having been completed unless that student is formally released from the other registered provider who agree to such a transfer.

2.3 Access and equity

i. Regarding admissions, Excelsia does not discriminate on the grounds of race, gender, age, 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 to which they are applying.

ii. Excelsia reserves the right to refuse the offer of a place to those applicants who have not fulfilled the published admission requirements, and may limit the number of places offered in any one course in accordance with capacity.

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2.3.1 Domestic student age restriction

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

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

2.3.2 Mature age entry

i. To be eligible to apply for admission to a degree program as a mature age student, candidates must meet all the following criteria:

   a. be at least 21 years of age on 1 March of the year of entry to Excelsia

   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

   d. satisfy the additional admission requirements for the course they wish to enter, e.g. artistic requirements, assumed knowledge, language requirements.

ii. 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.

2.3.3 Special entry

i. The Registrar has authority to admit students under 'special entry' provisions determined for each course, however they will not normally admit a student who does not meet the specified admission requirements for the course in question. However, Excelsia recognises that:

   a. a student not meeting the admission requirements may have gained through employment, and/or formal or informal education, experience and/or qualifications equivalent to the admission requirements 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 admission requirements for that course. Such students may include:

      - Aboriginal and Torres Strait Islander people
      - students with disability
      - students from socially or economically disadvantaged backgrounds
      - students from non-English speaking backgrounds, including migrants and refugees
      - students from rural or remote locations.

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ii. In both cases (a) and (b) the Registrar, 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 admission requirements based on alternative eligibility criteria approved by Academic Board.

iii. 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 to be eligible to graduate.

2.4 Scholarships

2.4.1 General

i. Excelsia awards academic, non-academic, and Aboriginal and Torres Strait Islander scholarships to eligible domestic and overseas students in a number of courses via the Scholarship Committee.

ii. Scholarships do not cover:

- elective studies taken beyond course requirements
- repetition of failed units
- private music tuition
- performance-related costs, or
- other miscellaneous charges incurred during study (including the cost of textbooks, stationery, supplies and fines).

iii. Scholarships are awarded for the following purposes:

- to enable candidates of high academic calibre to study at Excelsia
- to enable candidates of modest financial means to study at Excelsia
- to enable candidates of high-standing values, morals and ethics, with a genuine desire to further their education, to study at Excelsia
- to attract students, from both Australia and overseas, who are assessed as being potentially high achievers, and who will bring credit to Excelsia.

iv. Where a previously awarded scholarship is withdrawn or forfeited, that scholarship may be allocated to a suitable student of the same cohort (i.e. who commenced in the same year as the student whose scholarship has lapsed).

v. Excelsia is committed to the principles contained in the *Privacy Act 1988* (Cth) and will not disclose any personal information relating to any scholarship to any third party without the written consent of the applicant.

2.4.2 Academic scholarships

i. Academic scholarship recipients are required to:

a. study in consecutive semesters of full-time course load (EFTSL 1.0) for the duration of their course, unless specific permission is granted to study less than full-time by the Scholarship Committee

b. maintain the academic standard set out in their scholarship award letter. For academic scholarships this means maintaining a GPA of 2.0 or higher.

ii. Academic scholarship recipients will forfeit part or all of their scholarship if they:

- defer commencement of their studies, or
- take leave of absence during their studies, or
- fail to pay other fees due and payable to Excelsia within a reasonable time, or
- reduce their study load in any semester to less than full time.

iii. One full academic scholarship or two half academic scholarships may be awarded each year to commencing students in each undergraduate discipline. Each full scholarship covers tuition fees for a bachelor degree taken over three or four years of full-time study.

iv. An additional three full academic scholarships may be awarded to students who have demonstrated outstanding academic and/or creative performance, depending on the budget allocation determined by the Board of Directors for that year.

v. Research candidates enrolled in a PhD may be considered for a full scholarship for their thesis component if they enrol on a full-time basis and meet progression benchmarks. The research candidate's progression will be reviewed annually by the Scholarship Committee. Reviews will consider progression of milestones and feedback from the Head of School and supervisors. If a review finds that a student is not progressing at an expected standard, then the scholarship may be suspended.

vi. In addition to academic scholarships offered by Excelsia, the Gordon Moyes Scholarship Foundation offers an annual scholarship to an outstanding full-time undergraduate student who has completed one year of full-time study in a bachelor degree. This scholarship covers half the full-time tuition fees for the remaining years of the degree.

2.4.3 Non-academic scholarships

i. Non-academic scholarships are awarded to international students from low socio-economic countries to assist with their financial capacity to study, and their desire to further their education with Excelsia.

ii. Scholarship recipients are required to:

a. study in consecutive semesters of full-time course load (EFTSL 1.0) for the duration of their course, unless specific permission is granted to study less than full-time by the Scholarship Committee

b. maintain the academic standard set out in their scholarship award letter.

2.4.4 Aboriginal and Torres Strait Islander Scholarship

i. The purpose of this scholarship is to provide fee remission for an Aboriginal or Torres Strait Islander student who:

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a. may have previously experienced adverse circumstances in their educational journey but who is committed to succeed, and is commencing or continuing undergraduate or postgraduate studies up to and including AQF Level 9 at Excelsia University College, or

b. has excelled in their prior studies and who is commencing or continuing undergraduate or postgraduate studies at Excelsia University College.

ii. The scholarship covers the cost of tuition for one full year.

iii. The scholarship will be paid in the form of fee remission.

iv. The Scholarship is not transferable to another degree.

v. The Scholarship is not transferable to another institution.

vi. If there are no eligible students in any year, the scholarship will not be awarded.

vii. A recipient of the scholarship may not hold it in conjunction with another scholarship offered by Excelsia.

Eligibility

viii. To be eligible for the scholarship, applicants must be an Aboriginal and/or Torres Strait Islander person under the Commonwealth definition and provide supporting documentation. This should be either:

a. A certified copy of a confirmation of identity from a registered Community Organisation (e.g. Land Council) with a common seal confirming a person to be of Aboriginal or Torres Strait Islander descent; or

b. One of the following:

- Supporting documentation in the form of a genealogy document (such as Linkup NSW)

- A letter of support using the Excelsia University College template or alternatively an official letterhead from a recognised Indigenous or First Nations community member or organisation on official letterhead. This could be from entities such as an Aboriginal Medical Service, a principal of a high school, an Aboriginal Education Consulting Group, Family and Community Services, Aboriginal Housing, or any other incorporated Aboriginal or Torres Strait Islander corporation. The letter of support cannot be supplied by a current staff member of Excelsia.

ix. Applicants must be enrolled full-time

x. Applicants must be able to demonstrate through their application:

a. personal achievement in prior studies or training, and a commitment to their chosen degree and/or future field of endeavour, or

b. any adverse circumstances which may have impacted previous educational outcomes, and a commitment to their chosen degree and/or future field of endeavour.

Conditions of continuation

xi. The scholarship will continue to be paid provided the recipient:

a. maintains satisfactory progress, and

b. maintains full-time enrolment.

xii. In general, the recipient may forfeit the scholarship if they:

a. do not maintain satisfactory progress

b. do not maintain full-time enrolment

c. are found to have breached Excelsia's Student Code of Conduct in a disciplinary proceeding

d. discontinue their degree at Excelsia

e. take a leave of absence, or

f. defer their enrolment for a period of greater than 12 months.

xiii. If a recipient faces circumstances that require a leave of absence or access to part-time study, the recipient can apply to the Scholarship Committee for approval to retain the scholarship on a pro rata basis. The Scholarship Committee has the discretion to determine the ongoing status of the scholarship.

2.5 Validity of qualifications, equivalence of professional experience and academic qualifications

i. Prospective students must have and be able to provide verifiable proof of the requisite level of qualification.

ii. In some cases a combination of professional experience and qualifications may be deemed equivalent to a given level of qualification. Where this is the case, professional experience must be current and relevant to the course for which admission is sought.

iii. Exceptions will only be approved by the Admissions Committee.

2.6 Credit and recognition of prior learning (RPL)

i. Students who have been admitted to one of Excelsia's awards may be granted credit or recognition for prior learning where that learning is demonstrably equivalent to learning acquired through successful completion of accredited units at Excelsia, whether that learning has been acquired through previous academic studies or through less formal means.

ii. Credit may be awarded in a course for studies completed at Excelsia prior to enrolment in the current course.

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iii. Credit or RPL will only be granted if:

   a. students granted such credit or RPL are not disadvantaged in achieving the expected learning outcomes for the course or qualification, and

   b. the integrity of the course and qualifications are maintained.

iv. Schools and the Admissions Office will use the following principles in assessing applications for credit and RPL:

   a. authenticity: the application identifies the learning outcome being claimed that demonstrates the relevant skills, knowledge and understanding

   b. currency: the learning outcome can currently be demonstrated/performed

   c. quality: the learning has attained an appropriate academic standard

   d. relevance: the learning is applicable to the area claimed

   e. transferability: the learning outcome can be applied outside the context in which it was learned

   f. comparability: the learning is comparable in content and standard with the unit for which credit is sought

   g. recency: credit will normally only be given for study undertaken within the preceding five years. In fields of study where the turnover of knowledge is accelerated, shorter time limits may be applied.

v. Credit is not granted from awards used to gain entry to a program.

vi. RPL may be awarded for whole units or parts thereof.

vii. Limits for each course must be strictly observed in the granting of credit and RPL:

   a. Students shall not receive double credit or RPL for any unit or part thereof.

   b. Regardless of the course of study, credit transfer and/or RPL is limited to 50% of the total credit points required to complete the award.

viii. The Credit Matrix outlines Excelsia's general approach to common credit transfer and articulation arrangements.

3 Procedures

3.1 Student admission

The student admission procedure is as follows.

3.1.1 Receiving an application for admission to award studies

File requirements

The Student Advisor responsible receives applications for admission to that School and is the applicant's official point of contact with Excelsia. 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, if deemed necessary)*
- academic records (certified copies only, if deemed necessary)+
- for overseas applicants and applicants whose qualifying studies were completed in a language other than English: evidence of English language proficiency, normally an original or certified copy of the IELTS test or equivalent results. The course information brochures specify the level of proficiency required for admission to each course.
- additional School requirements as specified on the application form.

*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 institution 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 Australia's National Information Centre in the Department of Education, Skills and Employment and inserts the relevant extract into the file before forwarding to the Head of School.

Additional requirements for overseas students

Additionally, overseas applicants must also provide:

- current valid passport
- proof that they will have attained the age of 18 years by commencement of studies.

Overseas applicants may also be required to provide:

- proof of financial viability to pay tuition fees.

Additional optional documents

- An Undergraduate Scholarship Application form (STU-AC-F16) or Aboriginal and Torres Strait Islander Scholarship Application form (STU-AC-F91) may accompany an application.

3.1.2 Supporting documents received before applications

Documents not accompanied by any Application for Admission 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 by the Student Advisor.

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3.1.3 Complete applications

a. Create a file

The Student Advisor should ensure that:

i. a file checklist is included in the relevant student file template in Asana. These are colour-coded and are unique by School.

ii. the file contains the following information: academic school, student number, and student name.

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

b. Assign a student number

The Student Advisor should ensure that:

i. student numbers are assigned using Paradigm. Students retain this number for the duration of their studies regardless of the number of courses they study.

ii. student details are entered into the student database.

c. Acknowledge application

The Student Advisor should ensure that:

i. 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:

- that the application has been received
- requests any missing documentation
- informs the applicant that the Head of School will contact them
- notifies applicant of the application round they are in and subsequent offer dates

ii. a copy of the acknowledgement letter 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 where Head of School assessment is required for an Offer Letter to be issued.

3.2 School assessment of an application

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.

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Auditions

Applicants for a performing arts award are required to have an audition. The Head of School is responsible for notifying the Admissions Office of successful audition applicants, and the Admissions Office notes this on the student's file.

Other admission requirements

There may be additional requirements for some courses, as listed in the course information brochure and the Excelsia website.

3.3 Special entry

i. The Director of Admissions or Registrar 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.

ii. In such circumstances, the Director of Admissions or Registrar will normally admit the student provisionally such that the student must 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.

iii. All students are informed at the time of application 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.

iv. An individual student support plan is jointly developed by the School and the student at the start of student's studies, as per the Academic Support Matrix. The plan is to be reviewed at the end of the student's first semester or study period.

3.4 Student administration

3.4.1 Offers

On receipt of the approved application, the Admissions Office:

- updates the student details in the CRM
- writes the applicable Offer Letter and Written Agreement and sends this to the student.

Notification that applicant has not been offered a place

In cases where the applicant is not given the offer of a place, the Admissions 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.

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Conditional offers

In cases where the applicant is given the offer of a place with conditions, the Admissions 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.

Provisional offers

In cases where the applicant is given the offer of a provisional place, the Admissions 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.

Appeals against decisions

An applicant who is not offered a place in one of Excelsia's courses can appeal the decision by accessing the Student Grievance Policy and Procedures in ACA-STU-02 Student Grievance Framework.

3.4.2 Offer Letter and Written Agreement

Domestic students

The Admissions 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 Admissions Office emails the Offer Letter to the student.

Overseas students

For overseas students requiring a student visa, the Admissions 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 Admissions Office calculates the total cost of the first semester or first year's tuition fees for their course and nominated overseas student health cover (OSHC) premium for the first year of study (see overseas student health cover procedure located in REG-STU-02 Student Lifecycle Framework).

The Admissions Office emails the Offer Letter to the student.

3.4.3 Responding to the offer of a place

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

Upon receipt of the acceptance of a student's offer, the Admissions Office forwards notification and copy of the acceptance to the Registrar's Office.

The Registrar's Office updates the student database with the decision.

The Registrar's Office:

- archives files of applicants who have declined the offer

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- updates in Paradigm deferred students to reflect the new cohort that they will join
- updates in Paradigm current students 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.

i. 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 Confirmation of Enrolment (CoE).

ii. Where a student has requested Excelsia to provide them with overseas student health cover (OSHC), this is also organised as per the overseas student health cover procedure located in REG-STU-02 Student Lifecycle Framework.

3.4.4 Admissions report

Reporting on Admissions is done via the Director of Admissions.

3.4.5 Applying for overseas student health cover

Please refer to the overseas student health cover procedure located in REG-STU-02 Student Lifecycle Framework.

3.5 Scholarships

3.5.1 Applications from students

Undergraduate students should apply for consideration of an academic scholarship using the Undergraduate Scholarship Application form (STU-AC-F16) published on the website.

Aboriginal and Torres Strait Islander students should apply for consideration of an academic scholarship using the Aboriginal and Torres Strait Islander Scholarship Application form (STU-AC-F91) published on the website.

The closing date for scholarship applications for the following year is clearly stated on the application as being before the commencement of the next academic year. The Registrar ensures that new forms are prepared for each academic year.

Students return completed academic scholarship applications to the Student Advisor or Head of School with their Application for Admission (STU-AC-F01).

PhD candidates should apply for consideration of an academic scholarship using the Doctoral Thesis Scholarship Application form (STU-AC-F89). This form is provided to students by the Research Committee upon their approval for the student to enrol into the thesis component of a PhD and once the student has completed all other components leading to this stage of the doctoral program.

All students wishing to apply for non-academic scholarships should indicate this as part of their application to study with Excelsia.

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The Admissions Office is responsible for ensuring the scholarship acknowledgement letter is completed and sent to the student in a timely manner. This formal letter is available via the Excelsia shared drive.

3.5.2 Selection process for academic scholarships

Academic scholarships are awarded for artistic and/or academic merit assessed by means of auditions and interviews conducted by the relevant School. The selection process is outlined below.

i. Once an application for scholarship is received, the Head of School checks the eligibility of the student and organises an audition and/or assessment with the student.

ii. After assessing the applications and consulting the Vice-Provost (Academic), the Head of School forwards their recommendations to the Registrar. The Registrar keeps a record of all applications via the Scholarship Applications Spreadsheet.

iii. The Chief Financial Officer convenes the Scholarship Committee.

iv. The Registrar notifies the Head of School of the Committee's findings, and the Head of School then contacts all students of their success or failure in writing. Successful scholarship recipients receive a Scholarship Approved Letter (STU-AC-L31) outlining the amount of their scholarship and the conditions of the scholarship award. Unsuccessful students receive a Scholarship Declined Letter (STU-AC-L32) and are notified of other student financial assistance options.

v. Once students have accepted their scholarships, as per the conditions in the approval letter, the Registrar enters scholarship details on the Scholarship and Student Financial Assistance Granted spreadsheet and notifies the Scholarship Committee of the details.

vi. The Registrar's Office makes the necessary adjustments to the student record in Paradigm.

3.5.3 Selection process for non-academic scholarships

Non-academic scholarships are awarded to international students from low socio-economic countries to assist with their financial capacity to study and their desire to further their education with Excelsia. Students are considered for a non-academic scholarship on the basis of their location, course, socio-economic needs, and other factors, on a case-by-case basis.

3.5.4 Selection process for Aboriginal and Torres Strait Islander Scholarship

i. The Registrar keeps a record of all applications via the Scholarship Applications Spreadsheet.
ii. Assessments and interviews will be arranged by the Scholarship Committee.
iii. The Chief Financial Officer convenes the Scholarship Committee.
iv. The scholarship is awarded to recipients who, in the opinion of the Scholarship Committee, best demonstrate through their application:
    a. personal achievement in prior studies or training, and a commitment to their chosen degree and/or future field of endeavour, or
    b. any adverse circumstances which may have impacted previous educational outcomes, and a commitment to their chosen degree and/or future field of endeavour.
v. Applicants will be advised of the decisions in writing.

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3.5.5 Scholarship assessments or reviews

GPA assessment

After results have been finalised each semester and before invoices for the following semester have been created, the Assistant Registrar reviews the results of all undergraduate students who are in receipt of an academic scholarship and checks that they have a GPA of 2.0 or higher. Any student who has not achieved a minimum GPA of 2.0 is notified in writing by the Assistant Registrar, using the template Scholarship Withdrawn Letter (STU-AC-L33), that their scholarship will not continue for the remainder of their studies.

Enrolment assessment

Academic scholarships and Aboriginal and Torres Strait Islander Scholarship
As students are being enrolled each semester, the Assistant Registrar checks all academic scholarship and Aboriginal and Torres Strait Islander Scholarship students to ensure they meet the EFTSL study load of 1.0 (100% load). If a student is not appropriately enrolled, the Assistant Registrar will contact the student and advise them to complete a Variation to Enrolment form (STU-AC-F18) to amend the load.

If a student wishes to forfeit their scholarship, the Assistant Registrar will ensure that alternative payment arrangements are made before census date.

In the case of a student on an Aboriginal and Torres Strait Islander Scholarship, if a recipient faces circumstances that require a leave of absence or access to part-time study, the recipient can apply to the Scholarship Committee for approval to retain the scholarship on a pro rata basis. The Scholarship Committee has the discretion to determine the ongoing status of the scholarship.

Non-academic scholarships
For students with non-academic scholarships who are not enrolled on a full-time load, the amount of scholarship will be applied on a pro-rata basis, based on the percentage of EFTSL they are enrolled in.

Census date assessment of scholarships

Prior to census date, the Assistant Registrar conducts a final review of the study load of all scholarship students, notifying in writing any student who is not enrolled in a full-time study load. Any such student who does not take action to modify their study load appropriately will be required to make alternative arrangements for payment as per the conditions of their scholarship type.

3.5.5 Reporting

Management Committee

The Chief Financial Officer tables the Scholarship and Student Financial Assistance Granted spreadsheet at Management Committee where they speak to any management implications of the scholarship awards.

Academic Board

The Registrar provides the Scholarship and Student Financial Assistance Granted spreadsheet for the Academic Board where the Registrar speaks to any academic implications of the scholarship awards.

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Commonwealth Government

The Assistant Registrar reports the allocation of scholarship funds as part of TCSI reporting each semester.

3.6 Equivalence of professional experience and academic qualifications

The Admissions Office must assess all applications for equivalence.

Students with overseas qualifications must provide all required documentation for Australia's National Information Centre in the Department of Education, Skills and Employment assessment in order to be considered for admission.

The Director of Admissions must maintain appropriate records of equivalence on the Asana student record in order to ensure Excelsia can meet its reporting responsibilities to TEQSA.

3.7 Credit and recognition of prior learning (RPL)

The administrative context for granting credit and recognition of prior learning (RPL) includes systems for monitoring credit granted, and a formal appeal process for the resolution of disputes.

The Academic Board has delegated responsibility for the assessment and granting of credit and RPL to the Heads of School. Reviews and appeals of decisions made by Heads of School is delegated to the Credit Review Committee, whose membership comprises the Head of School, Vice-Provost (Academic), Director of Admissions, and Assistant Registrar.

Once approved and placed upon a student's transcript, credit and RPL cannot be altered or removed at the request of the student. Consequently, the student's formal acceptance of credit or RPL offered is important and a requirement of the procedure.

As Convener of the Credit Review Committee, the Assistant Registrar manages the credit and RPL reviews and appeals processes. Under the authority of the Credit Review Committee, the Assistant Registrar approves or rejects applications and communicates decisions to students. Should a student wish to further appeal a credit or RPL decision, the Assistant Registrar will assist the student to access the Student Grievance Policy and Procedures in the Student Grievance Framework.

3.7.1 Types of credit

Credit may take several forms, as below.

Portability

Where Excelsia has established a formal portability (articulation) agreement that recognises equivalence between Excelsia's courses and those of another provider, students are awarded pre-determined credit according to the agreement, either as block credit in a field of study or as specified credit for individual units.

Academic credit for previous study

Students enrolling for courses at Excelsia may apply for credit on the basis of tertiary studies completed prior to their enrolment. Studies undertaken at registered tertiary institutions may be considered for credit where previous studies demonstrate reasonable correspondence to coursework units offered by Excelsia. Excelsia references the AQF Qualifications Pathways Policy when assessing previous studies

completed in the VET sector, and Australia's National Information Centre in the Department of Education, Skills and Employment online Country Education Profiles with respect to all credit assessments involving overseas qualifications.

Undergraduate units are not normally considered for credit into postgraduate awards. However, in circumstances where credit from an advanced level (300/400) undergraduate unit to an introductory level postgraduate unit is sought, and the content of the units in question substantially overlap, the Credit Review Committee may consider the granting of credit to be appropriate. Credit is not granted from awards used to gain entry to a program.

Academic credit for concurrent study

Students wishing to transfer credit into an Excelsia course from study undertaken concurrently at another institution must make written application to the Assistant Registrar and receive written approval from the Head of School prior to undertaking the study. After receiving their results from the completed study, students make application for credit.

3.7.2 Recognition of prior learning (RPL) for informal and non-formal learning

Recognition of relevant and current prior informal and non-formal learning may be granted for a unit of study, or part of a unit of study, where that learning can be documented in a manner that demonstrates that the student has acquired skills, knowledge and understanding equivalent to that which would be gained if the relevant Excelsia unit(s) had been completed. The learning outcomes of each unit provide the RPL benchmarks. Professional and para-professional experience, subsequent professional development activities or training and other experience, through work or life, may be taken into account in the granting of prior informal and non-formal RPL, provided that the learning can be documented and the student can demonstrate the standard they achieved from participating in these activities is comparable to the standard in the course in which they are seeking RPL.

3.7.3 Assessing credit

Standard applications

i. Students seeking credit against previous studies complete the online Application for Credit form and submit the completed form, together with supporting documentation, to the relevant Student Advisor (prospective students) or the Student Services Coordinator (current students).

ii. The Student Advisor/Student Services Coordinator ensures all necessary documentation is available, and checks the application for accuracy, as well as researching the accreditation and registration status of previous studies undertaken at institutions other than Australian universities. The Student Advisor/Student Services Coordinator forwards the application to the Head of School when complete.

iii. After assessment according to this Framework, the Head of School returns the application to the Student Advisor/Student Services Coordinator together with recommendations. If approved, the application is also forwarded to the Assistant Registrar.

Non-standard applications

i. If further assessment is required, the Assistant Registrar communicates this decision to the student and the Head of School presents the non-standard applications to the Credit Review Committee for assessment, if a decision cannot first be reached with the Vice-Provost (Academic).

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ii. The Credit Review Committee considers the recommendation from the Head of School and:

   a. determines whether the application for credit (when taken together with any previous applications for credit from this student) falls within the credit limits set for the course

   b. makes sure that any time limitations on credit are correctly applied (e.g. that the qualifying studies/experience have been completed within the last five years).

iii. In the process of assessing applications for credit, the Credit Review Committee may consult, as appropriate:

   a. protocols that have been established through process of consultation with the relevant stakeholders and approved by the Academic Board

   b. the AQF Qualifications Pathways Policy

   c. Country Education Profiles online via Australia's National Information Centre in the Department of Education, Skills and Employment.

Assessment outcomes

i. If the application is approved, the Assistant Registrar documents the approved units on Paradigm and communicates the outcome to the student, enclosing the revised record of studies, copying the Head of School.

   a. Students are required to agree to the application to affirm that they want the credit transfer to be applied once approved. This is to ensure that the student understands that the specific credit applied for cannot be changed once approved.

ii. If the application is rejected, the Assistant Registrar informs the student and advises the student of their right of appeal using the Student Grievance Policy and Procedures in the Student Grievance Framework.

3.7.4 Recognition of prior learning

Standard applications

i. Students seeking RPL submit an online Application for RPL form and a submission/portfolio of prior learning. The submission/portfolio must contain evidence that authenticates previous learning experiences, and a statement which links the learning experiences with the specific learning outcomes of the appropriate Excelsia units, as published in the unit outlines. This application is forwarded to the relevant Student Advisor (prospective students) or Student Services Coordinator (current students).

ii. The Student Advisor/Student Services Coordinator checks the application to ensure that all requirements have been addressed and that supporting evidence is sufficient and appropriate. The Student Advisor/Student Services Coordinator forwards the file to the Head of School for detailed analysis.

iii. After assessment according to this Framework, the Head of School returns the application to the Student Advisor/Student Services Coordinator together with recommendations. If approved, the application is also forwarded to the Assistant Registrar.

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Non-standard applications

i. If further assessment is required, the Assistant Registrar communicates this decision to the student, and the Head of School presents non-standard applications to the Credit Review Committee for assessment, if a decision cannot first be reached with the Vice-Provost (Academic).

ii. The Credit Review Committee considers the recommendation from the Head of School and:

    a. determines whether the application for RPL (when taken together with any previous applications for credit from this student) falls within the RPL limits set for the course

    b. makes sure that any time limitations on RPL are correctly applied.

iii. In the process of assessing applications for RPL, the Credit Review Committee may consult, as appropriate:

    a. protocols that have been established through process of consultation with the relevant stakeholders and approved by the Academic Board.

Assessment outcomes

i. If the application is approved, the Assistant Registrar documents the approved units on Paradigm and writes to the student, enclosing the revised record of studies, copying the Head of School.

    a. Students are required to agree to the application to affirm that they want the credit transfer to be applied once approved. This is to ensure that the student understands that the specific credit applied for cannot be changed once approved.

ii. If the application is rejected, the Assistant Registrar informs the student and advises the student of their right of appeal using the Student Grievance Policy and Procedures in the Student Grievance Framework.

3.7.5 Application of limits of credit and RPL

i. Where a student has undertaken prior studies or prior learning that constitutes more than 50% of the total course credit points, there are one or more units of credit that cannot be awarded. Consequently, a decision is required by the student as to which qualifying unit(s) are to be omitted.

ii. Students in these circumstances are to be advised by the School as to the units that are most suitable for their course, since they are not permitted to change the units granted once approved and processed.

3.7.6 Overseas students

i. In addition to all relevant processes outlined above, the Registrar's Office must document the effect of credit or RPL on course length in the case of students holding student visas.

ii. Prior to the finalisation of course unit credit/RPL, students are to be advised:

    a. the revised duration of study based on the credit/RPL for which they have applied, and the length of visa their revised eCoE will allow

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b. that credit points approved and added to their transcript cannot be removed or altered, regardless of their visa circumstances.

iii. The Assistant Registrar includes the following paragraph advising any overseas student of credit awarded:

> 'I must remind you that it is a condition of your visa that you be enrolled in full-time study. Even though you have been awarded credit for some units, you must still enrol in a full load each semester until you finish your course. If you complete your course earlier than anticipated because of the credit you have been awarded, your CoE will be cancelled. For this reason, you are urged to carefully consider any visa implications before you apply for and accept credit to be awarded into your course of study.'

iv. If the credit is awarded after the student commences study and such credit will shorten the course length, the Assistant Registrar submits the revised course end date to PRISMS and adds the following paragraph to the student letter (following the paragraph above):

> 'The credit you have been granted has shortened the time you need to complete your course as a full-time student. Your revised eCoE reflecting the new course end date is enclosed. Please take careful note of your revised course end date.'

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4 Equivalence of professional experience and academic qualifications criteria

AQF level of study for which admission is sought	AQF level of qualification required for admission	Statement of Equivalence
Level 6: Advanced Diploma, Associate Degree	HSC or equivalent	• School Certificate and/or relevant TAFE diploma (or higher qualification), PLUS • Successful completion of an academic English language entrance test, AND • Successful completion of an undergraduate academic study skills unit
Level 7: Bachelor Degree	HSC or equivalent	• School Certificate and/or relevant TAFE diploma (or higher qualification), PLUS • Successful completion of an academic English language entrance test, AND • Successful completion of an undergraduate academic study skills unit
Level 8: Graduate Certificate, Graduate Diploma	Level 7: Bachelor Degree	• Relevant TAFE advanced diploma, PLUS • 3 years of relevant professional experience, AND • Successful completion of an academic English language entrance test, AND • Successful completion of a postgraduate academic study skills unit
Level 9: Masters Degree (Coursework)	Level 7: Bachelor Degree; Level 8: Graduate Certificate, Graduate Diploma	• Relevant TAFE advanced diploma, PLUS • 5 years of relevant professional experience, AND • Successful completion of an academic English language entrance test, AND • Successful completion of a postgraduate academic study skills unit
Level 9: Masters Degree (Research)	Level 8: Graduate Certificate, Graduate Diploma, Bachelor Honours	• Relevant bachelor degree, PLUS • 5 years of relevant professional experience, AND • Successful completion of an academic English language entrance Test, AND • Successful completion of a postgraduate academic study skills unit
Level 10: Doctoral Degree	Level 9: Masters (Research) or Masters (Coursework)	• Relevant Level 8 qualification (Bachelor (Hons) or Graduate Diploma, but not Graduate Certificate), PLUS • 8 years of relevant professional experience, AND • Successful completion of an academic English language entrance test AND • Successful completion of a postgraduate academic study skills unit

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5 Credit matrix

Qualification from which credit is derived (i.e. the 'Presenting Qualification')	**Qualification for which credit is sought (i.e. the 'Destination Qualification')**							
	Associate Degree	*Bachelor Degree*	*Bachelor Degree (Hons)*	*Graduate Certificate (Coursework)*	*Graduate Diploma (Coursework)*	*Masters Degree (Coursework)*	*Masters Degree (Research)*	*Doctoral Degree*
International Baccalaureate	Up to 2 x 6 credit point units	Up to 2 x 6 credit point units	None	None	None	None	None	None
VET Diploma (Incomplete)	None	None	None	None	None	None	None	None
VET Diploma (Completed)	Up to 8 x 6 credit point units (i.e. 50% of a 2 EFTSL year, 16 unit, 96 credit point associate degree).	Up to 8 x 6 credit point units (i.e. 33% of a 3 EFTSL year, 24 unit, 144 credit point degree).	None	None	None	None	None	None
VET Advanced Diploma (Incomplete)	None	None	None	None	None	None	None	None
VET Advanced Diploma (Completed)	Up to 8 x 6 credit point units (i.e. 50% of a 2 EFTSL year, 16 unit, 96 credit point associate degree).	Up to 12 x 6 credit point units (i.e. 50% of a 3 EFTSL year, 24 unit, 144 credit point degree).	None	None	None	None	None	None
Associate Degree (Incomplete)	Up to 8 x 6 credit point units (i.e. 50% of a 2 EFTSL year, 16 unit, 96 credit point associate degree).	Up to 12 x 6 credit point units (i.e. 50% of a 3 EFTSL year, 24 unit, 144 credit point degree).	None	None	None	None	None	None
Associate Degree (Completed)	Up to 5 x 6 credit point units (i.e.≈31% of a 2 EFTSL year, 16 unit, 96 credit point associate degree).	Up to 8 x 6 credit point units (i.e. 33% of a 3 EFTSL year, 24 unit, 144 credit point degree).	None	None	None	None	None	None

Qualification from which credit is derived (i.e. the 'Presenting Qualification')	**Qualification for which credit is sought (i.e. the 'Destination Qualification')**							
	Associate Degree	*Bachelor Degree*	*Bachelor Degree (Hons)*	*Graduate Certificate (Coursework)*	*Graduate Diploma (Coursework)*	*Masters Degree (Coursework)*	*Masters Degree (Research)*	*Doctoral Degree*
Bachelor Degree (Incomplete)	Up to 8 x 6 credit point units (i.e. 50% of a 2 EFTSL year, 16 unit, 96 credit point associate degree).	Up to 12 x 6 credit point units (i.e. 50% of a 3 EFTSL year, 24 unit, 144 credit point degree).	None	None	None	None	None	None
Bachelor Degree (Completed)	Up to 6 x 6 credit point units (i.e. 37.5% of a 2 EFTSL year, 16 unit, 96 credit point associate degree).	Up to 8 x 6 credit point units (i.e. 33% of a 3 EFTSL year, 24 unit, 144 credit point degree).	Normally None (see Point 3 in Notes)	Normally None (see Point 3 in Notes)	Normally None (see Point 3 in Notes)	Normally None (see Point 3 in Notes)	None	None
Graduate Certificate (Incomplete)	Up to 4 x 6 credit point units (i.e. 25% of a 2 EFTSL year, 16 unit, 96 credit point associate degree).	Up to 8 x 6 credit point units (i.e. 33% of a 3 EFTSL year, 24 unit, 144 credit point degree).	Coursework Units up to 25% of the total workload of the degree.	1 x 6 credit point units (i.e. 25% of a 0.5 EFTSL year, 4 unit, 24 credit point Graduate Certificate).	Up to 2 x 6 credit point units (i.e. 25% of a 1 EFTSL year, 8 unit, 48 credit point Graduate Diploma).	Up to 2 x 6 credit point units (i.e. 16.7% of a 1.5 EFTSL year, 12 unit, 72 credit point Masters degree).	None	None
Graduate Diploma (Incomplete)	Up to 7 x 6 credit point units (i.e.≈44% of a 2 EFTSL year, 16 unit, 96 credit point associate degree).	Up to 8 x 6 credit point units (i.e. 33%% of a 3 EFTSL year, 24 unit, 144 credit point degree).	Coursework Units up to 33% of the total workload of the degree.	Up to 2 x 6 credit point units (i.e. 50% of a 0.5 EFTSL year, 4 unit, 24 credit point Graduate Certificate).	Up to 4 x 6 credit point units (i.e. 50% of a 1 EFTSL year, 8 unit, 48 credit point Graduate Diploma).	Up to 4 x 6 credit point units (i.e. 33% of a 1.5 EFTSL year, 12 unit, 72 credit point Masters degree).	None	None
Graduate Diploma (Completed)	Up to 5 x 6 credit point units (i.e.≈31% of a 2 EFTSL year, 12 unit, 96 credit point associate degree).	Up to 8 x 6 credit point units (i.e. 33% of a 3 EFTSL year, 24 unit, 144 credit point degree).	Coursework Units up to 25% of the total workload of the degree.	1 x 6 credit point units (i.e. 25% of a 0.5 EFTSL year, 4 unit, 24 credit point Graduate Certificate).	Up to 3 x 6 credit point units (i.e. 37.5% of a 1 EFTSL year, 8 unit, 48 credit point Graduate Diploma).	Up to 6 x 6 credit point units (i.e. 50% of a 1.5 EFTSL year, 12 unit, 72 credit point Masters degree).	None	None

Qualification from which credit is derived (i.e. the 'Presenting Qualification')	**Qualification for which credit is sought (i.e. the 'Destination Qualification')**							
	Associate Degree	*Bachelor Degree*	*Bachelor Degree (Hons)*	*Graduate Certificate (Coursework)*	*Graduate Diploma (Coursework)*	*Masters Degree (Coursework)*	*Masters Degree (Research)*	*Doctoral Degree*
Masters Coursework (Incomplete)	Up to 8 x 6 credit point units (i.e. 50% of a 2 EFTSL year, 16 unit, 96 credit point associate degree).	Up to 12 x 6 credit point units (i.e. 50% of a 3 EFTSL year, 24 unit, 144 credit point degree).	Coursework Units up to 33% of the total workload of the degree.	Up to 2 x 6 credit point units (i.e. 50% of a 0.5 EFTSL year, 4 unit, 24 credit point Graduate Certificate).	Up to 4 x 6 credit point units (i.e. 50% of a 1 EFTSL year, 8 unit, 48 credit point Graduate Diploma).	Up to 6 x 6 credit point units (i.e. 50% of a 1.5 EFTSL year, 12 unit, 72 credit point Masters degree).	Coursework Units up to 33% of the total workload of the degree.	Coursework Units up to 33% of the total workload of the degree.
Masters Coursework (Completed)	Up to 5 x 6 credit point units (i.e.≈31% of a 2 EFTSL year, 16 unit, 96 credit point associate degree).	Up to 8 x 6 credit point units (i.e. 33% of a 3 EFTSL year, 24 unit, 144 credit point degree).	Coursework Units up to 25% of the total workload of the degree.	1 x 6 credit point units (i.e. 25% of a 0.5 EFTSL year, 4 unit, 24 credit point Graduate Certificate).	Up to 3 x 6 credit point units (i.e. 37.5% of a 1 FTE year, 8 unit, 48 credit point Graduate Diploma).	Up to 4 x 6 credit point units (i.e. 33% of a 1.5 EFTSL year, 12 unit, 72 credit point Masters degree).	Coursework Units up to 33% of the total workload of the degree.	Coursework Units up to 33% of the total workload of the degree.
Masters Research (Incomplete)	None	None	None	None	None	Coursework Units up to 50% of the total workload of the degree.	Units up to 50% of the total workload of the degree.	Units up to 33% of the total workload of the degree.
Masters Research (Completed)	None	None	None	None	None	Coursework Units up to 33% of the total workload of the degree.	Coursework Units up to 33% of the total workload of the degree.	Coursework Units up to 33% of the total workload of the degree.
Non-Award Undergraduate Units	Up to 4 units	Up to 4 units	Up to 2 units	None	None	None	None	None
Non-Award Postgraduate Units	Up to 4 units	Up to 4 units	Up to 2 units	Up to 2 units	Up to 2 units	Up to 2 units	Up to 2 units	Up to 2 units

Notes:

1. In the case of VET qualifications used for credit, competencies in the presented qualification(s) must map to course unit outcomes for each course unit in the destination qualification against which credit is sought.
2. In the case of higher education qualifications used for credit, course unit outcomes in the presented qualification(s) must map to course unit outcomes for each course unit in the destination qualification against which credit is sought.
3. In the case of all qualifications:
    a. **Amount**:
        i. Credit for more than 50% of a qualification will not normally be granted.
        ii. An incomplete presenting qualification can attract up to 50% credit into an identical destination qualification.
        iii. A completed presenting qualification usually attracts no more than 33% credit into an identical destination qualification.
    b. **Mapping**: Credit is normally awarded on a detailed mapping basis only i.e.
        i. Mapping must occur against competency or course unit outcomes – not against competency or course unit titles alone.
        ii. 'Block credit' may be awarded, but only as a result of detailed mapping to determine the equivalency of previously completed studies.
    c. **AQF levels**: Credit is not normally awarded between levels of the AQF, e.g., between undergraduate and postgraduate levels.
    d. **Double counting**: The qualification used for entry into a course of study may not also be used for a credit application in the same course of study unless the presenting qualification contains competencies and/or units in excess of the stipulated requirements for awarding of the presenting qualification e.g. a student may have completed certain 400 level (or above) units in their bachelor degree that are additional to the stipulated requirements of the degree. Such units may be used as credit against graduate diploma or masters units.
4. In the case of nested qualifications:

In some cases, a completed qualification (e.g. an associate degree) is the nested equivalent of an incomplete 'parent' qualification (e.g., an incomplete bachelor degree). For the purposes of credit, such nested qualifications (which would normally attract up to 33% credit into the parent qualification) may be treated as an incomplete 'parent' qualification (thus attracting up to 50% credit into the parent qualification). Where, within 12 months of the conferral of an Excelsia nested qualification, the nested qualification is used for credit in the manner outlined in this clause, students will normally be asked to surrender the nested qualification upon conferral of the relevant Excelsia 'parent' qualification.

6 Roles and responsibilities

The following stakeholders have a responsibility in relation to this policy framework.

Role	Responsibility
Academic Board	• monitors the implementation of the Admissions Framework through regular reports and data from the Registrar, Learning and Teaching Committee, Admissions Committee, and the Credit Review Committee
Admissions Committee	• approves exceptions to equivalence of professional experience and academic qualifications
Assistant Registrar	• ensures correct enrolment of scholarship students regarding EFTSL load, advising the completion of a Variation to Enrolment form, or if the scholarship is forfeited, then ensuring alternative payment arrangements are made before census date • reviews results of all undergraduate students who are in receipt of an academic scholarship to ensure they have a GPA of 2.0 or higher • notifies in writing any scholarship student who has not achieved a minimum GPA of 2.0 that their scholarship will not continue • processes all necessary communication with scholarship students • ensures fees are updated in line with the scholarship of each student • reports the allocation of scholarship funds as part of the TCSI reporting each semester • communicates assessment process and outcomes of credit and RPL applications to the student, including informing the student of their right of appeal via the Student Grievance Framework • documents approved units of credit and RPL on Paradigm
Chief Financial Officer	• convenes the Scholarship Committee • checks that fees are applied correctly to scholarship recipients and informs Assistant Registrar of any suspected discrepancies or anomalies • tables the total scholarship funding amounts at Scholarship Committee meetings, as approved by the Board of Directors, to ensure that the total funding is not exceeded
Chief Global Partnerships and Engagement	• assesses eligible recipients for non-academic scholarship • informs the Assistant Registrar and of all successful recipients to report to the Scholarship Committee • sits on the Scholarship Committee
Credit Review Committee	• assesses non-standard credit and RPL applications in line with this framework, determining whether the application

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	for credit (when taken together with any previous applications for credit from this student) falls within the credit limits set for the course, and making sure that any time limitations on credit are correctly applied
Director of Admissions / Admissions Office	• implements the Credit Matrix • conducts complete check of qualifications required for admission that have been awarded overseas using Country Education Profiles through Australia's National Information Centre in the Department of Education, Skills and Employment, inserting relevant extract into application file before forwarding to Head of School • writes and sends Offer Letter and Written Agreement, including any conditions or provisions, and the total cost of the first semester or first year's tuition fees for their course • informs unsuccessful applicants in writing • archives files of applicants who decline the offer of a place • issues Confirmation of Enrolment (CoE) once required fees are paid by the student • documents the effect of credit on course length, revises the CoE where credit is approved, and advises overseas students of the consequences for their visa • maintains appropriate records of equivalence in order to ensure Excelsia can meet its reporting responsibilities to TEQSA
Director of Quality and Risk	• monitors the correctness and completeness of published admission requirements
Heads of School	• assess applications from prospective students to ensure they satisfy admission requirements, including conducting interviews and auditions where applicable • refer to the Registrar any applicant who may be granted a 'special entry' to a course • assess applications for academic scholarships and submit recommendations to the Assistant Registrar to report to the Scholarship Committee • notify in writing all students who applied for an academic scholarship of the outcome of their application • assess and approve/reject applications for the granting of credit and RPL
Learning and Teaching Committee	• monitors the granting of credit and RPL and reports to the Academic Board • endorses this framework
Registrar	• sits on the Scholarship Committee • ensures academic scholarship application forms are current • once students have accepted their scholarships, enters scholarship details on the Scholarship and Student Financial Assistance Granted spreadsheet and notifies the Scholarship Committee of the details

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	• processes all successful scholarship students in Paradigm after decision by the Scholarship Committee • reports granted scholarships and associated information to Management Committee and Academic Board

Registrar's Office	• for approved course applications:
	  ○ updates the student database
	  ○ for overseas students, calculates nominated OSHC premium for the first year of study
	• documents the effect of RPL on course length, revises the CoE where RPL is approved, and advises overseas students of the consequences for their visa

Scholarship Committee	• grant scholarships based on applications and recommendations • endorses scholarship amounts and number of scholarships awarded for approval by Board of Directors • assists with updates to policy and procedure as necessary to maintain compliance with the Higher Education Standards Framework (Threshold Standards) 2021 • monitors progression of scholarship recipients • decides if scholarship recipients should have their scholarship withdrawn due to issues with study progression or otherwise

Schools	• when assessing an application for entry to a course, Schools are responsible for:
	  ○ interviews, auditions or interactive workshops where applicable
	  ○ determining whether all admission requirements have been satisfied
	  ○ making decisions about suitability for admission.
	• assessing credit and RPL applications according to authenticity, currency, quality, relevance, transferability, comparability, and recency.

Student Advisor	• receives applications for admission and is the applicant's official point of contact with Excelsia • verify applicants' academic transcripts if required • forwards complete application for admission to the relevant Head of School for assessment, and after assessment, to the Registrar's Office • for prospective students, reviews documents in applications for credit and RPL for accuracy and completion, forwarding to the Head of School
Student Services Coordinator	• for current students, reviews documents in applications for credit and RPL for accuracy and completion, forwarding to the Head of School
Students	• fill out and/or submit all required forms and documentation for application to a course, for a scholarship, or for credit or RPL • attend interviews and/or auditions if applicable

	• respond to the offer of a place as required to indicate whether they accept, defer, or decline the offer • pay the required fees, including, if applicable, overseas student health cover
Vice-Provost (Academic)	• acts as a consultant for the Heads of School in determining the success of scholarship applications before they are recommended to the Assistant Registrar • acts as a consultant for the Heads of School in determining assessment of non-standard credit and RPL applications • sits on the Scholarship Committee

7 Definitions

For the purpose of this policy framework, the following definitions apply.

Term	Definition
Aboriginal and Torres Strait Islander Scholarship	A scholarship awarded to an eligible Aboriginal and Torres Strait Islander who: may have previously experienced adverse circumstances in their educational journey but who is committed to succeed; or who has excelled in their prior studies.
academic scholarship	A scholarship awarded based on academic merit, including skill in performance of music, drama or otherwise talent related to the discipline of study.
applicant	A person who has submitted an application to study a course at Excelsia.
course admission	The process through which applicants proceed to be granted formal entry into a course as a student.
admission requirements	The minimum qualifications required for entry into a course, which includes educational prerequisites, English language proficiency, and may also include a portfolio, audition, or interview.
Australian Tertiary Entrance Rank (ATAR)	A rank based on a person's overall academic achievement in Year 12 that ranges from 30 to 99.95 (lowest to highest).
Australian Qualifications Framework (AQF)	The framework which identifies the standards for qualifications issued by Australian tertiary institutions. Qualifications are classified according to AQF Levels and such classifications are used as part of admission requirements and assessing equivalence.
Confirmation of Enrolment (CoE)	Also known as 'electronic Confirmation of Enrolment (eCoE)'. A document, provided electronically, which is issued by Excelsia to intending overseas students and which must accompany their application for a student visa. It confirms the overseas students' eligibility to enrol in the particular course at Excelsia.
course	The formally accredited program of study leading to an academic award.
conditional offer of place	Where the applicant is given the offer of a place with requirements to provide additional information. This does not affect admission status.

credit	The value or grade assigned where the student's prior formal learning is demonstrably equivalent to learning acquired through successful completion of accredited units at Excelsia.
domestic student	A person enrolled in a course at Excelsia who is an Australian citizen or permanent resident, New Zealand citizen, or holds an Australian permanent humanitarian visa.
Equivalent Full-Time Study Load (EFTSL)	The measure of study load for a year of a student undertaking a full-time course of study.
English language proficiency	The ability of students to use the English language to meet the learning outcomes of the course in which they are enrolled. In order to gain entry into a course, overseas applicants are required to meet the stipulated minimum English language proficiency through demonstrated results from an English language proficiency test such as IELTS or equivalent.
Higher School Certificate (HSC)	The award given to secondary students who pass Year 12 in New South Wales.
leave of absence	Any period of leave (other than 'short-term' leave) that the student undertakes which results in the student being absent for an entire period of study.
non-academic scholarship	A scholarship awarded based on merit that is not academic, to enable candidates with modest financial means the opportunity to study, and their desire to further their education
offer of a place	The process by which an applicant is notified they have been successful in their application to an Excelsia course, which includes the Registrar's Office sending the applicant an Offer Letter and Written Agreement, and may include provisions or conditions.
overseas student health cover (OSHC)	Health cover that is required for all overseas students living and studying in Australia on a student class visa. Overseas students are required to pay for OSHC for the entire length of their course.
overseas student	A person (whether within or outside Australia) who holds a student visa as defined by the *ESOS Act 2000* (Cth) but does not include students of a kind prescribed in the ESOS Regulations. Also known as an international student.
Paradigm	A student management system for Australian higher education and vocational education institutions that fully supports FEE-HELP and AVETMISS reporting requirements.
Provider Registration and International Student Management System (PRISMS)	An online portal that provides Australian education providers with the Confirmation-of-Enrolment facilities required for compliance with the *ESOS Act 2000* (Cth).
progression	The student's progress towards completing the requirements of their course, which is monitored through assessments and the achievement of course milestones.
promotional materials and activities	Communications, material and merchandising created by or for Excelsia to use in all media and/or other formats to promote a product, service or an area of Excelsia to a specific audience. Such materials include, but are not limited to, print materials, print or

	online advertisements, television commercials, digital media, social media and all forms of branded merchandise, gifts and giveaways.
provisional offer of place	Where the applicant is given the offer of place with a probationary period during which time provisions must be met. At the end of the probationary period the student's progress is reviewed to determine whether the provisions will be lifted.
relevant professional experience	'Relevant professional experience' may include but is not limited to: • research, scholarly or creative work • experience in tertiary education (e.g., tutoring, lecturing, some forms of administration) • experience outside tertiary education in industry, business or government • leadership of local, state or national advisory bodies and/or community organisations.
recognised prior learning (RPL)	The value or grade assigned where the student's prior informal or non-formal learning is demonstrably equivalent to learning acquired through successful completion of accredited units at Excelsia. Professional and para-professional experience, subsequent professional development activities or training and other experience, through work or life, may be taken into account in the granting of RPL, provided that the learning can be documented and the applicant can demonstrate the standard they achieved from participating in these activities is comparable to the standard in the course in which they are seeking credit.
student	A student already enrolled in a course at Excelsia, studying either full-time or part-time. They may be either an overseas student or domestic student.
Tertiary Collection of Student Information (TCSI)	A joint project between the Department of Education, Skills and Employment (the department) and Services Australia that works with tertiary education providers to collect student data.
Vocational Education and Training (VET) course	A course undertaken through a Technical and Further Education (TAFE) institution or a Registered Training Organisation (RTO). These courses are at certificate, diploma or advanced diploma level and are nationally recognised/accredited through the Australian Skills Quality Authority (ASQA) in Australia (or equivalent in other countries).

8 Document status and governance

Responsible Officer	Registrar	Date created: April 2023 Date of last review: April 2023
Approving Authority	Academic Board	Meeting date: 7 August 2025 Agenda item number: 8.4
Endorsement	Learning and Teaching Committee	Meeting date: 18 May 2023 Agenda item number: 8.2.11

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	Management Committee	Meeting date: 27 June 2025 Agenda item number: 8.6.2
Publication	Version 2.0 (Public)	August 2025
Related documents and references	**External documents** AQF Qualifications Pathways Policy Australian Qualifications Framework *Education Services for Overseas Students Act 2000 (ESOS Act)* (Cth) Education Services for Overseas Students Regulations 2019 Good Practice Note: Making higher education admissions transparent for prospective students Higher Education Administrative Information for Providers Higher Education Standards Framework (Threshold Standards) 2021 National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code 2018) PRISMS User Manual TEQSA Guidance Note: Admissions (Coursework) TEQSA Guidance note: Credit and recognition of prior learning *Tertiary Education Quality and Standards Agency Act 2011* (Cth) **Internal documents** ACA-STU-02 Student Grievance Framework ACA-STU-05 Student Learning Framework Application for Credit Application for Recognition of Prior Learning Course information brochures Deferral Letter Template Letter Declining the Offer of a Place Offer Letter Provisional Status Lifted Letter REG-STU-02 Student Lifecycle Framework Scholarship and Student Financial Assistance Granted Spreadsheet Scholarship Applications Spreadsheet STU-AC-F01 Application for Admission STU-AC-F16 Undergraduate Scholarship Application STU-AC-F18 Variation to Enrolment Form STU-AC-F91 Aboriginal and Torres Strait Islander Scholarship Application	

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	STU-AC-L31 Scholarship Approved Letter STU-AC-L32 Scholarship Declined Letter STU-AC-L33 Scholarship Withdrawn Letter STU-AC-T01 Admission Report STU-AD-F05-1 File Checklist Timetables and Semester Dates TOR-04 Admissions Committee Terms of Reference TOR-05 Scholarship Committee Terms of Reference TOR-06 Credit Review Committee Terms of Reference	
HESF	1.1, 1.2, 1.3, 1.4, 2.2, 3.3	
Review date	Review of Version 2.0	May 2026

9 Document history

This policy framework has been amended as follows:

Version	Approved by and date	Sections amended
1.0	Academic Board, 4 May 2023	Framework created by integrating the following documents, which have been archived: PO-STU-08 Student Selection and Admission Policy and Procedure; PO-STU-18 Quality Assurance of Admission Processes Policy; PO-STU-26 Equivalence of Professional Experience and Academic; Qualifications in Student Admissions; PPR-STU-02 Credit and RPL Policy and Procedure; STU-G14 Credit Matrix; PPR-STU-07 Scholarships Policy and Procedure
1.1	Management Committee 11 October 2024	3.5: Scholarships Procedure – membership and responsibilities updated to align with Scholarship Committee TOR; aligning to new Policy Document Template.
1.2	Quality, December 2024	Change from 'College' to 'University College' or 'Excelsia' in line with change in provider category; logo updated.
2.0	Academic Board, 7 August 2025	Addition of Aboriginal and Torres Strait Islander Scholarship to policy and procedures.

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