AUSTRALIAN INSTITUTE
OF HIGHER EDUCATION

Student Admission
Procedure

Policy supported	Student Admission Procedure
Procedure Code	ACA-HE-11
Procedure owner	Chief Executive Officer
Responsible Officer	Chief Executive Officer
Approving authority	Academic Board
Contact Officer	Admissions Manager
Approval date	8 July 2022
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Version	2022.2
Related Documents	Advanced Standing Policy Advanced Standing Procedure Prospectus Refund Policy for International and Domestic Students Refund Procedure for International and Domestic Students Register of Articulated Institutions Log Student Deferment, Suspension and Cancellation of Study Policy Student Deferment, Suspension and Cancellation of Study Procedure Student Complaint and Appeal Policy Student Complaint and Appeal Procedure
HESF (Threshold Standards) 2021	1.1.1; 1.1.2; 1.1.3; 2.2.1; 2.2.2; 2.2.3

1.   Purpose

The purpose of this Procedure is to outline the protocols associated with the Student Admission Policy, the intent of which is to provide clarity, consistency and transparency with respect to admission requirements and processes for all applicants to the Australian Institute of Higher Education Pty Ltd ('the Institute').

2.   Scope

This Procedure applies to all prospective students of the Institute.

3.   Definitions

See the AIH Glossary of Terms for definitions.

4.   Actions and Responsibilities

4.1   Application Process

4.1.1   Eligibility for Entry

Applicants (Domestic and International) being considered for an Australian Institute of Higher Education ('the Institute') course must:

- Be eligible for admission,

- Lodge an Application Form signed by the applicant, and

- Provide evidence that they have met the published academic and/or English entry requirements for the course.

Applicants who are International students will only be eligible to enrol as a full-time student. All applicants must also be over 18 years of age at the time they commence the course for which they have applied.

Incomplete applications may result in delays in the admission process. Successful applicants will receive a Letter of Offer and details for payment of tuition and other fees, and orientation. Unsuccessful applicants will receive formal notification that their application has been unsuccessful, including the reason.

4.1.2   Verification of Documentation

Certified copies, together with English translations (where appropriate), of documentation included in an application for admission must be appropriately verified. Persons eligible to certify documents are an authorised officer from the institution that originally issued the document, an Australian Overseas Diplomatic Mission or Australian Education Office, an authorised representative of the Institute, a Notary Public, or a Justice of the Peace. The authorised officer must sign and print their name clearly, include the date and an official stamp or seal of the authorised officer's organisation. The Institute reserves the right to contact the issuing institution for verficiation of qualifications.

4.1.3   Assessment Levels (International Students)

The issuance of a Letter of Offer or electronic Confirmation of Enrolment (CoE) is determined according to the Level of Assessment for each country.

4.1.4   GS/GTE Criteria

International students must satisfy the GS/GTE criteria as set up by the Department of Home Affairs. Depending on the risk of the country, additional checks may be performed. These checks include but are not limited to providing a Statement of Purpose, a GS/GTE interview and financial checks.

4.2   Deferral of Commencement (International Students)

Deferral of commencement must be requested in writing at least one week prior to the start date of the course. If there are extenuating circumstances, deferral of commencement may be approved later than one week prior to the start date by the Chief Executive Officer or nominee.

Students are allowed to defer the commencement of a course on medical grounds or other exceptional/compassionate circumstances. Please refer to the International Student Deferment, Suspension and Cancellation of Study Policy and associated Procedure and the Refund Policy for International and Domestic Students and associated Procedure for further information.

The deferral will be valid for 6 months or 2 intakes from the time the offer is applicable. After the expiration of the approved deferral period, the applicant will be required to reapply for admission.

4.3   Conditional Offer to International Students

International students applying to study an Institute course must meet both the Institute's educational and English language proficiency entry requirements and the Department of Home Affairs requirements for student visa (subclass 500) applications.

Although all applicants must have the educational entry requirements demonstrated and evidenced at the time of application, some international student applications may not have met the English language entry requirements.

Applicants who have provided evidence of meeting the educational requirements but not the English language entry requirements may apply for an Institute Conditional Offer for their chosen course. They must also apply to study an Academic English-based ELICOS course, which must be completed prior to receiving a full offer into the Institute course. The Conditional Offer will clearly state, "A full offer has not been made due to the applicant requiring evidence of English language proficiency. When the applicant has provided evidence of successfully achieving the English language entry requirement (depending on the chosen course of study, IELTS 6.0 for Undergraduate study, with no band less than 5.5, or IELTS 6.5 for Postgraduate study, with no band less than 6.0), an Institute Letter of Offer will be issued." Not all applicants will be eligible for a Conditional Offer. Applicants from some countries must be English ready prior to applying.

Students who do not meet the Conditional Offer requirements should refer to the Refund Policy for International and Domestic Students and associated Procedure.

4.4   Entry by Articulation Agreement

In addition to the information prescribed above, applicants must also provide verified copies of academic qualifications and transcripts from the articulating institution and refer to the Institute's Register of Articulated Institutions Log for the list of articulated institutions and

the conditions of articulation. This must be read in conjunction with the Advanced Standing Policy and associated Procedure.

4.5 Entry with Advanced Standing or Credit

Applicants who wish to apply for advanced standing for a part of their course of study where articulation agreements do not exist should refer to the Advanced Standing Procedure and lodge their application concurrently with their application for admission. The outcome of this application will be determined by the Chief Executive Officer, or his/her nominee, on a case-by-case basis. A database of the applications and their outcomes will be maintained for review by the Teaching and Learning Committee.

Applicants with prior experience can be assessed through providing a position description and CV which includes position details, position purpose and key responsibilities, subject to academics and/or delegate's review and assessment.

4.6 Offer of Places

- Offers of places will be made in accordance with this Procedure and the related Policy.

- All offers are made in writing and acceptance must be made in accordance with the Letter of Offer and completed by the specified dates.

- Acceptance of an offer of a place shall be taken to constitute acceptance by the applicant of all published rules and regulations of the Institute.

- Any applicant providing false or misleading information may have their offer withdrawn and enrolment cancelled.

4.7 Assumed Knowledge

- Master of Business Information Systems

- Unit Code: MBIS4002 Software Development is a unit which requires the student to have assumed knowledge in coding.

- Students who do not have the assumed knowledge background are not prevented from enrolling but will be offered a conditional admission and be required to take the MBIS4000   Foundations of Programming Unit.

- Master of Business Administration (Business Analytics)

- Students who do not have the assumed knowledge in numeracy and digital reasoning are not prevented from enrolling but will be offered a conditional admission and be required to take the MBA4000 Statistics for Professionals unit.

5. Version Control

This Policy has been endorsed by the Australia Institute of Higher Education Academic Board as at November 2022 and is reviewed every 3 years. The Policy is published and available on the Australian Institute of Higher Education website http://www.aih.nsw.edu.au/ under 'Policies and Procedures'.

Change and Version Control

Version	Authored by	Brief Description of the changes	Date Approved:	Effective Date:
2016-2	Registrar	Updated template. Removal of internal processes. Consolidated information.	6 July 2016	6 August 2016
2017-1	Ms. McCoy	Revised and edited content. Added definition and contact persons Restructured document; added table at beginning	22 February 2017	6 March 2017
2019-1	Principal	Minor update: Titles changed from Executive Dean to Principal.	20 November 2019	21 November 2019
2020-1	Admissions Manager	Updated Titles from Principal to Chief Executive Officer.	22 April 2020	22 April 2020
2020.2	Chief Executive Officer	Change to Conditional Officer to cater for Undergraduate and Postgraduate courses	24 April 2020	24 April 2020
2021.1	Registrar	Updated Title Head of Academic Support and Student Services to Admissions Manager. Procedure content reviewed by Admissions Manager and no changes required	14 April 2021	15 April 2021
2022.1	Registrar	Updated Higher Education Standards Framework [Threshold Standard] 2021	25 May 2022	26 May 2022
2022.2	Dean	Master of Business Administration (Business Analytics) updated section releated to Assumed Knowledge	8 July 2022	9 July 2022
2022.3	Dean/Program Manager Business	Updated 18 years and position description/CV AS	7 November 2022	7 November 2022