

STUDENT SELECTION AND ADMISSIONS POLICY AND PROCEDURE

1. Overview

The Higher Education Leadership Institute (“the Institute”) upholds the principle that all applicants seeking to enrol are treated fairly, consistently and equitably irrespective of their educational background, entry pathway, mode or place of study. To ensure this the Institute has open, fair, clear and transparent procedures that are based on clearly defined entry criteria for making decisions about the selection of students. Students are selected on merit based on the published criteria. The Institute will ensure that throughout the process of selection and admission, applicants are treated courteously, expeditiously and without discrimination.

Entry criteria and application procedures are published on the Institute’s website for the information of persons seeking to enrol with the Institute.

2. Entry requirements

Persons seeking to enrol in a course with the Institute are required to submit acceptable evidence that they meet the published entry criteria for their chosen course. The entry requirements for each course offered by the Institute are designed to ensure that prospective students have the academic preparation and English proficiency needed to complete their intended course of study.

To satisfy the entrance requirements for admission to a postgraduate course offered by the Institute, applicants must provide evidence that they hold a bachelor degree (or equivalent or higher) in any discipline (subject to verification – refer section 4 below).

Applicants with international qualifications not delivered in English must demonstrate English equivalency at Academic IELTS: 7.0 overall with a writing score of 6.5 and no band lower than 6.0 (or equivalent).

Where there is any doubt about an applicant’s ability to successfully undertake the course, then the applicant will be interviewed by the Course Coordinator before a final decision on the admission of the applicant is made. During these interviews specific consideration will be given to the recruitment and admission of Aboriginal and Torres Strait Islander prospective students.

2.1 Provisional admission

Where an applicant does not meet the published entry requirements for admission (as specified above) but demonstrates exceptional qualities and a reasonable chance of successfully undertaking the course, the Course Coordinator may make a decision to grant provisional admission to the course. Where such admission is granted it is a condition of enrolment that the student must pass the first subject undertaken as part of their course, after which they will be granted full enrolment in the course. A student who is provisionally enrolled but fails the first subject undertaken as part of their course will not be permitted to continue their enrolment.

3. Applications

Applications for admission to a course shall be made online through the Institute's website.

4. Assessment of applications and verification of evidence

All applications for admission to a course will be assessed by an Admissions Officer.

Applicants who apply to undertake a course of study at the Institute must submit documentary evidence that demonstrates they meet the published entry requirements of their chosen course. A certified copy of documentation must be provided and sighted by the Admissions Officer.

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

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

All applications and their assessment will be validated by the Course Coordinator.

The process for assessing applications is attached as Appendix 1.

5. Offers

Based on the documentation provided and subject to the application meeting the published entry criteria, a written offer of a place in the course will be made to the applicant via a *Letter of Offer and Participant Agreement*. Any conditions of the offer will be clearly specified.

The offer of a place in a course will include the following information:

- all charges associated with the applicant's proposed studies as known at the time and advice on the potential for changes in charges during their studies;
- arrangements and potential eligibility for credit for prior learning;
- details on changes to or withdrawal from offers, acceptance and enrolment, tuition protection and refunds of fees and charges; and
- details of any specific requirements of the course.

6. Acceptance

Applicants accept the offer of a place in the course by signing and returning a copy of the *Letter of Offer and Participant Agreement* as directed.

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

7. Cancellation of enrolment

A student's enrolment may be cancelled if any statements or documentation pertaining to their admission application are shown to be false.

A student shall be deemed to be no longer enrolled in a course if the student has been excluded on academic or disciplinary grounds.

8. Request for review of a decision to refuse admission

An applicant may request a review of a decision to refuse admission to a course. The grounds for a review are that the decision is inconsistent with this policy. A request for a review of a decision to refuse admission must be made in writing and lodged with the Dean within ten working days of the applicant receiving written notification of the decision to refuse entry to a course. The Dean will review the documentation to assess whether the policy has been properly applied in this case and then respond in writing to the request within twenty working days. The Dean may confirm or vary the decision.

If an applicant remains dissatisfied with the outcome of their request for a review of a decision to refuse admission to a course they may utilise the Institute's *Student Grievance Handling Policy and Procedure (QAF090)* which enables prospective students to lodge grievances of a non-academic nature.

Decisions made by the Dean in regards to requests for review of decisions made under this policy will be reported to and reviewed by the Academic Quality Committee.

9. Related documentation

- FRM010 Application for Admission
- FRM011 Letter of Offer and Participant Agreement
- FRM012 Confirmation of Enrolment
- QAF090 Student Grievance Handling Policy and Procedure
- QAF033 Diversity and Equity Policy

10. Version history

Version	Approved by	Approval Date	Details
1.0	Academic Board	20 April 2016	Document creation and initial approval
1.1	Academic Board	2 November 2016	Minor changes to better address new HE Standards Framework Rewording of appeals process
1.2	Academic Board	15 March 2017	Validation of admission decisions by Course Coordinator rather than the Dean and other minor amendments
2.0	Academic Board	14 June 2017	Addition of provisional admission and minor changes to wording
2.1	Academic Board	18 October 2017	To reflect change to admission requirements and other minor changes

Document owner: Dean

Appendix 1: Procedures for assessing an applicant's qualifications, experience and English language proficiency

