A102 Admissions Procedure

Policy Category	Academic	
Responsible Officer	Academic Dean	
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Related documents	Admissions Policy Enrolment Policy Credit for Prior Learning Policy English Language Proficiency Policy Student Fees Policy	
Version	**Authorised by**	**Approval Date**
1.4	Academic Board	28/01/2022

This Procedure implements the Australian Institute of Business Intelligence Higher Education's (the 'Institute's) *Admissions Policy*.

1. Scope

This Procedure applies to all prospective students of the Institute's, including international and domestic students.

2. Definitions

Accreditation: the process by which a course is certified with authority. The authority that accredits Australian Institute of Business Intelligence's (AIBI HE) courses is the Tertiary Education Quality and Standards Agency (TEQSA), which ensures the course is compliant with the *Higher Education Standards Framework (Threshold Standards) 2021*.

Admission: the procedures and processes involved in the offer of a place in a course offered by the Institute and the approval to enrol.

Australian Qualifications Framework (AQF): Australia's national policy for regulated qualifications. It encompasses higher education, vocational education and training and school education and provides for national recognition and a consistent understanding of what defines each qualification type.

Australian Tertiary Admission Rank (ATAR): a number between 0.00 and 99.95 that indicates a student's position relative to all the students who sat for a senior secondary certificate in Australia.

Compassionate or compelling circumstances: circumstances beyond the control of the student which will have an impact upon the student's progress or wellbeing.

Country Education Profiles: an online qualifications recognition tool designed to help organisations understand overseas higher education and postsecondary technical and vocational educational qualifications. The tool is managed by the Department of Education and Training.

Disadvantage: includes, but is not limited to, applicants with physical disabilities, from geographically isolated areas, with economically disadvantaged backgrounds, with Australian residency granted on humanitarian grounds, Aboriginal or Torres Strait Islander applicants, and those with compassionate or compelling circumstances.

Domestic student: Australian citizens, New Zealand citizens, or holders of an Australian permanent visa (holders of all categories of permanent resident visas including Humanitarian Visas).

English language proficiency: the ability to successfully use the English language to communicate meaning in an academic and discipline context, in both verbal and written form.

Enrolment: the registration of an individual with AIBI HE as a student.

Overseas student: a student who is not a domestic student and who may hold a student visa and is protected by the Education Services for Overseas Students Act 2000 legislative framework.

Letter of Offer and Written Agreement: an official document offering an applicant a place in an AIBI HE course.

Course: a course of study, comprising subjects of study, the successful completion of which results in the awarding of a qualification, such as a bachelor's degree.

3. Procedure

3.1. Application

When applying for admission into an AIBI HE course, prospective students are to submit a completed an application form, provide the required supporting documentation, and any prescribed Enrolment Fee. All evidence and documentation provided needs to be in English and needs to be authentic. Authenticity can be demonstrated by the document having been:

- certified i.e. the original document has been sighted by a representative from an Australian Overseas Diplomatic Mission or Australian Education Office, a Public Notary, a representative agent of the Institute, or if the documents are from an Australian authority, a Justice of the Peace, and a copy of document is noted as being certified.
- verified i.e. the original document has been sighted by the Admissions Manager or their delegate.

Where official documentation to support an application for admission is in a language other than English, the document must be accompanied by a complete English translation. Translated documents must comply with the following requirements:

- need to be by an authorised translator accredited by the National Accreditation Authority for Translators and Interpreters (NAATI).

- each page of the translation must bear the translator's signature, the date translated, and the translator's accreditation details or official stamp.

3.2. Assessment of Application

The Admissions Manager will review each application to ensure completeness. Complete applications will be assessed based on published criteria. For general criteria, such as ATAR or formal study, the Admissions Manager will determine whether these criteria have been met. Country Education Profiles will be used to determine equivalency of qualifications issues issued overseas to accredited qualifications issued in Australia. For criteria that requires an individual assessment, such as work experience or a piece of writing, the Academic Dean will determine whether admissions criteria have been met.

Incomplete applications will be returned to the student for completion and resubmission. Applications that include false or misleading information will be rejected.

In assessing applications, the Admissions Manager will apply the standards established by the Academic Board.

The Academic Dean has authority to withdraw an offer of admission in circumstances listed in section 3.4.

3.3. Application outcome

The applicant will be informed of the outcome in writing by the Admissions Manager within 3 working days, and successful applicants will be issued with a *Letter of Offer and Written Agreement*. The *Letter of Offer* will be a formal offer of a place in an Institute course, and the *Written Agreement* sets out the contractual obligations of accepting a place in the course, including the student's tuition fee obligations. On receipt of a formal offer, an applicant may either:

- accept the offer;
- apply to defer commencement; or
- take no action, in which case the offer will be deemed to have been declined after the period of time specified in the *Letter of Offer and Written Agreement*.

Subject to meeting admission requirements, the applicant may be provided with an offer of admission, with the type of offer dependent on individual circumstances:

- Full Offer of Admission – all admission requirements have been fulfilled and applicants meet the Genuine Student requirements established by the Department of Home Affairs.
- Provisional Offer – all admission requirements have been fulfilled and applicants are required to meet the Genuine Student requirements established by the Department of Home Affairs.
- Package Offer – admission requirements will be fulfilled following completion of a pathway course, for example where a student is seeking to fulfil the admission requirements through completion of a sub-Bachelor or ELICOS course prior to commencing the course being offered by the Institute.
- Pathway Offer - – admission requirements will be fulfilled following completion of a pathway course, with a preferred pathway provider under formal agreement, for

example where a student is seeking to fulfil the admission requirements through completion of a sub-Bachelor or ELICOS course prior to commencing the course being offered by the Institute.

- Conditional Offer – admission requirements are not yet fulfilled but are expected to be fulfilled prior to the commencement of the course being offered, for example where a student is yet to sit their English proficiency test.

3.4. Acceptance of Offer

To accept an offer, an applicant will need to comply with all specified instructions and deadlines, and sign and return the *Acceptance Form* to the Admissions Manager. If an offer of a place is accepted in accordance with the specified instructions and by the specified deadline, the applicant will be admitted to the course unless admission is not possible due to reasons of revocation, cancellation and refusal, such as:

- the course has filled its allocated quota, reached maximum or allowable capacity or is no longer available;
- an applicant or student fails to meet any relevant pre-requisite admission or enrolment requirements;
- an offer is not accepted, or enrolment not actioned by the student within the period of time specified in the *Letter of Offer and Written Agreement*;
- an applicant or student has provided false or misleading information to the Institute in relation to their admission or enrolment;
- an applicant or student has failed to pay tuition or other fees within the timeframe stated in the *Student Fees Policy*, which can be accessed from the AIBI HE's website;
- an applicant withdraws; or
- where a student is deceased or becomes unable to complete their course.

3.5. Deferment of commencement

An applicant who has received an offer for admission into an Institute Course may apply to defer commencement of their studies. The applicant will need to submit a completed *Deferral Application* request to the Admissions Manager prior to the commencement of the first trimester of study. Overseas students need to comply with the conditions of their student visa and relevant legislation in relation to deferred offers.

The deferred admission option is available:

- only in respect of the course to which the student requesting deferment has been admitted (i.e. deferred admission is non-transferable from one course to another); and
- on the provision that the student will accept unconditionally any course changes that the Institution implements during the period of deferment.

A deferral may be granted for up to and including a 12-calendar month period.

4. Records of Decisions on Admission Application

A record of the Institute's decision on each admission application will be created in the admission management system. The record will specify all data relevant to the decision, including ATAR and non-ATAR factors.

De-identified admission data will be used to create ATAR profile tables for supporting prospective student decision-making.

5. Appeals

Appeals concerning any decision taken in relation to this Procedure should be made under the relevant *Complaints and Appeals Policy*, which can be accessed from the AIBI HE's website. Overseas students may lodge an appeal with the Overseas Students Ombudsman.

6. References

Higher Education Standards Framework (Threshold Standards) 2021 – Part A, Standard 1.1

National Code of Practice for Providers of Education and Training to Overseas Students 2018, Standard 2

7. Acknowledgements

In developing this Procedure, the Institute acknowledges:

- TEQSA's Glossary of Terms;
- TEQSA Guidance Notes: Diversity and Equity.

Document History:

Version	Date	Author	Reason	Sections
0.1	6/4/2017		Approved by Academic Board	All
0.2	3/7/2017		Reviewed by Academic Board	All
0.3	9/3/18	Stephen Andrews	Revised in response to Academic Board feedback 26/2/18, and approved Policy Development and Review Framework	2.1-2.4
1.0	8/5/18	Stephen Andrews	Revised in response to Academic Board feedback 23/4/18	All
1.1	14/11/18	Julien Marechal	Revised in response to Corporate Board feedback 13/11/18	4

1.2	8/8/19	Julien Marechal	Revised in response to TEQSA feedback and approved by the Academic Board 8/8/19.	3.2
1.3	15/8/19	Stephen Andrews	Revised in response to TEQSA feedback and approved by the Corporate Board 15/8/19.	3.2
1.4	17/12/2019	Philippa Ryan	Amended to reflect new trading name 'Waratah Institute'.	All
1.5	28/01/2022	Zoe Williams	Amended to reflect new corporate name Australian Institute of Business Intelligence; abbreviated to the Institute and new logo and additional types of offers of admission.	All
1.6	20/03/2024	Amon Broughton	Minor updates – roles.	All