

# Admissions Procedure

## 1. Purpose and Scope

- 1.1 The Admissions Procedure ensures the operationalisation of the Admissions Policy, including:
  - 1.1.1 Admissions requirements and processes are documented and are applied fairly, consistently, and objectively;
  - 1.1.2 Admitted students have the academic preparation, level of achievement and proficiency in English needed to participate in their intended study; and
  - 1.1.3 Admission and other contractual arrangements with applicants are in writing and stored securely.
- 1.2 This procedure also sets out the processes that AIAT uses to ensure that prior to enrolment and before accepting any fees, applicants are informed of their rights and obligations, including:
  - 1.2.1 all charges or costs that may be incurred associated with their proposed studies, as known at the time, and advice on the potential of other additional charges or costs incurred during their studies;
  - 1.2.2 policies, arrangements, and potential eligibility for credit transfer and recognition for prior learning; and
  - 1.2.3 policies on changes to or withdrawal of offers, acceptance and enrolment, tuition protection and refunds of charges.
- 1.3 This procedure applies to all domestic and international applicants for admission to AIAT accredited undergraduate or postgraduate courses, both online and on campus and all staff involved in admissions decisions.

## 2. Definition

Refer to *Glossary of Terms*.

## 3. Procedure

- 3.1 Admission Requirements
  - 3.1.1 General
    - a. To be considered for admission to a course at AIAT, an applicant must meet AIAT's minimum admission requirements, including any course-specific admission requirements.
    - b. Meeting the minimum admission requirements does not guarantee admission to a course.
    - c. An applicant who has been admitted to a course has the English language proficiency, and academic preparation and skills to succeed in their course in the standard duration.

- d. Entry requirements are course specific and may include, but are not limited to, the following or a combination of:
  - formal AQF qualifications or those with AQF equivalencies
  - ATAR or Year 12 equivalencies;
  - interviews;
  - work experience; and
  - informal and non-formal learning
- e. All entry and course requirements apply consistently across different modes of study.
- f. Courses will specify the ATAR, when required, in the Course Rules provided on the AIAT website.

### 3.1.2 English language requirements

International applicants must satisfy AIAT's English language requirements for admission to a course which are as follows.

- a. An international applicant who is a citizen of, and who holds a valid passport issued by, one or more of the following countries:
  - Canada
  - New Zealand
  - the Republic of Ireland
  - the United Kingdom
  - the United States of America.

is exempt from submitting proof of English proficiency via a test. A copy of the passport (s) must be provided as part of the application;

- b. An international applicant who has successfully completed a minimum of 5 years of study in English undertaken in one or more of the following countries:
  - Australia
  - Canada
  - New Zealand
  - South Africa
  - the Republic of Ireland
  - the United Kingdom
  - the United States of America.

must provide official documented evidence of this study from the institution in which they studied. Once confirmed, the applicant will be exempt from submitting proof of English proficiency via a test;

- c. An international applicant who is applying for an online only course and has completed qualifications taught in English but not in a country listed in 3.1.2b must comply with the following conditions.
  - An applicant who earned a previous qualification that meets an academic requirement listed in 3.1.5 or 3.1.6 within the last two years at an institution where the qualification was taught and assessed solely

in English is exempt from submitting proof of English proficiency via a test.

- Instead, they must provide an official letter from the institution on its letterhead confirming English was the sole language of instruction and assessment for their qualification. The letter must be signed by the Registrar or similar position.
- d. An International Student transferring institutions within Australia must demonstrate and provide evidence of either:
- successful completion (with success defined as a maximum of one subject failed) of a full time load for one study period (one semester or trimester) in a course at the equivalent AQF Level or above to the course being applied for, at an Australian university or higher education provider; or
  - successful completion (with success defined as a maximum of one subject failed) of at least 1 EFTSL (equivalent full-time student load, or one full year) in a course or courses at minimum AQF Level 6 at an Australian university or higher education provider.
- e. If 3.1.2a – 3.1.2d do not apply, applicants must demonstrate and provide evidence of:
- successful completion of an Australian Year 12 program; or
  - successful completion of an English language course approved by AIAT from a registered English Language Intensive Course for Overseas Students (ELICOS) provider. Such courses give students the minimum English Language Proficiency (ELP) standard as specified in Table A; or
  - achievement of the minimum requirements in an approved English language test no less than 24 months prior to commencement of studies at AIAT. Approved English language tests and minimum standards are included in Tables A and B.

3.1.3 Prospective students are required to submit acceptable evidence of their English language proficiency at the time of application to study with AIAT. Appropriate evidence is defined in clauses 3.1.2a – 3.1.2e.

In addition to meeting the requirements of this subclause, in some cases applicants may be required to

- successfully complete an AIAT approved English language test and/or
- engage in an interview with AIAT staff.

**Table A: AIAT approved English language tests**

IELTS	International English Language Testing System (IELTS) – Academic
TOEFL – Paper Based Test	Test of English as a Foreign Language (TOEFL) – Paper Based Test

TOEFL – iBT	Test of English as a Foreign Language (TOEFL) - Internet Based Test
PTE	Pearson Test of English
CAE	Cambridge English Advanced

**Table B: English Language Test and Minimum Score**

Course	IELTS - Academic	TOEFL – Paper Based Test	TOEFL – (iBT)	PTE	CAE
Bachelor Information Technology	Overall 6.0 (min. sub-score of 5.5 each)	550 (min. 4.5 TWE – Test of Written English)	60 (min.18 in writing)	50 (no skill score < 42)	Level B2 (169)
Masters Information Technology	Overall 6.5 (min. sub-score of 6.0 each)	550 (min. 4.5 TWE – Test of Written English)	79 (min.18 in writing)	60 (no skill score < 45)	Level B2 (176)
MBA	Overall 6.5 (min. sub-score of 6.0 each)	550 (min. 4.5 TWE – Test of Written English)	79 (min.18 in writing)	60 (no skill score < 45)	Level B2 (176)

#### 3.1.4 Minimum age requirements for admission

- a. To be eligible for admission, the applicant must be at least 18 years of age on the course commencement date.

#### 3.1.5 Academic Requirements - Undergraduate

Applicants are eligible to be considered for a place in AIAT undergraduate course of study if they have one of the following:

- a. an Australian secondary education qualification, or equivalent qualification from an overseas institution;
- b. a completed or partly completed qualification at AQF level 5 (Diploma) or above from a higher education institution or an equivalent overseas higher education qualification;
- c. a completed Vocational Education and Training (VET) qualification at AQF Level 4 (Certificate IV) or above from a vocational education institution or an equivalent overseas vocational education qualification;
- d. a Special Tertiary Admission Test (STAT) percentile rank or equivalent; or
- e. a completed foundation studies or preparatory program that is recognised for admission purposes.

### 3.1.6 Academic Requirements – Postgraduate

- a. a completed, relevant undergraduate degree at AQF level 7 (Bachelor) or above from a higher education institution or an equivalent overseas higher education qualification; or
- b. a completed foundation studies or preparatory program that is recognised for admission purposes.

### 3.1.7 Admission Eligibility

- a. To be eligible for admission, applicants must satisfy the minimum entry requirements and any course specific requirements or prerequisites as detailed in this Procedure.
- b. Domestic applicants may be considered for admission based on the admission criteria and educational access and equity schemes, that are designed to broaden access, address perceived disadvantage or assist students with special needs.
- c. Eligibility, based on entry requirements, does not guarantee an applicant being accepted into the course. The Institute also reserves the right to apply quotas of student numbers within the courses where necessary.

### 3.1.8 Aboriginal and Torres Strait Islanders

Applicants are required to confirm their Aboriginality or Torres Strait Islander heritage at the time of application to be eligible for admission support and access to Indigenous specific scholarships. Applicants who require support during the application process are encouraged to contact the Director, Learning and Teaching.

### 3.1.9 Special Entry Scheme (exceptional circumstances for individual applicants)

- a. The Director, Learning and Teaching and Course Director jointly determine:
  - i. circumstances in which a person may be considered for special entry to AIAT; and
  - ii. the categories for consideration and the requirements to be satisfied for consideration; and
  - iii. the manner in which consideration may be given to a person.
- b. A person may be considered for special entry to an undergraduate or postgraduate course if:
  - i. the person has satisfied the further requirements for admission to the course of study and any additional requirements for consideration under the special entry scheme of AIAT; and
  - ii. the person is assessed as falling within one or more of the categories for consideration in accordance with subclause 3.1.8.a.ii.
- c. The Director, Learning and Teaching and Course Director must jointly approve any individual admitted under the Special Entry Scheme.
- d. The Director, Learning and Teaching monitors the participation, progress and completion by the student subgroups identified in subclause 3.1.8.a and reports the findings to the Academic Board which is used to inform

admission policies and improvement of learning, teaching and support strategies for those subgroups.

#### 3.1.10 Development of alternative admission pathways

- a. A Course Director can develop alternative admission pathways.
- b. The Teaching and Learning Committee will recommend alternative admission pathways to the Academic Board.
- c. Alternative admission pathways will be approved by Academic Board prior to implementation as per the Course and Subject Lifecycle: Review, Monitoring and Change Policy.
- d. Where an alternative admission pathway is available, information is published on the AIAT website. Applicants may review the information to determine if any available alternative pathway is applicable for admission into their chosen course.

### 3.2 Applying for Admission

3.2.1 Applications are made directly to AIAT or via an approved agent or approved domestic admissions office.

3.2.2 Applications must be made by the published closing date as determined by AIAT.

3.2.3 Prospective students applying for admission into a course must do so in English on the approved form demonstrating achievement of the admission requirements, and may provide evidence in the following ways:

- a. certified copies of testamurs and academic records for previously completed courses of study at other institutions;
- b. resumes, references and other details as evidence of work experience including the scope and levels of responsibility, employer's name and contact details and length of time in each position;
- c. evidence submitted in a language other than English must be accompanied by a certified official translation into English;
- d. certified copy of an English language test, where relevant; and
- e. may be required to attend an interview conducted by the Director, Learning and Teaching (or delegated officer), designed to ascertain levels of ability to study at the appropriate level.

3.2.4 The applicant may be required to provide the names and contact details of up to three referees who can testify to the accuracy of the qualifications and work experience claims, as well as the ability of the applicant to complete the course.

3.2.5 Prospective international applicants must allow time applying for a student visa which may take up to six months to be granted depending on their country of residence.

3.2.6 Applicants must submit their application in the correct manner and complete with all required documentation to be considered for a place. Where an application is not complete or additional information is needed, the applicant will be offered the opportunity to submit further information and supporting documents.

### 3.3 Reviewing Applications

- 3.3.1 Assessment of all prospective international student applications are undertaken in accordance with the Department of Home Affairs' (DHA) Genuine Temporary Entrant (GTE) requirements.
- 3.3.2 Assessment of English proficiency requirements
  - a. The Admissions Officer must assess IELTS (or equivalent) results by verifying test results with the issuing body and check the currency of the test results.
  - b. Applicants who do not meet the English language requirements are advised of English language programs that are offered by other approved and recognised providers
- 3.3.3 The Admissions Officer
  - a. assesses all admission applications against the minimum admission requirements, taking into consideration available alternative admission pathways.
  - b. identifies applicants who meet the course entry requirements, including minimum academic requirements, English language requirements, and for International Students, the Genuine Temporary Entrant (GTE) requirements.
  - c. validates type and equivalence of studies and institute where the studies were undertaken by either
    - reviewing information from the Department of Education: Country Education Profiles and/or
    - reviewing the education level and recognition of the institution within the official government framework of the country
  - d. makes their determination based on the applicant's entire application. Greater weight may be given to the applicant's most recent and/or relevant previous qualification completed within the past 10 years, study or experience if appropriate.
- 3.3.4 AIAT reserves the right to request an applicant to authorise AIAT to obtain further information about the applicant from relevant external bodies or institutions. Failure to provide such authority may adversely affect the success of the application.
- 3.3.5 Any staff member involved in a selection decision who has, may have, or may be perceived to have a conflict of interest, must disclose this conflict to the Director, Teaching and Learning or Admissions Officer.
- 3.3.6 If any staff member involved in a selection decision becomes aware of any attempt to breach the Admissions Policy and/or Admissions Procedure, they must immediately notify the Director, Learning and Teaching. If the Director, Learning and Teaching is unavailable or in any way compromised in their ability to make a decision regarding the breach, the staff member must notify the Provost and Chief Academic Officer.
- 3.3.7 If the Admissions Officer is unsure about whether an applicant is suitable for admission, they will refer an application to the Director, Learning and Teaching. The Director, Learning and Teaching must consider the entry requirements for the course of study when assessing applications.
- 3.3.8 The Admissions Officer may request additional information and:

- a. ensures the application is assessed against the evidence provided;
- b. checks the equivalence of international qualifications (where relevant); and
- c. makes a recommendation on whether the applicant should be admitted to the course.

### 3.4 Making Offers

- 3.4.1 Admission advisement, contractual arrangement and decision notifications with applicants are in writing and stored in the student document management system.
- 3.4.2 AIAT may attach conditions to an offer of admission to a course, including but not limited to meeting Admission Requirements, visa or other legal obligations, or making any required fee payments.
- 3.4.3 Applicants are normally notified of the decision for admission within seven days of the decision being made. The notification includes:
  - a. admission outcomes (acceptance, conditional acceptance or refusal);
  - b. reasons for refusal, if relevant; and
  - c. further documentation or information required for successful applicants informing them of their rights and obligations as detailed below.
- 3.4.4 If an applicant has met the requirements and been accepted into the course, the applicant receives a Letter of Offer (full or conditional acceptance) and Written Agreement that includes:
  - a. course details (start date, duration, location etc.);
  - b. conditions of enrolment if applicable;
  - c. details outlining the fees a student must pay, due dates, and payment options;
  - d. an 'Acceptance of Offer' form and instructions to the student for accepting the offer;
  - e. all charges associated with their proposed studies as known at the time and advice on the potential for changes in charges during their studies;
  - f. credit for prior learning granted;
  - g. deferment options;
  - h. policies, arrangements and potential eligibility for credit for prior learning; and
  - i. policies on changes to or withdrawal from offers, acceptance and enrolment, tuition protection and refunds of charges.
- 3.4.5 Letters to unsuccessful applicants may include options available for unsuccessful applicants such as alternative pathways and/or course of study.

### 3.5 Admission Acceptance

- 3.5.1 If an Applicant wishes to accept an offer of admission, they must do so in accordance with the process specified in their Letter of Offer. Failure to do so may result in the offer of admission being rescinded.
- 3.5.2 To accept an offer of enrolment into a course of study, applicants must complete and sign the 'Acceptance of Offer' in the written agreement, and return it together



with payment for the fees due in advance (if required) by the due date as indicated in the document.

- 3.5.3 Applicants should accept an offer as soon as possible after receiving the Letter of Offer, but no later than the response deadline which is indicated in the Letter of Offer.
  - 3.5.4 The Admissions Officer issues a Confirmation of Enrolment (CoE) certificate to an international student, which is needed in order to apply for an Australian student visa.
- 3.6 Non-Admission for Non-Academic Reasons
- 3.6.1 AIAT may, at its discretion, not provide an offer of admission to an applicant who would otherwise be eligible for admission where it believes that:
    - a. the applicant poses a risk to the students and/or staff of AIAT or the wider AIAT community;
    - b. the applicant may adversely impact the reputation, management, good governance or discipline of AIAT;
    - c. the applicant has engaged in dishonest and/or deceitful behaviour in the process of applying for admission to AIAT or any other tertiary educational institution;
    - d. the applicant would not be able to lawfully enter AIAT premises for all or part of the duration of a course by reason of a court order or any enactment or decision made under an enactment;
    - e. the applicant would be unable to meet the requirements of a course, including but not limited to attendance, group participation or work integrated learning requirements.
  - 3.6.2 An applicant will normally be notified in writing within 10 business days of any decision to not offer admission pursuant to this clause. Appeals to this decision will be managed through the Student Complaints and Appeals Policy.
- 3.7 Deferring Commencement of Studies
- 3.7.1 Offers of admission into all courses are unable to be deferred unless the Director, Teaching and Learning has approved an exemption for a particular course.
  - 3.7.2 Applicants will be informed whether it is possible to defer entry into a course for which they have received a Letter of Offer of admission.
  - 3.7.3 Applicants may apply to defer entry into a course any time after an offer of admission has been made, provided that such application is received by AIAT before the start date of the first semester in which they are due to enrol.
  - 3.7.4 The maximum deferment period that will normally be granted by AIAT is 12 months. Applicants may apply to extend this period for a further 12 months to a total maximum deferment period of 24 months.
  - 3.7.5 Requesting to recommence after a deferral will be managed under the Enrolments Policy.
  - 3.7.6 AIAT may, at its discretion, withdraw a deferred offer if any of the matters referred to in Withdrawal of Offer section apply or if the Applicant

- a. enrolls in another tertiary education institution during the deferment period;
  - b. applies for entry to another AIAT course;
  - c. fails to enrol in the deferred course by the enrolment due date specified in the approval of deferment advice from AIAT;
  - d. fails to notify AIAT of their intention to accept their deferred offer by the date specified in AIAT correspondence; or
  - e. fails to comply with any requirements prescribed by AIAT in relation to the deferment.
- 3.7.7 If a deferred offer is withdrawn and the Applicant wishes to reapply for entry into the same course or entry into any other course, they will be required to reapply for admission in accordance with the AIAT policies and processes in place at the time the new application is made.
- ### 3.8 Withdrawal of Offer
- 3.8.1 AIAT may, at its discretion, withdraw an offer of admission to a course at any time before the start date of the first semester in which the Applicant is due to enrol if:
- a. the Applicant fails to meet any of the conditions attached to their letter of offer by the required date;
  - b. AIAT no longer offers the course;
  - c. the offer was made in error;
  - d. the Applicant does not enrol by the deadline specified in their letter of offer;
  - e. AIAT believes that subclause 3.6 applies to the Applicant.
- 3.8.2 AIAT may withdraw an offer of admission to a course at any time if the offer was made contrary to Australian law or as a result of incorrect, inaccurate, fraudulent or misleading information or documentation supplied by the Applicant or a third party on behalf of the Applicant. AIAT reserves the right to cancel the student's current or future enrolment.
- 3.8.3 If an Applicant's offer of admission is withdrawn and they wish to reapply for entry into the same course or entry into any other course, they will be required to apply in accordance with AIAT policies and processes in place at the time the new application is made.
- 3.8.4 AIAT reserves the right to cancel a course that is not viable, and to cancel any offers of admission that have been made to that course.
- ### 3.9 Readmission
- 3.9.1 A student whose enrolment has been cancelled in a course must reapply for admission to AIAT.
- 3.9.2 Re-admission is considered for the current course admission requirements at the time of submitting the application.
- 3.9.3 Students may be required to satisfy all course entry requirements, including any additional entry requirements published at the time of their re-admission.
- 3.9.4 Students may be automatically readmitted to the same program except in the following cases:
- a. the student has been expelled from the course;

- b. the student is not able to complete the course within the maximum period defined in the course rules; or
  - c. the course is no longer offered or is being phased out such that the subjects the student needs to take to complete the course requirements are no longer available.
- 3.9.5 Students may not apply for admission (or re-admission) during a period of exclusion or preclusion from AIAT, but may do so afterwards.
- 3.9.6 Where an applicant is seeking admission after an exclusion or preclusion, official documents identifying the reason for the exclusion or preclusion and the period of exclusion or preclusion must be provided with the application.
- 3.9.7 Students do not necessarily retain credit for all subjects completed prior to the cancellation of their enrolment. Credits are determined by taking into account the length of the absence and changes to course content, external accreditations and structure during the intervening period in accordance with the Credit Transfer and Recognition of Prior Learning Policy.

### 3.10 Complaints

- 3.10.1 Applicants who are dissatisfied with the outcome of their admission application may seek a review in accordance with the Student Complaints and Appeals Policy and related Procedure. The review must be sought within 20 business days of the date of the notification of the admission outcome.

## 4. Roles and responsibilities

- 4.1 The Academic Board:
- 4.1.1 approves admission requirements for each accredited course;
  - 4.1.2 approves alternative admission pathways; and
  - 4.1.3 receives reports about participation, progress and completion by student cohorts that inform admission standards.
- 4.2 The Learning and Teaching Committee is responsible for monitoring and making recommendations for improvement related to admission matters.
- 4.3 The Director, Learning and Teaching and Course Director jointly:
- 4.3.1 determine circumstances in which a person may be considered for special entry to AIAT; and
  - 4.3.2 approve any individual admitted under the Special Entry Scheme.
- 4.4 Course Director develops alternative admission pathways and recommends their adoption to the Teaching and Learning Committee.
- 4.5 The Director, Learning and Teaching monitors the participation, progress and completion by the student subgroups.
- 4.6 The Admissions Officer is responsible for:

- 4.6.1 assessing all admission applications against the minimum admission requirements; and
  - 4.6.2 ensuring all admission arrangements with students are in writing and include any particular conditions of enrolment.
- 4.7 Applicants are responsible for
- 4.7.1 submitting applications as per this policy and procedure;
  - 4.7.2 responding to requests for additional information in a timely manner; and
  - 4.7.3 accept an offer of admission in accordance with the process specified in their Letter of Offer.

## 5. Procedure Details

Institution	Australian Institute of Advanced Technologies (AIAT)
Procedure name	Admissions Procedure
Procedure Reference No.	PROC – 20
Procedure Approval	Board of Directors
Procedure Authority	Academic Board
Responsible Officer	Learning and Teaching Committee
Governance Reference Threshold Standards	HESF 2021: 1.1, 1.3.2a
Related Documents	Admissions Policy Course and Subject Lifecycle: Review, Monitoring and Change Policy Credit Transfer and Recognition of Prior Learning Policy Enrolments, Leave of Absence and Withdrawal Policy Student Access and Equity Policy Student Complaints and Appeals Policy Supporting Students with a Disability Procedure
Related Legislation	Commonwealth Higher Education Support Act 2003 (HESA) Commonwealth Education Services for Overseas Students Act 2000 (ESOS) Higher Education Standards Framework (Threshold Standards) 2021 (HESF) Migration (English Language Tests and Evidence Exemptions for Subclass 500 (Student) Visa) Instrument (LIN 24/022) 2024 National Code of Practice for Providers of Education and Training to Overseas Students 2018
References	AIAT has referred and benchmarked with the following institutions and policies during the creation of this policy: Charles Sturt University (unknown) Admissions Procedure, <i>retrieved 31 Aug 2021</i>

	<p>Charles Sturt University (unknown) Credit Procedure, <i>retrieved 10 Sept 2021</i></p> <p>Flinders University (2018) Student Admission Procedure</p> <p>IJET (2020) Admissions Procedure</p> <p>Macquarie University (unknown) English language requirements, <i>retrieved 15 Nov 2021</i></p> <p>RMIT (unknown) Admission Procedure, <i>retrieved 31 Aug 2021</i></p> <p>The University of Adelaide (2017) Admission to Coursework Programs Policy</p> <p>University of South Australia (2016) Table of UniSA International comparative English requirements</p>
Date of approval	31 March 2022
Review date	December 2026
Policy Category	Academic

## 6. Document Version Control

Document No	PROC - 20	Last Modify Date	Summary of Changes
Version No	1.0	NA	Initial version approved by Board of Directors
	1.01	31/3/2022	HESF updates and clarifying ATAR
	1.02	16/1/2023	TEQSA REQ06635 – 3.3.3c incorporating additional mechanisms for validating overseas qualifications
	1.03	16/6/2023	Changed Head of Institute to Provost and Chief Academic Officer
	1.04	18/1/2024	Amended Clause 3.1.2 English Language Requirements
	1.05	3/6/2024	Amended clause 3.1.2 English Language Requirements to incorporate applicants from specific English Language countries and online course English Language requirements. Expanded scope to incorporate location of course (online and on campus)
Created Date	March 2022		