Selection and Admission (HE) Policy

1. Purpose

The purpose of this Admissions Policy is to specify requirements for the selection and admission of students to Melbourne Polytechnic higher education courses.

2. Principles

The policy aims to ensure applicants
- are selected in a fair, consistent, transparent and timely manner; and
- have the background and abilities to have a reasonable expectation of success in their chosen course of study.

3. Scope

This policy applies to
- prospective students of Melbourne Polytechnic higher education courses;
- students at Melbourne Polytechnic who wish to transfer to a higher education course;
- staff involved in the selection and admission of students to higher education courses; and
- agents and partners of Melbourne Polytechnic.

4. Admission Requirements

4.1 English Language Proficiency Requirements
All domestic and international applicants must meet the published minimum English language proficiency requirements applicable to the course to be eligible for admission.

4.2 Undergraduate Entry Requirements

To be selected for entry to a Melbourne Polytechnic higher education course, applicants must:
1) Satisfy any course entry or selection requirements (for example pre-requisites or equivalent, portfolio, audition, interview, written task, or any State or Commonwealth legal requirements such as a Working with Children Check, etc); and
2) Complete an admissions pathway:
    a) Victorian Certificate of Education (VCE) or equivalent;
    b) an Australian Qualifications Framework (AQF) Certificate IV, Diploma or Advanced Diploma or equivalent;
    c) an overseas secondary or tertiary qualification deemed to be equivalent of a) or b);
    d) a foundation studies program at an Australian higher education provider or a pathways program at Melbourne Polytechnic or equivalent;
    e) at least one semester of full-time study within an AQF Associate Degree, Bachelor Degree or higher qualification either on an award or non-award basis or equivalent;
    OR
3) be a mature-age applicant who is able to demonstrate non-academic skills transferable to tertiary study and capacity for higher education studies at the undergraduate level through
    a) successful completion of two subjects within an AQF Associate Degree, Bachelor Degree or higher qualification either on an award or non-award basis;
    b) a Special Tertiary Admissions Test (STAT);
    OR
4) be eligible to be considered on the basis of informal or non-formal learning (Recognition of Prior Learning – RPL).

4.3 Minimum Age Requirement
  1) Applicants must be turning 18 years of age in the year of entry to the course;
     OR
     Applicants under 17 years must have the prior written approval from the College Director in consultation with the relevant Head of School.
  2) Applicants below the age of 16 years will not be accepted.

4.4 Postgraduate Entry Requirements
To be selected for entry to a Melbourne Polytechnic higher education postgraduate course, applicants must:
  1) Satisfy any course selection requirements (eg portfolio, audition, interview, written task, any State or Commonwealth legal requirements such as a Working with Children Check, etc);
  2) Complete an AQF Bachelor Degree or higher level qualification, or equivalent overseas tertiary qualification;
     OR
     be eligible to be considered on the basis of completion of a lower level qualification and substantial relevant professional experience, or a combination of informal learning and non-formal learning included substantial relevant professional experience.

5. Admission Offers
  1) Offers of admission to Melbourne Polytechnic courses may only be made in writing by:
     - a delegated officer authorised by Melbourne Polytechnic; or
     - the Victorian Tertiary Admissions Centre (VTAC) acting on behalf of Melbourne Polytechnic.
  2) Where the number of places in a program is limited by a quota (eg for Commonwealth Supported places or where specialist facilities are limited), places will be offered in order of the merit of applicants.
  3) Melbourne Polytechnic reserves the right to withdraw an offer of admission and/or cancel the enrolment of a student where such an offer was made on the basis of incomplete, inaccurate, fraudulent or misleading information supplied by the application or a certifying authority.
  4) Melbourne Polytechnic reserves the right to cancel a course that is not viable, and to cancel any offers of admission to the course that have been made.

6. Refusal of Admission
Admission may be refused to an applicant who would otherwise be eligible for admission, in the following circumstances:
  1) due to an applicant's inability to satisfy the inherent requirements of a course;
  2) where an applicant has outstanding fees owing to Melbourne Polytechnic;
  3) where an applicant has been expelled or excluded from Melbourne Polytechnic or from another tertiary education institution for reasons of unsatisfactory academic progress, for reasons of health or for reasons of discipline, or for any combination of these reasons; or
  4) where an international applicant does not meet the Department of Immigration and Border Protection criterion for a genuine temporary entrant.

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7. Deferment of Admission

A student offered a place at Melbourne Polytechnic may defer the commencement of studies for a maximum period of 12 months. Deferment applications must be made before commencement of the semester. Following a deferment, a student will be enrolled into the most recently accredited version of the course.

8. Right of Appeal

An applicant not selected for admission to a course may have the right of appeal as specified in the Admissions Procedures.

9. Quality Assurance

A report is to be presented to Academic Board annually on participation, progress and completion by student cohorts to inform admission standards.

10. Definitions

For the purpose of this policy the following definitions apply:

Admission: Process by which Melbourne Polytechnic formally makes an offer to an applicant to enrol in a Melbourne Polytechnic course of study

Agent: A person authorised to market courses to international applicants

Australian Qualifications Framework (AQF): Nationally consistent set of qualifications for all post-secondary education and training in Australia

Commonwealth Supported Place (CSP): A higher education place for which the Commonwealth makes a contribution towards the cost of the student's education

Course: A program of study which leads to the granting of a higher education award.
Deferment: Process by which an applicant admitted to a course can suspend commencement of studies

Delegated officer: A person authorised by Melbourne Polytechnic to make offers of admission

Domestic Applicant: An Australian Citizen, Australian Permanent Resident, Permanent Humanitarian Visa Holder, or New Zealand Citizen

Education Services for Overseas Students (ESOS) Act 2000: Federal Government Act which regulates the provision of education and training services to international students

Higher Education Standards (Threshold Standards) 2015: A set of standards which are the basis for the regulation of higher education providers and courses by the Tertiary Education Quality and Standards Agency

International Applicant: An applicant who is not a domestic applicant, including, but not limited to, an applicant on a temporary residence visa, a bridging visa or a student visa

In writing: Communication via letter or email

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Mature-age applicant: An applicant who is an Australian or New Zealand citizen or an Australian permanent resident, and aged 21 years or more by 1 January in the entry year

National Office of Overseas Skills Recognition (AEI-NOOSR): Office that provides advice, assistance and information on international qualifications for entry to study in Australia

Offer: A formal invitation to prospective students to commence study at Melbourne Polytechnic

Partner: An organisation with which Melbourne Polytechnic has an agreement to deliver courses on behalf of Melbourne Polytechnic

Postgraduate course: A course of study at graduate certificate, graduate diploma or masters degree level ((AQF levels, 8 or 9)

Pre-requisite: A requirement that must be completed to be eligible for admission to a course

Selection: Process by which a Selection Officer / Committee compares an applicant's pre entry credentials with the entry requirements of the course for the purpose of assessing the adequacy of the pre entry credentials and, where required, ranking the applicant in comparison to other applicants

Tertiary Education Quality and Standards Agency (TEQSA): The regulatory standards agency for higher education in Australia

Undergraduate course: A course of study at diploma, associate degree or bachelor degree level (AQF level 5, 6 or 7)

11. Responsibility and Accountability

Task	Responsibility	Notes
Provide accurate information to support an application for admission and comply with any conditions include din an offer of admission.	Applicant	
Publish accurate information on admission pathways, procedures and course selection requirements.	Head of School	
Assess applicants against the entry requirements; rank applicants where required; and make offers of admission to courses where the applicants can reasonably be expected to succeed in their courses of study.	Delegated Officer/Selection Officer	
Report to the Head of School any potential or actual conflict of interest in selecting and admitting an applicant to a course.	Selection Officer/Head of School	
Document selection decisions.	Selection Officer	
Assess applicants for deferment of course commencement and notify applicant of decision.	Selection Officer/ International Compliance Officer	

12. Supporting Documents and Templates

- *Australian Qualifications Framework*
- *Higher Education Standards 2015*
- *Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS)*
- *Education Services for Overseas Students (ESOS) Framework*
- *National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007*
- *Department of Immigration and Border Protection Ministerial Directive 69 "Assessing the Genuine Temporary Entrant Criterion for Student Visa"*
- *National Office of Overseas Skills Recognition (NOOSR)/ Country Education Profiles issued by Australian Education International*

- *Selection & Admissions (HE) Procedure*
- *Deferral Application (HE) Form*
- *International Student Admissions Procedure*
- *International Office English Language Proficiency Equivalence and Evidence Guidelines*
- *International Students Deferral and Leave of Absence Policy*
- *International Students Application for Deferral or Leave of Absence Form*

13. Policy Control

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