



# **Student Selection and Admission Policy and Procedure**

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## A. Overview

- i. The Lead Institute of Higher Education ('the Institute' or 'LIHE') Student Selection and Admission Policy and Procedure ('the Policy') provides a framework to ensure the integrity of selection and admission decisions at the Institute. This Policy outlines clear responsibilities and accountabilities for student selection and admission decisions to ensure that the processes are transparent, consistent and fair.
- ii. Definitions

For definitions, please refer to the 'Dictionary of Terms'.

## B. Scope

This Policy applies to all LIHE's courses, and to all current and potential students.

## C. Policy Principles

This Policy is underpinned by the following principles:

- i. Assessment for admission is consistent with the relevant legislation.
- ii. Detailed and comprehensive course information, including academic, English language entry requirements, course delivery and other relevant documents and orientation materials are provided to students prior to admission via the LIHE website.
- iii. All applications for admission will be assessed fairly, objectively and on a merit-based approach to ensure opportunities for a diverse range of students.
- iv. Applicants will be advised in writing of the outcome of their application.
- v. LIHE will admit students who have the appropriate educational qualifications and/or work experience and, English language proficiency to undertake and complete the course.
- vi. LIHE is committed to ensuring applicants are not subjected to discrimination based on their gender, sexual orientation, religion, cultural heritage, or disability.

## D. Selection Process

- i. Based on the student selection and entry requirements for LIHE course(s), the Registrar must review and assess admission applications and determine whether a Letter of Offer should be issued.
- ii. To be considered for a Letter of Offer the applicant must meet the following requirements:

<b>Academic requirements</b>	
Prospective students must prove that they meet the admissions standards relevant to their specific course as below.	
Undergraduate Course	<ul style="list-style-type: none"><li>• Successful completion of an Australian Year 12 (senior high school), with a minimum ATAR 60 and a pass in English</li><li>• Certificate IV or equivalent; OR</li><li>• Successful completion of an approved Tertiary Preparation Program or Foundation Year program offered by an accredited institution of higher education; OR</li><li>• Applicants may also be allowed direct entry through an</li></ul>

	approved articulation agreement.
Graduate Diploma Course	<ul style="list-style-type: none"> <li>• An Australian bachelor's degree or equivalent; OR</li> <li>• Advanced Diploma/Associate Degree (or equivalent including overseas associate degree) plus evidence of a minimum of five years' demonstrable relevant industry experience.</li> </ul> <p>Additional Entry Requirements for Graduate Diploma of Early Childhood Education</p> <ul style="list-style-type: none"> <li>• Applicants need to provide a current Working with Children Check; and</li> <li>• A National Criminal History Record Check with their application.</li> </ul>
<p><b>English language requirements (International Students)</b></p> <p>Where English is not the primary language of an applicant or previous qualifications were undertaken in a language other than English, or where the applicant has not lived and worked in an English-speaking country (see p.3 of the English Language Proficiency Policy and Procedure), they (the applicants) must demonstrate English proficiency with one of the following levels of attainment.</p>	
Undergraduate Courses	<ul style="list-style-type: none"> <li>• IELTS Overall 6.0 with no band score lower than 5.5; OR</li> <li>• PTE Academic Score of 50; OR</li> <li>• TOEFL iBT Score of 60-78; OR</li> <li>• Cambridge English: Advanced from Cambridge ESOL (CAE) Score of 169, OR</li> <li>• Equivalent as determined by LIHE.</li> </ul>
Graduate Diploma Course	<ul style="list-style-type: none"> <li>• IELTS Overall 6.5 with no band score lower than 6.0; OR</li> <li>• PTE Academic Score of 58; OR</li> <li>• TOEFL iBT Score of 79-93; OR</li> <li>• Cambridge English: Advanced from Cambridge ESOL (CAE) Score of 176 OR</li> <li>• Equivalent as determined by LIHE.</li> </ul>

Please note that some courses may have different English language proficiency requirements determined by professional standards and accreditation (set out in course outlines).

## E. Mature Age Entry Requirements

- i. Mature age students (21 years of age and over) may be admitted to a course without meeting the above academic entry requirements where they can demonstrate the attainment of relevant and recognised prior learning experience as per the *Advanced Standing Policy and Procedure*.
- ii. However, such applicants are required to demonstrate capacity to meet course entry requirements. For example, this may necessitate evidence of prior training or other learning, an interview with LIHE, employer references and/or a portfolio of professional work.
- iii. Applicants may be required to sit for the Special Tertiary Admissions Test (STAT) which provides an avenue of entry to a tertiary institution for those who do not have the formal entry requirements.

- iv. Each applicant's case will be considered on its merits based on evidence of achievement and of their interest in and capacity to work in the broad field of their chosen area of further study.
- v. Applicants should ensure that the following information (where relevant) is included in their application portfolio:
  - a. Certified copies of formal education including level reached, state/country, year, units and results.
  - b. Details of other study, training or development courses attempted or completed since leaving school.
  - c. A detailed resume or CV outlining relevant competencies and experience gained in program related employment.
  - d. Details and proof of memberships and/or affiliations with recognised professional or semi-professional bodies.
  - e. Employer references where applicable.

## F. Application Checklist

A complete admission application must include:

- i. Signed Application Form.
- ii. Certified copy of applicant's Passport.
- iii. Certified copy of current, valid Visa (for onshore applicants);
- iv. Certified copies of evidence of meeting academic course requirements, e.g., a Testamur, Provisional Course Completion Letter and/or applicant's Academic Transcripts or a Statement of Results.
- v. Certified copy of evidence of meeting English language requirements.
- vi. COE from current or previous provider (student visa holders only).
- vii. Evidence of Release or equivalent from the applicant's principal course if required (student visa holders only).
- viii. Any evidence of prior study in Australia including the latest qualification studied – e.g., the provision of the applicant's latest academic transcript. This information will be necessary for determining if advanced standing is available to the applicant.
- ix. Evidence of work experience (where appropriate) and supporting letters from respective companies with dates of employment noted.
- x. Important Notice for Students re. USI: Please ensure you provide your name exactly as it appears on your identification. If you have any questions, contact the Student Support Manager for assistance: support.manager@lihe.edu.au
  - a. To create or verify your Unique Student Identifier (USI), your name must exactly match the name on your official identification documents (e.g., passport, birth certificate, or driver's license).
- xi. Any discrepancies between the name provided and your official ID will prevent the verification of your USI, which may affect your ability to:
  - a. Enrol in courses,
  - b. View your results, or
  - c. Graduate.

## G. Admission Procedure

- i. Prospective students seeking to be admitted to a course offered by LIHE must make application directly to the Institute or through a LIHE authorised educational agent.
- ii. Application forms and instructions, including the documentation to be submitted with the application, the method of application and application due dates are available on LIHE's website and at the Institute's Reception Desk.

- iii. Administrative staff processing new applications must verify the applicant's academic credentials and the status of the awarding institution by:
  - a. Sighting and certifying original transcripts, awards, and other supporting documents where possible.
  - b. Accepting only certified copies of original documents for all applications made through electronic medium, by post or through education agents.
  - c. Ensuring that all the supporting documents are in good condition, legible; and if written in a language other than English, that they are accompanied by a certified and verifiable translation in English.
  - d. Matching and comparing the details of the applicant's academic history and achievements stated in the application with that of accompanying documents, including the applicant's full name, date of birth and date of completion.
  - e. Comparing official academic seals, testamurs, and transcripts with academic records of other past or present students from the same institute when available.
  - f. Bringing any concern to the attention of the Student Support Manager for further enquiry.
  - g. All new admissions must be approved by the Student Support Manager. Approval signatures must be on the application form.

#### **H. Letters of Offer, Acceptance, and Issue of CoEs**

- i. Once an applicant's documentation has been checked and validated, a Letter of Offer will be prepared and sent to the applicant. The LIHE Letter of Offer is the only approved offer and acceptance agreement for admission to an LIHE course.
- ii. LIHE Letter of Offer will include the course, course start and end date, campus location, tuition fees and supplementary fees, any conditions of enrolment, health cover provision and other relevant information.
- iii. Applicants who wish to accept an offer to a course must accept the offer within 28 calendar days. Alternatively, they may apply to defer the course's commencement for a period of up to 12 months. Detailed information about deferrals can be found in the Deferral and Suspension Policy and Procedure.
- iv. If the offer is not suitable, they can decline it.
- v. If no action is taken, the offer will automatically lapse after 28 calendar days.
- vi. If the applicant wishes to proceed, they must sign, date, and then submit the Acceptance of Letter of Offer before, or at the time of payment of fees.
- vii. The Applicants are also required to pay the minimum amount as stated in the Letter of Offer and the Overseas Student Health Cover (full visa length) where applicable before an electronic Confirmation of Enrolment (eCoE) is issued.
- viii. LIHE reserves the right to review the fees annually which may result in a change to the fees during the period of enrolment.
- ix. LIHE is dedicated to providing accurate and timely information regarding tuition fees, aligning with the Fee Refund Policy to ensure students have ample notice for informed decisions about their course of study.
- x. Updated fee information will be published one month before the enrolment date on the website and noticeboards. Students will also receive fee change notifications through direct email and the Learning Management System (LMS).
- xi. LIHE is committed to communicating the annual fee structure, associated costs including any potential revisions and any consequences that may impact students' choices and their ability to participate in their intended course of study in a transparent manner.
- xii. All student agreements, admission decisions, and supporting documents will be retained for a minimum of two years after the student ceases to be enrolled at LIHE.

## I. Special Entry

LIHE is committed to accommodating student diversity, which includes gender and sexual diversity, age diversity, such as mature-aged students, and cultural and religious diversity. The institute prioritises inclusivity by supporting students with special needs during admissions and actively involving all students in decision-making processes. The Institute acknowledges this commitment by admitting students under 'Special Entry' however, the Institute will not normally admit a student who does not meet the specified entry criteria for the course. LIHE recognises that:

- i. a student not meeting the entry criteria may have gained through employment, and/or formal or informal education, experience and/or qualifications equivalent to the entry criteria for a given course; and
- ii. students from certain backgrounds, who may be able to successfully complete a given course, may not have had reasonable prior opportunity to develop experience and qualifications sufficient to satisfy the entry criteria for that course. Such students may include:
  - a. Aboriginal and Torres Strait Islander students.
  - b. Students with a disability or special needs.
  - c. Students from socially or economically disadvantaged backgrounds.
  - d. Students from non-English speaking backgrounds, including migrants and refugees, and
  - e. Students from rural or remote locations.

Prospective students with specific requirements are encouraged to contact the support services during the admissions process. LIHE is committed to fostering an environment that values diversity and inclusivity and is committed to ensuring that the admissions process is accessible to all.

- iii. To be offered a place in a course of study based on Special Entry, a Special Entry Consideration application must accompany the student's regular course application for review by the Dean.
- iv. In such circumstances, LIHE may admit the student provisionally such that the student must successfully (i.e., without failure) complete their first semester of study to be allowed to continue in the course.
- v. Applicants who have met the entry requirements, but have been excluded from any other educational institution, are required to demonstrate that circumstances have changed such that they are likely to succeed in the course.
- vi. Applicants whose enrolment has lapsed may reapply under the same entry requirements as all other applicants.
- vii. All students are informed that eligibility for Special Entry does not constitute a guarantee of a place in a course and any student admitted by Special Entry must satisfy all course requirements to be eligible to graduate as per the *Academic Progression and Graduation Policy*.

## J. Withdraw/Refusal of Admission Offer

- i. Students may withdraw their acceptance offer for a course at any point in time but may be liable for fees depending on the timing of the withdrawal, as per the *LIHE Fee Refund Policy*.
- ii. LIHE reserves the right to withdraw an offer of admission if it finds that inaccurate information was provided by the applicant, or if circumstances significantly change such

that the applicant no longer meets the entry requirements. LIHE may refuse admission, even if the applicant has met the entry requirements, if it is discovered that the applicant has:

- a. An unsatisfactory academic history that has not been resolved.
  - b. Outstanding fees with LIHE.
  - c. Been excluded from another educational institute.
  - d. Displayed conduct (including criminal activity or ethical misconduct) that would provide reasonable grounds to exclude the applicant from studying at LIHE.
- iii. The Student Support Manager prepares and sends a letter to the applicant advising the grounds for refusal of admission to LIHE and that may provide advice on alternative pathway options.

## **K. Appeals**

Applicants may appeal a decision by writing to the Student Support Manager within 20 working days from the date decision was sent if they believe there were procedural or administrative errors made in accordance with this Policy. For details, refer to the *Student Grievance Policy and Procedure*.



Version	Approved by	Approval Date
4	Academic Board	19 February 2024
5	Academic Board	10 February 2025
Next Review	Custodian	Effective Date
Refer to the <i>Policy Documents Review Schedule</i>	Dean	10 February 2025
Related Documents	Academic Progression and Graduation Policy Advanced Standing Policy and Procedure Deferral and Suspension Policy and Procedure Dictionary of Terms English Language Proficiency Policy and Procedure Fee Refund Policy Records Management Policy Student Code of Conduct Student Grievance Policy and Procedure	
References and Legislations	<a href="#">National Code of Practice for Providers of Education and Training to Overseas Students 2018</a> <a href="#">Higher Education Standards Framework (Threshold Standards) 2021</a>	