



**IHM**<sup>®</sup>  
*Institute of Health and Management*

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

### 1. Purpose

This Policy and Procedure outlines the entry requirements for student selection and admission at the Institute of Health and Management (IHM). The purpose of this Policy is to:

- Establish clear responsibilities and accountabilities for selection and admission decisions;
- Ensure that the selection and admission procedure is transparent, and decisions are fair and consistent; and
- Ensure the integrity of selection and admission decisions.

### 2. Scope

This policy applies to all AQF and Non-AQF courses provided by IHM and does not apply to professional development programs or single unit student enrolments.

### 3. Definitions

- **AQF:** The Australian Qualifications Framework (AQF) is the policy for regulated qualifications in the Australian higher education sector.
- **Applicant:** A person who has formally indicated or is in the process of formally indicating their intention to participate in a course of study but has not yet enrolled in that course.
- **Application:** A process by which an applicant formally indicates their intention to participate in a course of study prior to enrolment.
- **Eligibility for admission:** The criteria by which students are assessed for admission to a course.

### 4. Policy Statement

The selection and admission processes at IHM are transparent, equitable and consistent.

### 5. Responsibility

The Course Coordinators, in liaison with the Director of Studies, are responsible for the selection of students for courses at IHM.

The Student Administration and Registration Services Manager is responsible for the implementation and maintenance of related administrative procedures.

### 6. Principles

**Setting of entry requirements:** The curriculum documents for each course of study will include entry requirements designed to ensure that students who enrol in a course of study are able to successfully participate in that course of study and are not subject to circumstances that will prevent them from successfully completing that course of study. These requirements will include, but may not be limited to:

- a. Level of English language required; These requirements will include, but may not be limited to: English language test results such as International English Language Testing System (IELTS)/ Pearson Tests of English (PTE), Occupational English Test (OET), Test of English as a Foreign Language (TOEFL) or completion of English for Academic Purpose at IHM;
- b. Minimum academic requirements (or equivalent) for the course level applicants are seeking to study;
- c. Genuine Temporary Entrant visa requirements if they are not an Australian citizen or permanent resident;

- d. Any other legislative or external requirements relevant to their eligibility to study.
- e. Be at least 18 years old, at a minimum.
- f. Specific employment / work experience requirements (if applicable) and;
- g. Access to computers and other devices that are necessary in order to successfully participate.

These requirements will be communicated to potential applicants prior to their decision to enrol, through information media such as the IHM website, the student handbook and by staff handling enquiries and must be acknowledged by applicants during the application process.

**Acceptance of applicants meeting admission requirements:** Applicants who are able to demonstrate that they have met the admission requirements through the provision of the required documentation and signed the acceptance form.

The required documentation will include:

- a. Certified copies of passport
- b. Academic transcripts;
- c. Evidence of nursing qualifications (for nursing courses)
- d. Evidence of meeting any applicable legal requirements such as obtaining a student visa;
- e. Evidence of English language proficiency, such as a current English language test score at the determined level, achieved within two calendar years of the scheduled commencement of delivery of the intended course.

Once all available places in an intake are filled, subsequent applicants will be allocated to the next available intake.

**Exclusions to entry to a course at IHM include criteria such as:**

- A person who is currently excluded or suspended from study at IHM;
- Current or previous suspensions from other tertiary institutions may be considered grounds not to admit a person to IHM as part of the selection process;
- An outstanding or unresolved debt to IHM may be considered grounds not to admit a person to IHM as part of the selection process; and
- Applicants who have met the entry requirements but have previously been excluded from IHM or any other institution on academic progress grounds must demonstrate that they have an improved likelihood of success in the course for which they are applying.

### 7. Procedures

#### 7.1 Assessment of English Language Proficiency

All application for admission to a course in IHM need to be assessed against the English language proficiency level required for the course. The procedure includes;

- If the applicant meets the academic and GTE requirements for the course, the English language skills (language and literacy) will be assessed. If student has a satisfactory English language proficiency test results (listed under entry requirements and authenticated appropriately) and meets all other requirements, the applicant will be offered a place in the chosen course.
- If an applicant cannot produce a satisfactory English language proficiency test score, and there are doubts about the English language skills to cope in an academic environment, the applicant will be advised to enrol in an English (EAP or ELICOS) course for an appropriate duration until the student achieves required level of English proficiency of required for entry as listed in the Course Brochure.
- Evidence of English language proficiency test score will be required only in accordance with the English language requirements that apply to the visa eligibility for the country assessment level published by Department of Home Affairs (DOHA).
- Generally, an English proficiency test will not be required in the following situations.
  - Students educated in an English speaking country
  - Students who have completed the last two years of school in an English language speaking country
  - Students who have completed at least six months of a Certificate IV level qualification in Australia
  - Students have completed an alternative or equivalent test to the required level, for example an English Placement Test (for ELICOS Course) based on country level
- IHM accepts academic score for International English Language Testing System (IELTS), Pearson Test of English (PTE), Test of English as a Foreign Language (TOEFL) and Occupational English Test (OET).

#### 7.2 Course Entry Requirements

The minimum entry requirements into a course at IHM include:

- Demonstration that the minimum academic requirements are met by either prior study or an equivalent recognised competency for the course the applicant is seeking to study.
- Course academic requirements must meet the appropriate Australian Qualifications Framework (AQF) level.
- International qualifications will be assessed to establish an equivalent level in the AQF in order to establish eligibility against academic requirements.
- Minimum age requirements.

### 7.3 Course-specific Entry Requirements and Selection Tasks

Course-specific entry requirements may be set for any course at IHM and may include a specified level of prior study or equivalent study, English language requirements and significant work experience in the relevant field.

These entry requirements must be documented and made available to applicants through the Course Handbook, IHM website and social media.

These minimum English Language levels for IHM's Post Graduate courses are as follows:

IELTS 6.5 no band less than 6.0	PTE (Academic) 58	OET C+	TOEFL 79 (Listening 19, Speaking 19, Reading 18, Writing 22)	Completion of an English for Academic Purposes (EAP) 2 with an Australian ELICOS provider - with an exit level of CEFR C1, equivalent to IELTS 6.5 or 7.
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### 7.4 Online Study Requirements

Online study requirements at IHM require students to have some minimum computer skills and an internet connection to access the e-learning platform. Students are expected to:

- Communicate using email and attachments;
- Create basic documents, spreadsheets and presentations using Microsoft Office programs; and
- Manage and back-up files using common file formats.

IHM will provide students with basic computer orientation and training to use the e-learning platform.

The minimum system requirements and standards to be met for effective study at IHM include:

- **Minimum hardware requirements:**
  - Computer with 1 GHz processor
  - 1GB of SDRAM
  - Microsoft® Windows® XP or later
  - 1024 x 768 display
  - 128 GB (Gigabyte) hard disk
  - CD/DVD drive
  - Speakers/Headphones and Microphone. A noise-cancelling headset is recommended
  - Keyboard and mouse are recommended
  - 256 Kbps or higher modem or Macintosh equivalent.

- **Software and Plugins:**

- One of the following web browsers:
  - Microsoft IE 9.0 (Windows)
  - Firefox 10.0 (Windows and Mac)
  - Google Chrome 20.0 (Windows and Mac)
  - Safari 5.0 (Mac)
- Java Run Time Environment (JRE) version 6. To download the latest version, please visit: <http://www.java.com/en/download/index.jsp>
- Flash Player 9.0. To download the latest version, please visit <http://get.adobe.com/flashplayer/>
- Acrobat Reader 8.0. To download the latest version, please visit: <http://get.adobe.com/reader/>
- A word processor program; for example, Microsoft® Word

### 8. Application Process

- a) Students can apply to enrol in a course at IHM through direct application via the IHM website or by visiting representative offices.
- b) All applicants must complete a formal application and enrolment process.
- c) Any information provided as part of the application which is deemed to be false or unable to be verified by the applicant may be grounds to revoke the offer of a place at IHM, regardless of whether the student has subsequently accepted the offer by enrolling.
- d) To be considered for selection, all applicants must meet the required deadline for submission.

### 9. Selection Process

- a) The responsibility to select or deny applicants for admission for courses at IHM rests with the Director of Studies or their delegate.
- b) The selection process includes IHM course entry requirements being applied consistently and equitably to all applicants for a course.
- c) When information provided in the application is insufficient to determine selection, a request for additional or supporting information may be made to the applicant.
- d) Failure to provide additional or supporting information with the required timeframe may impact the capacity of IHM to make an offer.
- e) All completed applications will receive a formal selection outcome.
- f) If an applicant has demonstrably met all the relevant criteria and evidence for admission, a formal offer letter in a course at IHM will be made in writing.
- g) An offer in any other form, including in conversation or by written communication will not constitute an unconditional offer of admission to a course at IHM.

### 10. Converting Offer to Enrolment

- a) All applicants who have received an offer for admission to a course are eligible to enrol in that course in that intake by no later than the relevant enrolment deadline. or Applicants can defer their acceptance of the offer until the next commencing intake for that course.
- b) Failure to either accept or deferr the offer by the relevant deadline my result in the offer lapsing.
- c) An offer may be made conditional on the applicant subsequently meeting criteria, such as providing confirmed, verified academic results prior to being permitted to enrol.

### 11. Deferment

- a) The Course Coordinator or the Student Administration and Registration Manager has the discretion to permit deferment for each intake for particular courses. Deferment may not be possible for all courses or intakes at IHM.
- b) An applicant may only defer the acceptance of their offer once.
- c) If the international applicant has already accepted their offer and then requested to defer IHM is required to report this deferral to the relevant government department via PRISMS.
- d) The period of deferment will normally be no longer than a year and will normally be until Semester 1 of the following year, unless a course is available for commencement in an earlier admissions intake
- e) By granting deferment, IHM does not guarantee that the course offering will be available to the applicant at the end of the period of deferment.
- f) Where the course is no longer available for an intake at the end of the period of deferment IHM will seek to make an appropriate alternate offer.
- g) As the applicant has deferred the acceptance of their offer, the fees and any other requirements will be as applicable at the time of commencement of their studies, as determined by their enrolment.
- h) At the end of the period of deferment the applicant will be invited to enrol to accept their offer. Failure to enrol by the relevant enrolment deadline may result in the offer being lapsed.

### 12. Readmission

- a) Students enrolled at IHM whose enrolment lapses may reapply for admission to their course and be subject to the same requirements as all other applicants at the time of applying.

Applicants who fail to accept their offer may reapply for admission to the course and will be subject to the same requirements as all other applicants at the time of applying.

### 13. Review of Decision and Appeal Process

An applicant who is not offered a place, is entitled to seek a review of the selection decision on the following grounds:

- a) the applicant demonstrably met all relevant IHM and course entry requirements;
- b) the application was lodged completely, including providing all requested additional or supporting information, on time and in the correct manner; and
- c) the Student Selection and Admissions Policy and Procedure was not correctly applied.

A request to review the decision must be lodged in writing, addressed to the Admission Officer within 10 business days of the selection decision.

The Admission Officer will submit the request for a review of the selection decision by:

- the Course Coordinator or their nominee if the application was rejected on course specific grounds; or
- the Student Registration and Administration Manager or nominee if the application was rejected on IHM entry criteria.

A written outcome will be provided within 10 business days of the date received by IHM.

Where the outcome is in favour of the applicant, and a new offer is subsequently made, the applicant will be required to meet all relevant entry criteria in order to enrol.

Where a new offer is made too late for the applicant to reasonably enrol and commence study, with a view to their ability to succeed in the course, a deferment will be applied on the applicant's behalf.

If the review is unsuccessful, the applicant may then appeal the admission decision on relevant procedural grounds via the IHM's Student Appeals process as detailed in the Student Complaints and Appeal Policy and Procedure.

### 14. Record Keeping

A record will be created on the student database and will be updated as appropriate.

All student documents, the application and accompanying attested or verified copies of documents, any communication related to admission and enrolment, etc. will be filed and maintained in accordance with IHM's records management policy.

#### Related Legislation

- Higher Education Support Act 2003
- Australian Qualifications Framework (AQF)
- Education Services for Overseas Student (ESOS) Act 2000 and National Code 2018
- National ELICOS Standards 2018
- Tertiary Education Quality and Standards Agency (TEQSA) Act 2011
- Department of Home Affairs - Student Visa requirements
- Privacy legislation

#### Related policies

- Access and Equity Policy
- Overseas Student Transfer Policy
- Agent Appointment and Monitoring Policy Marketing Policy
- Records Management Policy
- Student Complaints and Appeal Policy and Procedure
- Credit and Prior Learning Policy and Procedure

#### Related Documents:

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|-------------------------------------|--------------------------------|
| • Course Application Form           | • Conditional Offer Letter     |
| • Course Handbook                   | • Pre-enrolment Document       |
| • Domestic Student Handbook         | • Confirmation of Admissions   |
| • International Student Handbook    | • Outcome Letter for Rejection |
| • Offer Letter and Offer Acceptance | • Admission Checklist          |



- Deferment Application
- Genuine Temporary Entrant Form (GTE)

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