COURSE ADMISSIONS POLICY

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Related Documents	UBSS Credit Transfer Policy GCA Refund Policy GCA Education Agent Management Policy
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Authorised by	UBSS Academic Senate
Approved by	UBSS Academic Board July 2008
Version	V14
Responsible Officer	Executive Dean
References and Legislation	*National Code of Practice for Providers of Education and Training to Overseas Students 2018* Standard 2 – Recruitment of an overseas student

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1 Purpose Context

1.1 Context

This policy outlines the criteria for admission to UBSS courses and specifies the requirements of external agents who have been given authority by UBSS to admit students to its courses.

2 Scope

2.1 Rationale

UBSS is required to establish a clear policy and set of procedures for the admission of students to UBSS courses of study and explicit guidelines for agents who are given authority to admit students to UBSS courses.

2.2 Legislative Context

- National Code Standard 2
- The Higher Education Support Act (HESA)
- The Educational Services for Overseas Students Act (ESOS): 2000

3 Definitions

Item	Definition
Agent	An Agent is a person representing an organisation that has a formal contractual agreement with GCA to admit students to UBSS courses in line with UBSS policies.
AEI-NOOSR	AEI-NOOSR is an acronym for Australian Education International – National Office of Overseas Skills Recognition. AEI-NOOSR assessments are a guide to how an overseas qualification compares with a qualification on the Australian Qualifications Framework.
Australian Qualifications Framework (AQF)	The Australian Qualifications Framework (AQF) is the national framework for ranking qualifications awarded by Australian education and training institutions. The Framework incorporates the qualifications awarded in each education and training sector into a single comprehensive national qualifications framework.

4 Admissions Criteria to UBSS Courses

4.1 Undergraduate Course Requirements

Domestic Students

Domestic students can apply online directly to UBSS. For domestic students there are four new entry pathways into UBSS courses:

- Recent High School Leaver with ATAR (within 2 years)
- Transfer from other universities
- VET study pathway
- Work and life experience

Admission to the Bachelor program (complete 24 units), Diploma level or Associate Degree (respectively AQF Levels 5-7) require the completion of the NSW Higher School Certificate (or equivalent) with an ATAR of 67.95.

International Students

Admission to all undergraduate courses offered by UBSS at AQF Level 7 (Bachelor degree), including the nested Associate Degree and Diploma awards, requires the completion of:
- The NSW Higher School Certificate (or equivalent) with an ATAR of 67.95 (no ATAR adjustments or bonus point are offered by UBSS); or
- Completion of an accredited Australian Vocational Education qualification recognised at AQF level 5 (Diploma) or above; or
- Completion of overseas university qualifications at Bachelor degree level or higher.

In addition, applicants who have not completed a minimum of an AQF Level 5 (Diploma) level qualification or completed senior secondary certificate within the past two (2) years in Australia must prove adequate English language proficiency by obtaining a minimum of IELTS score of 6.0 or equivalent.

Students who complete Bachelor degree level qualifications at overseas institutions may be required to submit their qualifications for AEI-NOOSR assessment in order to obtain a statement of equivalency. This assessment may also be required for UBSS to provide Credit Transfers that are acceptable to some professional associations.

Applicants who submit qualifications that are not included above can have these qualifications assessed for Credit Transfer by the Dean and/or Academic Board.

4.2   Postgraduate Course Requirements

Admission to all postgraduate courses offered by UBSS at AQF Level 8 (Post-graduate degree) and above, including the Masters of Business Administration (MBA) (AQF Level 9), nested Graduate Certificate in Business Administration (AQF Level 8) and Graduate Diploma in Business Administration (AQF Level 8) awards, and requires the completion of:

- Bachelor degree (AQF level 7) or post-graduate award in any discipline from a recognised tertiary institution.
- Completion of overseas university qualifications at the level of Bachelor degree (AQF 7) or higher.

In addition, applicants whose first language is NOT English and who have not completed at least an AQF Level 7 (Bachelor) qualification within the past two years (2) in Australia must prove adequate English language proficiency by obtaining a minimum of IELTS score of 6.0 (with both written and oral bands of no less than 6.0) or equivalent.

Students who complete Bachelor degree or higher degree level qualifications at overseas institutions may be required to submit their qualifications for AEI-NOOSR assessment in order to obtain a statement of equivalency.

4.3   Right to decline application for admission

Where a student has been previously enrolled with UBSS for any course, and has during any enrollment period;

a) Received an academic warning letter and /or
b) Has received a letter advising of the intent to cancel the students CoE and/or
c) Has had their CoE cancelled for any reason
d) Is in the opinion of the Executive Dean or his approved delegate, not to be considered a genuine student , based on the student's previous academic record

UBSS reserves the right to decline the application for re-admission to the course delivered at UBSS.

5   Requirements of Agents

Agents contracted to perform services on behalf of UBSS must act within the provisions of the GCA Education Agent Management Policy, which outlines their duties, responsibilities and conditions of their association with GCA.

Agents must ensure that all applicants seeking to study at UBSS meet the selection criteria described above. In addition, for each applicant, evidence of meeting the admissions criteria must be provided and uploaded onto the MyGCA system. This evidence includes:

- A scanned colour copy or certified copy (by the applicant's agent, an Australian Justice of the Peace or a Notary Public) of the applicant's academic qualifications including the academic results transcript and the testamur/certificate;
- A scanned colour copy or certified copy (by the applicant's agent, an Australian Justice of the

Peace or a Notary Public) of documentation evidencing the applicant's English language proficiency.

6   Document Change Control

Version	Change Description	Date	Author
v12	Refreshed Format	November 2017	Professor Ian Bofinger
v13	Amendment to References and Legislation – 'National Codes of Practice for International Students (NCPIS) Standard(s): Standard 11.2' replaced with *'National Code of Practice for Providers of Education and Training to Overseas Students 2018* Standard 2 – Recruitment of an overseas student'	August 2018	Vivian Duong
v13	Inclusion of 'National Code Standard 2' in Legislative Context	August 2018	Vivian Duong
v13	Admissions Criteria divided into Undergraduate Course Requirements and Postgraduate Course Requirements	August 2018	Vivian Duong
v13	Addition of requirement for applicants' relevant qualification to have been completed within the past two years for waiver of English entry requirement	August 2018	Vivian Duong
v13	Amendment to the requirements of documentary evidence of applicants meeting the admissions criteria – documentation can be colour scanned or certified by the applicant's agent, an Australian Justice of the Peace or a Notary Public	August 2018	Vivian Duong
V14	Insertion of section 4.3 right to decline application for admission	March 2019	Associate Professor Wayne Smithson