

## COURSE ADMISSIONS POLICY

Document ID	3.2
Related Documents	UBSS Credit Transfer Policy GCA Refund Policy GCA Education Agent Management Policy
Date	Updated October 2018
Date of Next Review	April 2019
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 Education Services for Overseas Students (ESOS) Act 2000 (Cth) Education Services for Overseas Students Regulations 2001 Higher Education Support Act (HESA) 2003 Higher Education Standards Framework (Threshold Standards) 2015 Migration Act 1958 (Cth) Privacy Act 1988 (Cth) Tertiary Education Quality and Standards (TEQSA) Act 2011 (Cth)

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# 1 Purpose

## 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. The admissions criteria include English language proficiency, academic requirements and professional employment experience requirements (where applicable) similar to those of comparable universities and higher education institutions in accordance with the Tertiary Education Quality and Standards Agency Act 2011 (TEQSA Act). This policy describes the minimum standards and necessary criteria by which students will be eligible for admission to undergraduate and postgraduate courses at UBSS.

# 2 Scope

## 2.1 Rationale

UBSS is required to establish a clear policy and set of procedures for the admission of prospective undergraduate and postgraduate students to UBSS courses of study, to provide relevant information for UBSS staff and explicit guidelines for agents who are given authority to admit students to UBSS courses.

## 2.2 Legislative Context

- National Code Standard 2
- Education Services for Overseas Students (ESOS) Act 2000 (Cth)
- Education Services for Overseas Students Regulations 2001 (Cth)
- Higher Education Standards Framework (Threshold Standards) 2015 (Cth)
- Higher Education Support Act (HESA) 2003 (Cth)
- Tertiary Education Quality and Standards (TEQSA) Act 2011 (Cth)

### 3 Definitions

Item	Definition
<b>Agent</b>	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.
<b>AEI-NOOSR</b>	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.
<b>Australian Qualifications Framework (AQF)</b>	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.
<b>General work experience</b>	Any experience gained while working in a specific field, job or occupation.
<b>International applicant</b>	A person applying to study on a student visa, who is not a citizen of Australia or New Zealand, or who is not an Australian permanent resident, or who is a temporary resident of Australia.
<b>Letter of Offer</b>	An offer of admission made to an applicant who has applied for a course or a package of courses. To enrol without conditions, applicants need to ensure all entry requirements to the course/s they are applying for are submitted and fulfilled.
<b>Managerial work experience</b>	Work experience that includes responsibility for planning and organising resources (including staff), leading or influencing individuals or groups and controlling processes, and that is characterised by the requirement to make decisions that can have a significant impact on the organisation.

Item	Definition
<b>Professional work experience</b>	Work experience that includes some authority for decision-making, individual accountability for results, and that is characterised by specified in-depth work requirements and the ability to use independent judgment and discretion in the performance of duties.
<b>Related field</b>	Belonging to the MANAGERS or PROFESSIONALS major groups as classified by the Australian and New Zealand Standard Classification of Occupations (ANZSCO).
<b>Uncredentialed learning</b>	Informal learning for which a transcript, certificate or equivalent award has not been issued upon completion.

## 4 Statutory References

Section 1 of the Standards for Higher Education within the Higher Education Standards Framework 2015 (Threshold Standards) establishes standards for admissions policies, and requirements and procedures relating to information provision and access as follows:

### 1.1 Admission

*1. Admissions policies, requirements and procedures are documented, are applied fairly and consistently, and are designed to ensure that admitted students have the academic preparation and proficiency in English needed to participate in their intended study, and no known limitations that would be expected to impede their progression and completion.*

*2. The admissions process ensures that, prior to enrolment and before fees are accepted, students are informed of their rights and obligations, including:*

- a. all charges associated with their proposed studies as known at the time and advice on the potential for changes in charges during their studies*
- b. policies, arrangements and potential eligibility for credit for prior learning, and*
- c. policies on changes to or withdrawal from offers, acceptance and enrolment, tuition protection and refunds of charges.*

*3. Admission and other contractual arrangements with students, or where legally required, with their parent or guardian, are in writing and include any conditions of enrolment and participation for undertaking particular courses of study that may not apply to other courses more generally, such as health requirements for students undertaking clinical work, requirements for security checks, particular language requirements and particular requirements of work placements.*

Standard 2 of the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code) establishes the following requirements of providers as they relate to admission and admission criteria regarding prospective international students:

*2.1 Prior to accepting an overseas student or intending overseas student for enrolment in a course, the registered provider must make comprehensive, current and plain English information available to the overseas student or intending overseas student on:*

*2.1.1 the requirements for an overseas student's acceptance into a course, including the minimum level of English language proficiency, educational qualifications or work experience required, and course credit if applicable*

*2.2 The registered provider must have and implement a documented policy and process for assessing whether the overseas student's English language proficiency, educational qualifications or work experience is sufficient to enable them to enter the course.*

## 5 Admissions Criteria to UBSS Courses

### 5.1 Admission Framework

UBSS is committed to admitting students in an ethical and responsible manner and to that end provides prospective students with current and accurate information in print, or through referral to an electronic copy, regarding the requirements for admission into UBSS courses, including the minimum levels of English language proficiency, educational qualifications, work experience (if required), and whether Recognition of Prior Learning may be available.

UBSS is bound by its obligations under wider societal legislation, being the Privacy Act 1988 and the Migration Act 1958. UBSS commits to the equitable and transparent implementation of this policy. UBSS and its agents consider each of the individual admission applications on their merit and is committed to affirmative consideration of educational disadvantage. UBSS has the policies and procedures in place to accept students who demonstrate their readiness and competence to undertake higher education study at the appropriate level. All applications for admission to an UBSS course are evaluated, and qualifications, experience and English language proficiency are validated. Applications are processed in accordance with UBSS's established pre-admissions and admissions procedures.

UBSS ensures that course admission requirements do not present unreasonable barriers to access. UBSS provides an inclusive admissions and enrolment processes who:

- are Aboriginal and Torres Strait Islander people;
- are from culturally and linguistically diverse backgrounds;
- are a mature aged applicant;
- have a disability or long term medical condition;
- have difficult circumstances (family or background); and/or
- have suffered disadvantage in their prior academic performance.

Admission requirements for all undergraduate and postgraduate courses will be reviewed and approved annually by Academic Board.

## 5.2 Undergraduate Courses

Admission to all undergraduate courses offered by UBSS at AQF Level 7 (Bachelor degree) and above, including the nested Associate Degree and Diploma awards, requires the completion of:

- The NSW High 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 the level of Bachelor degree or higher.
- International Baccalaureate

In addition, applicants who have not completed at least an AQF Level 5 qualification (e.g. a Diploma) or completed Senior Secondary Certificate of Education in Australia within the past two (2) years must prove adequate English language proficiency by obtaining a minimum score of from one of the following:

- IELTS score of 6.0;
- TOEFL Test of Written English (TWE) score of 550 with a writing score of 5;
- TOEFL (Computer-based) score of 213;
- TOEFL (Internet-based) score of 80;
- Cambridge Certificate of Advanced English (CAE) grade of B;
- Certificate of Proficiency in English (CPE) grade of C;
- Pearson Test of English (Academic: PTE) score of 54.

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 Academic Dean and/or Academic Board.

## 5.3 Postgraduate Courses

Admission to all postgraduate courses offered by UBSS at AQF Level 8 (Postgraduate 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, 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 who have not completed at least an AQF Level 7 qualification (e.g. Bachelor Degree) in Australia or a country where English is the first language within the past two (2) years

must prove adequate English language proficiency by obtaining a minimum of IELTS score of 6.0 (with both writing and speaking 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. 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 Academic Dean and/or Academic Board.

#### 5.4 Graduate Certificate of Business Administration Course Entry Via Relevant Work Experience or Uncredentialed Learning

Entry to the Graduate Certificate in Business Administration for domestic students is also available through proven record of relevant professional, management or business-related work experience of no less than five (5) years in a related field.

Applicants seeking admission to an award course based on relevant work experience or uncredentialed learning must demonstrate their readiness and suitability to commence the course. Specifically, applicants will be required to supply certified copies of statements from employers, present a portfolio, or demonstrate their competence through an appropriate form of assessment. It is the applicant's responsibility to provide all certified documentation for assessment at the time of application.

The recognition of uncredentialed learning is an acknowledgement that students have demonstrated professional knowledge, skills, and application of knowledge and skills equivalent to the Course and Unit Learning Outcomes for the course and unit(s) for which recognition of uncredentialed learning is being granted. The recognition of uncredentialed learning further acknowledges that informal learning affords students opportunities to have gained the necessary professional attitude, and attitude to personal development to succeed in formal learning. The recognition of uncredentialed learning will be transparent and equitable.

Applications for recognition of uncredentialed learning may vary according to the student's range of experiences and will normally be accompanied by a portfolio of evidence which may include, but is not limited to, the following:

- a current curriculum vitae, with details of employment history including duration and level of appointments, and summaries of responsibilities;
- examples of work produced, including any publications;
- certified copies of statements from employers confirming employment history;
- in the case of self-employment, a copy the ABN registration and a statutory declaration confirming the nature of the business and duration of self-employment in the business;
- evidence of any professional development activities or leadership roles at the community, state or national level;
- a self-assessment or critical reflection of the professional knowledge and skills gained and how these map to the relevant Course and Unit Learning Outcomes;

- a learning and development plan identifying professional and personal learning needs and areas where additional formal learning is required to achieve all the relevant Course and Unit Learning Outcomes and Graduate Attributes;
- other written evidence as requested.

To be considered officially certified copies, documents must be certified by a Justice of Peace. In addition to supplying a portfolio of evidence, students may be required to participate in an interview or complete a challenge assessment task to validate their achievement of the relevant Course and Unit Learning Outcomes.

Applications for recognition of uncredentialed learning for the purposes of gaining credit towards the completion of an enrolled award course will be lodged directly with Student Services at the campus at which the student is enrolled. Due to the additional time taken to assess the range of uncredentialed learning documentation and mapping these to the course learning outcomes, admission via this method must be made 20 working days prior to the commencement date of the relevant trimester.

Once students have completed the four (4) subjects comprising the Graduate Certificate in Business Administration, they are eligible for admission entry into the Graduate Diploma in Business Administration. On completion of the further four (4) subjects comprising the Graduate Diploma in Business Administration (eight subjects in total), students are eligible for admission entry into the MBA.

## 6 Letters of Offer, Acceptance and Issue of CoEs

Once an applicant's documentation has been checked and validated, a UBSS Letter of Offer will be prepared and sent to the applicant. The UBSS Letter of Offer is the only approved offer and acceptance agreement.

The Letter of Offer will include course, course start and end date, campus location, up-front and total tuition fees and non-tuition fees, any conditions of enrolment, health cover provision and information on UBSS's International Student Refund policy and procedures.

If the applicant wishes to proceed they must sign, date and submit the Letter of Offer before or at the time of payment of fees. The Applicant is also required to pay the minimum amount as stated in the Letter of Offer and OSHC (full visa length) where applicable before an electronic Confirmation of Enrolment (eCoE) is issued.

## 7 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.

## 8 Document Change Control

Version	Change Description	Date	Author
v12	Refreshed Format	November 2017	Professor Ian Bofinger
v13	Inclusion of alternate admission pathways to undergraduate and post graduate courses	March 2018	Dr Andrew West
v14	Amendment to References and Legislation – ‘National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007’ replaced with ‘National Code of Practice for Providers of Education and Training to Overseas Students 2018 Standard 2 – Recruitment of an overseas student’	October 2018	Vivian Duong
v14	Section 1.1 Context: inclusion of ‘academic requirements’ in admissions criteria	October 2018	Vivian Duong
v14	Section 2.2 Legislative Context: addition of ‘National Code Standard 2’	October 2018	Vivian Duong
v14	Section 3 Definitions: amendment to definition of ‘Letter of Offer’	October 2018	Vivian Duong
v14	Section 4 Statutory References updated to reflect current requirements under Standard 2 of the National Code 2018	October 2018	Vivian Duong

<b>Version</b>	<b>Change Description</b>	<b>Date</b>	<b>Author</b>
v14	Section 5.2 Undergraduate Courses: addition of requirement for applicants' relevant qualification to have been completed within the past two years for waiver of English entry requirement	October 2018	Vivian Duong
v14	Section 5.3 Postgraduate Courses: addition of requirement for applicants' relevant qualification to have been completed within the past two years for waiver of English entry requirement; the list of acceptable minimum English language proficiency scores replaced with 'a minimum of IELTS score of 6.0 (with both written and oral bands of no less than 6.0) or equivalent'	October 2018	Vivian Duong
v14	Section 6 Letters of Offer, Acceptance and Issue of CoEs: 'the first semester's tuition fee and OSHC (full visa length)' replaced with 'the minimum amount as stated in the Letter of Offer and OSHC (full visa length) where applicable'	October 2018	Vivian Duong
v14	Section 7 Requirements of Agents: 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	October 2018	Vivian Duong