

## COURSE ADMISSION POLICY<sup>1</sup>

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References and Legislation	Education Services for Overseas Students Act 2000 (Cth) Education Services for Overseas Students Regulations 2001 The Higher Education Support Act (HESA) 2003 Higher Education Standards Framework (Threshold Standards) 2021 Migration Act 1958 (Cth) National Code of Practice for Registration Authorities and Providers of Higher Education Support Act 2003 (Cth) Privacy Act 1988 (Cth) Tertiary Education Quality and Standards (TEQSA) Act 2011 (Cth)

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<sup>1</sup> See Appendix A for a list of documents referred to in the development of this document

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# 1 Purpose

## 1.1 Context

This policy outlines the criteria for admission to UBSS courses for students. This may be through direct application to UBSS or through external agents. This policy specifies the requirements of external agents who have been given authority by UBSS to admit students to its courses. The admission criteria includes English language proficiency, 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, and 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

- Education Services for Overseas Students Act (ESOS) 2000 (Cth)
- Education Services for Overseas Students Regulations 2001 (Cth)
- Higher Education Standards Framework (Threshold Standards) 2021(Cth)
- Higher Education Support Act 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>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 a holder of a permanent humanitarian visa. .
<b>Letter of Offer</b>	An offer of admission made to an applicant who has applied for an award course and who meets all the requirements for entry.
<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.
<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).

Item	Definition
<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 2021 (Threshold Standards) establishes standards for admission 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 Standards for Registered Providers within the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007 (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 a student, or an intending student, for enrolment in a course, the registered provider must provide, in print or through referral to an electronic copy, current and accurate information regarding the following:*

- a. the requirements for acceptance into a course, including the minimum level of English language proficiency, educational qualifications or work experience required and whether course credit may be applicable.*

*2.2 The registered provider must have documented procedures in place and implement these procedures to assess whether the student's qualifications, experience and English language proficiency are appropriate for the course for which enrolment is sought.*

## 5. Admission 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 in Australia) with an ATAR of 67.95 (no ATAR adjustments or bonus point are offered by UBSS) completed in the previous three (3) years; 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; or
- International Baccalaureate with a mark comparable to an ATAR of 67.95, completed in the previous three (3) years.

In addition, applicants who have not completed at least the NSW High School Certificate (or equivalent in Australia) or AQF Level 5 qualification (e.g., a Diploma) in Australia or equivalent from a country where English is the first language, must prove adequate English language proficiency by obtaining a minimum:

- IELTS score of 6.0 or equivalent;
- TOEFL Test of Written English (TWE) score of 550 with a writing score of 5; or TOEFL (Computer-based) score of 213; or
- TOEFL (Internet-based) score of 80; or
- Cambridge Certificate of Advanced English (CAE) grade of B; or Certificate of Proficiency in English (CPE) grade of C; or
- 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 assessment via the Department of Education Skills and Employment<sup>2</sup>, 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. For complete information on English Language Proficiency Assessment please see the GCA English Language Assessment Policy and Procedures available at: <https://www.ubss.edu.au/policies-and-procedures>.

Applicants who submit qualifications that are not included above can have these qualifications assessed for Credit Transfer by the Deputy Vice Chancellor 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 and Graduate Diploma in Business Administration awards, requires the completion of:

- Bachelor degree (AQF level 7) or postgraduate award in any discipline from a recognised tertiary institution; or
- 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 must prove adequate English language proficiency by obtaining as a minimum:

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

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<sup>2</sup> <https://internationaleducation.gov.au/services-and-resources/Pages/qualifications-recognition.aspx>

Students who complete Bachelor degree or higher degree level qualifications at overseas institutions may be required to submit their qualifications for assessment<sup>3</sup> 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. For complete information on English Language Proficiency Assessment please see the GCA English Language Assessment Policy and Procedures available at: <https://www.ubss.edu.au/policies-and-procedures>.

Applicants who submit qualifications that are not included above can have these qualifications assessed for Credit Transfer by the Deputy Vice Chancellor 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 available through a 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 of 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;

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<sup>3</sup> <https://internationaleducation.gov.au/services-and-resources/Pages/qualifications-recognition.aspx>

- 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;
- any other written evidence as requested.

To be considered officially certified copies, documents must be certified by a Justice of Peace, Certified Accountant or Australian Legal Practitioner. 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.

## 5.5 Admissions Criteria to UBSS Courses offered through Online Mode

### ***Domestic Students***

All domestic students can apply online directly to UBSS.

For domestic students, admission to all postgraduate courses offered by UBSS Online mode 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 followings:

- 1) Bachelor degree (AQF level 7); AND/OR
- 2) Post-graduate award (AQF level 8 or above) in any discipline from a recognised tertiary institution; AND/OR
- 3) Transfer from other universities at the same level; AND/OR
- 4) VET study pathway having AQF 7 or above qualifications; AND/OR

- 5) Work and life experience - Proven record of relevant professional, management or business related work experience of no less than five years for entry into Graduate Certificate of Business Administration (see Section 5.4 above).

In addition for English entry requirements,

- 6) Domestic applicants whose first language is NOT English and who have not completed at least an AQF Level 7 (Bachelor) qualification within the past three (3) years in Australia, must prove adequate English language proficiency by obtaining a certificate that Bachelor qualification is obtained with instruction of teaching in English medium.

### ***International off-shore Students***

All international offshore students can apply directly to UBSS.

For International offshore students, admission to all postgraduate courses offered by UBSS Online mode 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 following:

- 1) Completion of overseas university qualifications at the level of Bachelor degree (equivalent to AQF 7 of Australia) or higher; AND/OR
- 2) Work and life experience - Proven record of relevant professional, management or business related work experience of no less than five years (see section 5.4 above).

Notes:

- Bachelor degree level qualifications at overseas institutions may be required to submit their qualifications for assessment via the Department of Education Skills and Employment 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.
- International off-shore applicants who apply on the basis of work and life experience must provide a proven record of relevant professional, management or business related work experience of no less than five years. They must submit a letter from the employer/s that the complete business processes are carried out in English and is part of applicant's job description.

In addition for English entry requirements,

- 3) International off-shore applicants whose first language is NOT English and who have not completed at least a Bachelor qualification within the past two years (2) 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; AND/OR
- 4) International off-shore applicants whose first language is NOT English and who have not completed at least a Bachelor qualification within the past two years (2) must prove adequate English language proficiency by obtaining a certificate that Bachelor qualification is obtained with instruction of teaching in English medium; AND/OR

### 5.6 Right to decline application for admission

Where a student has been previously enrolled with UBSS for any course, and has during any enrolment 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 and/or
- 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 applied to by the student.

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

Once an applicant's documentation has been checked and validated, an 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 Fee 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 first semester's tuition fee and OSHC (full visa length) 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 Agents 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 Certified Accountant or a Legal Practitioner) 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.

## 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
v13	Amendment to References and Legislation – ‘National Codes of Practice for International Students (NCPIS) Standard(s): Standard 11.2’ replaced with ‘ <i>National Code of Practice for Providers of Education and Training to Overseas Students 2018</i> 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 5.5 right to decline application for admission	March 2019	Associate Professor Wayne Smithson

<b>Version</b>	<b>Change Description</b>	<b>Date</b>	<b>Author</b>
V15	Refresh and change to next review date	August 2019	Professor Ian Bofinger
V16	Additions of time limits on qualifications	July 2020	Associate Professor Andrew West
V17	Typos amended	December 2020	Professor Andrew West
V18	Updated date of Review	March 2021	Anurag Kanwar
V19	Removal of Executive Dean and AEI-NOOSR	May 2021	Anurag Kanwar
V20	Refresh typos amended	January 2022	Anurag Kanwar
V21	Appendix A added References to Dean removed	August 2022	Anurag Kanwar

## Appendix A

The following policies were consulted in the creation of this document.

Institution	Name of Policy	Link	TEQSA Registration Status
Moore College	Admissions Policy	<a href="https://moore.edu.au/documents/2019/01/admissions-policy.pdf/">https://moore.edu.au/documents/2019/01/admissions-policy.pdf/</a>	Registered 7 years no conditions, Self Accrediting status
Exceslia College	Student Selection and admission Policy and Procedure	<a href="https://excelsia.edu.au/wp-content/uploads/student-selection-admission-policy-procedure.pdf">https://excelsia.edu.au/wp-content/uploads/student-selection-admission-policy-procedure.pdf</a>	Registered 7 years no conditions, partial self accrediting status
Top Education	Student Selection and admission policy and procedure	file:///H:/Downloads/Student%20Selection%20and%20Admissions%20Policy%20(3).pdf	7 years no conditions, partial self accrediting status