



KIHE

Kingsford Institute
of Higher Education

STUDENT SELECTION AND ADMISSIONS POLICY AND PROCEDURE

1. Overview

- 1.1. Kingsford Institute of Higher Education ("the Institute") upholds the principle that all applicants seeking to enrol are treated fairly, consistently, and equitably irrespective of their educational background, entry pathway, mode or place of study. To ensure this the Institute has open, fair, clear, and transparent procedures that are based on clearly defined entry criteria for making decisions about the selection of students. Students are selected on merit based on the published criteria. The Institute will ensure that throughout the process of selection and admission, applicants are treated courteously, expeditiously and without discrimination.
- 1.2. Entry criteria and application procedures are published in the Institute's prospectus and on the Institute's website for the information of persons seeking to enrol with the Institute.

2. General entry requirements

- 2.1. Persons seeking to enrol in a higher education course with the Institute are required to submit acceptable evidence that they meet the published entry criteria for their chosen course. The entry requirements for each course offered by the Institute are designed to ensure that prospective students have the academic preparation and English proficiency needed to complete their intended course of study with no known limitations that would be expected to impede their progression and completion of the course.
- 2.2. To satisfy the general entrance requirements for admission to a course, applicants must meet at least one of the following entry requirements:
 - a. Successful completion of Year 12 or equivalent; or
 - b. Successful completion of an equivalent secondary qualification either interstate or overseas and attainment of the required entrance standard; or
 - c. Satisfactory completion of an accredited Tertiary Preparation Program or a Foundation Year Program offered by an Australian university or Institute of Higher Education that would enable students to gain entry to an Australian university or Institute of Higher Education; or
 - d. Satisfactory completion of one year of accredited full-time study at a registered institute of tertiary education at AQF level 4 or above; or
 - e. Admission to candidature for an undergraduate degree at an Australian University.
- 2.3. In addition, all students must be 18 years of age or over at the time that they commence the course for which they have applied.
- 2.4. Where there is any doubt about an applicant's ability to successfully undertake the course, then the applicant will be interviewed by the Dean or their delegate before a final decision on the admission of the applicant is made. During these interviews specific consideration will be given to the recruitment, and admission of Aboriginal and Torres Strait Islander prospective students.

3. Additional entry requirements

- 3.1. In addition to the general entry requirements stipulated above, certain courses may specify additional requirements which applicants are required to meet in order to demonstrate their capacity for success in the course. These may include, but are not limited to:
 - a. Specific studies (e.g. English or mathematics at a specified level);
 - b. Attendance at interviews;



KIHE

Kingsford Institute of Higher Education

- c. Presentation of folios; and/or
 - d. Submission of supplementary information forms.
- 3.2. Additional requirements shall be published in the Institute's prospectus and on the Institute's website for the information of persons seeking to enrol with the Institute.

4. English proficiency

- 4.1. International students whose first language is not English must demonstrate competency in the English language that meets the specific level of English proficiency specified for entry to any Bachelor Degree at KIHE:
 - a. IELTS Academic: overall band of 6.0 or better with no band below 5.5; or
 - b. IBT (Internet-based TOEFL): overall score of 75 with a writing session minimum of 17; or
 - c. Cambridge Certificate of Proficiency in English (CPE): Grades A, B, C and C1; or
 - d. Cambridge Certificate of Advanced English (CAE): total score of 52 or over; or
 - e. English for Academic Purposes (EAP 2): Grade A or Grade B; or
 - f. PTE Academic Module with score over 51; or
 - g. Certificate IV in ESL.
- 4.2. The English language qualification must be less than two years old.
- 4.3. Other acceptable evidence of English proficiency includes:
 - a. Completion of secondary education/undergraduate degree via the medium of English; or
 - b. Successful completion of Year 12 secondary schooling in Australia (minimum of 1 school year to be completed in Australia within the last 2 years); or
 - c. Successful completion of an Australian qualification recognised as at least AQF Certificate IV (minimum period of study of 1 school year within the last 2 years); or
 - d. Successful completion of a Tertiary Studies Foundation Program (minimum period of study of 1 school year).
- 4.4. Applicants who have lived in an English-speaking country and do not automatically meet the above English language proficiency requirements are considered on a case-by-case basis.
- 4.5. International students who do not meet the specified English proficiency requirements can be made a conditional offer, requiring them to complete an approved ELICOS (English Language Intensive Courses for Overseas Students) program prior to undertaking the course.

5. Special and alternative admission arrangements

- 5.1. Applicants who are 21 years of age or over who have not completed Year 12 or its equivalent may gain entry to a course by addressing one of the following entry requirements:
 - a. Successful completion of a Special Tertiary Admissions Test administered by a tertiary admissions centre; or
 - b. Submission of a portfolio of prior and current academic and professional work; or
 - c. Applying for credit that meets the requirements of the *Credit for Prior Learning Policy and Procedure*.
- 5.2. Applicants applying under special admission categories 1 and 2 will be required to attend an interview with the Course Coordinator to assess the applicant's capacity for higher education studies. The applicant should submit a portfolio of prior and current academic and professional work prior to the interview to assist in the assessment process.
- 5.3. The criteria used by the Course Coordinator when selecting applicants to a course under special / alternative admission arrangements include:
 - a. The capacity to pursue tertiary studies;
 - b. Motivation to pursue tertiary studies in the discipline of the chosen course;

- c. Demonstrated potential for academic studies based on the applicant's portfolio;
 - d. Relevant professional and industry experience.
- 5.4. The processes used to monitor the progress of students enrolled under special / alternative arrangements include:
- a. Monitoring of the student's progress by the Course Coordinator at the conclusion of each semester in the first year of the student's enrolment;
 - b. A "Review of Student Progress" meeting between the student and the Course Coordinator at the conclusion of the first year of the student's enrolment.

6. Applications

- 6.1. Applications for admission to a course shall be made on the prescribed form (including website forms) and lodged in the manner prescribed on the form.

7. Assessment of applications and verification of evidence

- 7.1. All applications for admission to a course will be assessed by an Admissions Officer.
- 7.2. Applicants who apply to undertake a course of study at the Institute must submit documentary evidence that demonstrates they meet the published entry requirements of their chosen course. An original or certified copy of documentation must be provided and sighted by the Admissions Officer.
- 7.3. Qualifications undertaken in a language other than English must be accompanied by a certified official translation.
- 7.4. Where there is any doubt about the authenticity of any documentation provided, the Admissions Officer may correspond with the issuer of the document and make relevant enquiries.
- 7.5. All applications and their assessment will be validated by the Dean.
- 7.6. The process for assessing applications is attached as Appendix 1.

8. Offers

- 8.1. Based on the documentation provided and subject to the application meeting the published entry criteria, a written offer of a place in the course will be made to the applicant via a *Letter of Offer and Student Agreement*. There will be a different letter for domestic and international students. Any conditions of the offer will be clearly specified in the *Letter of Offer*.
- 8.2. The offer of a place in a course will include the following information:
- a. All charges associated with the applicant's proposed studies as known at the time and advice on the potential for changes in charges during their studies¹;
 - b. Arrangements and potential eligibility for credit for prior learning;
 - c. details on changes to or withdrawal from offers, acceptance and enrolment, tuition protection and refunds of fees and charges; and
 - d. details of any specific requirements of the courses, such as health requirements for students undertaking clinical work, requirements for security checks, particular language requirements, particular requirements of work placements or the provision of a student's own equipment (such as a laptop).

¹ Fees and charges are set in accordance with QAF034 Charges and Fees Policy. Fees are reviewed annually and students will normally be given 12 months' notice of any changes to fees during their course of study.

9. Acceptance

- 9.1. Applicants accept the offer of a place in the course by signing and returning a copy of the *Letter of Offer* and *Student Agreement* as directed.
- 9.2. Once an offer is accepted, the applicant is enrolled in their chosen course and sent a *Confirmation of Enrolment* letter with details about the course and arrangements for student orientation.

10. Cancellation of enrolment

- 10.1. A student's enrolment may be cancelled if any statements made by the student in their admission application are shown to be false.
- 10.2. A student shall be deemed to be no longer enrolled in a course if the student has been excluded on academic or disciplinary grounds.

11. Request for a review of a decision to refuse admission

- 11.1. An applicant may request a review of a decision to refuse admission to a course. The grounds for a review are that the decision is inconsistent with this policy. Requests must be made in writing and lodged with the Dean within ten working days of the applicant receiving written notification of the decision to refuse their application for admission. The Dean will respond in writing to the request for a review within twenty working days and may confirm or vary the decision. All decisions made by the Dean relating to reviews under this policy will be reported to the Teaching and Learning Committee.
- 11.2. If an applicant remains dissatisfied with the outcome of their request for a review of a decision to refuse admission to a course they may utilise the Institute's *Student Grievance Handling Policy and Procedure* which enables prospective students to lodge grievances of a non-academic nature.

12. Related documentation

- a. Application for Admission form
- b. Letter of Offer and Student Agreement - domestic student
- c. Letter of Offer and Student Agreement - international student
- d. Confirmation of Enrolment

13. Version history

Version	Approved by	Approval Date	Details
1.0	Academic Board	9 June 2023	Document creation and initial approval
1.1	Dean	26 September 2024	Addition of clarifying footnote
1.2	Dean	11 March 2025	Clarification of English language requirements for Bachelor of Information Technology.

Document owner: Dean



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Appendix 1: Procedures for assessing an applicant's qualifications, experience and English language proficiency

