Policy and Procedures –

Student Selection and Admissions (including English Assessment)

THE INSTITUTE OF INTERNATIONAL STUDIES

1. Overview

The Institute of International Studies ("TIIS") upholds the principle that all applicants to a TIIS course are treated fairly and equitably. Applicants are to be accepted only if their attributes/history suggest they have a reasonable likelihood of success in completing the course for which they are seeking entry. TIIS will have open, fair, clear, and transparent procedures that are based on clearly defined entry criteria for making decisions about the selection of students. Students will be selected on merit based on the published criteria. TIIS will ensure that throughout the process of selection and admission, applicants are treated courteously and expeditiously.

Entry criteria and application procedures are published in TIIS's Handbook and on TIIS's website for the information of persons seeking to enrol with TIIS.

2. Relationship to the Higher Education Support Act 2003

As a Higher Education Provider and in accordance with the *Higher Education Support Act 2003*, TIIS will have open, fair, and transparent procedures that are based on merit for making decisions about the:

a. Selection, from among applicants who seek to enrol with TIIS in a subject; and

b. Treatment of students undertaking a subject.

The above undertakings do not prevent TIIS taking into consideration educational disadvantages of a particular student.

3. Minimum Entry Requirements: Postgraduate Programs

Persons seeking to enrol in a higher education course with TIIS are required to submit acceptable and verifiable evidence that they meet the published entry criteria for their chosen course.

The entry requirement for admission to **Master's** programs of TIIS are:

a. Completion of an undergraduate degree from a recognised Australian institution (or equivalent overseas institution[1]); or

b. Completion of a relevant graduate certificate or diploma from a recognised Australian institution (or equivalent overseas institution[2]).

The entry requirements for admission to **Graduate Diploma** programs of TIIS are:

a. completion of a bachelor degree from a recognised Australian institution (or equivalent overseas institution[3]); or

b. completion of a Diploma or Advanced Diploma in a related field and three years relevant work experience in the past five years.

The entry requirements for admission to **Graduate Certificate** programs of TIIS are:

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[1]All overseas qualifications must be deemed to be equivalent to the pre-requisite Australian qualification. Evaluation of overseas qualification equivalence will be determined by reference to the International Education Network – Department of Education, Skills and Employment – Country Education Profile source.

[2] As 1

[3] As 1

c. Completion of an undergraduate degree from a recognised Australian institution (or equivalent overseas institution); or

d. TAFE (or equivalent institution#) Diploma or Advanced Diploma in a related field and three years relevant work experience in the past five years.

Please refer to Section 5 for Special/Alternative Admission Arrangements that may be considered.

4. Minimum Entry Requirements Undergraduate Programs

Persons seeking to enrol in a higher education course with TIIS are required to submit acceptable and verifiable evidence that they meet the published entry criteria for their chosen course.

The entry requirement for admission to **Undergraduate** programs of TIIS are:

a. Completion of the NSW Higher School Certificate (or equivalent#) achieving an ATAR of at least 50 (or equivalent#) within the past two years; or

b. Completion of an AQF 5 Diploma level program from TAFE (or equivalent#) or any Australian Registered Training Organisation (or equivalent overseas organisation#); or

c. Completion of at least one semester of full-time study (or part-time equivalent) at a registered Australian higher education provider at AQF Level 5 Diploma or higher; or

d. Completion of a bridging or enabling course from a qualified Australian provider (or equivalent overseas provider#) and achieved at least 50% of the maximum mark attainable.

e. Refer to Section 5 for Special/Alternative Admission Arrangements that may be considered

All overseas qualifications must be deemed to be equivalent to the pre-requisite Australian qualification. Evaluation of overseas qualification equivalence will be determined using the Country Education Profile Access provided by reference to the International Education Network – Department of Education, Skills and Employment – Country Education Profile source.

5. Special / Alternative Admission Arrangements

Applicants who have not completed the required entry qualification may be eligible to apply for entry to a course by satisfying one of the following entry requirements:

a. Successful completion of a Special Tertiary Admissions Test (STAT) administered by a tertiary admissions centre; or

b. Submission of a portfolio of evidence of prior and current academic and professional work experience in a program-related field; or

c. Applying for credit that meets the requirements of the *Policy and Procedures – Credit for Prior Learning*.

Applicants applying under special admission categories 6a. and 6b. will be required to attend an interview with the Program Coordinator and Dean to assess the applicant's capacity for successful study of the appropriate program. The applicant should submit a portfolio of prior and current academic and professional work experience with their application for Special/Alternative admission. The portfolio must include a detailed resume outlining relevant competencies and achievements

during their program-related employment. Program-related employment must be of a minimum period of three years in the last five years and be evidenced by employer issued documents such as employment references, employment separation certificate or wage documents. Off-shore international students will need to be available for telephone interviews.

Appendix A outlines the criteria to be applied by the Program Coordinator and Dean when selecting applicants to a course under special/alternative admission arrangements. These include the applicant's:

a. Capacity to successfully 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.

The processes used to monitor the progress of students enrolled under special/alternative arrangements include:

a. Monitoring of the student's progress by the Program Coordinator at the conclusion of the first trimester in the first year of the student's enrolment;

b. A "Review of Student Progress" meeting between the student and the Program Coordinator at the conclusion of the first year of enrolment.

To ensure transparency and consistency, the Dean will maintain a Register of Special/Alternative admissions detailing each admission decision and monitoring arrangement. Entries to the Register will be advised by the Dean to the Academic Board at each Academic Board meeting.

6. Minimum English Proficiency Requirements

Students must demonstrate competency in the English language. English proficiency can be demonstrated by providing evidence of an International English Language Testing System (IELTS) overall test result (or equivalent alternative test result – such as TOEFL (Test of English as a Foreign Language) or PTE (Pearson Tests of English) – as defined by regulation) that meets the specified level of English proficiency required for the course.

Typically, entry to a:

Master's degree course requires an IELTS average of 6.5 or above, with no band below 6.0;

Graduate Diploma requires an IELTS average of 6.0 or above, with no band below 6.0;

Graduate Certificate requires an IELTS average of 6.0 or above, with no band below 6.0;

Undergraduate degree requires an IELTS average of 6.0 or above, with no band below 5.5.

There is some flexibility in these hurdles (e.g., if one band is slightly below the hurdle and another is far above, the reviewer should try to be compassionate. In addition, if one band is slightly below the hurdle, prescribed ELICOS studies can be used to bridge the gap, however, some deficiencies are too broad to be bridged with ELICOS.

Other acceptable evidence of English proficiency includes but may not be limited to:

a. completion of two years of full time (or part time equivalent) study where the medium of instruction is English; or

b. completion of Year 12 secondary schooling in Australia with a pass in General English within the last two years

c. studying and/or working in an English speaking environment in a country where English is the primary language for communication, for more than 5 continuous years.

Section 7 includes possible additional or higher requirements that may apply to individuals or specific courses.

Students who do not meet the specified English proficiency requirements may undertake an ELICOS (English Language Intensive Courses for Overseas Students) program prior to undertaking the course.

Refer Appendix B for further details relating to English proficiency requirements

7. Additional Entry Requirements

In addition to the general admission requirements stipulated above, courses may specify additional requirements that applicants must meet, so as to demonstrate their capacity for success in the course.

These may include, but are not limited to:

a. higher entry qualification benchmark scores

b. specific supporting studies within their undergraduate program;

c. attendance at interviews;

d. relevant work experience;

e. presentation of folios; and/or

f. submission of supplementary information forms.

Additional requirements will be published in the course information brochure on the website for the information of persons seeking enrolment. Where course entry requirements are higher than the generic requirements included, the higher requirements will take precedence.

8. Applications

Applications for admission to a course shall be made on the prescribed form and lodged in the manner prescribed on the form. All applications will incur an Application Fee as advised on TIIS's website.

9. Assessment of Applications and Verification of Evidence

An Admissions Officer will assemble the course admission documents and submit that package for initial review to the Program Coordinator and final review by the Dean or the Chief Executive Officer.

Applicants who apply to undertake a course of study at TIIS 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.

Qualifications submitted in a language other than English must be accompanied by a certified official translation.

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.

The Admissions Officer, Program Coordinator and the Dean will validate all applications and their assessment.

The process for assessing applications is attached in *Appendix C*.

10. Offers

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*. Any conditions of the offer will be clearly specified in the *Letter of Offer*.

11. Acceptance

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. Acceptance of an offer of a place shall be taken to constitute acceptance by the applicant of all published policies and procedures of TIIS.

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.

12. Cancellation of Enrolment

A student's enrolment may be cancelled if statements made by the student (and/or their agent) in their admission application are shown to be false.

A student shall no longer be deemed enrolled in a course if they have been excluded on academic or disciplinary grounds.

13. Appeals

An applicant may appeal against a decision to refuse admission to a course. The grounds for appeal are that the decision is inconsistent with this policy. Appeals 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. The Dean will respond in writing to the appeal within twenty working days and may confirm or vary the decision. All decisions made by the Dean in regard to appeals will be documented and a report prepared for the Academic Board following the commencement of each trimester.

If an applicant remains dissatisfied with the outcome of their appeal against a decision to refuse admission to a course they may use TIIS's grievance handling procedures that enables prospective students to lodge grievances of a non-academic nature.

14. Version history

Version	Approved by	Approval date	Details
1.0	Academic Board	24 March 2016	
2.0	Academic Board	14 October 2021	To revise to include English language assessment, minor changes
2.1	Academic Board	29 October 2021	Policy updated policy to include English language assessment
2.2	Academic Board	03 March 2022	Minor Changes
2.3	Academic Board (Chair)	18 May 2022	Minor Changes
2.4	Academic Board	10 August 2023	Minor Changes

Document owner: Dean

15. Appendix A:

Admission Criteria
Special entry Portfolio indicative criteria
Applicants who do not meet entry requirements may gain entry to a course by provision of a portfolio and interview with the Program Co-ordinator and Dean The material submitted in the Portfolio should address the following criteria:

Criterion	Indicative evidence
The capacity to successfully pursue tertiary studies	Transcripts, including grades, of complete and incomplete formal studies
Motivation to pursue tertiary studies in the discipline of the chosen course	Professional development activities undertaken Certifications Professional references
Demonstrated potential for academic studies	Transcripts, including grades, of complete and incomplete formal studies
Relevant professional and industry experience	CV detailing work experience, skills and knowledge developed and responsibilities carried Professional references

Appendix B: Policies and Procedures for Assessment of English Language Proficiency

Context

This policy sets out the framework for English language proficiency requirements, assessment and support at The Institute of International Studies (TIIS) Pty Ltd. This policy supplements to the TIIS Admissions Policy and Procedure, which outlines the English language admissions standards for all the courses offered at TIIS.

Rationale

This policy aims to ensure that there are clear policy and procedures for the English language proficiency assessment of prospective students in TIIS admission process

Legislative Context

National Code of Practice for Providers of Education and Training to Overseas Students 2018, Australian Qualifications Framework (AQF)
Education Services for Overseas Students (ESOS) Act 2000
Higher Education Standards Framework (Threshold Standards) 2021
Tertiary Education Quality and Standards Agency (TEQSA) Act 2011

Definitions

Authorised staff include Student Support Officer(s), Program Coordinator, Dean or any other staff member who have the authority to assess and approve all student enrolments in line with TIIS Application Policy and Procedure
ELICOS is English language intensive courses for overseas students studying in Australia on student visas.
Student includes TIIS prospective students and current students.

Policy

The English language requirements outlined in this policy are the minimum levels determined by TIIS Academic Board for admission the courses offered at TIIS.

International or domestic students born outside of Australia, Canada, New Zealand, United Kingdom, Ireland, South Africa, Singapore or the United States of America need to meet English language proficiency requirements at specified levels in order to be eligible for entry to any courses offered at TIIS. This policy applies to both onshore and offshore applicants.

English Language Proficiency Tests

International students whose first language is not English must demonstrate competency in the English language. English proficiency can be demonstrated by providing evidence of an International English Language Testing System (IELTS) overall test result (or equivalent alternative test result – such as TOEFL (Test of English as a Foreign Language) or PTE (Pearson Tests of English) – as defined by regulation) that meets the specified level of English proficiency required for the course.

TIIS uses thefollowing concordance tables from Pearson **PTE in score comparison among the different test types. TIIS relies on the information from the** Pearson **PTE website for current comparison.** https://www.pearsonpte.com/research/scoring

Table 1: How PTE Academic scores align with scores from IELTS Academic and TOEFL iBT.

IELTS comparison

PTE Academic	23	29	36	46	56	66	76	84	89	N/A
IELTS	←4.5→	←5.0→	←5.5→	←6.0→	←6.5→	←7.0→	←7.5→	←8.0→	←8.5→	←9.0

TOEFL comparison

PTE Academic	38	42	46	50	53	59	64	68	72	78	84
TOEFL iBT	40-44	54-56	65-66	74-75	79-80	87-88	94	99-100	105	113	120

Recognized ELICOS Providers

International students who do not meet the specified English proficiency requirements may undertake an ELICOS (English Language Intensive Courses for Overseas Students) program prior to undertaking the course.

TIIS recognizes all ELICOS providers in Australia approved and registered by the Australian Skills Quality Authority (ASQA) and/or the Tertiary Education Quality Standards Agency (TEQSA).

Students may satisfy the English entry requirement and gain direct entry into TIIS courses programs by submitting ELICOS course certificates which clearly indicate an equivalency to any of the English entry requirements listed in this policy.

Calculation of the equivalence of outcome will be based on incremental improvement of 0.5 IELTS for each 10-week course of language study (e.g. entry with IELTS of 5.5 followed by 10 weeks study will be equivalent to an outcome of IELTS 6.0). Evidence of IELTS equivalency or an English placement test may still be requested.

Studies in English in Australia

TIIS recognizes completed Bachelor level studies in Australia as valid English language proficiency evidence, sufficient for direct entry into TIIS courses. The Bachelor course must have been successfully completed in the past 2 years.

TIIS also recognizes completed Vocational Education level studies in Australia with a duration of minimum 1 year and at a Diploma level or above, as a valid English language proficiency

evidence, sufficient for direct entry into TIIS programs. The Vocational Education course must have been completed in the past 2 years.

TIIS also recognizes Completion of Year 12 secondary schooling in Australia with a pass in General English within the last two years as valid English language proficiency evidence, sufficient for direct entry TIIS Programs.

Responsibilities

This document incorporates all current English language requirements across courses offered at TIIS. If changes are required, the Dean will be responsible for researching the industry, developing change proposals, and planning the implementation of the change.
TIIS Staff associated in the admission process are responsible for ensuring compliance by auditing student files. Staff must maintain all records relevant to administering this policy and procedure in relevant student files.

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

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Admissions Department
Completed Application Form and associated documentation are received

Includes:

- Completed *Application Form*
- Original or certified copies of evidence to demonstrate applicant meets entry requirements
- Certified evidence of date of birth
- Copy of passport details (for international students)
- Copy of English language test/evidence English language proficiency (if applicable)

Admissions Officer
Initial assessment

- Create application file
- Check documentation is complete
- Request any documentation outstanding from applicant

When application is deemed complete:

- Assess application against entry requirements
- Assess English proficiency (if applicable)
- Verify documentation where appropriate
- If required, arrange interview.

Program Coordinator/Dean
Special assessment/validation

- Assessment by Admissions officer validated
- Application approved
- Application not approved

Registrar
Advise outcome of application

Application successful:

- Make written offer of place in the course
- Send Enrolment Package to applicant
- Finalise documentation

Application unsuccessful:

- Advise applicant of outcome of application and right to appeal decision

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