



TIIS
THE INSTITUTE
OF INTERNATIONAL
STUDIES



Admission Policy & Procedure

The Institute of International Studies Pty Ltd

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Policy Purpose

The purpose of this policy is to establish a clear, transparent, and equitable framework for the admission of domestic and international students to award and non-award courses at The Institute of International Studies (TIIS). It ensures that all admission practices comply with the Higher Education Standards Framework (HESF) 2021, the ESOS Act 2000, and the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code).

This policy supports TIIS's strategic objectives in fostering academic excellence, student success, and regulatory compliance.

Scope

This policy applies to:

- All prospective students (domestic and international)
- All award (undergraduate and postgraduate) and non-award (micro-credentials, CPD, etc.) courses
- TIIS admissions, marketing, and student services teams
- Education agents representing TIIS

Definitions

Unless otherwise defined in this document, all specific terms in this document are defined in the [glossary](#).

Genuine Student (GS): A student whose circumstances indicate a genuine intention to obtain a quality education in Australia.

Genuine Temporary Entrant (GTE): Requirement to ensure that international students genuinely intend to stay in Australia temporarily for study.

CRICOS: Commonwealth Register of Institutions and Courses for Overseas Students.

Policy Principles

Policy Principles

TIIS is committed to an equitable and merit-based admission process. Admission decisions are based on a student's academic qualifications, English language proficiency, and the potential to succeed in their chosen program. TIIS adheres to the following principles:

- **Transparency:** Admission criteria and procedures are published and accessible.
- **Equity:** All applications are assessed fairly without discrimination.
- **Merit-based Selection:** Admissions are based on academic qualifications, English proficiency, and GS/GTE compliance.
- **Regulatory Alignment:** Aligned with HESF Standards 1.1–1.5, 5.4.2, and National Code Standards 1, 2, 3, and 7.
- **Student Success:** Admission is granted only if the student has a reasonable prospect of success.

Admission Criteria

Academic Requirements

- Course-specific academic qualifications must be met.
- Recognition of Prior Learning (RPL) and Credit Transfer considered per *TIIS RPL Policy*.

Genuine Student (GS) and GTE Requirements

- All international students must meet GS and GTE criteria as per the ESOS Act and Department of Home Affairs policy.
- Evidence must include a personal statement, financial documents, academic progression history, and incentives to return home.

Age Requirement

- Students must be 18 years or older at the time of admission.
- TIIS does not enrol applicants under 18 years of age at the date of CoE issue.

Minimum English Language Entry Requirements

- Minimum English language requirements set per AQF level (UG/PG).
- Acceptable tests: IELTS, TOEFL iBT, PTE, CAE, or TIIS Placement Test.
- Valid for 2 years unless evidence of continuous English use is provided.

Unless otherwise specified by the course accreditation conditions, students must meet one of the following minimum standards for entry into TIIS programs:

Qualification Level	IELTS (Academic)	TOEFL iBT	PTE Academic	Cambridge English (CAE)	TIIS Internal or Other Equivalents
Undergraduate (AQF 7)	Overall 6.0 (no band < 5.5)	60 (Writing ≥ 18)	50 (no section < 42)	169 (no skill < 162)	Completion of Year 12 in Australia or other English-medium senior secondary; successful completion of a foundation or pathway program; other approved qualifications or tests
Graduate Certificate & Graduate Diploma (AQF 8)	Overall 6.0 (no band < 6.0)	60 (Writing ≥ 18)	50 (no section < 50)	169 (no skill < 169)	Completion of Year 12 in Australia or other English-medium senior secondary; successful completion of a foundation or pathway program; other approved qualifications or tests

Postgraduate (AQF 9)	Overall 6.5 (no band < 6.0)	79 (Writing ≥ 21)	58 (no section < 50)	176 (no skill < 169)	Bachelor's degree completed in English; successful completion of postgraduate qualifying program; other equivalency as approved by Academic Dean
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Alternative Evidence of English Proficiency

Students may also demonstrate English language proficiency through one of the following:

- Completed Studies in English: Successful completion of at least two years of full-time study in a recognised institution in Australia, New Zealand, Canada, USA, UK, Ireland, or South Africa, where English is the language of instruction and assessment.
- English as Language of Instruction: Completion of a degree or diploma where the medium of instruction and assessment was English, verified by a certified statement from the institution.
- Secondary Education in English: Completion of Australian Year 12 or an equivalent senior secondary program in an English-speaking country.
- Internal Placement Test: Where available and approved, students may sit a TIIS English Placement Test mapped to CEFR or equivalent standards, administered and marked by qualified ESL professionals.

Validity of English Test Scores

- English language test results must be no more than 2 years old at the time of application.
- Older scores may be accepted if supported by evidence of continuous study or work experience in an English-speaking environment within the last two years.

English Proficiency Equivalency Table

Evidence	Accepted UG?	Accepted PG?	Conditions
IELTS Academic 6.0 (no band < 5.5)	✓	✗	UG entry only
IELTS Academic 6.5 (no band < 6.0)	✓	✓	PG entry standard
TOEFL iBT 60	✓	✗	UG entry only; writing ≥18
TOEFL iBT 79	✓	✓	PG entry; writing ≥21
PTE Academic 50 (no section < 42)	✓	✗	UG only
PTE Academic 58 (no section < 50)	✓	✓	PG standard
Completion of AQF Cert IV/Diploma in Australia	✓	✗	Must be recent and English-medium
Australian Year 12	✓	✗	Completed within last 5 years
Bachelor's degree taught in English	✓	✓	Degree from a recognised institution

Two years' study in English-speaking country	✓	✓	Must be recent and continuous
TIIS English Placement Test	✓ (conditionally)	✓ (conditionally)	Approval required by Academic Dean

Roles & Responsibilities

Role	Responsibility
Registrar	Verify and record evidence of English proficiency for all applicants.
Admissions Staff	Assess equivalency of qualifications and refer complex cases to the Academic Dean.
Academic Dean	Approve alternate or borderline English evidence and equivalency cases.

TIIS Admission Procedure

The TIIS admission process is structured to ensure transparent, consistent, and compliant enrolment of students into award and non-award programs. The steps outlined below are applicable to both domestic and international applicants and are implemented with robust oversight from academic and compliance teams.

Step 1: Submission of Application

Introduction:

The admission process begins with a formal application submitted by the prospective student or their authorised education agent. This ensures collection of all necessary documentation to assess eligibility in line with TIIS course entry requirements and regulatory compliance.

Required Documents:

- Completed TIIS Application Form
- Certified academic transcripts and completion certificates
- Valid English language proficiency results (IELTS, PTE, TOEFL, CAE, etc.)
- Passport copy (for international students)
- Curriculum Vitae (CV), where relevant (e.g., postgraduate or RPL applicants)
- Research Proposal (for Master of Research or PhD applicants)
- Genuine Student (GS) and Genuine Temporary Entrant (GTE) statements (for international students)
- Financial capacity documentation (if requested for GTE assessment)
- Unique Student Identifier (USI) for all domestic and onshore students

Step 2: Application Assessment

Introduction:

All applications are carefully assessed against clearly defined entry requirements, both academic and non-academic, to determine the applicant's suitability and likelihood of academic success.

Assessment Components:

- Academic eligibility is evaluated against the TIIS Course Admissions Matrix
- English language requirements are verified against *minimum* scores per AQF level

- GS/GTE criteria are assessed by designated Admissions Officers and, if needed, referred to the Academic Dean
- Assessment of prior learning or credit transfer is conducted in accordance with the Credit and RPL Policy
- For higher degrees (HDR), the research proposal is assessed by the Research Committee or Dean

Special Cases:

Applicants who do not meet formal entry requirements may still be considered if they demonstrate equivalent work experience or non-formal learning (per the Qualification Equivalence Policy).

Incomplete applications are flagged and returned for clarification.

Step 3: Issuance of Offer**Introduction:**

Upon successful assessment, a formal Letter of Offer is issued to the applicant, detailing the course conditions, fees, obligations, and refund policies in accordance with Standard 3 of the *National Code*.

Types of Offers:

- Unconditional Offer – When all requirements are fully met.
- Conditional Offer – When pending documents or conditions remain (e.g., final results, visa, GTE approval).

The Letter of Offer must include:

- Course name, CRICOS code, and duration
- Tuition and non-tuition fees (with total amount payable pre-enrolment)
- Mode of study and start date
- Refund policy and deferral rules
- Overseas Student Health Cover (OSHC) details (if applicable)
- Information on accommodation, student support, and orientation

Validity Period:

All offers are valid for 6 months from the date of issue, unless otherwise specified.

Step 4: Acceptance of Offer**Introduction:**

Students accepting the offer must sign the Acceptance of Offer form and submit payment in accordance with the conditions listed. This confirms the student's understanding of their obligations and enables confirmation of their enrolment.

Required Actions:

- Signed acceptance form
 - Payment of fees as outlined
 - Completion of the pre-enrolment checklist
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International Students:

Once all documents and fees are received, TIIS will issue the Confirmation of Enrolment (CoE) in PRISMS, required for student visa application.

Step 5: Pre-Enrolment & Orientation**Introduction:**

All new students must complete the compulsory Orientation Program and Pre-Enrolment Module. This ensures student readiness and compliance with Standard 6 of the National Code.

Orientation Includes:

- Overview of TIIS academic expectations and support services
- Student rights and responsibilities
- Academic Integrity and plagiarism information
- IT and LMS training
- Critical incident and safety procedures
- Introduction to staff and campus environment

Recordkeeping:

Attendance at orientation is mandatory and recorded in the student management system. Students who miss orientation must complete a catch-up module within the first week.

Step 6: Final Enrolment and Class Commencement**Introduction:**

Students are enrolled into subjects according to the course structure and trimester calendar. Course progression planning is conducted by academic advisors or program coordinators.

Systems Update:

- Enrolment is finalised in the Student Management System (SMS)
- Subject registration and timetables are released
- Access to LMS and email is activated

Complaints and Appeals

Applicants may lodge a complaint or appeal admission decisions via the:

- *Student Grievance Policy and Procedure*
- *Appeals Policy and Procedure*

All decisions will be reviewed fairly and documented accordingly.

Roles and Responsibilities

Role	Responsibility
Registrar	Approves final admission, issues CoEs, monitors USI compliance, manages PRISMS
Academic Dean	Approves equivalency, placement test results, and complex GTE/GS assessments
Admissions Staff	Conducts initial eligibility and GS/GTE screening; documents verification
Compliance Officer	Audits admission decisions and records for HESF/ESOS compliance
Education Agents	Must comply with the <i>Education Agent Management Policy</i> and act ethically

Related Policies & Guidelines

- Education Agent Management Policy
- Genuine Student Assessment Procedure
- Credit and RPL Policy
- Scholarship Policy and Procedure
- Student Support and Wellbeing Policy
- Privacy Policy
- Academic Integrity & Misconduct Policy
- Deferral, Suspension and Cancellation Policy
- Student Grievance and Appeals Policy
- TIIS Strategic Plan 2025–2029
- [Age Discrimination Act 2004](#) (Cth)
- [Anti-Discrimination Act 1977 No 48](#) (NSW)
- [Disability Discrimination Act 1992](#) (Cth)
- [Equal Opportunity Act 2010](#) (Vic)
- [Higher Education Support Act 2003](#) (HESA)
- [Higher Education Provider Guidelines](#)
- [Racial Discrimination Act 1975](#) (Cth)
- [Sex Discrimination Act 1984](#) (Cth)
- [Student Identifiers Act 2014](#) (Cth)
- HESF 1.1, 1.5.7, 5.4.2, 6.3.1
- National Code 1.2, 3, 7.1, 10

Policy Review

This policy will be reviewed every three years or earlier if required due to changes in regulatory requirements or institutional priorities.

Version History

Policy title	Admission Policy & Procedure
Policy Category	Student: Administration
Current version	2.5

Previous Version	A1 Student Selection and Admissions Policy and Procedures (including English Assessment)
Policy Sponsor or Owner	CEO
Endorsement Bodies	BOD, LTC, Research Committee
Date of Approval	January 15, 2026
Implementation Date	
Date of next review	This policy will be reviewed every three years after implementation or earlier, if required

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 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
2.5	Academic Board	15 January 2026	
2.6	Board of Directors	25 February 2026	

*****END OF POLICY and PROCEDURE*****