Admission (HE) Policy

Section 1 - Purpose

(1) The purpose of this Admission (HE) Policy is to specify requirements for:

a. The selection of students to Melbourne Polytechnic higher education courses;
b. The admission of students to Melbourne Polytechnic higher education courses.

Section 2 - Scope

(2) This Policy applies to

a. prospective students of Melbourne Polytechnic higher education courses;
b. students at Melbourne Polytechnic who wish to transfer to a higher education course;
c. staff involved in the selection and admission of students to higher education courses;
d. agents and partners of Melbourne Polytechnic.

Section 3 - Policy

Policy Statement

(3) Melbourne Polytechnic is committed to carrying out student selection and admission in a transparent, fair, consistent and timely manner.

Policy Principles

(4) The Policy aims to ensure that applicants:

a. are selected in a fair, consistent and timely manner;
b. have admission requirements that are clearly articulated and transparent for all Higher Education courses and that these requirements are on the Course Website page;
c. have the background and abilities to have a reasonable expectation of success in their chosen course of study;
d. Melbourne Polytechnic accommodates student diversity and creates equivalent opportunities for academic success for all students, including those from under-represented or disadvantaged groups. In particular, Melbourne Polytechnic is committed to improving access for Aboriginal and Torres Strait Islander peoples and recognises the need for admission pathways and processes that support equitable participation and success, which includes access to support from the Yurrongi Centre in addition to other student support services as detailed in the Student Support Policy;
e. once admitted, have their progress monitored during study, and where applicable targeted supports are offered; and
f. evidence Melbourne Polytechnic compliance in relation to admissions requirements as set in the Higher Education Standards (2021) standard (1.1.1, 1.1.2, 1.1.3), and the Admission Transparency obligations.

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Policy Topics

Admission Requirements

(5) Admission requirements serve as an indicator for the applicant academic readiness, to ensure student outcome successes and to maintain higher education sector standards.

(6) Admission requirements align to Tertiary Education Quality and Standards Agency (TEQSA) admissions requirements as set in the Higher Education Standards (2021) standard 1.1.1, 1.1.2, 1.1.3, and the Admission Transparency obligations.

(7) Admission requirements are determined and approved with accreditation/reaccreditation. Any changes to a course admission requirement between accreditations must be approved by both Melbourne Polytechnic academic governance and TEQSA (see Course Development (HE) Policy for process). Where courses have professional/industry registration/accreditation admission criteria must satisfy their requirements.

(8) Entry Requirements and Admission Categories: To be selected for entry to a Melbourne Polytechnic higher education course, applicants must satisfy course entry or selection requirements (e.g. pre-requisites or equivalents, portfolio, audition, interview, written task, any State or Commonwealth legal requirements such as a Working with Children Check, mandated professional accreditation requirements etc.) and fulfil one of the admission categories below:

a. Applicants with higher education (HE) study:
    i. Completed a bridging or enabling course at an Australian higher education provider or a pathways program at Melbourne Polytechnic or equivalent;
    ii. Completed at least two subjects within an AQF Higher Education Diploma, Associate Degree, Bachelor's Degree or higher qualification either on an award or non-award basis or equivalent;
    iii. Completed an AQF Bachelor's Degree or higher-level qualification, or equivalent (recognised) overseas tertiary qualification for postgraduate study.
b. Applicants with vocational education and training (VET) study:
    i. Completed an Australian Qualifications Framework (AQF) Certificate IV, Diploma, Advanced Diploma or equivalent.
c. Applicants with work and life experience:
    i. An applicant who can demonstrate non-academic skills transferable to tertiary study and capacity for higher education studies at the undergraduate level through one of the following:
        - a Special Tertiary Admissions Test (STAT);
        - approved Tertiary Preparation Programs;
        - successful completion of two subjects within an AQF of either a Higher Education Diploma, Associate Degree, Bachelor Degree or higher qualification either on an award or non-award basis. These subjects should be related to the qualification the applicant is enrolling into;
        - can demonstrate suitable informal or non-formal learning through an application for Recognition of Prior Learning (RPL) (see the Assessment, Credit and Moderation (HE) Policy);
        - used either the VCE Vocational Major (VCE VM) or Victorian Pathways Certificate (VPC) as a pathway into industry, which in turn has supported industry experience equivalency;
        - be eligible to be considered based on completion of a lower-level qualification and substantial relevant professional experience, or a combination of informal learning and non-formal learning including substantial relevant professional experience.
d. Applicants with recent secondary education (within the past two years of enrolling semester):
    i. Completed the Victorian Certificate of Education (VCE) or VCE Vocational Major (VCE VM) including those

equivalent across Australian States and Territories; OR

e. Completed an overseas secondary / tertiary qualification that has been assessed to be equivalent to a VCE or VCE Vocational Major (VCE VM).

English Language Proficiency Requirements – Domestic Students

(9) English Language Proficiency Requirements:

a. All domestic and overseas student visa holders and other temporary residents must meet the published minimum English language proficiency requirements applicable to the course (of their choosing) to be eligible for admission.

(10) Domestic secondary students may demonstrate English language proficiency through completing year 12 English. Non-year 12 students can complete the Special Tertiary Admissions Test (STAT) through VTAC, or via completion of a Vocational Education and Training or Higher Education course pathway.

English Language Proficiency Requirements – International Students

(11) International students whose first language is not English or who have completed studies in another language must demonstrate their English language proficiency by achieving a prescribed level in an approved English language proficiency method no more than two years prior to being admitted to the course, unless otherwise specified.

(12) International students can demonstrate competency by completing previous studies in Australia or the following English-speaking country where English is the language of instruction:

a. New Zealand;
b. United Kingdom;
c. Republic of Ireland;
d. United States of America;
e. Canada; and
f. South Africa.

(13) For specific English language requirements per course, refer to course information included on the Melbourne Polytechnic website.

(14) International students can also complete an approved English language proficiency test such as IELTS.

(15) Other acceptable English language proficiency tests include but not limited to:

a. Pearson Test of English Academic;
b. Test of English as a Foreign Language (TOEFL);
c. Cambridge Certificate of Advanced English (CAE);
d. Melbourne Polytechnic English Placement Test (MP EPT); and
e. Melbourne Polytechnic English Language Intensive Courses for Overseas Students (ELICOS).

(16) Details of English language proficiency equivalence and required test scores are included on the international student entrance requirement page of the institute website.

(17) Minimum Age Requirement:

a. Applicants should be 18 years of age or older at the commencement census date to be considered for

admission into a course. OR

b. Applicants 16 years of age but less than 18 years of age prior to commencement census date must have the prior written approval from the Director, Higher Education in consultation with the relevant Department Manager. Admissions processes are undertaken in a manner consistent with Melbourne Polytechnic's child safety and wellbeing obligations, including appropriate safeguards for applicants who are under 18 years of age (see Child Wellbeing and Safety Policy).
c. Applicants below the age of 16 years will not be considered for admission into a course.

(18) Satisfying the admission criteria enables an applicant to be considered for admission but does not guarantee a formal offer of admission into the course.

Admission Offers

(19) Offers of admission to Melbourne Polytechnic courses may only be made in writing by:

a. a delegated officer authorised by Melbourne Polytechnic; OR
b. the Victorian Tertiary Admissions Centre (VTAC) acting on behalf of Melbourne Polytechnic.

(20) Where the number of places in a program is limited by a quota (e.g. for Commonwealth Supported places or where specialist facilities are limited), places will be offered in line with either

a. the quota regulations (e.g. as per the Commonwealth Supported places conditions)
b. promotion of equity and diversity of applicants
c. order of academic merit

(21) Melbourne Polytechnic reserves the right to withdraw an offer of admission and/or cancel the enrolment of a student where such an offer was made based on incomplete, inaccurate, fraudulent or misleading information supplied by the applicant or a certifying authority.

(22) Melbourne Polytechnic reserves the right to cancel a course for operational reasons (see Course Development (HE) Policy and Course Discontinuation, Teachout and Student Transition (HE) Procedure), and to cancel any offers of admission to the course that have been made. If this occurs Melbourne Polytechnic will adhere to provider default obligations (ESOS Act).

(23) Offer of admissions letters will contain the following information:

a. name and code of course where the offer has been made;
b. location of where the course is delivered;
c. study mode (full time or part time);
d. key dates;
    i. Orientation sessions – Course orientation contain sessions where information about your course and support services will be provided
    ii. Enrolment sessions (timetable, course structure and subject details are provided)
e. timelines of offer acceptance and details of how to accept the offer;
f. for domestic students, information on "Fee & HEC Help" will be provided;
g. how to defer (start the course later);
h. how to withdraw; and
i. key contact for assistance.

(24) Information pertaining to fees will be provided via the fee schedule and confirmation of enrolment (CoE) documentation after acceptance of course offer.

(25) For any domestic student offer made via VTAC (Victorian Tertiary Admissions Centre), offers will be actioned by an offer letter from Melbourne Polytechnic which is sent as part of the VTAC process. Offer letters will contain the information cited above (Clause 15).

(26) For offers made to international students coming onshore to study, these will be made via the International Office and will contain the information cited above (Clause 15).

(27) For offers made to international students coming offshore, where students will study outside of Australia, these will be made via the Director International Academic Operations or their nominee and will contain the contextualised information cited above and may include specific partnership agreement requirements (Clause 15).

(28) Applicants that have a disability or for applicants that have carer responsibilities for a person with a disability, they are advised to liaise with the Melbourne Polytechnic Student Equity and Access Service (SEAS) team. The SEAS team will provide information on what support services are available and make arrangements for these services. For more information on Melbourne Polytechnic supports see https://www.melbournepolytechnic.edu.au/students/services-and-support/, Student Support Policy and the Supporting Students with Disabilities Policy.

Refusal of Admission

(29) Admission may be refused to an applicant who would otherwise be eligible for admission, in the following circumstances:

a. due to an applicant's inability to satisfy the requirements of a course;
b. Not enrolling within the specified timeframe;
c. where an applicant has outstanding fees owing to Melbourne Polytechnic;
d. where an applicant has been expelled or excluded from Melbourne Polytechnic or from another tertiary education institution for reasons of unsatisfactory academic progress, or for reasons of discipline, or for any combination of these reasons;
e. where the student does not have the capacity to participate in the program;
f. where an applicant is deemed to pose a risk to the students and/or staff of Melbourne Polytechnic (see Student Discipline Policy);
g. where an international applicant studying onshore does not appear to be able to satisfy the conditions for the grant of a Student Visa;
h. where an international applicant studying offshore does not appear to be able to satisfy the conditions of entry and / or contracted requirements within the partnership or articulation agreements

Deferral of Admission

(30) A student offered a place at Melbourne Polytechnic may defer the commencement of studies for a maximum period of 12 months. Deferment applications must be made before commencement of the semester. Following deferment, a student will be enrolled into the most recently accredited version of the course.

(31) Where a course is discontinued, deferral offers will be withdrawn and applicants will not permitted to commence the course (see the Course Development (HE) Policy and Course Discontinuation, Teach-out and Student Transition (HE) Procedure).

Right of Appeal

(32) An applicant not selected for admission to a course may have the right of appeal as specified in the Admissions (HE) Procedure.

Quality Assurance

(33) Regular monitoring and analysis of student admission performance is undertaken at the course and Directorate level. Monitoring includes identification of student cohorts at risk. Evidence of monitoring is presented to Melbourne Polytechnic's peek academic governance the Higher Education Academic Board (HEAB) as part of the annual Education Performance and Risk Report.

Section 4 - Responsibility and Accountability

(34) Director Higher Education or acting Director is accountable for:

a. Monitor and analyse student admission performance and provide an annual report summarising findings to the Higher Education Academic Board (HEAB) as part of the Education Performance and Risk Reporting.
b. Review and approve where appropriate applicants that are over 16 years of age but under 18 years of age.

(35) Director International Academic Operations or acting Director accountable for:

a. Support the implementation of admissions for offshore cohorts and contextualise the processes to support Institutional offshore partnership agreements

(36) Department Manager or acting Manager is responsible for:

a. Report to the Director Higher Education, any potential or actual conflict of interest in the selection and admission of an applicant to a course.

(37) Head of Program or acting Head of Program

a. Publish accurate information on the course website, of admission pathways, procedures and course selection requirements.

(38) Selection Officer is responsible for:

a. Document admission and selection decisions.
a. Report to the Department Manager, any potential or actual conflict of interest in selecting and admitting an applicant to a course.
b. Assess applicants for deferment of course commencement and notify applicant of decision
c. Assess applicants against the entry requirements;
    i. rank applicants where required; and
    ii. make offers of admission to course/s where the applicant/s can reasonably be expected to succeed in their course of study.

(39) International Compliance Officer is responsible for:

a. Assess international applicants for deferment of onshore course commencement and notify applicant of decision.

(40) Applicant is responsible for:

a. Provide accurate information to support an application for admission, follow instructions to accept offers and comply with any conditions included in an offer of admission document.

Section 5 - Overarching Policies and/or Procedure

(41) Admission (HE) Procedure

(42) For all other related Melbourne Polytechnic policies, procedures, templates, legislation, regulation and supporting documents, refer to the Associated Information tab of this Policy.

Section 6 - Definitions

(43) For the purpose of this Policy the following definitions apply:

a. Admission: Process by which Melbourne Polytechnic formally makes an offer to an applicant to enrol in a Melbourne Polytechnic course of study.
b. Admission pathway: Any one of the options available to a prospective higher education student that will enable them to meet the entry requirements of their chosen courses.
c. Agent: A person or organisation (in or outside Australia) who recruits overseas students and refers them to education providers. In doing so, the education agent may provide education counselling to overseas students as well as marketing and promotion services to education providers.
d. Applicant background: The following grouping of applicants is used to help prospective students find the admission information most relevant to their circumstances and align to entry requirements.
    i. Higher Education study: Applicants whose highest level of study enrolment since leaving secondary education is a higher education course, whether at a university or non-university provider.
    ii. Vocational education and training (VET) study: Applicants whose highest level of study enrolment since leaving secondary education is a VET course.
    iii. Work and life experience (includes less recent secondary results): Applicants who left secondary education more than two years previously and have not undertaken VET or higher education study since then.
    iv. Recent secondary education: Applicants whose admission is based mostly on secondary education undertaken at school, TAFE or other VET or higher education provider (Australian or overseas equivalent) that was completed (or will be) in the current year or within the previous two years.
e. Australian Qualifications Framework (AQF): Nationally consistent set of qualifications for all postsecondary education and training in Australia.
f. Bridging course: A course designed to cover subject knowledge, which assists students to gain knowledge in specialist areas that are a core component of the course. If a course requires a prerequisite in an area that students have not studied or worked with before, a bridging course will help students to bridge the gap in that knowledge and gain admission.
g. Commonwealth Supported Place (CSP): A higher education place for which the Commonwealth makes a contribution towards the cost of the student's education.
h. Course: A program of study which leads to the granting of a higher education award.
i. Deferment: Process by which an applicant admitted to a course can postpone commencement of studies.
j. Delegated officer: A person authorised by Melbourne Polytechnic to make offers of admission.
k. Direct application to provider: Application made directly to a higher education provider rather than through a

tertiary admission centre.

l. Domestic Applicant: An Australian Citizen, Australian Permanent Resident, Permanent Humanitarian Visa Holder, or New Zealand Citizen.

m. Education Services for Overseas Students (ESOS) Act 2000: Federal Government Act which regulates the provision of education and training services to international students.

n. Enabling Course: A course designed to provide students with skills needed for success in further study, to assist in the transition to tertiary education – for example study techniques or English language skills. Successful completion helps prepare a person to be admitted to a course that leads to a higher education award.

o. Higher Education Standards (Threshold Standards) 2021: A set of standards which are the basis for the regulation of higher education providers and courses by the Tertiary Education Quality and Standards Agency.

p. International Applicant (onshore): Students who are not a permanent Australian resident or do not hold Australian or New Zealand citizenship or a holder of a permanent visa other than a permanent humanitarian visa must apply via the International Office and will be charged International Student fees. Students are studying in Australia regardless of delivery mode.

q. International Applicant (offshore): Students who are not Australian citizens or permanent residents, who are enrolled and studying in one of Melbourne Polytechnic qualifications at an overseas campuses under a partnership or joint/dual award agreements. Students are studying outside Australia regardless of delivery mode.

r. In writing: Communication via letter or email.

s. National Office of Overseas Skills Recognition (AEI-NOOSR): Office that provides advice, assistance and information on international qualifications for entry to study in Australia.

t. Offer: A formal invitation to prospective students to commence study at Melbourne Polytechnic.

u. Offer round/s: Refers to the series of dates on which offers of higher education places are issued to applicants throughout the year, whether through a tertiary admission centre or directly by a higher education provider.

v. Overseas student: Refers to student visa holders and other temporary residents.

w. Partner: An organisation with which Melbourne Polytechnic has an agreement to deliver courses on behalf of Melbourne Polytechnic.

x. Pre-requisite: A requirement that must be completed to be eligible for admission to a course.

y. Selection: Process by which a Selection Officer / Committee assesses an applicant's credentials with the entry requirements of the course and, where required, ranks the applicant in comparison with other applicants.

z. Selection Officer: An officer authorised by Melbourne Polytechnic located in the Higher Education Department or the International Office appointed to select and admit applicants who satisfy admission requirements.

aa. Transnational applicant | International onshore: A transnational applicant is a student applying to an Australian higher education provider for a program that is delivered outside Australia. Melbourne Polytechnic is offering a course offshore through international campuses and / or partner institutions.

ab. Tertiary Education Quality and Standards Agency (TEQSA): The regulatory standards agency for higher education in Australia.

ac. Undergraduate course: A course of study at diploma, associate degree or bachelor's degree level (AQF level 5, 6 or 7).

Status and Details

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