Selection and Admission (HE) Procedure

Section 1 - Purpose

(1) The intent of this procedure is to describe selection and admission processes and assign responsibility for effective implementation across Higher Education courses.

Section 2 - Definitions

(2) For this procedure, 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. ATAR: The Australian Tertiary Admission Rank (ATAR) is a ranking from 30 (lowest) to 99.95 (highest) agreed by COAG as a nationally equivalent measure of a person’s relative academic ranking within their complete age cohort in the year they graduated from senior secondary school (including those who did not complete Year 12 or completed but were not eligible for an ATAR). The ATAR is derived from the scaled scores achieved for senior secondary school subjects. The specific calculation used is different in each state and territory, but the result is designed to be nationally equivalent.
f. ATAR-related thresholds: (where relevant – not all institutions use ATAR to determine eligibility. Different institutions may use only some of the following types of eligibility thresholds)
    i. Lowest ATAR to which an offer was made: the lowest “raw” or unadjusted ATAR of an applicant to which an offer of a place was made in the relevant year or year-to-date.
    ii. Lowest Selection Rank to which an offer was made: The lowest Selection Rank of an applicant to which an offer of a place was made in the relevant year or year-to-date (including the consideration of any

adjustments the applicant may have been eligible for).

iii. Minimum ATAR [or Selection Rank] required for consideration to enter in next intake: For use where a threshold minimum ATAR or Selection Rank must be achieved to be considered for admission to a course or institution.

iv. Guaranteed Entry ATAR [or Selection Rank]: Where achievement of a specified ATAR or Selection Rank (as appropriate) will guarantee acceptance into a course or institution, subject to any non-ATAR criteria being met, such as prerequisite study or English language proficiency.

v. Adjustment factors: Often referred to previously as “bonus points”, these are additional points that may be used in combination with an applicant’s ATAR to derive a person’s course Selection Rank. Adjustments do not change applicants’ ATARs but change their Selection Rank for a course or courses. Common types of adjustment factors are:

- Elite Athlete and Performer adjustments: Adjustments available on the basis of the applicant’s sporting or artistic prowess.
- Equity adjustment: Adjustment available on the basis of characteristics associated with disadvantage.
- Location adjustment: Adjustment available on the basis of the applicant’s proximity to the institution offering the course.
- Subject adjustment: Adjustment available on the basis of the particular relevance of a secondary subject to the academic requirements of the higher education course.
- Maximum adjustment: The maximum total adjustments possible to an applicant’s Selection Rank from the combination of all adjustments they are eligible for.

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 a granting of a Higher Education award.

i. Course Transfer: Change from one course of study to another.

j. Direct application to provider: Application made directly to a higher education provider rather than through a tertiary admission centre.

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

l. International Applicant: 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.

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

n. 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.

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

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

q. Selection: Process by which a Selection Officer compares an applicant’s pre-entry credentials with the entry requirements of the course for assessing the adequacy of the pre-entry credentials and, where required, ranking the applicant (for courses with quotas) in comparison to other applicants.

r. Selection Officer: An appointed officer authorised by Melbourne Polytechnic located in a School or the International Office to select and admit applicants who satisfy the admission requirements.

Section 3 - Responsibility and Accountability

Admission and Selection

(3) The selection process is fair, clearly defined, timely and applied consistently.

(4) Prospective students are required to apply for admission by any approved method and the advertised closing date, which is normally one week prior to the commencement of semester. Exceptions may be possible with approval of the School Manager. The application method may vary based on the selection period. Application methods will be detailed on the Institute website.

(5) Applicants are required to provide accurate information to support an application for admission. Providing false or misleading information may result in withdrawing an offer of admission.

(6) Applicants are required to comply with any conditions included in the offer letter and an offer will lapse if not accepted within the specified timeframe. Verbal offers of admission are invalid.

Task	Responsibility	Notes
Determine Selection Officer and alternate for each course	Head of School	
Brief Selection Officers on selection requirements and expectations	Head of School	Refer to: Admission (HE) Policy
Review entry requirements for each course to ensure they align with approved course accreditation documentation	Selection Officer	
Determine ATAR (if applicable) for each course annually and/or as required based on accreditation requirements and advise Academic Registry	Selection Officer	Check outcome of: TEQSA re-accreditation applications and Course Advisory Committee approvals
Determine quotas if applicable and the number of places to be allocated to international students	Selection Officer/International Office	Six months prior to intake period
Publish course entry requirements in VTAC Guide and on Institute website	Head of School/ Academic Registry/ Marketing	Refer to: VTAC publication timeline Editing or Removing Course and Module Information on the Website procedure
Update VTAC course listings for the following year on the website and include ATAR (if applicable)	Academic Registry	VTAC course listings are available in May for courses to be advertised in the VTAC guide for the following year
Publish correct accredited English language proficiency requirements on Institute website	International Office	Refer to: International students admissions information and entry requirements
Publish accurate information on admission pathways for students who do not meet course entry requirements and/or the minimum English language proficiency requirements for admission	Head of School	Check information is consistent across various institute websites and the Articulation Register
Advise Academic Registry of nominated VTAC Selection Officers and alternate for each course	Head of School	Complete VTAC Selection Officer Registration Form
Enter information on the VTAC online operating system and forward account details to nominated Selection Officers	Academic Registry	
Update VTAC Supplementary form for each course (as applicable) and provide to Academic Registry	Selection Officer/Head of Program	

Task	Responsibility	Notes
Receive applications with supporting documentation and verify authenticity of documents Direct entry applicants to complete a Direct Offer application form	Course Administrator/ International Office	Supporting documentation includes: Certified academic transcripts Evidence of English language level Folios References or personal statements English translations required for all documents
Refer to third party source to verify documents and/or request clarification or further information from the applicant if unable to verify authenticity of any supporting documentation	Selection Officers	Refer to reference websites and handbooks Seek advice from International Office and/or Academic Registry
Make a copy of original documents and cite photocopies with the annotation 'original sighted', write Melbourne Polytechnic, staff name, sign and date Agents can also certify original documents	Course Administrator/ International Office	Maintain copies of domestic applications in Schools Maintain copies of international applications in International Office
Check citation for photocopies is original, make a copy and annotate with 'authentic photocopy sighted', write Melbourne Polytechnic, staff name, sign and date	Course Administrator/ International Office	
Assess applications (including International applications where School approval is required) against entry requirements and rank applicants for courses with quotas Consider to any supplementary application forms	Selection Officers	Refer to: Admission (HE) Policy Maintain copies of School International application approvals in the International Office
Confirm students meet the minimum age requirements	Selection Officers	Refer to: Admission (HE) Policy
Report to the Head of School any potential or actual conflict of interest in selecting and admitting an applicant to a course	Selection Officers	Applies to all student cohorts
Determine alternate selection officer if conflict of interest identified	Head of School	
Determine and document selection decisions	Selection Officers	Selection methods may include interview, portfolio of work, supplementary application form and/or aptitude test (STAT)
Determine offers of admission to courses	Selection Officers	Applicants may be offered a full or conditional offer subject to providing evidence of English Language standard, completed qualifications and evidence of any course pre-requisites.
Prepare VTAC offer communication with Melbourne Polytechnic VTAC Officer (Academic Registry)	Head of Program/ Selection Officer	VTAC offers will be distributed via VTAC on a set date
Send offers in writing (via letter or email) to direct entry (non VTAC) applicants	Head of Program/ Course administrator	Via School
Send offers in writing (via letter or email) to international applicants	International Office	International applicants will be required to pay tuition and other fees as specified in the offer letter by a specified date
Send communication in writing (via letter or email) to unsuccessful direct entry applicants	Head of Program/ Course administrator	Include reference to websites detailing alternative course options/pathways and subsequent intakes along with reconsideration of non-selection process

Task	Responsibility	Notes
Send communication in writing (via letter or email) to unsuccessful international applicants	International Office	
Send information packs to successful applicants	Year level Co-ordinator/ Course administrator	
Submit a report to the Higher Education Courses Committee each semester detailing selection and admission decisions	Head of Program/ designated Selection Officer	
Prepare and publish on the website semester 1 admission data by the admission categories after the census date annually	Academic Registry	Send Marketing a service request to update all admissions transparency data tables

English Language Proficiency Requirements

(7) Domestic students may demonstrate competence through completing year 12 English. Non-year 12 students can complete the Special Tertiary Admissions Test (STAT) through VTAC.

(8) International students whose first language is not English or who have completed studies in another language must demonstrate competency in English 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. All relevant academic transcripts and award certificates must be provided with the application for admission.

(9) International students can demonstrate competency by completing previous studies in Australia or the following English-speaking country where English is the language of instruction: Australia, New Zealand, United Kingdom, Republic of Ireland, United States of America, Canada, South Africa. International students can also complete an approved English language proficiency test such as IELTS. For specific English language requirements per course, refer to course information included on the Melbourne Polytechnic website.

(10) 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 Language Intensive Courses for Overseas Students (ELICOS)

(11) Details of English language proficiency equivalence and required test scores are included on the international website (International students admissions information and entry requirements).

Reconsideration of Non-selection

(12) A student who is not selected for a course can request the Selection Officer to reconsider the matter.

Task	Responsibility	Notes
Submit request including reasons for disagreement and any new evidence within 5 working days of notification of the result of the original application	Applicant	
Consider application including interview with the applicant and/or selection staff if applicable	Selection Officer	Refer to independent person if conflict of interest identified
Determine outcome and document decision	Selection Officer	
Advise applicant in writing (via letter or email) of the outcome within 5 working days of receipt of the application	Selection Officer	If admission approved include revised arrangements for course commencement in the letter

Task	Responsibility	Notes
Submit a complaint if the matter is not resolved including details of the decision considered inappropriate or unfair	Student	Refer to: Student Complaints and Appeals Policy

Re-admission Following Course Exclusion or Ceasing Study

(13) Students excluded from a specific course for 12 months or who ceased study in a course for 12 months and have not been approved for leave of absence will be required to re-apply for admission to the course through the normal application process. Advertised closing dates will be detailed on the website. Excluded students may apply for entry to other courses within the 12-month period.

(14) Where students who ceased study in a course, re-engage with Melbourne Polytechnic within 12 months, the relevant School will meet with the student to discuss options for return to study.

Task	Responsibility	Notes
Receive admission application with supporting documentation	Selection Officers	Could be course exclusion or a student who has ceased study
Assess application against current entry requirements	Selection Officers	Consider students' academic record and any additional completed studies
Determine and document selection decision	Selection Officers	Refer to: Admission (HE) Policy
Make offer /refuse admission and advise student of the outcome	Selection Officers	

Withdrawal of Offer

(15) An offer of admission may be withdrawn where incomplete, inaccurate, fraudulent or misleading information is provided as part of an application for admission.

Task	Responsibility	Notes
Identify incomplete, inaccurate, fraudulent or misleading information supplied by the applicant and/or offer letter conditions that have not been met Any matters relating to international applicants will be addressed at offer stage and offer will be withdrawn	Selection Officers	Possible incomplete information includes: Qualification Previous results Course exclusion for 12-month period Evidence of English Language standard Non-payment of fees
Report matter to the Head of School	Selection Officers	
Investigate matter	Selection Officers	Verify authenticity of documentation and/or information with relevant institution
Determine outcome and document decision	Selection Officers	
Advise student in writing (via letter or email) of the outcome	Selection Officer	

Deferment of Admission

(16) A domestic student may defer commencement of studies prior to the commencement of the semester and in exceptional circumstances up to the census date with Head of School approval. Deferment is possible for 12 months

and following deferment students are expected to enrol into the most recently accredited version of the course. The allowable period of deferral for an international student is one study period up to a maximum of one year. International students will only be granted deferral in compassionate or compelling circumstances. (Refer to International Students Deferral, Leave of Absence, Suspension & Cancellation of Enrolment Policy)

Task	Responsibility	Notes
Domestic students		
Download deferment form from the website and submit to Academic Registry prior to the commencement of semester	Student	Both VTAC and direct entry domestic students
Process request and email Head of Program deferment numbers progressively leading up to the commencement of semester.	Academic Registry	
Maintain spreadsheet of deferred students and expected return dates	Academic Registry	
Place spreadsheet on intranet prior to next intake for School reference	Academic Registry	
Contact students to organise enrolment	Schools	
International students		
Submit request to defer commencement of course to International Office prior to the commencement of semester	Student	
Process request and advise student of outcome	International Office	Refer to: International Students Deferral, Leave of Absence, Suspension & Cancellation of Enrolment Policy International Students Deferral or Leave of Absence Application Form

Non-award Study

(17) Students may apply for admission as a non- award student and undertake study in a single subject without undertaking the full course.

Task	Responsibility	Notes
Receive application for non-award study with supporting documentation	Selection Officers	
Assess application against entry requirements	Selection Officers	Refer to: Admission (HE) Policy
Determine and document selection decision	Selection Officers	
Make offer /refuse admission and advise student of the outcome	Selection Officers	

Course Transfers

(18) Students may transfer to a course at the same or lower level of study. Application due dates for course transfers will be detailed on the Institute website.

Task	Responsibility	Notes
Domestic students		
Receive application for course transfer to a course at the same or lower level of study	Selection Officers	
Consider students' academic record	Selection Officers	

Task	Responsibility	Notes
Determine if the applicant meets entry requirements and document selection decision	Selection Officers	Refer to: Admission (HE) Policy
Make offer /refuse admission and advise student of the outcome	Selection Officers	
Accept offer into new course and withdraw from previously enrolled course	Student	
Determine the amount of credit transfer to be awarded for the new course	Academic staff	
International students – transfer to another Melbourne Polytechnic course		For transfer to another provider refer to International Students Withdrawal Transfer and Refund Procedure
Submit International Student Application form to International Office	Student	
Receive application to transfer to a course at the same or lower level of study	International Office	
Assess application based on course selection criteria and visa requirements	International Office	
Document selection decision	International Office	
Issue offer letter and acceptance agreement	International Office	May be full or conditional offer
Advise unsuccessful applicants	International Office	
Receive signed acceptance agreement and any fees (if applicable)	Student	
Issue student with new Confirmation of Enrolment (CoE) and update Strata with student course enrolment details	International Office	
Determine the amount of credit transfer to be awarded for the new course	Academic staff	

Section 4 - Supporting Documents and Templates

- Admission (HE) Policy
- Accepting Direct Applicants in VTAC courses Procedure
- International Student Admissions Procedure
- International Student Application Form
- International Students Deferral, Leave of Absence, Suspension & Cancellation of Enrolment Policy
- International Students Deferral or Leave of Absence Application form
- International Students Withdrawal, Transfer and Refund Policy
- International Students Withdrawal Transfer and Refund Procedure
- Notification of Deferred Commencement Date Form
- Allocation and Management of Commonwealth Supported Places in the Bachelor of Education (Early Years) Guidelines
- Student Complaints and Appeals Policy
- VTAC Course Direct Offer Application Form 2018
- VTAC Selection Officer Registration Form
- Deferral Application Form (to be developed)

- Deferment Procedure (to be developed)
- Non-Award study Application and Enrolment form (to be developed)
- Education Services for Overseas Students (ESOS) Framework

Status and Details

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Policy Owner	Marc Blanks Executive Director Curriculum Innovation and Teaching Excellence
Policy Implementation Officer	Nicola Cooley Director Higher Education
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