Admission (HE) Procedure

Section 1 - Purpose

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

Section 2 - Scope

(2) This Procedure applies to all Melbourne Polytechnic staff and students involved in all Higher Education courses conducted both in Australia and overseas.

Section 3 - Procedure

Admission Requirements

(3) The selection process is:

a. Fair;
b. Accommodates diversity;
c. Clearly defined;
d. Transparent;
e. Timely; and
f. Applied consistently.

(4) Melbourne Polytechnic admission requirements:

a. 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; and
b. are determined through course accreditation/reaccreditations and can be updated via major change notification approvals (see Course Development (HE) Policy);

(5) Melbourne Polytechnic admission requirements are clustered into academic and English language proficiency. Courses may have non-academic requirements, like a working with children or police check;

(6) Applicants are required to first choose a course and review the course entry requirements before applying. This information is found in the:

a. 'Admission Requirement Section' in the Admission (HE) Policy; and the
b. Melbourne Polytechnic website, where applicants will need to locate the course webpage (where specific course admission requirements are listed.

(7) Applicants are required to:

a. provide all relevant documentation that will typically include academic transcripts and award certificates with their admission application;
b. submit their application by the advertised closing date, which is typically one week prior to the commencement of semester;
c. applicants must cite if they have used artificial intelligence to support their application and be responsible for the accuracy of this information; and
d. provide accurate and correct information, noting that false or misleading information may result in Melbourne Polytechnic rescinding admission offers.

(8) 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.

Application Submission Methods

(9) Application submission methods vary and are separated into (1) domestic, (2) international applicants that are applying to study onshore study (called 'International Onshore') or (3) international applicants that are applying to study offshore (called 'International Offshore)'. Domestic and International Onshore Applicants, are required to note that the admissions process is made up of several stages, and these are embedded into the course enrolment process (see Enrolment (HE) Policy and Enrolment (HE) Procedure). Some courses may require the applicant to be interviewed (detailed on the course webpage found on the Melbourne Polytechnic website).

Domestic Applicants

(10) Domestic applicants can apply via one of the following:

a. the Victorian Tertiary Admissions Centre (VTAC) (https://www.vtac.edu.au/) and should be the primary application method for younger / Year 12 students;
b. applying direct to Melbourne Polytechnic, using the Melbourne Polytechnic website "apply now links; or
c. where Melbourne Polytechnic has educational partnerships with Australian institutes, through the partnership enrolment process;

International Onshore Applicants

(11) International applicants that want to study onshore (in Australia) apply via International educational agents (approved) and entry requirements are detailed on the Melbourne Polytechnic Website. International applicants apply to Melbourne Polytechnic International Office. This cohort should note that Australian student VISA requirements will need to be considered.

International Offshore Applicants

(12) International applicants wanting to study offshore (in countries other than Australia where Melbourne Polytechnic has an approved educational partnership), will apply through the offshore educational partnership process, that has been contextualised for the international partner.

Offer of Admission letters

(13) Melbourne Polytechnic offers of admission are made in writing and 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.

(14) International offshore admission letters will be contextualised and where appropriate include; partnership requirements and country of delivery educational requirements.

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

(16) Applicants are required to comply with any conditions included in the offer letter.

(17) An offer will lapse if not accepted within the specified timeframe.

(18) Applicants wanting to accept their offer, are requested to follow the instructions in the 'Offer of Admission letter'.

Reconsideration of non-selection

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

Re-admission following course exclusion or ceasing study

(20) 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.

(21) Advertised closing dates will be detailed on the Melbourne Polytechnic website.

(22) Excluded students may apply for entry to other courses within the 12-month period.

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

Withdrawal of offer

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

Deferral of Admission

(25) 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 Program approval.

(26) Deferral is possible for 12 months and following deferment students are expected to enrol into the most recently

accredited version of the course.

(27) Where a student does not attain Melbourne Polytechnic deferral approval, after 12 months of no subject enrolments, they will no longer be considered a Melbourne Polytechnic student. If they wish to continue with their studies they will be required to go through the admissions processes.

(28) 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 under compassionate or compelling circumstances. (Refer to International Students Deferral Suspension Cancellation of Enrolment Procedure.)

Non-award study

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

Course Transfers

(30) 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.

Complaints and Appeals

(31) A student dissatisfied with the outcome of admission to a course, may may request the matter be dealt with formally by notifying the relevant Head of Program in writing. The relevant Head of Program will then proceed with a formal investigation as per outlined in this procedure and the 'Student Complaints and Appeals Policy and Procedure'.

(32) A student dissatisfied with the outcome of a formal investigation regarding the admission into a course may appeal under any of the following grounds:

a. the process or outcome of admissions was not compliant with the Admissions (HE) Policy or Procedure; and
b. There is new or additional relevant information or evidence that was not previously available or considered when applying for the course.

Monitoring

(33) Regular monitoring and analysis of student admission performance is to be undertaken. An annual report evidencing monitoring activity will be provided to Melbourne Polytechnic Peak Governance, the Higher Education Academic Board (HEAB) (Education Performance and Risk Report).

Section 4 - Responsibility and Accountability

Admission

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

a. Review and approve admission for applicants aged between 16 and 18 years of age at the time of admission.
b. 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.

(35) Director International Academic Operations or acting Director is 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. Determine primary and secondary Selection Officers for each course.
b. Brief Selection Officers on selection requirements and expectations.
c. 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.
d. Advise Academic Registry of nominated VTAC Selection Officers and alternate for each course.
e. Replace any Selection Officer with a declared conflict of interest.

(37) Selection Officer is responsible for:

a. Review entry requirements for each course to ensure they align with approved course accreditation documentation.
b. Determine ATAR (if applicable) for each course annually and/or as required based on accreditation requirements and advise Academic Registry.
c. 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.
d. Assess applications (including International applications where Department approval is required) against entry requirements and rank applicants for courses with quotas.
e. Consider any supplementary application forms.
f. Confirm students meet the minimum age requirements.
g. Report to the Department Manager any potential or actual conflict of interest in selecting and admitting an applicant to a course.
h. Determine and document selection decisions.
i. Determine offers of admission to courses.

(38) Selection Officer / Head of Program or acting Head of Program is responsible for:

a. Update VTAC Supplementary form for each course (as applicable) and provide to Academic Registry.

(39) Head of Program or acting Head of Program / Selection Officer is responsible for:

a. Prepare VTAC offer communication with Melbourne Polytechnic VTAC Officer (Academic Registry).

(40) Head of Program or acting Head of Program / Course Administrator is responsible for:

a. Send offers in writing (via letter or email) to direct entry (non VTAC) applicants.
b. Send communication in writing (via letter or email) to unsuccessful direct entry applicants.

(41) Selection Officer/International Office is responsible for:

a. Determining quotas if applicable and the number of places to be allocated to international students.

(42) Course Administrator / International Office is responsible for:

a. Receiving applications with supporting documentation and verify authenticity of documents.
b. Direct entry applicants to complete a Direct Offer application form.
c. Make a copy of original documents and cite photocopies with the annotation ‘original sighted’, write Melbourne

Polytechnic, staff name, sign and date.

d. Agents can also certify original documents.
e. Check citation for photocopies is original, make a copy and annotate with ‘authentic photocopy sighted’, write Melbourne Polytechnic, staff name, sign and dat

(43) Director Higher Education /Academic Registry / Marketing and Communications

a. Publish course entry requirements in VTAC Guide and on Institute website.

(44) Academic Registry is responsible for:

a. Update VTAC course listings for the following year on the website and include ATAR (if applicable).
b. Enter information on the VTAC online operating system and forward account details to nominated Selection Officers.
c. Prepare and publish on the website semester 1 admission data by the admission categories after the census date annually.

(45) International Partnerships (International Office) is responsible for:

a. Supports the processing of international onshore applications.
b. Publish correct accredited English language proficiency requirements on Institute website.
c. Send offers in writing (via letter or email) to international applicants.
d. Send communication in writing (via letter or email) to unsuccessful international applicants.
e. Notify Department Manager of offers taken up by international applicants.

(46) Year Level Co-ordinator/ Course Administrator is responsible for:

a. Send information packs to successful applicants.

Reconsideration of non-selection

(47) Selection Officer is responsible for:

a. Consider application including interview with the applicant and/or selection staff if applicable.
b. Determine outcome and document decision.
c. Advise applicant in writing (via letter or email) of the outcome within 5 working days of receipt of the application.

(48) Applicant is responsible for:

a. Submit a complaint if the matter is not resolved including details of the decision considered inappropriate or unfair.
b. Submit request including reasons for disagreement and any new evidence within 5 working days of notification of the result of the original application.

Re-admission following course exclusion or ceasing study

(49) Selection Officers are responsible for:

a. Receive admission application with supporting documentation.
b. Assess application against current entry requirements.

c. Determine and document selection decision.
d. Make offer /refuse admission and advise student of the outcome.

Withdrawal of offer

(50) Selection Officers are responsible for:

a. Identify incomplete, inaccurate, fraudulent or misleading information supplied by the applicant and/or offer letter conditions that have not been met.
    i. Any matters relating to international applicants will be addressed at offer stage and offer will be withdrawn.
b. Report matter to Department Manager and where applicable for offshore international applicants the Director International Academic Operations.
c. Investigate matter.
d. Determine outcome and document decision.
e. Advise student in writing (via letter or email) of the outcome

Deferment of Admission

(51) Departments are responsible for:

a. Contacting student/s to organise enrolment.

(52) Academic Registry are responsible for:

a. Processing request and email Head of Program deferment numbers progressively leading up to the commencement of semester.
b. Maintain spreadsheet of deferred students and expected return dates.
c. Place spreadsheet on intranet prior to next intake for Department reference.

(53) International Partnerships (International Office) are responsible for:

a. Process request and advise student of outcome.
b. Process request and advise Department of outcome.

(54) Student (Domestic) are responsible for:

a. Download deferment form from the website and submit to Academic Registry prior to the commencement of semester.

(55) Student (International) are responsible for:

a. For onshore applicants submit request to defer commencement of course to International Office prior to the commencement of semester.
b. For offshore applicants submit a request to the Director International Academic Operations prior to the commencement of semester.

Non-award study

(56) Selection Officers are responsible for:

a. Receive application for non-award study with supporting documentation.
b. Assess application against entry requirements.
c. Determine and document selection decision.
d. Make offer /refuse admission and advise student of the outcome.

Course Transfers – Domestic Students

(57) Selection Officer/s are responsible for:

a. Receive application for course transfer to a course at the same or lower level of study
b. Consider students' academic record.
c. Determine if the applicant meets entry requirements and document selection decision.
d. Make offer /refuse admission and advise student of the outcome.

(58) Students are responsible for:

a. Accept offer into new course and withdraw from previously enrolled course.

(59) Academic Staff / Head of Program or acting Head of Program are responsible for:

a. Determine the amount of credit to be transferred into the new course.

Course Transfers – International students -transfer to another Melbourne Polytechnic course

(60) International Partnerships (International Office) is responsible for:

a. Receive application to transfer to a course at the same or lower level of study.
b. Assess application based on course selection criteria and visa requirements.
c. Document selection decision.
d. Issue letter of offer and acceptance agreement.
e. Advise unsuccessful applicants.
f. Issue student with new Confirmation of Enrolment (CoE) and update Strata with student course enrolment details.

(61) Students are responsible for:

a. Submit International Student Application form to International Office.
b. Receive signed acceptance agreement and any fees (if applicable).

(62) Academic Staff are responsible for:

a. Determine the amount of credit transfer to be awarded for the new course.

Section 5 - Overarching Policies and/or Procedure(s)

(63) Admission (HE) Policy

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

Section 6 - Definitions

(65) For the purpose of 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.
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 course.
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: Applicants who left secondary education more than two years previous to applying, and have not undertaken VET or higher education study since.
    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 for which the applicant may have been eligible).
    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.
g. 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:
    i. Elite Athlete and Performer adjustments: Adjustments available on the basis of the applicant's sporting or artistic prowess.

ii. Equity adjustment: Adjustment available on the basis of characteristics associated with disadvantage.
iii. Location adjustment: Adjustment available on the basis of the applicant's proximity to the institution offering the course.
iv. Subject adjustment: Adjustment available on the basis of the particular relevance of a secondary subject to the academic requirements of the higher education course.
v. Maximum adjustment: The maximum total adjustments possible to an applicant's Selection Rank from the combination of all adjustments they are eligible for.

h. Commonwealth Supported Place (CSP): A Higher Education place for which the Commonwealth makes a contribution towards the cost of the student's education.
i. Course: A program of study, which leads to a granting of a Higher Education award.
j. Course Transfer: Change from one course of study to another.
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. IELTS: The International English Language Testing System
n. International Onshore 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. Students are studying in Australia regardless of delivery mode.
o. International Offshore Applicant: 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.
p. Offer: A formal invitation to prospective students to commence study at Melbourne Polytechnic.
q. 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.
r. Pre-requisite: A requirement that must be completed to be eligible for admission to a course.
s. 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 applicant
t. 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.
u. 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.
v. VTAC: The Victorian Tertiary Admissions Centre is an independent shared admissions service facilitating access to tertiary education and further study opportunities and pathways for learners in Victoria and beyond.

Status and Details

Status	Current
Effective Date	7th April 2026
Review Date	30th March 2031
Approval Authority	Chief Executive
Approval Date	30th March 2026
Expiry Date	Not Applicable
Policy Owner	Marc Blanks Executive Director Educational Excellence
Policy Implementation Officer	Nicola Cooley Director Higher Education
Author	Nicola Cooley Director Higher Education
Enquiries Contact	Nicola Cooley Director Higher Education --- Higher Education