

Admissions Policy

Institution	Universal Higher Education (UHE)
Policy name	Admissions Policy
Policy Governance	Academic Board

1. Introduction

Student admission is the first step in assuring quality. Rigor in UHE’s Admissions policy ensures students have fair treatment and equitable access to higher education. Admission of students from various pathways and backgrounds helps UHE to meet its student diversity and equity targets. This policy helps UHE ensure its graduate attributes on exit are supported by best practice entry standards in the sector. This policy applies to all UHE’s accredited higher education award courses and prospective domestic and international students.

2. Policy principles

UHE is committed to admission practices that are based on the principles of transparency, clear, accessible, and equal opportunity. Admission to UHE award courses is determined based on merit and assessed probability of academic success.

3. Obligations

UHE administers the admission process in accordance with the *Commonwealth Higher Education Support Act 2003* (HESA), the *Commonwealth Education Services for Overseas Students Act 2000* (ESOS), Higher Education Standards Framework (Threshold Standards) 2021 and the *Migration Act 1958*. Changes may be made to any provisions of these Acts at any time.

4. Application

This policy relates to the admission of domestic and international students to UHE accredited higher education award courses.

5. Roles and responsibilities

The UHE Academic Board specifies the minimum entry requirements for each level of award course.

The Academic Registrar has ultimate responsibility for ensuring that admission of all students meets statutory and regulatory compliance requirements, and that admissions meet all UHE's enrolment requirements. The Academic Registrar recommends relevant Program Coordinator of any student's eligibility for admission into the award course.

6. Admission application procedure

The admission application procedure differs for international students and domestic students and varies according to the course for which the application is made.

7. Admission criteria

Candidates are considered against the minimum entry requirements for each award courses based on one or more of the following:

- Academic merit (formal qualification or informal and non-formal learning)
- English language proficiency
- ability to satisfy any additional course entry requirements (e.g., portfolio, interview, prerequisite studies)
- Minimum age requirement as per section 12 below
- special consideration of educational disadvantage
- recognition of prior learning.

In determining academic merit, UHE may convert the applicant's grades from other studies to a 7point scale and calculate a grade point average so that a ranked order of merit can be determined. When determining the final grades, a subject may only have one grading scale applied (i.e., a 7-point scale).

UHE 7-point grading scale

Grade	Code	Mark
1. High Distinction	HD	85-100
2. Distinction	D	75-84
3. Credit	C	65-74
4. Pass	P	50-64
5. Fail Grades 5.1 Marginal Fail 5.2 Fail 5.3 Low Fail	MF F LF	45-49 25-44 Less than 25
6. Finalised Results		
Grade	Code	Mark
6.1 Exempt 6.2 Withdrawn Fail	E K	Specified advanced standing granted. Withdrawn after week 10 of semester (academic penalty applies)
7. Unfinalised Results 7.1 Supplementary Assessment 7.2 Deferred Assessment	SA DA	45-49 N/A

8. Domestic Admission (Australian Citizens, New Zealand Citizens, and Permanent Residents)

Applications are directly made to UHE. Direct applications from domestic students for courses which are listed in the course guide will be considered by the Academic Registrar. Applications must be made by the published due date.

Applicants may be regarded as eligible for admission for undergraduate degree if they:

- a. have completed the High School Certificate and attained a minimum score of 60 in UAI (Universities Admission Index), or ATAR (Australian Tertiary Admission Rank), or equivalent set by UHE for a particular award course; or
- b. have completed equivalent secondary qualifications either interstate or overseas and attained the required entrance standard; or
- c. have completed other equivalent qualifications and/or vocational experience and attained the required entrance standard set by UHE. This may include bridging/preparatory courses, paraprofessional and other post-secondary qualifications.

Applicants may be regarded as eligible for admission for postgraduate degree if they:

The Institute's entry requirements for admission to postgraduate study recognise applications from students who have met the rules for entry as specified in the requirements for entry into particular courses. Entry to postgraduate courses normally requires an Australian bachelor's degree or equivalent with the additional English language requirement for international students.

9. Alternative Entry Pathways

When determining an applicant's eligibility for admission where alternative entry pathways are appropriate to meeting UHE's Equity and Diversity Policy (summarised in this policy at section 13 below), UHE recognises factors other than formally recognised educational attainment. Applicants therefore may be admitted based on:

- a. Tertiary preparation courses including foundation studies and higher education Diploma or Advanced Diploma courses undertaken at UHE or other recognised institutions.

- b. Vocational courses undertaken at other recognised institutions.
- c. Partial completion of bachelor's and master's degree at another tertiary institution in Australia.

10. Overseas Student Admission

In addition to prescribed academic requirements, applicants who are not Australian or New Zealand citizens or permanent residents of Australia must:

- a. pay the full cost of their tuition and support, and meet all other expenses associated with their education.
- b. enrol on a full-time basis (unless studying on other than a student visa); and
- c. demonstrate that they have a satisfactory command of the English language. Where English is not the first language or where an applicant has completed studies in a language other than English, it is necessary to demonstrate proficiency in English by achieving a prescribed level in an approved English examination meeting the standards listed in 11.1. The approved English Language tests include the International English Language Testing System (IELTS) (academic), English Language Intensive Courses for Overseas Students (ELICOS), the Test of English as a Foreign Language (TOEFL), Pearson Test of English, and the Cambridge Certificate of Advanced English.

All other overseas students apply for admission directly to UHE.

International students who are citizens of the following countries where English is the first language may be eligible for direct entry to their UHE bachelor or master's programs provided they have at least one assessable qualification at Senior Secondary or Tertiary studies. Qualifications must be obtained no more than two years prior to the course commencement date at UHE.

- Canada (excluding Quebec)
- Cook Islands
- Ireland
- Kenya
- New Zealand

- Papua New Guinea
- Fiji
- Singapore
- South Africa
- United Kingdom (including Northern Ireland)
- United States of America

Similarly, applicants who have successfully completed two full-time years of study or equivalent at a secondary (years 10-12) or post-secondary, or tertiary educational institution, where the sole language of instruction and assessment was English, do not have to provide a current IELTS (academic) certificate and may not be required to undertake a language test, if they can provide an original or certified statement or certificate of confirmation, issued by that institution. This study must have been completed no more than two years prior to the date of application to the UHE program.

11. English language proficiency

All candidates must meet the minimum English language proficiency requirement specified for each course. Unless otherwise specified, English proficiency may be demonstrated by an applicant through one or more of the following:

- an IELTS (academic) test conducted no more than two years prior to the date of application (**Note:** UHE may determine equivalent scores on other approved English tests which includes the name of the test, the day the student undertook the test and the score of the student received for the test);
- satisfactory completion of secondary schooling in Australia.
- one year of successful full-time (or equivalent) accredited foundation/diploma level studies or higher in Australia.
- successful completion of a recognised English bridging program.

successful completion of studies equivalent to secondary school or higher outside Australia where the medium of instruction is English and recognised by UHE

11.1 English language proficiency requirement

IT and Film Courses

Course level	IELTS (academic)	ELICOS	TOEFL iBT (Internet based)	Pearson Test of English (PTE Academic)	Cambridge Certificate of Advanced English
Bachelor	Overall score of 6 (with no sub score less than 5.5)	Entry Level Pass (EP) in EAP exam	Overall score of 60 (Writing/Speaking of 18+ and Reading/Listening of 12+)	Overall score of 50 (with 42 or more in all communicative scores)	169+
Master	Overall score 6.5 (with no band less than 6.0)	EAP Advanced equivalent to IELTS overall 6.5	TOEFL iBT overall score of 79	Overall score of 58 (no score less than 50)	Cambridge Certificate of Advanced English (CAE) 176 with no component less than 169

11.2 Student Placement and English Proficiency Test

Applicants from countries that do not require to provide proof of English Language test scores will be eligible to sit for a Student Placement and English Proficiency Test. The independent English Language test is designed to check students English Level.

Students who do not satisfy the minimum English language requirements have an option to study

English Language Intensive Course for Overseas Students (ELICOS) at Universal English (UE). Universal English offers ELICOS at different skills level. The class levels are determined based on an Independent English Language Test Score.

Applicants who achieve Upper- Intermediate (bachelor) or Advanced (master) scores in grammar, reading, writing, speaking, and listening components in the Student Placement and English Proficiency Test may be eligible for direct entry to UHE programs.

Applicants who do not achieve Upper-Intermediate scores (Bachelor) or Advanced scores (Master) in any one of the (grammar, reading, writing, speaking, and listening) in the Student Placement Test

will be then directed to complete 10 weeks of EAP/IELTS course or Cambridge FCE – B2 First course or Cambridge CAE — C1 Advanced at Universal English. Successful completion of EAP/IELTS or Cambridge FCE – B2 First course or Cambridge CAE — C1 Advanced would be considered as an eligibility for direct entry to UHE programs by providing satisfactory evidence that they have obtained the required level of literacy to complete the UHE programs.

11.3 Pathways to study

Applicants who do not satisfy minimum English language requirements to enter UHE Bachelor or Master programs could be provided with an option to study Upper- Intermediate (Bachelor) or EAP Advanced (Master) English for Academic Purposes (EAP)/IELTS or Cambridge FCE – B2 First course (Bachelor) or Cambridge CAE — C1 Advanced course (master) at Universal English. Universal English offers EAP/IELTS at three different skill levels (Intermediate to Advanced). Class levels are determined based on UHE English Language Placement Test before the commencement date.

Students who do not meet the English Language Requirements for their program of choice may be eligible to study English and Academic Preparation (EAP) programs at Universal English (UE) to improve their English skills to the required level.

UHE program	Required Provider course	Required result
All UHE Bachelor programs requiring an IELTS Academic Band of 6.0 (minimum entry requirement)	English for Academic Purposes/IELTS Exam Preparation CRICOS Course code: 099479J	Completion of 10 weeks Upper-Intermediate
	Cambridge FCE — B2 First CRICOS Course code: 0100813	Completion of 10 weeks Cambridge FCE — B2 First

<p>All UHE Master programs requiring an IELTS Academic Band of 6.5 (minimum entry requirement)</p>	<p>English for Academic Purposes/IELTS Exam Preparation</p> <p>CRICOS Course code: 099479J</p>	<p>Completion of 10 weeks Advanced</p>
	<p>Cambridge CAE – C1 Advanced</p> <p>CRICOS Course code: 0100814</p>	<p>Completion of 12 weeks Cambridge CAE – C1 Advanced</p>
<p>International applicants not required to undertake English Language test – Applicants who achieve Upper Intermediate scores in all components in the Student Placement and English Proficiency Test.</p>	<p>Eligible Direct entry into UHE BIT and BMFP Programs.</p>	
<p>International applicants not required to undertake English Language test – Applicants who achieve Advanced scores in all components in all components in the Student Placement and English Proficiency Test.</p>	<p>Eligible Direct entry into UHE MIT and MEM Programs.</p>	
<p>International applicants for Bachelor Programs not required to undertake English Language test – Gap identified after placement test</p> <p>Applicants who do not achieve Upper-Intermediate scores in any one of the components in the Student Placement and English Proficiency Test.</p>	<p>English for Academic Purposes/IELTS Exam Preparation</p> <p>CRICOS Course code: 099479J</p>	<p>Completion of 10 weeks Upper-Intermediate</p>
	<p>Cambridge FCE – B2 First</p> <p>CRICOS Course code: 0100813</p>	<p>Completion of 10 weeks Cambridge FCE – B2 First</p>

International applicants for Master Programs not required to undertake English Language test – Gap identified after placement test Applicants who do not achieve Advanced scores in any one of the components in the Student Placement and English Proficiency Test.	English for Academic Purposes/IELTS Exam Preparation CRICOS Course code: 099479J	Completion of 10 weeks Advanced
	Cambridge CAE – C1 Advanced CRICOS Course code: 0100814	Completion of 12 weeks Cambridge CAE – C1 Advanced

12. Minimum age

UHE has a minimum age requirement for domestic and international students. Prospective students at or above the age of 18 must have completed their secondary studies to year 12 level (or equivalent). UHE will not accept domestic students and international students who would be under the age of 18 at the time that they commence their studies.

13. Equity and Diversity and Educational Disadvantage

UHE's *Equity and Diversity Policy* and Plan includes commitment to increasing participation from domestic students from the following backgrounds:

- Financial disadvantage (such as Austudy, ABSTUDY, Youth Allowance etc; if the student's parents are in receipt of Family Tax Benefit A, or demonstration how your disadvantaged financial background has affected you)
- Students from rural or remote areas
- Aboriginal and Torres Strait Islander (ATSI)
- Difficult circumstances
- Disability or medical condition
- Non-English-speaking background (NESB)

- First in Family to undertake higher education study

UHE encourages students from these backgrounds to contact the UHE Academic Registrar for further information. Applicants must provide a statement and documentation verifying the nature of disadvantage at the time of application.

Applicants who feel that their educational achievements have been adversely affected by ill health or other circumstances can specify these circumstances on their application, where such disadvantage was not previously considered by an accredited education provider or certifying institution. Requests for special consideration and any supporting documentation may be considered in the admission decision.

14. Academic Credit and Recognition of Prior Learning (RPL)

UHE is committed to the provision of access through a range of qualification and articulation pathways that reflect the diverse learning experiences of applicants. Students may be granted academic credit on the following basis:

- Prior post-secondary qualification
- Recognition of Prior Learning (RPL) in recognition of skills and knowledge gained through work experience, life experience and/or formal training.

Applications for academic credit are be considered from:

- Prospective or potential students who are seeking entry into a UHE Bachelors course UHE may grant academic credit on the basis of:
 - a. Completed studies at a recognised University, higher education institution, TAFE or registered training organisation in Australia and recognised international institutions; or
 - b. Courses or subjects undertaken within the workplace, professional organisations, or other training contexts, where appropriate certification is available; or
 - c. Demonstrable skills and learning gained from work or life experience that is relevant to the course being studied (informal learning).

15. Supporting Documentation for Academic Credit Applications

Where academic credit is being sought on the grounds of successfully completed study at a recognised higher education institution, TAFE or registered training organisation in Australia or a recognised international institution (formal learning), the applicant must provide:

- a. A certified copy of the academic transcript.
- b. Subject or course outline from the institution for respective subjects

- c. Credit form with the subject code(s) of the subjects(s) credits are applied for.
- d. Extracts from institutional handbooks or other official documentation giving sufficient details of the studies to allow an assessment of the application. All supporting documentation must be in English, including certified translations where appropriate.

Where academic credit is being sought on the grounds of credentialed or informal learning, UHE requires appropriate evidence that the relevant learning outcomes for the subjects and/or key learning areas have been achieved. The applicant may be required to supply certified copies of statements from employers, present a portfolio, attend an interview, or demonstrate their competence through an appropriate form of assessment. The applicant will be asked to map the learning outcomes of the subject with evidence of skills and experience they have gained at workplace. UHE will assess the application based on the evidence presented and may request further information. The method of assessment will be established by the Registrar, in consultation with the relevant Program Coordinator.

You must apply for Academic Credit or RPL at the time of applying for admission. For more information, please refer to the Academic Credit Policy.

16. Offers of admission

If a commencing student fails to enrol for the study period by the date specified in the College's letter of offer, the enrolment lapses and the offer of admission is withdrawn, unless an application to defer commencement of study has been submitted and approved by UHE.

International students who fail to enrol for the study period by the date specified in the College's letter of offer and on their Confirmation of Enrolment (CoE) and have not been approved to defer commencement of study, will be reported to the Department of Home Affairs for non-commencement of studies within thirty-one (31) days.

17. Deferment

All applicants admitted to undergraduate award courses may apply to defer commencement of their study. Domestic student applicants may defer commencement of their undergraduate study in the offered course for one year and after the first-year request, for up to a further 12 months. International students need to refer to Deferment, Suspension & Cancellation Policy.

Internal Transfer of Course within UHE

All undergraduate students who have gained admission or readmission to an award course at UHE may apply for an internal transfer to another course or a different major but subject to the following provisions:

Applicants must satisfy all course entry requirements, including any additional course requirements that apply to the proposed course in operation at the time of their transfer.

Internal transfers are subject to availability of a place in the proposed course or major.

18. International students

International applicants must satisfy UHE that they have a genuine intention to stay in Australia temporarily for the purpose of study. International applicants will be assessed against the criteria for genuine temporary entry meeting Australian government student visa regulations and the Migration Act 1958.

UHE may offer several courses as a package of studies and include conditions to be satisfied before a student can progress from one course to the next. Students who need to delay the commencement of their second or a later course because they do not satisfy progression conditions should make an application to defer their entry.

19. Readmission

Students who wish to re-enter a course after a period of absence and who are not returning from leave of absence or deferment must apply for readmission. Generally, readmission will be considered for the current version of the course and as part of readmission consideration; students may be required to satisfy all course entry requirements, including any additional entry requirements, in operation at the time of their readmission.

The student will not necessarily retain credit for all subjects completed prior to the absence. Credits will be determined taking into account the length of the absence as well as changes to course content, external accreditations, and structure during the intervening period. The relevant Program Coordinator may require the student to repeat subjects that have been passed previously or to undertake additional subjects in order to satisfy the current course requirements.

The Academic Registrar shall have final responsibility for authorising readmission.

20. Appeals

Applicants who are dissatisfied with the outcome of their admission application may seek a review. The review must be sought within 20 working days of the date of the notification of the admission outcome.

Appeals will be judged by an *ad hoc* committee chaired by the Executive Manager and composed of at least one academic staff member from the relevant discipline and at least one academic staff member not from the relevant discipline, who shall advise the Academic Registrar of the outcome.

21. Supporting policies

- For more information on Admission policy, refer Academic Credit Policy
- For Course Information for the Bachelor of Information Technology, Bachelor of Multinational Film Production, Master of Information Technology and Master of Engineering Management refer to Course Admission Requirements.
- For more information on students with education disadvantage, refer to student support policy.

22. Review

The Admissions Policy will be reviewed every three years, or more frequently as appropriate.

Annexure 1 UHE Course Withdrawal Application
Course Withdrawal Application

This form is used when a student requests to withdraw from their course/s. This application will be assessed by the authorised officer considering factors such as satisfactory course progress and any outstanding fees.

Section 1: Personal Details	
Student Name <i>(as seen on the passport)</i>	Student ID:
Address:	Post Code:
Home Phone:	Mobile No:
Email:	

Section 2: COURSE DETAILS (please list all subjects you wish to withdraw from)		
Subject:		
Program Level:	Start Date:	End Date:
Subject:		
Program Level:	Start Date:	End Date:
Subject:		
Program Level:	Start Date:	End Date:
Subject:		

Section 3: Reason for Withdrawal

Please explain why you no longer want to study your course/s.

Section 4: DOCUMENTATION

Please provide supporting evidence (if any)

Section 5: Declaration

I understand that:

- This application will be reviewed by UHE and does not guarantee an approval to withdraw. I am expected to continue my studies at UHE until I receive the outcome of this application.
- This is a request to leave UHE for the reasons stated above and understand that if it is approved, I will no longer be enrolled as a student at UHE.
- If this application is approved, UHE will inform the Department of Home Affairs (DHA) of my withdrawal, and I understand the implications for my student visa (if applicable).
- I am entitled to a Statement of results (transcript) for which I have been assessed if I have paid all fees relating to the subjects (including admissions fees, etc.)
- My withdrawal will be denied if I have not paid all outstanding fees.

Student Signature:		Date:	
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Section A: Office Use Only

Accounts Department					
Accounts Officer Name:		Signature and Date:		Amount Owing:	
Outcome: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	Reason/s: (Note: Assessment must only be done by a manager)				
Admissions Department					
Assessed by:		Signature and Date:			
Processed By:		Signature and Date:			