



STUDENT ADMISSIONS POLICY AND PROCEDURE

1. Overview

Skyline Higher Education Australia (“SHEA”) upholds the principle that all applicants seeking to enrol are treated fairly, consistently and equitably irrespective of their educational background, entry pathway, mode or place of study. To ensure this, SHEA has open, fair, clear and transparent procedures that are based on clearly defined entry criteria for making decisions about the selection of students. Students are selected on merit based on the published criteria. SHEA will ensure that throughout the process of selection and admission, applicants are treated courteously, expeditiously and without bias and discrimination.

Information including entry criteria and application procedures is published on SHEA’s website.

2. General entry requirements

Persons seeking to enrol in a higher education course with SHEA are required to submit acceptable evidence that they meet the published entry criteria for their chosen course. The entry requirements for each course offered by SHEA are designed to ensure that prospective students have the academic preparation and English proficiency needed to complete their intended course of study with no known limitations, for example a disability, that would be expected to impede their progression and completion of the course.

2.1 Entry Requirements – Undergraduate Courses

To satisfy the general entrance requirements for admission to an undergraduate course, applicants must meet at least one of the following entry requirements, completed within the last five years:

- a) Successful completion of Year 12 or equivalent [with a minimum ATAR of 65]; or
- b) Successful completion of an equivalent secondary qualification either interstate or overseas and attainment of the required entrance standard; or
- c) Satisfactory completion of an accredited Tertiary Preparation Program or a Foundation Year Program offered by an Australian university that would enable students to gain entry to an Australian university; or
- d) Satisfactory completion of one year of accredited full-time study at a registered institute of tertiary education at AQF level 4 or above; or
- e) Admission to candidature for an undergraduate degree at an Australian University.

2.2 Entry Requirements – Postgraduate Courses

To satisfy the general entrance requirements for admission to a postgraduate course, applicants must submit evidence to show that they meet the entry requirements for the course. Entry requirements for all SHEA courses are available on the website.

All applicants (domestic and international) must have an undergraduate degree or higher (AQF level 7 and above) from a recognised university or other tertiary institution (as recognised by institutions such as the European Commission of Consumer, Trade, and Industry Services¹, a database of international qualifications that is the largest in the world).

Entry requirements for all SHEA courses are available on the website. In addition, all students must be 18 years of age or over at the time that they commence the course for which they have applied.

Where there is any doubt about an applicant’s ability to successfully undertake the course, then the applicant will be interviewed by the Dean or their delegate before a final decision on the admission of the applicant is made. During these interviews, specific consideration will be given to the recruitment and admission of Aboriginal and Torres Strait Islander prospective students.

¹ See <https://ecctis.com/>

3. Additional entry requirements

In addition to the general admission requirements stipulated above, certain courses may specify additional requirements that applicants are required to meet to demonstrate their capacity for success in the course, usually obtained within the last five years. These may include, but are not limited to:

- a) Specific studies (e.g. English or mathematics at a specified level);
- b) Attendance at interviews;
- c) Presentation of folios; and/or
- d) Submission of supplementary information forms.

Additional requirements and relevant information will be published on SHEA's website.

4. English proficiency

International students whose first language is not English² must demonstrate competency in the English language. English proficiency can be demonstrated by providing proof of an International English Language Testing System (IELTS) overall test result (or equivalent alternative test result) taken within the previous two years that meets the specified level of English proficiency specified for the course as documented on the SHEA website.

Other acceptable evidence of English proficiency includes:

- a) Completion of secondary education/undergraduate degree via the medium of English; or
- b) Successful completion of Year 12 secondary schooling in Australia (minimum of 1 school year to be completed in Australia within the last 2 years); or
- c) Successful completion of an Australian qualification recognised as at least AQF Certificate IV (minimum period of study of 1 school year within the last 2 years); or
- d) Successful completion of a Tertiary Studies Foundation Program (minimum period of study of 1 school year).
- e) Successful completion of a study period with another higher education provider where the medium of instruction is English.
- f) SHEA's internal EAP Placement Test.

International students who do not meet the specified English proficiency requirements may undertake an ELICOS (English Language Intensive Courses for Overseas Students) program prior to undertaking the course.

5. Special / alternative admission arrangements

Applicants for an undergraduate course who are 21 years of age or over and have not completed Year 12, or its equivalent may gain entry to a course by addressing one of the following entry requirements:

1. Successful completion of a Special Tertiary Admissions Test administered by a tertiary admissions centre; or
2. Submission of a portfolio of prior and current academic and professional work; or
3. Submitting an application for credit that meets the requirements of the *Credit for Prior Learning Policy and Procedure [POL007]*.

Specific consideration will be given to the recruitment and admission of Aboriginal and Torres Strait Islander peoples, as well as those with disabilities. Applicants applying under special admission categories 1 and 2 will be required to attend an interview with the Course Coordinator to assess their capacity for higher education studies. The applicant should submit a portfolio of

² A student will be deemed to have English as their first language if their nationality is from a country that has English as an official language, and they undertook their secondary studies in English.

prior and current academic and professional work prior to the interview to assist in the assessment process.

The criteria used by the Course Coordinator when selecting applicants to a course under special/alternative admission arrangements include:

- a) The capacity to pursue tertiary studies;
- b) Motivation to pursue tertiary studies in the discipline of the chosen course;
- c) Demonstrated potential for academic studies based on the applicant's portfolio;
- d) Relevant professional and industry experience, with a minimum of 3 of the last 5 years.

The processes used to monitor the progress of students enrolled under special/alternative arrangements include:

1. Monitoring of the student's progress by the Course Coordinator at the conclusion of each semester in the first year of the student's enrolment;
2. A "Review of Student Progress" meeting between the student and the Course Coordinator at the conclusion of the first year of the student's enrolment.

6. Applications

Applications for admission to a course shall be made on the prescribed form and lodged in the manner prescribed on the form. Applicants are permitted to enrol in only one course at a time.

7. Assessment of applications and verification of evidence

All applications for admission to a course will be assessed by an Admissions Officer.

Applicants who apply to undertake a course of study at SHEA must submit documentary evidence that demonstrates they meet the published entry requirements of their chosen course. An original or certified copy of documentation must be provided and sighted by the Admissions Officer.

Qualifications undertaken in a language other than English must be accompanied by a certified official translation.

Where there is any doubt about the authenticity of any documentation provided, the Admissions Officer may correspond with the issuer of the document and make relevant enquiries.

Where there is a question about whether the application meets the published academic entry requirements, the application will be referred to the Course Coordinator. If there is a question about other published academic entry requirements, the application will be referred to the Registrar.

8. Offers

Based on the documentation provided and subject to the application meeting the published entry criteria, a written offer of a place in the course will be made to the applicant via a *Letter of Offer*. Any conditions of the offer will be clearly specified in the *Letter of Offer*.

The offer of a place in a course will include the following information:

- a) All charges associated with the applicant's proposed studies as known at the time and advice on the potential for changes in charges during their studies;
- b) Arrangements and potential eligibility for credit for prior learning;
- c) Details on changes to or withdrawal from offers, acceptance and enrolment, tuition protection and refunds of fees and charges;

- d) Details of any specific requirements of the courses, such as health requirements for students undertaking clinical work, requirements for security checks, particular language requirements and particular requirements of work placements; and
- e) Any conditions related to the offer.

Note: If the applicant cannot meet any conditions of the offer, then the offer may be withdrawn.

9. Acceptance

Applicants accept the offer of a place in the course by signing and returning a copy of the *Letter of Offer* and *Student Agreement* as directed.

Once an offer is accepted, the applicant is enrolled in their chosen course and sent a *Confirmation of Enrolment* letter with details about the course and arrangements for student orientation.

10. Cancellation of enrolment

A student's enrolment may be cancelled if any statements made by or on behalf of the student in their admission application are shown to be false.

A student shall be deemed to be no longer enrolled in a course if the student has been excluded on academic or disciplinary grounds.

Readmission will not be considered for students whose enrolment was cancelled for any of the following reasons:

- a) Unsatisfactory academic progress
- b) Non-payment of fees
- c) Misconduct

11. Request for a review of a decision to refuse admission

An applicant may request a review of a decision to refuse admission to a course. The grounds for a review are that the decision is inconsistent with this policy. Requests must be made in writing and lodged with the Dean within ten working days of the applicant receiving written notification of the decision to refuse their application for admission. The Dean will respond in writing to the request for a review within twenty working days and may confirm or vary the decision. All decisions made by the Dean in regard to reviews under this policy will be reported to the Learning and Teaching Committee.

If an applicant remains dissatisfied with the outcome of their request for a review of a decision to refuse admission to a course, they may utilise SHEA's grievance handling procedures which enable prospective students to lodge grievances of a non-academic nature (see Student Grievance Handling Policy).

12. Related documentation

- Application for Admission
- Letter of Offer and Student Agreement
- Confirmation of Enrolment
- POL007 Credit for Prior Learning Policy & Procedure
- POL009 Diversity and Equity Policy
- Application process workflow

13. Version history

Version	Approved by	Approval Date	Details
1.0	Academic Board	12 July 2022	Document creation and approval
1.1	Dean	17 November 2022	Sections 2 and 3 updated to include a timeframe for qualifications. Section 4 for two years for English proficiency evidence.
2.0	Academic Board	7 June 2023	Section 5 has been updated to include a minimum time for professional experience as alternative admissions criteria
3.0	Academic Board	13 September 2023	Added Section 2.1 Entry Requirements – Postgraduate Courses
3.1	Dean	18 December 2023	Added definition of when English will be deemed to be a student’s first language
3.2	Academic Board	21 February 2024	Removed the procedure in Appendix 1 (Application Workflow will be part of Operations and Meshed) Added e) for English proficiency in Section 4 Added refer to Course Coordinator for clarification of entry requirements
3.3	Dean	19 May 2024	Response to Expert Review Feedback for MIT corrections in sections 2.2 and 5 relating to students with limitations such as disabilities Added f) for English proficiency in Section 4 Restricting special admission arrangements to undergraduate students in Section 5.
3.4	Academic Board	19 February 2025	Added provisions for withdrawing an offer if conditions are not met in Section 8 and refusing readmission for SHEA initiated cancellation of enrolments in Section 10.
3.5	Dean	10 April 2025	Added provision specifying that applicants are permitted to enrol in only one course at a time.

Document owner: Dean