

STUDENT SELECTION AND ADMISSIONS POLICY (Undergraduate Students)

Document data

Document type: Rule/**Policy**/Plan/Guidelines/Operating Procedures

Administering entity: Principal

Date approved: 03 Mar 09

Latest amendment date: 12 Sep 11

Approved by: (Academic Board / Principal)

Indicative time for review: Annual

Responsibility for review: Academic Board

1 Purpose

All candidates for a qualification must have been formally admitted to the Institute before commencing to study for that qualification. The granting of Academic Credit is subject to the Institute's Academic Credit and RPL Policy.

2 Scope

All applicants for study at Top Education Institute

3 Definitions

Applicant includes domestic (onshore) and international (offshore)

4 Procedures

4.1 Basis for Selection

Selection criteria for and conditions of admission are determined by the Academic Board.

4.2 Eligibility for Selection

4.2.1 NSW Higher School Certificate

The minimum entry requirement, as detailed in the Top Education International Student Guide, for all students is the NSW Higher School Certificate or its equivalent and the conditions consistent with the visa requirements for international students.

For international students directly recruited from overseas such as PR China, the entry requirement is the successful completion of high school in China with a B average in 4 subjects.

4.2.2 Diploma

An incomplete Diploma from another educational institution, having provided separate evidence of satisfying Top Education's Minimum Academic and English Language requirements is categorised as follows:

- (i) Partial completion of a Diploma taught in English does not satisfy minimum Academic Requirements or minimum English Language Requirements for entry to the Diploma.

(ii) **Incomplete Diploma (Course Weighted Average (CWA) of 60% or more;** when RPL is confirmed an unconditional Diploma offer is made

(iii). **Incomplete Diploma (CWA 50-59%).** Admissions Manager to interview and assess for decision on entry. Must attend additional study help classes and have a reduced study load. RPL to be confirmed by Director of Programs and Offer can be made.

(iv). **Incomplete Diploma (CWA <50%) Reject.**

4.2.3 Bachelors

Minimum Academic Requirements are detailed in the Top Education International Guide 2009.

Minimum English Language Entry Requirements are detailed in the Top Education International Guide 2009.

(a) Completed Diplomas

Students who apply for entry into a Bachelors course following completion of a Diploma, taught in English, are categorised as:

(i) Completed Diploma (CWA>60%). Director of Programs to assess and confirm RPL. Unconditional offer to be issued.

(ii) Completed Diploma (CWA 50-59%)

Admissions Manager to interview and assess for decision on entry. Must attend additional study help classes and have a reduced study load. RPL to be confirmed by Director of Programs and Offer can be made.

(b) Incomplete Bachelor's degree taught in Australia

Three options for students applying for a bachelors course with an incomplete Bachelors degree:

(i) Incomplete Bachelors Degree (CWA >60%) Director of Programs to assess and confirm RPL. Unconditional offer to be issued.

(ii) Incomplete Bachelors Degree (CWA 50-59%)

Admissions Manager to interview and assess for decision on entry. Must attend additional study help classes and have a reduced study load. RPL to be confirmed by Director of Programs and Offer can be made.

(iii) Incomplete Bachelors Degree (CWA >50 %) or likely to be terminated. Reject.

4.3 English Language Proficiency

4.3.1 The medium of instruction is English. All students are required to demonstrate a minimum level of proficiency in English language to qualify for admission. The students from Australian local institutes must complete the NSW Higher School Certificate or equivalent. For students enrolling from non-English speaking countries directly, the condition of admission is the IELTS (Academic) test with a minimum score of 6.0 for the Diploma with no sub band scores less than 5.5 or its equivalent.

4.3.2 Students with IELTS (Academic) 5.0 may enrol after successful completion of the English for Academic Purposes; EAP 2 program or its equivalent; authorized and approved by NEAS and the Institute. Successful completion of the EAP program requires a pass mark in all assessment tasks. For entry into the Associate and Bachelor Degree an IELTS (Academic) of 6 is also required with no sub band score less than 5.5 or its equivalent.

4.3.3 When an IELTS score is used to demonstrate English proficiency, that score must have been attained within two years of the date of application for admission.

4.4 Mature Age Entry Scheme

4.4.1 Students may apply for admission as a mature age student if:

- they are 21 years of age or older on 1 March of the year they intend to commence study;
- they do not have the required UAI for admission to the course;
- they do not have a record of tertiary study; and
- they have completed an approved preparation course. These preparation courses usually run for one academic year, but in some cases can be completed in six months

4.4.2 Students who are seeking admission into the degree through this scheme are strongly advised to discuss their plans with the Director of Business Programs.

4.5 Admission of Educationally Disadvantaged People

4.5.1 Students with disabilities or special needs will not be excluded on the basis of pre-judgements about their ability to cope with the demands of the course.

4.5.2 The same conditions and procedures apply to the admissions of students with a disability as to all other students. However, potential students who believe they have been disadvantaged in attempting to reach the required level for the Business course are entitled to request special consideration.

4.5.3 Students who are seeking admission into the degree through this criterion are strongly advised to discuss their plans with the Director of Business Programs.

4.6 Records

Electronic records are retained in a systematic fashion on the basis for admission in respect of each student.

4.7 Admissions Process

Admission to Top Education involves a number of steps as set out below. These steps may assist applicants through the various stages of the admission process. If applicants have any questions at any stage during the process they should contact the Administration Office for assistance info@top.edu.au

4.7.1 All international students applying to study must complete the Student Offer Acceptance form and submit it to the Administration Office for assessment. Applicants who wish to apply through one of TOP Education Group's authorized agents can access the following website to locate their nearest agent: www.top.edu.au.

4.7.2 Applicants should ensure that they attach certified copies of transcripts of all relevant previous studies and evidence of English language score of at least 6.0 with no sub-

band score less than 5.5. If documents are in a language other than English, an officially certified English translation of each document must be provided together with certified copies of original documents.

4.7.3 Upon successful assessment, Top Education will issue a conditional or unconditional offer of admission, together with all other information relevant to an applicant accepting their offer. The Administration Office will advise students if their application is unsuccessful.

4.7.4 Applicants need to sign the Offer Acceptance Form and return it to the Administration Office with the required payment and any other documentation requested.

4.7.5 When the Administration Office receives the completed Offer Acceptance Form and the required tuition fees, it will process payment and issue the Confirmation of Enrolment (CoE) - the form used to apply for a Student Visa from an Australian Embassy, High Commission or the Department of Immigration and Citizenship (DIAC) as appropriate. Students must obtain a Student Visa before they come to study full time in Australia. Information on obtaining a Student Visa is available online at <http://www.immi.gov.au>

4.7.6 Students should arrive and attend the Student Orientation and Enrolment after which they will commence their formal course at Top Education Institute.

4.8 Packaged Offers by Top Education

4.8.1 International students wishing to study both the Top Diploma of Business (one year), followed by a two year degree with one of Top's partner Universities will receive two offers at the same time:

- one from Top Education Institute for the Diploma of Business, and
- one from the partner university for the second and third year of the degree.

4.8.2 The offer from the partner institution will be conditional upon the student successfully completing the Top Education Diploma.

4.8.3 International students who are undertaking studies in Australia prior to commencing their principle program at Top Education will be required to pay a deposit prior to a Confirmation of Enrolment being issued.

5 Related Documents

- i. Academic Credit and RPL Policy
- ii. Application for Academic Credit