



CHRISTIAN HERITAGE COLLEGE

POLICY: Admission to Undergraduate Courses

Policy Group(s): Group C: Administration – 1: Academic (Ref: C1/0709.2-1216)

Related Policy:

Admission to Postgraduate Courses
Cancellation of Enrolment for Overseas Students
Grievance Policy and Procedures for Domestic Students –
Non-Academic Grievances
Grievance Policy for Overseas Students
Review of Enrolment Process for Domestic Students
Time Limits for Course Completion
Transfer of Course

Commencement Date: June 2009

Review Date: October 2021

POLICY STATEMENT

Intent:

Christian Heritage College (CHC) makes an open invitation to applicants and its application policy and procedures are governed by the principle of informed self-selection, by which CHC assists potential applicants to make judgements about whether CHC is an appropriate choice of institution to meet their personal and professional goals. CHC welcomes applicants from diverse backgrounds Aboriginal and Torres Strait Islander peoples. This policy outlines the rules for admission to undergraduate award courses at CHC.

Scope:

This policy and the admissions rules contained herein apply to all applicants to undergraduate award courses at CHC.

Restrictions: Overseas applicants

Exclusions: Applicants to postgraduate courses

Objectives:

1. To clarify the admissions rules for undergraduate award courses and the associated requirements for all applicants.
2. To ensure transparency and equity in the treatment of all persons who would seek admission to undergraduate award courses at CHC.

General Principles of Selection:

1. In keeping with the spirit of the Christian Gospel, CHC makes an offer of the opportunity to study at CHC open to all qualified applicants, subject to the availability of places.

2. CHC is committed to the achievement of its Christian mission, and of its stated graduate outcomes. A central outcome of CHC's professional preparation courses is the capacity to integrate personal life and Christian faith with professional practice. Of course, CHC does not expect achievement of its graduate outcomes at entry, although it is committed to their achievement prior to graduation.

Policy Provisions:

1. General

- 1.1. In assessing eligibility for entry and in offering places to applicants, CHC equitably accommodates all persons seeking to enrol, with specific consideration given to applicants of Aboriginal and Torres Strait Islander descent.
- 1.2. The principles which guide the selection of applicants at CHC involve an assessment of an applicant's academic eligibility, special criteria which are used in addition to, in conjunction with, or in place of standard admission requirements, and English language proficiency.
- 1.3. For each undergraduate course, the entry criteria shall be specified as part of the course accreditation submission, which is approved by the CHC Academic Board and the Tertiary Education Quality and Standards Agency (TEQSA).
- 1.4. The Academic Registrar will nominate on-time submission and closing dates for each admissions period.
- 1.5. The Academic Registrar may waive the closing date and make provision for the acceptance of a late Application for Admission. In waiving the closing date the Academic Registrar will consider the equitable and fair treatment of all applicants.
- 1.6. Admission offers are made to applicants who are assessed to have the background and abilities to have a reasonable expectation of success in the course to which they are made an offer.
- 1.7. Admission offers are made broadly on merit based on demonstrated achievement, especially academic achievement, but may also take account of other factors such as educational disadvantage an applicant may have experienced and specific achievements related to particular fields of endeavour.
- 1.8. Where the number of places in a course is restricted by quota, places will be offered in order of merit of applicants.
- 1.9. Specific entry requirements for undergraduate award courses will be published in the School Course Guide and on the CHC website.
- 1.10. In the case of undergraduate courses for which application is made to CHC via QTAC, CHC will provide QTAC with the details of entry requirements for publishing in the QTAC Guide and on the QTAC website.

2. Admission Schedules

- 2.1. Admission schedules are used to determine the admission ranks of applicants for undergraduate courses for which application is made to CHC via QTAC.
- 2.2. Ranks determined by admissions schedules are the basis for determining whether an applicant meets the requirements for admission and for determining the order of merit of

applicants when admission places are limited by quota.

- 2.3. Admission schedules represent equivalencies and relativities among different qualifications and experiences in terms of readiness for and likelihood of success in tertiary study.
- 2.4. CHC utilises the admissions schedules agreed to by QTAC member and participating institutions. The content of these schedules is based on statistical studies conducted by QTAC, other universities and organisations and the advice of educational authorities.
- 2.5. Admissions schedules may apply to admission to all courses or to specific courses and to all applicants or to specific groups of applicants.
- 2.6. When determining to whom the admissions schedules may apply CHC maintains transparent and equitable treatment of all applicants.
- 2.7. Approved admission schedules are publicly available documents.

3. Entry Requirements

- 3.1. The entry requirements of each undergraduate course are approved by the Academic Board on the recommendation of the relevant School as part of the submission for initial accreditation or renewal of accreditation of courses.
- 3.2. For specific courses CHC special criteria are used in addition to, in conjunction with, or in place of standard admission requirements. CHC will publish the entry requirements for each undergraduate course in the Course Guide and in the individual school section on the CHC website.
- 3.3. The entry requirements for a specific undergraduate course shall include whether or not the course is open to overseas students and any specific language proficiency requirements which differ from those stated in Section 9 below.

4. Determining Academic Achievement

- 4.1. Where the course is available to applicants on the basis of academic achievement alone, and this is on the basis of Year 12 study or equivalent, the entry requirements shall comprise the following:
 - 4.1.1. the standard requirements specified in rule 5 below;
 - 4.1.2. the specification of special selection criteria for admission (see rule 6 below);
 - 4.1.3. the specification of admission pre-requisites where relevant (see rule 7 below);
 - 4.1.4. the specification of assumed knowledge where relevant (see rule 8 below); and
 - 4.1.5. the specification of English language requirements where relevant (see rule 9 below).

5. Standard admission for undergraduate awards (Diplomas, Associate Degrees and Bachelors) available to applicants on the basis of Year 12 or equivalent study.

- 5.1. To be eligible for an admission offer for a quota place (including all Commonwealth supported places) through standard admission, an applicant shall:
 - 5.1.1. have satisfied any admission pre-requisite;
 - 5.1.2. have gained an offer of a quota place through a competitive admission process;
 - 5.1.3. have gained an offer of a quota place with an admission level equal to or greater than the cut-off resulting from a competitive admission process.

- 5.2. To be eligible for an admission offer to an overseas student place through standard admission, an applicant shall:
 - 5.2.1. be 18 years of age as at the commencement date of the course;
 - 5.2.2. be assessed as eligible on the basis of an approved admission schedule giving the equivalence of the applicant's academic qualifications with Australian year 12 students at the required level; and
 - 5.2.3. meet the English language requirements (see rule 9 below).

6. Special Criteria for Admission

- 6.1. For specified courses, selection for admission may be based on special criteria in addition to, in conjunction with, or in place of standard admission requirements.
- 6.2. Special criteria may include:
 - 6.2.1. a personal statement;
 - 6.2.2. referee reports;
 - 6.2.3. a pastoral reference;
 - 6.2.4. responses in an interview;
 - 6.2.5. the applicant's eligibility to obtain a Blue Card issued by Working with Children Check Queensland's blue card system; and/or
 - 6.2.6. demonstrated achievement of specified vocational or professional standards.
- 6.3. The details of the special criteria, whether the criteria will be used in addition to, in conjunction with, or in place of standard admission requirements, and the way in which the criteria are used to select applicants to be made an offer are approved by the Academic Board on the recommendation of the relevant School as part of the submission for a course accreditation or re-accreditation
- 6.4. The special criteria for admission are included in the entry requirements published on the CHC website.
- 6.5. All information gathered throughout the initial assessment is confidential and used only for the purpose of assessing personal suitability for admission.

7. Pre-requisites for Admission

- 7.1. Pre-requisites are the minimum requirements an applicant must satisfy to be considered for admission to a particular course. Pre-requisites may include requirements such as particular qualifications, experiences, or performance in specified tests, or fulfilling requirements such as obtaining pastoral references.
- 7.2. The pre-requisites are approved by the Academic Board as part of the submission for an initial accreditation or renewal of accreditation of courses by the relevant School Board of Studies.
- 7.3. A change in admission pre-requisites during an initial accreditation period may be approved by the Academic Board on the recommendation of the relevant School Board of Studies.
- 7.4. Any change in admission pre-requisites for an existing course which introduces new or higher requirements requires two years notice before coming into effect. A change which lowers the admission pre-requisite can be approved for introduction at any time.

- 7.5. In considering the case for Year 12 subjects as admission pre-requisites, the following factors should be taken into account:
- 7.5.1. the relationship between the knowledge and skills provided by the Year 12 subject and the course's first year curriculum;
 - 7.5.2. the requirements of the professional bodies;
 - 7.5.3. the likely impact on potential applicants, including applicants not proceeding directly from Year 12 study;
 - 7.5.4. equity considerations;
 - 7.5.5. the pre-requisites for similar courses in other higher education institutions;
 - 7.5.6. special provisions CHC is able to make for those without the pre-requisites such as bridging programs.
- 7.6. On the advice of the relevant Dean or their delegate, the Academic Registrar may waive an admission pre-requisite for a particular applicant or groups of applicants.

8. Assumed Knowledge

- 8.1. Where a Year 12 subject and level of achievement are specified as "assumed knowledge", this level of knowledge is assumed in the first year curriculum and is considered necessary for successful first year study.
- 8.2. An applicant lacking the assumed level of knowledge is not prevented from being made an offer; however, the applicant may be disadvantaged unless they undertake recommended bridging, preparatory or introductory courses prior to or during their first year of study.
- 8.3. All CHC undergraduate courses assume a satisfactory achievement in Year 12 English. Other courses assume additional knowledge and this is published in the relevant CHC School Handbooks, in QTAC publications and on the CHC and QTAC websites.

9. English Language Proficiency Requirements

- 9.1. Overseas applicants, and domestic applicants for whom English is not their first language, who are seeking admission to undergraduate courses where the language of instruction and assessment is English are required to meet the following prescribed minimum proficiency standards in English language to be considered to be eligible for admission unless otherwise specified in the course entry rules:
- 9.1.1. an overall band score of 6.5 on IELTS (Academic) (International English Language Testing System) with no sub-score of less than 6.0; or
 - 9.1.2. a minimum score of 575 on TOEFL (Test of English as a Foreign Language); or
 - 9.1.3. a computerised TOEFL score of 233; or
 - 9.1.4. an internet-based (iBT) TOEFL score of 90 with no sub-score lower than 20; or
 - 9.1.5. a score of 155 or higher in the verbal component of the STAT.
- 9.2. Any English language test must have been conducted less than two years prior to application to CHC. The applicant must provide certified documentary evidence of the results of the English test in order for the application to be processed.
- 9.3. In some countries, the Australian Department of Immigration and Border Protection (DIBP) requires students to provide a minimum IELTS score as part of the student visa application process. These English language requirements may be different to those required by CHC.

Therefore, satisfying the English language requirements for admission to CHC may not satisfy the requirements for a student visa and, similarly, achievement of the English language requirements for a student visa may not satisfy the English language requirements for admission to CHC.

- 9.4. For the purpose of admission CHC recognises the English language pathways of:
- 9.4.1. senior secondary schooling where the language of instruction was English; or
 - 9.4.2. tertiary studies of at least one year where the language of instruction was English as consistent with the English language requirements stipulated in 9.1 above. Supporting certified documentary evidence is required. Satisfactory completion of the study must be within the five years prior to application to CHC.
- 9.5. Variations to the English language entry requirements stipulated above may be approved by the Academic Board and will be communicated via the Courses Guide for Overseas Students, the relevant CHC School Handbooks and the CHC website.

10. Approved Undergraduate Admissions Schemes

- 10.1. CHC may approve undergraduate admissions schemes for particular purposes, including:
- 10.1.1. to meet the needs of its constituency;
 - 10.1.2. to provide access to persons who have experienced educational disadvantage;
 - 10.1.3. to address the under representation of specific groups;
 - 10.1.4. to pursue strategic objectives.
- 10.2. Any undergraduate admissions schemes must be approved by the Academic Board.

11. Exceptional Cases

- 11.1. Provision is made to admit individual persons who may not meet the standard admission criteria but, on the basis of other considerations, are persons who have a high probability of success in tertiary study and whose admission is considered to bring benefit to both CHC and the applicant.
- 11.2. Included in this category are exceptionally talented persons who are less than 17 years of age.
- 11.3. For an applicant to receive an admission of offer under this category, the relevant Dean makes a recommendation through the Academic Registrar to the President.

12. Admission Quotas

- 12.1. CHC sets overall quotas annually. These are based on the recommendations of the Deans.
- 12.2. CHC may set sub-quotas annually for a course or a stream within a course.
- 12.3. During an admission offer round, changes may be made to quotas on the recommendation of the Academic Registrar.

13. LAUNCH Program

- 13.1. Students in years 11 and 12 may enrol in units within courses that are nominated as LAUNCH units.
- 13.2. The LAUNCH units are intended to provide prospective students with the opportunity to

experience student life at CHC by studying up to two units while completing Semester 2 of Year 11 and/or Semester 1 of Year 12 (one unit per Semester).

- 13.3. Students who successfully complete a LAUNCH unit are guaranteed entry to an undergraduate course upon graduation from Year 12, subject to any additional course entry requirements or prerequisites.

14. Offers

- 14.1. During an admission period for a given semester, admission offers are made by the application of the admissions policy to fill the approved quota, using historic or estimated offer to enrolment ratios.
- 14.2. Admission offers made through QTAC are made on the authority of the Academic Registrar.
- 14.3. Admission offers to direct entry courses are made by the Academic Registrar and on the recommendation of the Dean or their delegate.
- 14.4. Admission offers to overseas student applicants are made by the Academic Registrar and on the recommendation of the Dean or their delegate, where applicable.

15. Acceptances, Lapsing of Offers

- 15.1. A person receiving an offer of admission must respond to accept the offer by the process which is specified in the notice of offer and by the due date which is specified in the notice of offer.
- 15.2. Where the admission offer is made through QTAC, the applicant must notify their acceptance of the offer to QTAC as well as following the enrolment procedures specified by CHC. Please refer to the *Enrolment Policy*.
- 15.3. If an applicant fails to accept the admission offer by the due date specified in the notice of offer, the offer will lapse.
- 15.4. An applicant may apply to reinstate a lapsed offer. The Academic Registrar may reinstate a lapsed offer if places are still available in the relevant course and student category.

16. Deferral

- 16.1. Deferral is accepting the offer of a place in the course but deferring enrolment in the course for a specified period.
- 16.2. Deferral of Semester 1 admission offers is automatic and is normally for one year (two semesters).
- 16.3. Deferral of Semester 2 admission offers is subject to approval from the Academic Registrar and is approved on the demonstration that special circumstances exist.
- 16.4. If deferral is not available in a specified course the School Handbook available on the CHC website shall include this advice.
- 16.5. An applicant receiving an admission offer through QTAC who wishes to defer admission must respond to QTAC by selecting the deferral offer response option. The applicant should not enrol or pay any fees to CHC in response to their QTAC offer.
- 16.6. If an applicant who has deferred a Semester 1 admission offer wishes to commence their

course mid-year, the applicant must inquire whether this is possible in their particular course.

- 16.7. An applicant receiving an admission offer directly from CHC who wishes to defer their admission must respond to the notice of offer by advising of their request for deferment and complete the appropriate form.
- 16.8. CHC notifies all persons who have an approved deferment of admission.
- 16.9. In order to enrol at the end of the period of deferment, the applicant must notify CHC of their intention to take up their deferred admission offer by the date specified in CHC's correspondence. If no response is received by the due date, the offer of a deferred place will lapse.
- 16.10. An applicant may only take up a place in the course for which the deferment is approved.
- 16.11. If an applicant wishes to apply for a place in a different undergraduate course at CHC, they must contact the Academic Registrar to determine if they are able to do so internally or if they must reapply through QTAC. Whichever pathway is utilised to apply for the new course, their deferred place automatically lapses.
- 16.12. An applicant's deferred place may be withdrawn if they are subsequently excluded from study at another tertiary institution, if they neglect to notify CHC of a change of address, or if they apply for admission to other courses either at CHC or another tertiary institution.

17. Appeals

- 17.1. Unsuccessful admission applicants have the right of appeal and should address their complaint in the first instance to the Student Administration Coordinator.
- 17.2. The Student Administration Coordinator will review the case and provide the complainant with the reason for the admission decision. If an error has been made, it will be rectified at the first available opportunity.
- 17.3. If the complainant is not satisfied with the explanation for the rejection of their admission application, they may lodge a grievance with the Academic Registrar (see the *Grievance Policy for Domestic Students – Non-Academic* or the *Grievance Policy for Overseas Students*).

18. Internal Course Transfer

- 18.1. A student may only enrol in the course to which they have received an offer.
- 18.2. Applicants who have received an admission offer and who have not yet commenced study in the course to which they have been admitted, and who wish to change to another course, may make application to the Academic Registrar via the online Application to Transfer Course form.
- 18.3. If the applicant meets all the requirements for admission to the new course, and if there are still places available in the new course, depending on the timing of the request, the request to change course may be approved.
- 18.4. A student who has been enrolled in an undergraduate course at CHC may apply to transfer to another course by internal transfer. Please refer to the *Transfer of Course* policy.

19. Excluded Students

- 19.1. An applicant for admission who is under suspension or temporary or permanent exclusion on the basis of academic performance, misconduct or disciplinary reasons, from any tertiary institution or course, whether in Australia or elsewhere, is required to include all details of the exclusion or suspension in their application for admission.
- 19.2. If CHC makes an offer of admission before becoming aware that the applicant has been excluded from study, CHC reserves the right to withdraw an offer and cancel their enrolment.
- 19.3. If the applicant has been excluded from CHC, they must seek readmission after exclusion as provided for in CHC's *Review of Enrolment Process for Domestic Students and Cancellation of Enrolment for Overseas Students* policy. This applies whether the applicant is seeking admission to a course in which they have been previously enrolled or in a different course.
 - 19.3.1. If the period of exclusion which has passed is less than one year the applicant is to remain excluded; or
 - 19.3.2. If the period of exclusion which has passed is after one year but less than five years, the applicant must attend an interview with the Dean of the relevant School and will only be made an admission offer on the recommendation of the Dean.
- 19.4. If the applicant has been excluded from another tertiary institution and if:
 - 19.4.1. it is less than one year since the exclusion; the applicant is to remain excluded.
 - 19.4.2. the exclusion is for financial reasons; the exclusion is to be waived.
 - 19.4.3. it is after one year but less than five years from the date of exclusion the following applies:
 - 19.4.4. If the applicant has undertaken one year of successful tertiary study since being excluded, an admission offer may be made subject to the applicant meeting all other entry requirements;
 - 19.4.5. If the applicant has not undertaken at least one year of successful tertiary study since the exclusion the applicant must provide the Academic Registrar with a statement which includes the reasons for the exclusion and the ways in which they intend to address those issues if made an admission offer at CHC. After reviewing the statement, the Academic Registrar may approve the application for admission and make an admission offer subject to the applicant meeting all other entry requirements.

20. Credit

- 20.1. A person receiving an admission offer may apply for credit according to CHC's *Transfer of Credit* policies.

21. Readmission

- 21.1. A student who has discontinued their enrolment in a course and is not on an approved leave of absence may be readmitted to the same program upon submitting a formal application.
- 21.2. Readmission may not be approved in the following cases:
 - 21.2.1. the student has been excluded from the course (refer to the *Review of Enrolment Process and Cancellation of Enrolment for Overseas Students* policy);
 - 21.2.2. the student is not able to complete the course within the time limits for completion (see

the *Time Limits for Course Completion* policy).

- 21.3. A student must apply for readmission via the method designated for the specific course to which they seek admission.
- 21.4. A student readmitted to a course may, at the discretion of the Course Coordinator or Dean, be required to repeat units, and/or to undertake additional work in order to demonstrate current competencies or to comply with current course requirements.

Supporting Procedures and Guidelines:

Please refer to the admissions sections in the relevant School Handbooks on the CHC website for exact procedures and guidelines.

POLICY FURTHER INFORMATION

Relevant Commonwealth/ State Legislation	<i>Guidelines for the registration of non-self accrediting higher education institutions and the accreditation of their course(s)</i> HESF (2015)
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ACCOUNTABILITIES

Implementation:	Deans of each School
Compliance:	Academic Board
Monitoring and Evaluation:	Academic Board
Development/Review:	Policy Committee
Approval Authority:	Academic Board
Interpretation and Advice:	Academic Board

WHO SHOULD KNOW THIS POLICY?

Deans of Schools
Members of Boards of Studies
School Advisory Committees
Members of Academic Board
Executive
Academic Registrar

EFFECTIVENESS OF THIS POLICY

Performance Indicators:	<ul style="list-style-type: none">• Number of grievances regarding admissions
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Other:

Definitions and Acronyms:

- Applicant** a person applying for admission to a course;
- Census date** the final date for enrolment in the semester as advised by the Registrar;
- CHC** Christian Heritage College;
- Dean** the Head of the School administering the course, including the Executive Director of the Millis Institute;
- Deferment** postponement of the right to be admitted to a quota place for a period of one academic year;
- Domestic student** - a student who is:
- an Australian citizen; or
 - a New Zealand citizen; or
 - the holder of a permanent visa for Australia; or
 - the holder of a humanitarian visa for Australia;
- Educational Disadvantage Entry Criteria** – socio-economic reasons (such as low family income or poor living conditions), learning difficulties, language difficulties, disrupted schooling, physical disability, serious family illness and excessive family responsibility.
- Fee paying place** - a place in a program that is not a quota place;
- Full year of tertiary study** the equivalent of 8 units of tertiary study at a bachelor's degree level or higher or an amount the Academic Registrar considers equivalent;
- Next available semester** is:
- the current semester, if notified to the university before the census date; or
 - the following semester, if notified to the university after the census date in the current semester;
- Non-award student** a student enrolled to study one or more units without being admitted to a course which leads to an award of CHC or to an award at another Australian tertiary institution;
- Overall position or 'OP'** the overall position assigned to an

applicant by the Queensland Studies Authority;

Overseas student a student who is not a domestic student;

Place either a commonwealth supported place or a fee-paying place in a course;

QTAC Queensland Tertiary Admissions Centre;

Quota the number of quota places available in each course;

Rank the admission score assigned to an applicant in accordance with the QTAC Schedules;

Schools References to Schools includes the Millis Institute;

School Handbooks the CHC publication which provides information on course requirement within the CHC Schools.

APPROVAL section maintained by the Deputy Registrar – Academic Quality

Reference No.	Approved	Date	Committee/Board	Resolution No. / Minute Ref.
C1/0709.2	Approved	20/08/2009	Academic Board	4.4

REVISION HISTORY section maintained by the Deputy Registrar – Academic Quality

Revision Reference No.	Approved/Rescinded	Date	Committee/Board	Resolution No. / Minute Ref.
0511	Approved	26/05/11	Academic Board	4.4
1216	Revision Approved	08/12/2016	Academic Board	4.1