



CHRISTIAN HERITAGE COLLEGE

POLICY: Admission to Postgraduate Courses

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| Policy Group(s): | Group C: Administration – 1: Academic (Ref: C1/0709.3-1216) |
| Related Policy: | Admission to Undergraduate Courses Cancellation of Enrolment for Overseas Students Grievance Policy for Domestic Students – Non-Academic Grievances Grievance Policy for Overseas Students Review of Enrolment Process Time Limits for Course Completion Transfer of Credit Transfer of Course |

Commencement Date: July 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 selection, by which CHC assists potential applicants to make judgements about whether CHC is an appropriate choice of institution to meet the potential applicant's personal and professional goals. CHC welcomes applicants from diverse backgrounds including Aboriginal and Torres Strait Islander peoples. This policy outlines the rules for admission to coursework postgraduate award courses at CHC.

Scope:

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

Restrictions: Nil

Exclusions: Applicants to undergraduate courses and the Graduate Diploma in Education courses.

Objectives:

1. To clarify the admissions rules to postgraduate 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 postgraduate 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 to all qualified applicants, subject to the availability of places.

2. CHC will provide confidential means for students to disclose information that may hinder their eligibility to work in the profession for which they are acquiring qualifications e.g. a criminal conviction that prevents them from obtaining a blue card required for teaching and working with children. Despite possible ineligibility CHC will not deny admission to qualified applicants.
3. 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 treats equitably all persons seeking to enrol with specific consideration given to applicants of Aboriginal 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. Admission offers are based on academic merit and approved entry criteria.
- 1.4. The entry criteria for each postgraduate course shall be specified as part of the course accreditation submission, which is approved by the Academic Board and the Tertiary Education Quality and Standards Agency (TEQSA)
- 1.5. Where the number of places in a course is restricted by quota, places will be offered in order of merit of applicants.
- 1.6. Specific entry requirements for postgraduate award courses will be published in the School Handbooks and on the CHC website.

2. Entry Criteria

- 2.1. Unless otherwise stated in the course entry rules, the entry criteria for admission to a postgraduate course shall normally be a bachelors degree from an Australian higher education institution or a qualification from recognised international institution.
- 2.2. Applicants for whom English is not their first language must also satisfy CHC's English language proficiency requirements as set out in Section 3 below.
- 2.3. The entry criteria for a specific postgraduate course may specify:
 - 2.3.1. whether the degree is to include study in particular areas;
 - 2.3.2. whether particular levels of achievement are required;
 - 2.3.3. whether other qualifications are acceptable in lieu of a degree;
 - 2.3.4. whether certain prior study is required for or incompatible with admission to the course;
 - 2.3.5. whether particular work or professional experience is required;

- 2.3.6. whether a personal statement is required;
 - 2.3.7. whether referees are required;
 - 2.3.8. whether an interview is required;
 - 2.3.9. whether or not the course is open to overseas students and the minimum English language proficiency requirements.
- 2.4. In the case of Graduate Certificate courses, alternative entry criteria may be specified such as:
- 2.4.1. relevant vocational experience;
 - 2.4.2. formal study undertaken at the sub-degree level;
 - 2.4.3. programs or courses provided by recognised professional bodies, employers and other authorities;
 - 2.4.4. demonstrable expertise.
- 2.5. 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.
- 2.6. Admissions schedules may apply to admission to all courses or to specific courses and to all applicants or to specific groups of applicants.
- 2.7. When determining to whom the admissions schedules may apply CHC maintains the fair, transparent and equitable treatment of all applicants.
- 2.8. The set of approved admission schedules are publicly available documents.

3. English Language Proficiency Requirements

- 3.1. Overseas applicants, and domestic applicants for whom English is not their first language, who are seeking admission to postgraduate 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:
- 3.1.1. 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
 - 3.1.2. a minimum score of 575 on TOEFL (Test of English as a Foreign Language); or
 - 3.1.3. a computerised TOEFL score of 233; or
 - 3.1.4. an internet-based (iBT) TOEFL score of 90 with no sub-score lower than 20; or
 - 3.1.5. an overall score of 154 or higher, or a score of 155 or higher in the verbal component of the STAT.
- 3.2. 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.
- 3.3. 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 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.

3.4. For the purpose of admission CHC recognises the English language pathways of:

3.4.1. senior secondary schooling where the language of instruction was English; or

3.4.2. tertiary studies of at least one year where the language of instruction was English as consistent with the English language requirements stipulated in 3.1 above. Supporting certified documentary evidence is required. Satisfactory completion of the study must be within the five years prior to application to CHC.

3.5. 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 Course Guides and the CHC website.

4. Deferment

4.1. Deferment is accepting the offer of a place in the course but deferring enrolment in the course for a specified period.

4.2. Deferment of Semester 1 admission offers is automatic and is normally for one year (two semesters).

4.3. Deferment of Semester 2 admission offers is subject to approval from the Academic Registrar and is approved on the demonstration that special circumstances exist.

4.4. If deferment is not available in a specified course the School Handbook on the CHC website shall include this advice.

4.5. An applicant receiving an admission offer through QTAC who wishes to defer admission must respond to QTAC by selecting the deferment offer response option. The applicant should not enrol or pay any fees to CHC in response to their QTAC offer.

4.6. 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.

4.7. An applicant receiving an admission offer directly from CHC who wishes to defer their admission must respond to the notice of offer by advising (in writing) of their request for deferment.

4.8. CHC notifies all persons who have an approved deferment of admission.

4.9. 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.

4.10. An applicant may only take up a place in the course for which the deferment is approved.

4.11. 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.

5. Appeals

- 5.1. Unsuccessful admission applicants have the right of appeal and should address their complaint to the Academic Registrar.
- 5.2. The Academic Registrar 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.
- 5.3. If the complainant is not satisfied with the explanation for the rejection of their admission application, they may lodge a grievance with the CHC Executive (see the *Grievance Policy for Domestic Students – Non-Academic* or the *Grievance Policy for Overseas Students*).

6. Internal Course Transfer

- 6.1. A student may only enrol in the course to which they have received an offer.
- 6.2. 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.
- 6.3. 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.
- 6.4. 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.

7. Credit

A person receiving an admission offer may apply for credit on the basis of prior study according to CHC's *Transfer of Credit* policies.

8. Readmission

- 8.1. 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.
- 8.2. Readmission may not be approved in the following cases:
 - 8.2.1. the student has been excluded from the course (refer to the *Review of Enrolment Process and Cancellation of Enrolment for Overseas Students* policy);
 - 8.2.2. the student is not able to complete the course within the time limits for completion (see the *Time Limits for Course Completion* policy).
- 8.3. A student must apply for readmission via the method designated for the specific course to which they seek admission.
- 8.4. A student readmitted to a course may, at the discretion of the postgraduate 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:

1. Application for Admission

- 1.1. With the exception of the Graduate Diploma of Education courses, application for admission to postgraduate course is made directly to CHC via an online form on the CHC website.

1.2. All applicants to the Graduate Diploma of Education courses should refer to the *Admission to Undergraduate Courses* policy.

2. Admissions Procedure

2.1. When determining to whom admission offers are made, CHC maintains the fair, transparent and equitable treatment of all applicants.

2.2. Admission offers to direct entry applicants are made by the Academic Registrar and on the recommendation of the relevant School Dean/ Postgraduate Course Coordinator.

2.3. An applicant for admission, who does not hold formal qualifications, may be considered for admission on the basis of documented professional experience, portfolio of professional work or other evidence, which indicates that the applicant has the capacity to undertake and benefit from the course.

2.4. Admission offers made through QTAC are made on the authority of the Academic Registrar.

2.5. The decision to admit an applicant under provision 2.3 shall be made by the Course Coordinator or the Dean.

2.6. Where the number of applicants for admission to a postgraduate course exceeds or is expected to exceed the course's student intake quota, the Academic Registrar has the authority to offer places in a course on the basis of criteria specified by the relevant School Board of Studies for the purpose of ranking applicants or categories of applicants for the purpose of admission.

2.7. In selecting applicants for admission, consideration will be given to staff resources, particularly those associated with the availability of an appropriate supervisor or the necessary resources to undertake research or project work which is core to the course. An application for admission may be rejected on the grounds of CHC's inability to provide suitable supervision or resources.

2.8. The Academic Registrar has the authority to make conditional offers of admission, subject to the attainment of a viable level of enrolment in the course. Conditional offers may be withdrawn, provided that the applicant receives notice of the withdrawal two weeks prior to the commencement date of the course. All fees are to be refunded to the applicant, when a conditional admission offer is withdrawn.

2.9. CHC reserves the right to withdraw an admission offer and cancel the enrolment of any person where:

2.9.1. an offer was made on the basis of incomplete or inaccurate information supplied by the applicant or a certifying authority; or

2.9.2. an applicant is excluded from any tertiary institution or course, and has not advised CHC of this in their application

2.9.3. at any time, up to the commencement of teaching in the course to which admission is sought.

2.10. The Academic Registrar has the authority to make a conditional admission offer where the applicant has been deemed not to have met the entry requirements or has not provided the material require. If the condition or conditions of the offer are not met by the specified date, the Academic Registrar can cancel the enrolment in the course.

- 2.11. The Academic Registrar shall apply CHC's English language entry requirements as specified in Section 3 in the assessment of all documentary evidence from applicants for whom English is not their first language.

POLICY FURTHER INFORMATION

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| Relevant Commonwealth/ State Legislation | <i>Administrative Guidelines of the HESA 2003 (Cth)</i> <i>HESF (2015)</i> |
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ACCOUNTABILITIES

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| Implementation: | Academic Registrar |
| Compliance: | Academic Registrar |
| Monitoring and Evaluation: | Academic Board |
| Development/Review: | Policy Committee |
| Approval Authority: | Academic Board |
| Interpretation and Advice: | Academic Registrar |

WHO SHOULD KNOW THIS POLICY?

Deans of Schools
Postgraduate Course Coordinators
Members of Boards of Studies
Members of Academic Board
Executive
Academic Registrar

EFFECTIVENESS OF THIS POLICY

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| Performance Indicators: | <ul style="list-style-type: none">• Number of successful admissions via the standard entry requirements• Number of admissions via the non-standard entry pathway• Number of appeals regarding admissions decisions |
| Other: | Nil |
| Definitions and Acronyms: | Applicant - a person applying for admission to a course; 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

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;

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;

Overseas student - a student who is not a domestic student;

Place - a fee paying place in a course;

QTAC - Queensland Tertiary Admissions Centre;

Quota - the number of quota places available in each course;

Schools – references to Schools includes the Millis Institute;

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

APPROVAL – section maintained by the Deputy Registrar – Academic Quality

| Reference No. | Approved | Date | Committee/Board | Resolution No. / Minute Ref. |
|----------------------|-----------------|-------------|------------------------|-------------------------------------|
| C1/0709.3 | Yes | 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 | 26/05/2011 | Academic Board | 4.1 |
| 1216 | Approved | 08/12/2016 | Academic Board | 4.1 |