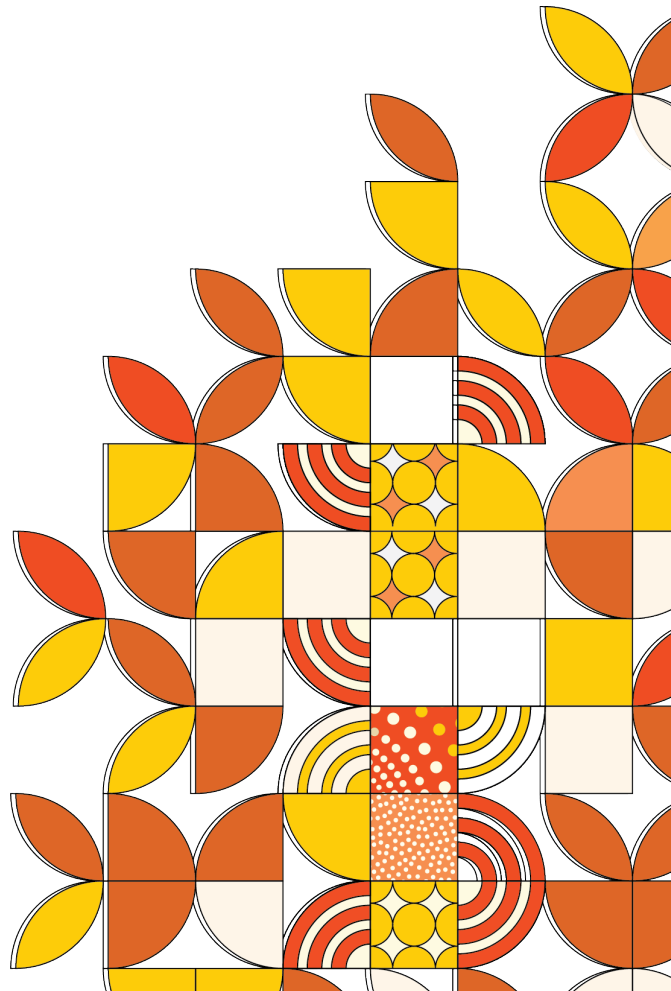


# Admission and Enrolment Procedure



## SECTION 1

### Purpose

1. This Procedure outlines the entry and admission requirements for both domestic and international student into the Institute of Health and Management (IHM).
2. The Procedure aims to:
  - a) Establish clear responsibilities and accountabilities for admission and enrolment decisions.
  - b) Ensure that the admission and enrolment processes are transparent, and decisions are fair and consistent; and
  - c) Ensure the integrity of all admission and enrolment decisions.

### Scope

3. This policy applies to the following IHM courses only:
  - a) English Language courses and
  - b) Australian Qualifications Framework (AQF) award higher education courses

### Definitions

4. Refer to IHM's Glossary of Terms.

### Suite documents

5. This procedure is linked to the following documents:
  - a) Admission and Enrolment Policy
  - b) See Associated Information listed in the 'Related Internal Documents' in Section 3 below.

## SECTION 2

### Responsibilities

6. IHM has overall responsibility for the management of applications and the admission and enrolment of students into courses.

#### 6.1 **Applicants** are responsible to:

- a) Complete all required IHM forms truthfully and completely
- b) Provide all evidentiary documents (e.g., official certified copies)
- c) Thoroughly read, sign and return required information in a timely manner
- d) Respond to all communications and requests in a polite and timely manner

#### 6.2 **Student Recruitment Officers** are responsible to:

- a) Ensure all required evidence documents to support the application are obtained and uploaded into the Student Management System
- b) Request additional/missing documents as required

#### 6.3 **Admissions Team** is responsible for the following:

- a) Reviewing and assessing applications and documentation, including English-language proficiency and relevant course-specific entry requirements
- b) Requesting additional information from applicants via Student Recruitment Officers (SROs) as necessary

- c) Processing applications from Letter of Offer through to Confirmation of Enrolment/Admission and
- d) Conducting pre-enrolment interviews under the guidance of Course Coordinators
- e) Issuing Confirmation of Enrolment /Admission (CoE/CoA)
- f) Creation and management of CoEs and management of all student course variations in PRISMS in a timely manner
- g) Refer requests for deferral, waivers or complaints to the relevant senior IHM staff member

6.4 **Director of Operations** (or suitable delegate) is responsible for:

- a) Assessment and decision of English Language Waivers
- b) Admissions decision that have been escalated

6.5 **Course Coordinator (or delegate)** is responsible to:

- a) Permit deferrals into latter intakes
- b) Circumstances where academic judgement is required or requested

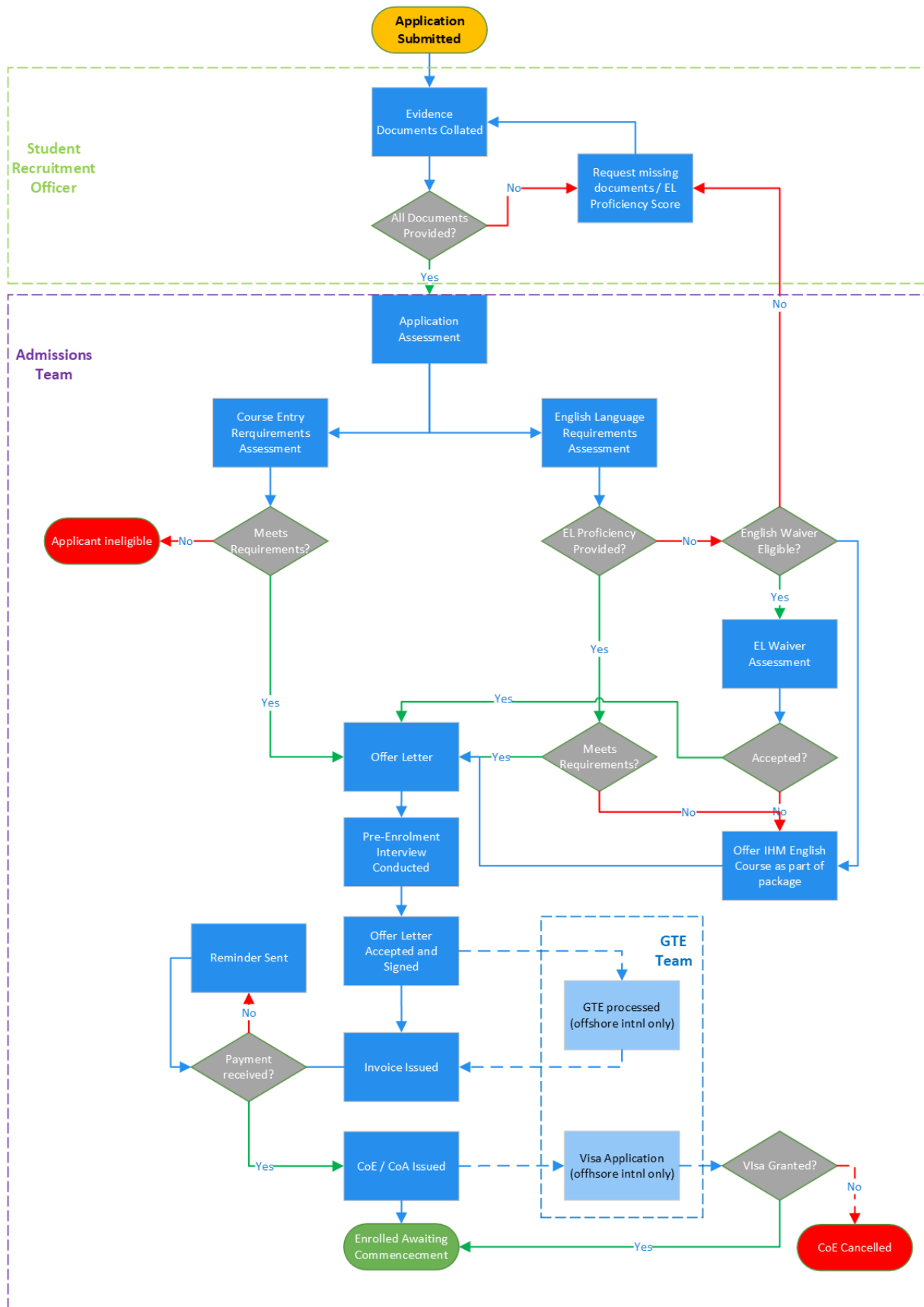
6.6 **Academic Dean** is responsible for the following:

- a) Decisions relating to academic waivers
- b) Ultimate responsibility to accept or deny applications
- c) Withdraw an offer or cancellation of admission and enrolment

6.7 **Registrar (or delegate)** is responsible for the following:

- a) PRISMS reporting and management decisions
- b) Complaints review and resolution
- c) Circumstances where an institutional decision is required.

## Process Flowchart



## Procedure

### 7 Application

- 7.1 Future students can apply to enrol in a course at IHM through direct application via the IHM website or by visiting IHM representative offices.
- 7.2 All applicants must complete a formal application and provide all required supporting evidence documentation.
- 7.3 All applicants must be at least 18 years of age at the point of submitting their application. Relevant documentation is required to support this.
- 7.4 All entry requirements will be clearly documented and made available to applicants through the Course Handbook, Course Brochures, the IHM website and social media.
- 7.5 Any information provided as part of the application which is deemed to be false or unable to be verified by the applicant may be grounds to revoke the offer of a place at IHM, regardless of whether the student has subsequently accepted the offer by enrolling.
- 7.6 If an applicant does not meet the English language requirements, the applicant will be invited to undertake an IHM English Language course (EAP or General English) course prior to their chosen higher education course. The duration of the English language course will depend on their current score at application and the applicant must achieve the required level of English proficiency in order to progress to their course.

#### 7.7 Supporting Documentation Evidence

- a) Student Recruitment Officers are required to ensure that all applicants provide valid supporting documentation with their applications, and each form of evidence must be uploaded into the Student Management System. Such documents will include:
- Proof of identity (such as passport)
  - Certified copies of Academic transcripts and relevant professional registration (e.g., nursing registration issued by the Nurses Board in Australia and overseas)
  - Evidence of relevant discipline qualifications (e.g., nursing qualifications for nursing courses)
  - Evidence of English language proficiency score or placement test result
  - Evidence of working history/experience

#### 7.8 Applicants with Special Needs

- a) Prospective students applying to study at IHM will not be discriminated against based on their disability.
- b) Admission to courses is subject to students meeting the entry requirements, which apply to all students.
- c) The application form seeks self-disclosure of a disability.
- d) IHM undertakes to assist students with special needs in their studies and will do so if students disclose the nature of their disability and seek appropriate support from the IHM nominated person.
- e) Courses that include a practical placement component are subject to the policies of the workplaces in which placements are undertaken, which may exclude some students with disabilities from participating.
- f) All students are provided with this information prior to enrolling in a course of study.

### 8. Application Assessment

#### 8.1 Course Entry Requirements

- a) Applicants are required to meet the course entry requirements as per the approved and accredited curriculum documented in Table 2 of the Admission and Enrolment Policy. These will include:
  - specified level of prior study or equivalent study
  - Professional registration requirements (such as Nursing Registration)
  - English-language requirements (or placement test for General English course)
  - work experience in the relevant field
  - any other legislative or external requirements relevant to their eligibility to study
  - minimum age
- b) Applicants must provide the required valid supporting documentation evidence, as outlined in S7.7.

#### 8.2 English Language Proficiency for entry into a higher education course (for international applicants only)

- a) For international applicants from English Speaking countries (as per Table 1 in the Admission and Enrolment Policy), IHM does not require evidence of English language if they are:
  - Citizens of English-speaking countries, OR
  - Permanent Residents of English-speaking countries, OR
  - Individuals who have resided in an English-speaking country for a minimum of TEN years and have completed secondary or tertiary education in an English-speaking country.
- b) International Applicants from English speaking countries are required to provide the following documents as evidence to support their application:
  - Proof of citizenship or residency
  - copies of official academic transcripts (where applicable)
- c) International applicants from non-English speaking countries must meet the English language proficiency requirements for the specific course they are applying for, as per Table 2 of the Admission and Enrolment Policy.
- d) Suitable valid evidence documentation must be provided. English Language Proficiency test scores are only valid for two years and must not have been undertaken no more than two years before the intended start date of the course.

#### 8.3 English Language Waiver (for international applicants only)

- a) English language waivers can be applied if the applicant is from a non-English speaking country and meets one of the following General Exclusions to English Language Tests categories (as defined in Appendix 1 – General Exclusions to English Language Tests):
  - Online delivery of the course (whereby a CoA is issued instead of a CoE)
  - Prior Study – Senior Secondary
  - Prior Study – Post secondary or Tertiary
  - Work Experience (English Language)
- b) All English language waivers require an assessment to be undertaken and approved. Waiver Assessments are referred to the Director of Operations (or delegate) for assessment and documentation of a decision. The justification statement provided on the assessment is to be included in the CoE. The assessment outcome is to be documented in the student management system.
- c) Once an applicant has satisfied the English language requirements stated above, and meets all other requirements, the applicant will be offered a place in the chosen course.

#### 8.4 Criteria for exclusions to entry to a course at IHM

- a) Includes a person who is currently excluded or suspended from study at IHM.
- b) Current or previous suspensions from other tertiary institutions may be considered grounds for not

admitting a person to IHM as part of the selection process.

- c) An outstanding or unresolved debt to IHM may be considered grounds for not admitting a person to IHM as part of the selection process.
- d) Applicants who have met the entry requirements but have previously been excluded from IHM or any other institution on academic progress grounds must demonstrate that they have an improved likelihood of success in the course for which they are applying.

## **9. Offer Letter**

9.1 All admitted students must meet all entry criteria.

9.2 When information provided in the application is insufficient to determine selection, a request for additional or supporting information may be made to the applicant.

9.3 Failure to provide additional or supporting information with the required timeframe may impact the capacity of IHM to make an offer.

9.4 All completed applications will receive a formal selection outcome.

9.5 If an applicant has demonstrated meeting all the relevant criteria and evidence for admission, a formal offer letter to an IHM course will be made in writing. Applicants are required to:

- a) ensure all details provided in the Offer Letter are correct
- b) read, understand and agree to all the terms and conditions of the Offer Letter
- c) read and understand the relevant principles and policies captured in the Offer Letter
- d) read and understand all requirements of the course.

9.6 An offer in any other form, including verbal (e.g., in conversation) or written communication (e.g. email) will not constitute an unconditional offer of admission to an IHM course.

9.7 An offer may be made conditional on the applicant subsequently meeting criteria, such as providing confirmed, verified academic results prior to being permitted to enrol.

9.8 The responsibility to accept or deny applicants admission to courses at IHM rests with the Academic Dean or delegate.

9.9 Once all available places in an intake are filled, subsequent applicants may be allocated to the next available intake.

## **10. Pre-enrolment Interview and Acceptance of Offer**

10.1 A pre-enrolment interview (via phone or online) will be arranged and conducted whereby the details of the offer and specific course information are discussed and any questions the applicant may have are discussed.

10.2 Upon completion of the interview, to accept the offer, the applicant must:

- a) sign the Acceptance of Offer and any other course-specific documents to indicate they have read, understood and agree to all the conditions.
- b) return all signed documents to the Admissions Officer (scan and email).

10.3 IHM will retain records of all written agreements (i.e. signed Acceptance of Offer) for a minimum of two (2) years after the person ceases to be an accepted student. These records are stored within IHM's student management system.

10.4 Applicants can defer their acceptance of the offer until the next commencing intake for that course.

10.5 Failure to either accept or defer the offer by the relevant deadline may result in the offer lapsing.

10.6 An applicant who does not accept an offer may re-apply for admission to the course and will be subject to the same requirements as all other applicants at the time of application.

**11. Genuine Temporary Entrant (GTE) Processing (for international applicants only)**

11.1 International applicants that have selected to study in Australia will need to meet the GTE requirements once they have signed the Offer of Acceptance. The GTE requirement is an integrity assessment that all applicants for a student visa must provide to substantiate that they are coming to Australia temporarily to gain a quality education and intend to use the student visa program for its intended purpose only and not as a channel to gain residency in Australia.

11.2 The GTE process for IHM is managed by a contracted education consultant – MWT Global.

**12. Invoice and Payment of Fees**

12.1 All applicants who received and signed an offer for admission to a course are eligible to enrol in that course in that intake by no later than the relevant enrolment deadline.

12.2 As per the Fees, Charges and Refunds Policy, new students are required to pay fees for their first semester (at a minimum) by the date specified in the letter of offer. Payment of tuition fees and charges is a condition of enrolment and must be paid in full by the agreed due date. Failure to pay will result in cancellation of the student's enrolment.

12.3 IHM will retain records of all receipts of payments made by students under their written and signed agreement for a minimum of two (2) years after the person ceases to be an accepted student. These records are stored in IHM's student management system.

**13. Issuance of a CoA/CoE**

13.1 Once fees are received, a Confirmation of Enrolment (CoE) (for international students studying in Australia) or a Confirmation of Admission (for domestic and online students) is issued.

13.2 Reporting of CoEs in PRISMS: All international applicants issued with a CoE are registered with the Australian Government's Provider Registration and International Student Management System (PRISMS). The CoE provides evidence of a student's enrolment with a provider. Any changes to a student's enrolment needs to be reported in PRISMS. The IHM Admissions Team is responsible for creation and management of CoEs in PRISMS.

**14. Enrolled Awaiting Commencement**

14.1 Upon issuance of a CoE/CoA, the applicant is enrolled into their chosen course and their status is referred to as Enrolled Awaiting Commencement.

14.2 It is at this point the applicant is now referred to as a Student.

**15. Deferral of Studies: Before and After Course Commencement**

15.1 An applicant, who has received an Offer letter may apply for deferment of their studies within five working days, following the process of deferment.

15.2 Applicants must submit a formal request for deferral through the IHM Student Support Portal (Deferral Form). An applicant whose deferral application is accepted will be issued a new Offer Letter with a new commencement date.

15.3 An applicant will be required to submit a new application for admission should the deferral period expire.

15.4 Should the deferral be for an international applicant IHM is required to record the deferral via PRISMS.

15.5 Permitting deferrals for each intake of courses is up to the discretion of either the Course Coordinator or the Director of Operations or the Registrar.

15.6 Should permitting deferral jeopardise the conduct of the program, deferral may not be granted.

15.7 The period of deferment will normally be no longer than a year and will normally be until the first



semester of the following year, unless a course is available for commencement in an earlier admissions intake.

15.8 IHM does not guarantee the course offering will be available to the applicant at the end of the period of deferral.

15.9 Where the course is no longer available at the end of the period of deferral, IHM may seek to make an appropriate alternate offer.

15.10 Current fees and any other requirements will be applicable on enrolment and commencement of studies.

15.11 At the end of the period of deferral the applicant will be invited to enrol, thereby accepting the offer. Failure to enrol by the relevant enrolment deadline may result in the offer lapsing.

## **16. Re-admission**

16.1 If a student has discontinued a course of study or fails to enrol/re-enrol in units by the end date of enrolment period and wishes to enrol in the course again, the student will be considered a new applicant for admission.

16.2 Students whose enrolment lapses may reapply for admission to a course and be subject to the same requirements as all other applicants at the time of applying.

## **17. Cancellation or withdrawal from offer acceptance and enrolment**

17.1 The Academic Dean (or delegate) may withdraw an offer or cancel the admission and enrolment of a student where:

- a) The student fails to provide documents or to fulfil other requirements specified in the offer letter of admission by the specified date.
- b) The offer letter of admission has been made based on incomplete, inaccurate or fraudulent information provided by the student or a third party (agent) on behalf of the student.
- c) The student fails to enrol in accordance with the offer letter by the specified date.
- d) The student arrives late for a teaching period without an approved extension letter.
- e) The Academic Dean or delegate determines that it is necessary or reasonable to withdraw the offer in order to fulfill regulatory or administrative requirements and/or guidelines.
- f) The course is withdrawn or cancelled from offer as a result of an institutional decision.

17.2 Any action taken must be notified in writing to the student within three working days.

17.3 If a student decides to withdraw from the course after accepting the offer and before the start of a teaching period, the student is required to complete and submit the Course Withdrawal Form.

17.4 The withdrawal application is assessed by the Registrar and the outcome is sent to the student within five working days of receipt of the Course Withdrawal Form.

## **18. Review of Decision and Appeal Process**

18.1 An applicant who is not offered a place, is entitled to seek a review of the selection decision on the following grounds:

- a) the applicant demonstrated meeting all relevant IHM and course entry requirements.
- b) the application was lodged, providing all required, additional or supporting information, on time and as specified.
- c) the Admission and Enrolment Policy and the Admission and Enrolment Procedure was not correctly applied.

18.2 A request to review the decision must be lodged in writing, addressed to the Admission Officer within 10 business days of the selection decision.

- 18.3 The Admissions Officer will submit the request for a review of the selection decision by:
- a) the Course Coordinator or their nominee if the application was rejected on course specific grounds, or
  - b) the Registrar or nominee if the application was rejected on IHM entry criteria.
- 18.4 A written outcome will be provided within 10 business days from the date of receipt.
- 18.5 Where the outcome is in favour of the applicant, and a new offer is subsequently made, the applicant will be required to meet all relevant entry criteria to enrol.
- 18.6 Where a new offer is made too late for the applicant to reasonably enrol and commence study, with a view to their ability to succeed in the course, a deferment will be applied on the applicant's behalf.
- 18.7 If the review is unsuccessful, the applicant may then appeal the admission decision on relevant procedural grounds using the IHM's Student Appeals process as detailed in the Student Complaints and Appeal Policy and Procedure.

## APPENDIX 1: ENGLISH LANGUAGE EXCLUSIONS / WAIVERS

Applicants from Non-English-speaking countries:

### General Exclusions to English Language Tests:

IHM acknowledges the following as exclusions to English Language Tests. Applicants are required to provide the following documents as evidence:

- certified copies of official Academic Transcripts (must include a statement that education was undertaken and assessed in English)
- Work reference letter on company letterhead with specific information on the type of work undertaken, dates of employment and the contact details of a supervisor (for applicants seeking an exemption based on Work Experience -English Speaking)

| Exclusion Category  | Conditions                   |  |
|---|------------------------------|--|
| <b>Online/Hybrid delivery of IHM course</b>                                   | Taught & assessed in English | Min duration of continuous education in English language |
| Studied in a non-English speaking country (higher secondary and above levels) | ✓                            | 5 years  |

| Exclusion Category   | Conditions   |   |
|--|--|---|
| <b>Work Experience (English speaking)</b>                    | Min duration of continuous work experience in English language | Additional notes  |
| Lived and worked consistently in an English-speaking country | ≥3 years   | Must provide work reference letter on company letterhead with specific information on the type of work, dates of employment and contact details of supervisor |

| Exclusion Category  | Conditions                   |                          |  |   |
|---|------------------------------|--------------------------|--|---|
| <b>Prior Study – Post Secondary or Tertiary</b>   | Taught & assessed in English | Min amount completed     | Max timeframe attended prior to IHM course start | Additional notes  |
| Partial or Completed Post-secondary/Tertiary studies undertaken outside Australia (from a recognized institution) | ✓                            | ≥1 year FT (or equal PT) | ≤2 years   | RPL/Credit options may be available depending on the course. Consult RPL Policy/Procedure and individual course entry requirements/ pathway agreements. |
| Partial or Completed <b>cognate</b> Australian <b>AQF Level 5 or higher</b> award (from a recognized institution) | n/a                          | ≥1 year FT (or equiv PT) | ≤2 years   | RPL/Credit options may be available depending on the course. Consult RPL Policy/Procedure and individual course entry requirements/ pathway agreements. |

| Exclusion Category   | Conditions  |   |  |   |         |               |                     |         |   |   |           |  |   |        |  |   |                                  |                |          |   |                       |             |              |  |
|--|---|---|--|---|---------|---------------|---------------------|---------|---|---|-----------|--|---|--------|--|---|----------------------------------|----------------|----------|---|-----------------------|-------------|--------------|--|
| Prior Study – Senior Secondary   | Taught & assessed in English                              | Min duration of continuous education in English language  | Max timeframe attained prior to IHM course start | Other / Additional Minimum Criteria   |         |               |                     |         |   |   |           |  |   |        |  |   |                                  |                |          |   |                       |             |              |  |
| <b>Senior Secondary studies in an English-speaking school</b><br><i>Includes International Baccalaureate (IB) Diploma where English is the main language of instruction</i>  | ✓   | 5 years   | ≤2 years   |   |         |               |                     |         |   |   |           |  |   |        |  |   |                                  |                |          |   |                       |             |              |  |
| <b>International Baccalaureate (IB) Diploma not undertaken in English</b>  | n/a   | n/a   | ≤2 years   | Grade 4 in IB English A at Higher Level, or<br>Grade 5 in IB English A at Standard Level, or<br>Grade 7 in IB English B at Higher Level |         |               |                     |         |   |   |           |  |   |        |  |   |                                  |                |          |   |                       |             |              |  |
| <b>Other Senior Secondary studies in the following non-English speaking countries:</b>   | ✓   | 2 years   | ≤2 years   | Meets the additional criteria below   |         |               |                     |         |   |   |           |  |   |        |  |   |                                  |                |          |   |                       |             |              |  |
| <table><tr><th>Country</th><th>Qualification</th><th>Minimum Requirement</th></tr><tr><td>Germany</td><td>German Abitur</td><td>Grade 12 in English</td></tr><tr><td>Hong Kong</td><td>Hong Kong Diploma of Secondary Education (HKDSE)</td><td>Level 4 in English Language or Literature in English</td></tr><tr><td rowspan="2">India</td><td>All India Senior School Certificate - CBSE</td><td>Grade of B1 in English Core</td></tr><tr><td>Indian School Certificate - ICSE</td><td>80% in English</td></tr><tr><td>Malaysia</td><td>Sijil Tinggi Persekolahan Malaysia (STPM)</td><td>C pass in 920 English</td></tr><tr><td>Switzerland</td><td>Swiss Matura</td><td>A grade of 5 (good) or better in English</td></tr></table> |   |   |  |   | Country | Qualification | Minimum Requirement | Germany | German Abitur   | Grade 12 in English   | Hong Kong | Hong Kong Diploma of Secondary Education (HKDSE)   | Level 4 in English Language or Literature in English  | India  | All India Senior School Certificate - CBSE   | Grade of B1 in English Core                                       | Indian School Certificate - ICSE | 80% in English | Malaysia | Sijil Tinggi Persekolahan Malaysia (STPM) | C pass in 920 English | Switzerland | Swiss Matura | A grade of 5 (good) or better in English |
| Country  | Qualification   | Minimum Requirement   |  |   |         |               |                     |         |   |   |           |  |   |        |  |   |                                  |                |          |   |                       |             |              |  |
| Germany  | German Abitur   | Grade 12 in English   |  |   |         |               |                     |         |   |   |           |  |   |        |  |   |                                  |                |          |   |                       |             |              |  |
| Hong Kong  | Hong Kong Diploma of Secondary Education (HKDSE)          | Level 4 in English Language or Literature in English  |  |   |         |               |                     |         |   |   |           |  |   |        |  |   |                                  |                |          |   |                       |             |              |  |
| India  | All India Senior School Certificate - CBSE                | Grade of B1 in English Core   |  |   |         |               |                     |         |   |   |           |  |   |        |  |   |                                  |                |          |   |                       |             |              |  |
|  | Indian School Certificate - ICSE                          | 80% in English  |  |   |         |               |                     |         |   |   |           |  |   |        |  |   |                                  |                |          |   |                       |             |              |  |
| Malaysia   | Sijil Tinggi Persekolahan Malaysia (STPM)                 | C pass in 920 English   |  |   |         |               |                     |         |   |   |           |  |   |        |  |   |                                  |                |          |   |                       |             |              |  |
| Switzerland  | Swiss Matura  | A grade of 5 (good) or better in English  |  |   |         |               |                     |         |   |   |           |  |   |        |  |   |                                  |                |          |   |                       |             |              |  |
| <b>Other Senior Secondary studies in the following non-English speaking countries:</b>   | ✓   | n/a   | ≤4 years   | Meets the additional criteria below   |         |               |                     |         |   |   |           |  |   |        |  |   |                                  |                |          |   |                       |             |              |  |
| <table><tr><th>Country</th><th>Qualification</th><th>Minimum Requirement</th></tr><tr><td>Denmark</td><td>Danish Studentereksamen or Higher Preparatory Examination</td><td>Grade 7 in English in the final year (English B or English A)</td></tr><tr><td>Norway</td><td>Norwegian Certificate of Upper Secondary Education</td><td>Grade 4 in the First Year of Upper Secondary English (if this is the only completed English subject); or<br/>Average Grade 4 in all completed Upper Secondary English subjects</td></tr><tr><td>Sweden</td><td>Swedish Secondary School Leaving Certificate</td><td>Grade D in English in the final year (English 6/English Course B)</td></tr></table>   |   |   |  |   | Country | Qualification | Minimum Requirement | Denmark | Danish Studentereksamen or Higher Preparatory Examination | Grade 7 in English in the final year (English B or English A) | Norway    | Norwegian Certificate of Upper Secondary Education | Grade 4 in the First Year of Upper Secondary English (if this is the only completed English subject); or<br>Average Grade 4 in all completed Upper Secondary English subjects | Sweden | Swedish Secondary School Leaving Certificate | Grade D in English in the final year (English 6/English Course B) |                                  |                |          |   |                       |             |              |  |
| Country  | Qualification   | Minimum Requirement   |  |   |         |               |                     |         |   |   |           |  |   |        |  |   |                                  |                |          |   |                       |             |              |  |
| Denmark  | Danish Studentereksamen or Higher Preparatory Examination | Grade 7 in English in the final year (English B or English A)   |  |   |         |               |                     |         |   |   |           |  |   |        |  |   |                                  |                |          |   |                       |             |              |  |
| Norway   | Norwegian Certificate of Upper Secondary Education        | Grade 4 in the First Year of Upper Secondary English (if this is the only completed English subject); or<br>Average Grade 4 in all completed Upper Secondary English subjects |  |   |         |               |                     |         |   |   |           |  |   |        |  |   |                                  |                |          |   |                       |             |              |  |
| Sweden   | Swedish Secondary School Leaving Certificate              | Grade D in English in the final year (English 6/English Course B)   |  |   |         |               |                     |         |   |   |           |  |   |        |  |   |                                  |                |          |   |                       |             |              |  |

## SECTION 3

### Associated Information

|   |   |
|---|---|
| <b>Related Internal Documents</b>               | Access and Equity Policy<br>Admission and Enrolment Policy<br>Offer Letter and Offer Acceptance<br>Changes to Enrolment Policy and Procedure<br>Course Application Form<br>Course Handbooks<br>Course Withdrawal Form<br>Credit and Prior Learning Policy and Procedure<br>Deferment Application<br>Fees, Charges and Refunds Policy and Procedure<br>Pre-enrolment Interview<br>Records Management Policy and Procedure<br>Student Complaints and Appeals Policy and Procedure   |
| <b>Related Legislation, Standards and Codes</b> | <a href="#">Tertiary Education Quality and Standards Agency (TEQSA) Act 2011</a><br><a href="#">Higher Education Support Act 2003 and Guidelines</a><br><a href="#">Education Services for Overseas Student (ESOS) Act 2000 and National Code 2018</a><br><a href="#">ELICOS Standards 2018</a><br><a href="#">Department of Home Affairs - Student Visa requirements</a><br>Privacy legislation: <a href="https://www.oaic.gov.au/privacy/the-privacy-act/">https://www.oaic.gov.au/privacy/the-privacy-act/</a><br>HESF (2021): <a href="#">Higher Education Standard Framework Domain 1: Student participation and attainment</a><br>TEQSA <a href="#">Admissions transparency</a><br>TEQSA (2020). <a href="#">Communication on English waivers</a> |
| <b>Date Approved</b>                            | 19/11/2023  |
| <b>Date Endorsed</b>                            | 15/11/2023  |
| <b>Date of Effect</b>                           | 15/11/2023  |
| <b>Date of Next Review</b>                      | 01/11/2026  |
| <b>Approval Authority</b>                       | Academic Board endorsed by Board of Directors   |
| <b>Responsibility for implementation</b>        | Director of Operations  |
| <b>Responsible Department</b>                   | Admissions  |
| <b>Document Custodian</b>                       | Learning and Teaching Committee   |
| <b>IHM Doc ID</b>                               | IHM-AEP2-5.0  |

## Change History

| Version Control |                           | Version 5   |
|-----------------|---------------------------|---|
| Change Summary  | Date                      | Short description of change, incl version number, changes, who considered, approved etc   |
|                 | 26/07/2021<br>Version 4   | <ul style="list-style-type: none"> <li>• Waiver of English language entry requirement is added (section 9 and 17)</li> <li>• Evidence of relevant professional registration is added (section 8b)</li> <li>• Responding to COVID-19 situation and border closure (section 9 and 17)</li> <li>• Version 3 was approved by Academic Board in February 2021</li> <li>• Date of next review is changed to July 2024</li> </ul>  |
|                 | 15/11/2021<br>Version 4.1 | <ul style="list-style-type: none"> <li>• IHM EAP Direct Entry Test requirement to the Procedure (Section 16e, p. 12)</li> <li>• A table outlining the English language requirements Table is added to the Procedure (Section 18, p 13)</li> <li>• Version 4.1 is endorsed by Academic Board on December 2021</li> </ul>   |
|                 | 23/03/2022<br>Version 4.2 | <ul style="list-style-type: none"> <li>• Assessment of English Proficiency is updated (Section 6 g “a” and “b”, p. 4)</li> <li>• Physical verification of documents at campus is added (Section 7b “c”, p. 4)</li> <li>• Course-specific Entry Requirements Table (Section 8, p. 5 – 6) is updated with IHM English Test</li> <li>• Waiver of Entry Requirements (Section 9c is added, p. 6)</li> </ul>   |
|                 | 02/12/2022<br>Version 4.3 | <ul style="list-style-type: none"> <li>• The English Language requirements/English speaking countries list is updated in the procedure (Section 6g. (a-c))</li> </ul>   |
|                 | 03/08/2023<br>Version 4.4 | <ul style="list-style-type: none"> <li>• Separation of Procedure from Policy</li> <li>• Rename from Student Selection and Admission to Student Selection, Admission and Enrolment.</li> <li>• Addition of responsibilities for clarity.</li> <li>• Reordering of content and some additional new information</li> <li>• Clarification and expansion of English language requirements and exclusions, and movement into an Appendix</li> <li>• Explicit inclusion of age as at application requirement (18 years)</li> </ul>   |
|                 | 09/11/2023<br>Version 5   | <ul style="list-style-type: none"> <li>• Slight change to title</li> <li>• Scope extended to include ELICOS courses</li> <li>• Definitions removed as now refer to IHM Glossary</li> <li>• Inclusion of Process Flow diagram</li> <li>• Relocation of list of recognised English-speaking countries into the Policy</li> <li>• Relocation of approved Course and English Entry Requirements into the Policy</li> <li>• General formatting, editing, and grammatical check</li> <li>• Document responsibility updated to Director of Operations (formerly Academic Registrar)</li> </ul> |