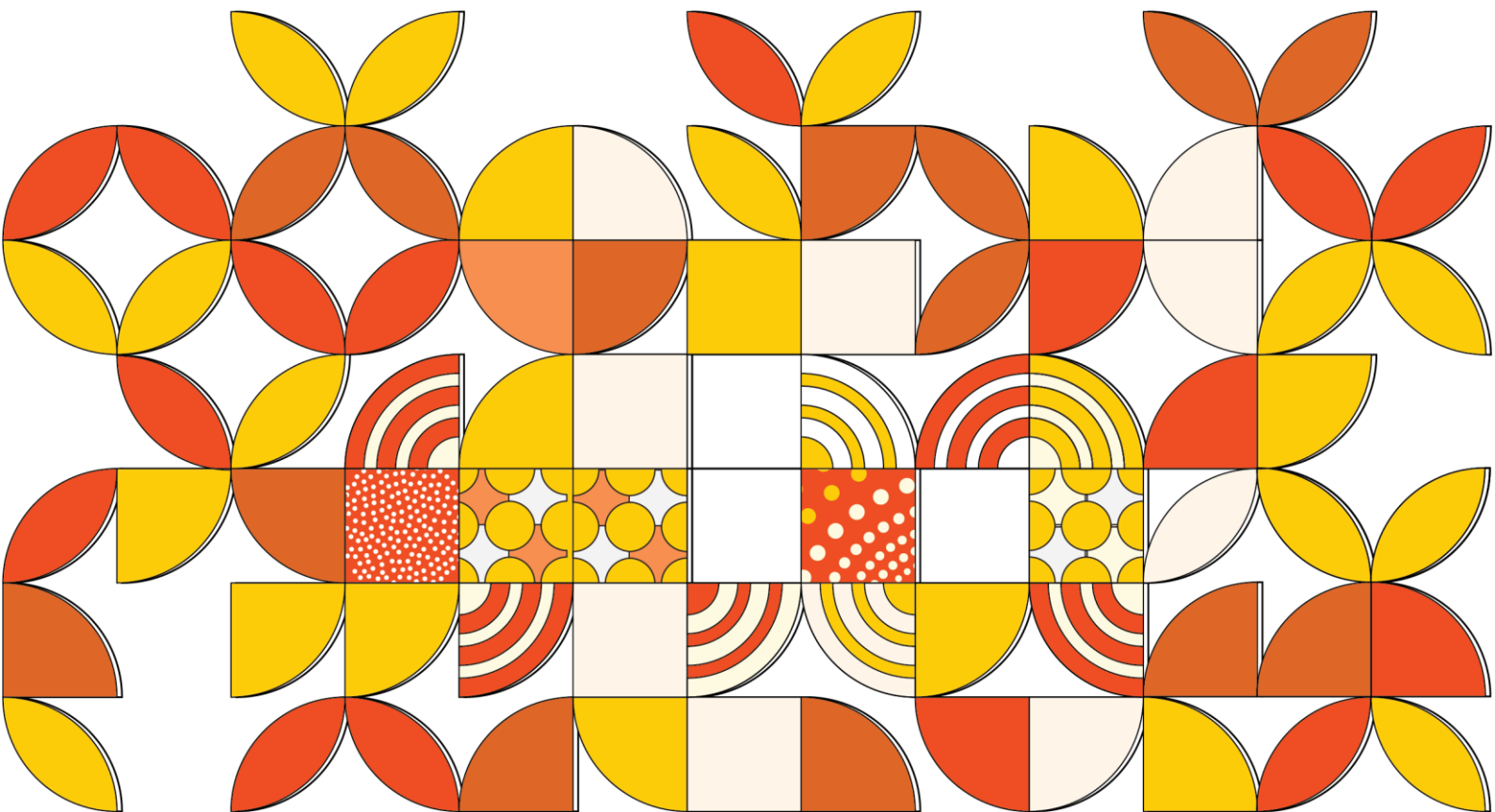


Student Selection, Admission and Enrolment Procedure



SECTION 1

Purpose

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

Scope

3. This procedure applies to the Australian Qualifications Framework (AQF) and Non-AQF courses provided by IHM but does not apply to professional development programs or single unit student enrolments.

Definitions

4. The following definitions have their meaning as implied out below:
 - a) **Admission** - Entry to award course and non-award course at IHM.
 - b) **AQF Framework** – The Australian Qualifications Framework (AQF) is Australia’s national framework for regulated qualifications, encompassing higher education, vocational education and training and school education. It provides a national recognition and a consistent understanding of what defines each qualification type.
 - c) **AQF Qualification** - This qualification is the result of successful completion of an accredited course of learning leading to formal certification that a graduate has achieved the learning outcomes described in the AQF.
 - d) **Applicant** - A person who has formally indicated, or is in the process of formally indicating, their intention to participate in a course of study but has not yet enrolled in that course.
 - e) **Application** - A process by which an applicant formally indicates their intention to participate in a course of study prior to enrolment.
 - f) **Deferment** - The approval of a request by student to postpone the commencement of study to a later intake.
 - g) **Domestic applicant** - An Australian or New Zealand citizen, Australian Permanent resident, or Australian humanitarian visa holder.
 - h) **EAP** - English for Academic Purpose course is designed to help students who intend to complete further studies in higher education courses.
 - i) **ELICOS** - English Language Intensive Course for Overseas Students (ELICOS) is designed to help students become fluent and confident in core English language skills. This course is available in different levels to suit individuals in their personal and professional life.
 - j) **English language requirements** - The minimum English language requirement for students to be admitted

- to a course at IHM.
- k) **Eligibility for admission** - The criteria by which students are assessed for admission to a course.
 - l) **Entry requirements** - a general term which covers the minimum age requirements, minimum English Language requirements and minimum course-specific requirements that an applicant must meet in order to secure his/her admission into a course at IHM.
 - m) **IELTS** - International English Language Testing System (IELTS) is an international standardised test of English language proficiency. It measures how well a person reads, listens, speaks and writes in English.
 - n) **ITEP Academic Plus** – International Test of English Proficiency Academic Plus can be taken online and evaluates grammar, listening, reading, writing and speaking with score ranges from 0-6 the iTEP Academic Plus is aligned to the CEFR (Common European Framework of Reference) and delivers detailed score reports within 24 hours.
 - o) **PTE** – Pearson Test of English.
 - p) **Non-award study** - A course delivered through IHM that does not lead to an AQF-award.
 - q) **Re-admission** - A term used for applicants who were previously enrolled in a course without completing, due to enrolment lapse, discontinuation, or exclusion and are now seeking to re-enrol into their previous course.
 - r) **Student Management Systems** – A management information system used to manage student information, records, communications and data.

Suite documents

- 5. This procedure is linked to the following documents:
 - a) Student Selection and Admissions 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 selection, admission and enrolment of students into all courses.
 - a) **Applicants** are responsible for the following:
 - Complete all required IHM forms truthfully and completely
 - Provide all evidentiary documents (official certified copies)
 - Thoroughly read, sign and return all official letters and communications in a timely manner
 - Respond to all communications and requests in a polite and timely manner
 - b) **Admissions Officers** are responsible for the following:
 - Ensuring all information is accurately and completely entered into the Student Management System (including document uploads and communications)
 - Reviewing and assessing applications, including English-language proficiency and relevant course-specific entry requirements

- Requesting additional information from applicants (or Agents) as necessary
 - Communication of selection outcome
 - Letter of Offer processing to successful applicants
 - Conducting pre-enrolment interviews (unless specified otherwise in approved course documentation)
 - Issuing Certificate of Enrolment (CoE)
 - Refer requests for deferral, waivers or complaints to the relevant senior IHM staff member
- c) Course Coordinator (or delegate)** is responsible for the following:
- Permit deferrals into latter intakes
 - Circumstances where academic judgement is required or requested
- d) Academic Dean** is responsible for the following:
- Ultimate responsibility to accept or deny applications
 - Withdraw an offer or cancellation of admission and enrolment
 - Decisions relating to waivers
- e) Registrar (or delegate)** is responsible for the following:
- PRISMS reporting
 - Complaints review and resolution
 - Circumstances where an institutional decision is required.

Procedure

7. Application

7.1 Applications for admission at IHM must be made in the following ways:

- a) Students can apply to enrol in a course at IHM through direct application via the IHM website or by visiting IHM representative offices.
- b) All applicants must complete a formal application and enrolment process.
- c) 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.
- d) To be considered for selection, all applicants must meet the required deadline for submission.
- e) All applicants must be at least 18 years of age at the point of submitting their application. Relevant documentation is required to support this.

7.2 English Language Proficiency

- a) All applications for admission in to an IHM course need to be assessed against the English language proficiency level required for the course according to [Appendix 1: English Language Proficiency Requirements for Entry into IHM Courses](#).
- b) If an applicant has satisfactory English language proficiency test results OR meets an exclusion to English Language Proficiency Tests requirements (Appendix 1) (authenticated appropriately) and meets all other requirements, the applicant will be offered a place in the chosen course.
- c) If an applicant does not meet the requirements of Appendix 1 and there are doubts about the English language skills to cope in an academic environment, the applicant will be advised to enrol in an English

(EAP or ELICOS) course for an appropriate duration until the student achieves the required level of English proficiency.

- d) All applicants must provide evidence of English language proficiency test scores or evidence to substantiate any of the listed exclusions in Appendix 1.

7.3 Course Entry Requirements

- a) In addition to the English language proficiency requirements (as per Appendix 1), applicants are also required to meet the minimum Course Entry requirements for IHM courses:
 - a. Demonstration that the minimum academic requirements are met by either prior study or an equivalent recognised competency for the course the applicant is seeking to study. Refer Table 2 of Appendix 1
 - b. Certified copies of international qualifications and professional registrations will be assessed to establish an equivalent level in the AQF in order to establish eligibility against academic requirements. On-campus students can produce original certificates for verification at the time of enrolment.
 - c. Applicants must be a minimum of 18 years of age.

7.4 Course-specific Entry Requirements

- a) Course-specific entry requirements may be set for any course at IHM and may include:
 - a. specified level of prior study or equivalent study
 - b. English-language requirements and significant work experience in the relevant field
 - c. any other legislative or external requirements relevant to their eligibility to study
 - d. minimum age, and
 - e. access to computers and other devices that are necessary in order to successfully participate.
- b) 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 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 enrolment 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.

7.6 Waiver of entry requirements

- a) In some exceptional cases IHM may waive course admission criteria if an applicant clearly demonstrates they have capability to successfully complete the course.
- b) A recommendation for a waiver to be considered will be directed by the Admissions Officer to the Registrar for approval.

7.7 Supporting Documentation Evidence

- a) Admissions 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:

- a. Certified copies of passport
- b. Certified copies of Academic transcripts
- c. Certified copies of relevant professional registration (e.g., nursing registration issued by the Nurses Board in Australia and overseas)
- d. Evidence of relevant discipline qualifications (e.g., nursing qualifications for nursing courses)
- e. Evidence of meeting any applicable legal requirements such as obtaining a student visa
- f. Evidence of English language proficiency as detailed in the Student Selection and Admission Procedure prior to the scheduled commencement of delivery of the intended course.

8 Selection and Offer

- a) The selection process at IHM aims to be fair and transparent.
- b) All admitted students must meet all entry criteria.
- c) The responsibility to accept or deny applicants admission to courses at IHM rests with the Academic Dean or delegate.
- d) The selection process includes IHM course entry requirements being applied consistently and equitably to all applicants for a course.
- e) When information provided in the application is insufficient to determine selection, a request for additional or supporting information may be made to the applicant.
- f) Failure to provide additional or supporting information with the required timeframe may impact the capacity of IHM to make an offer.
- g) All completed applications will receive a formal selection outcome.
- h) 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.
- i) 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.
- j) Once all available places in an intake are filled, subsequent applicants may be allocated to the next available intake.
- k) 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 Pre-enrolment Interview and Acceptance of Offer

- a) Successful applicants will receive a formal letter of offer in addition to course specific information. 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 admission principles and policies
 - d. read and understand all requirements of the course.
- b) Additionally, 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 questions the applicant may be answered.
- c) 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).
- d) Applicants can defer their acceptance of the offer until the next commencing intake for that course (refer to Item 11).
- e) Failure to either accept or defer the offer by the relevant deadline may result in the offer lapsing.
- f) 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.

10 Enrolment and Fees

- a) 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.
- b) As per the Fees, Charges and Refunds Policy, new students are required to pay fees for their first semester 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.
- c) International students will receive a Certificate of Enrolment (CoE) upon payment of fees.

11 Deferral of Studies: Before and After Course Commencement

- a) An applicant, who has received an Offer letter may apply for deferral of their studies within five working days, following the process of deferral.
- b) Applicants must submit a formal request for deferral through the IHM Student Support Portal (Deferral Form)
- c) An applicant whose deferral application is accepted will be issued a new Offer Letter with a new commencement date.
- d) An applicant will be required to submit a new application for admission should the deferral period expire.
- e) Should the deferral be for an international applicant IHM is required to report the deferral to the relevant government department via PRISMS.
- f) The Course Coordinator or the Admissions Manager has the discretion to permit deferral for each intake of courses.
- g) Should permitting deferral jeopardise the conduct of the program, deferral may not be granted.
- h) The period of deferral 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.

- i) IHM does not guarantee the course offering will be available to the applicant at the end of the period of deferral.
- j) Where the course is no longer available at the end of the period of deferral, IHM may seek to make an appropriate alternate offer.
- k) Current fees and any other requirements will be applicable on enrolment and commencement of studies.
- l) 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.

12 Re-admission

- a) 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.
- b) 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.
- c) 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.

13. Cancellation or withdrawal from offer acceptance and enrolment

- a) 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.
- b) Any action taken under Section 11a) (sub items a to f) must be notified in writing to the student within three working days.
- c) 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.
- d) 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.

14 Review of Decision and Appeal Process

- a) 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 Student Selection and Admissions Policy and the Student Selection and Admissions Procedure was not correctly applied.

- b) A request to review the decision must be lodged in writing, addressed to the Admissions Officer within 10 business days of the selection decision.
- c) 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.
- d) A written outcome will be provided within 10 business days from the date of receipt.
- e) 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.
- f) 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.
- g) 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.

15 Online Study Requirements

- a) Online study at IHM requires students to access content on IHMs e-learning platform.
- b) Students are expected to:
 - a. be computer literate and have a stable internet connection
 - b. access and navigate IHMs e-learning platform to access course materials and content, and to submit assessments
 - c. Communicate effectively using email.
 - d. Create basic documents, spreadsheets and presentations using Microsoft Office programs.
 - e. Manage and back-up files using common file formats.
- c) IHM will provide students with basic orientation and training to use the e-learning platform.
- d) The minimum system requirements and standards recommended for effective study at IHM include the following:

<p><u>Minimum hardware requirements:</u></p> <ul style="list-style-type: none"> a. Computer/laptop with 1 GHz processor b. 1GB of SDRAM c. Microsoft® Windows® 10 or later d. 128 GB (Gigabyte) hard disk e. Speakers/Headphones and Microphone f. Internet connection capable of minimum download speeds of 512 Kbps 	<p><u>Software and Plugins:</u></p> <ul style="list-style-type: none"> a. Any of the following internet browsers (most current versions): <ul style="list-style-type: none"> • Google Chrome (Windows / Mac) – preferred browser • Microsoft Edge (Windows) • Firefox (Windows / Mac) • Safari (Mac) b. Current version of Java Run Time Environment (JRE). To download the latest version, please visit: https://www.java.com/en/download/ c. Current version of Acrobat Reader. To download the latest version, please visit: https://get.adobe.com/reader/ d. A word processor program such as Microsoft® Word
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APPENDIX 1: ENGLISH LANGUAGE PROFICIENCY ENTRY REQUIREMENTS

Applicants from English-speaking countries:

- 1 IHM does not require applicants to provide evidence of English language if they are:
 - Citizens of English-speaking countries (as per Table 1), OR
 - Permanent Residents of English-speaking countries (Table 1), OR
 - Individuals who have resided in an English-speaking country (Table 1) for a minimum of **TEN** years and have completed secondary or tertiary education in an English-speaking country.
- 2 Applicants 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)

Table 1: Recognised English-Speaking Countries

• American Samoa	• Australia
• Bahamas	• Barbados
• Belize	• Botswana
• Canada	• Fiji
• Gibraltar	• Ghana
• Guyana	• Jamaica
• Kenya	• Lesotho
• Liberia	• New Zealand
• Nigeria	• Papua New Guinea
• Singapore	• Solomon Islands
• South Africa	• The Gambia
• Tonga	• Trinidad and Tobago
• United Kingdom (incl Northern Ireland) and Republic of Ireland	• United States of America
• Zambia	• Zimbabwe

Applicants from Non-English-speaking countries:

- 3 **English Language Proficiency Tests:** IHM accepts the following English language tests, provided they were completed no more than **two years** before the intended start date and meet the minimum scores for the desired program. Applicants are required to provide copies of official Academic Transcripts as evidence.

Table 2: English Language Proficiency Test Requirements

English Language Requirement	IHM Course	Master of Nursing (MON)# Graduate Certificate in Advanced Nursing (GCAN)# Graduate Certificate in Nursing (GCN)	Bachelor of Social Work (BSW) Master of Public Health (MPH)	Bachelor of Nursing (BN)	Master of Social Work (Qualifying) (MSW(Q))
International English Language Testing System (IELTS) – Academic version	Overall 6.5 with no bands less than 6			Overall 7 with no bands less than 7	Overall 7 with no bands less than 7
Pearson Test of English (PTE) - Academic	Overall 56 with no band less than 46			Overall 65 with no band less than 65	
Occupational English Test (OET) Nursing courses only	Minimum B in each component	Not applicable		Minimum B in each component, from a single test sitting, valid for 2 yrs (from test)	Not applicable
Test of English as a Foreign Language - internet-based (TOEFL iBT) Including TOEFL iBT Home Edition	79 (Listening 19, Speaking 19, Reading 18, Writing 22)			94 (Listening 24, Speaking 23, Reading 24, Writing 27)	
International Test of English Proficiency (ITEP) Academic Plus Applicable only to online delivery mode	3.9			Not applicable	Not applicable
English for Academic Purposes (EAP), or IHM EAP Direct Entry Test Score (online delivery only)	Minimum score of 70%			Not applicable	
<p># - For the Online-delivery/hybrid version of the course only, English Language Proficiency Test requirements do not apply if the applicant studied in a non-English speaking country and has completed a minimum of 5-years continuous education in English Language (including higher secondary and above levels).</p>					

General Exclusions to English Language Tests: In addition to the online-delivery courses marked in Table 2 above, IHM acknowledges the following as exclusions to English Language Tests. Applicants are required to provide the following documents as evidence:

- a. certified copies of official Academic Transcripts
- b. an original statement or certificate (on official letterhead) issued by the Registrar, or equivalent, confirming that the sole language of instruction and assessment was in English.

NOTE: Please refer to the accredited curriculum documentation as some courses have specific requirements. Where this is the case, the requirements in the accredited document apply.

Table 3: General Exclusions to English Language Proficiency Tests

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
Senior Secondary studies in an English-speaking school <i>Includes International Baccalaureate (IB) Diploma where English is the main language of instruction</i>	✓	5 years	≤2 years	
International Baccalaureate (IB) Diploma not undertaken in English	n/a	n/a	≤2 years	<ul style="list-style-type: none"> Grade 4 in IB English A at Higher Level, or Grade 5 in IB English A at Standard Level, or Grade 7 in IB English B at Higher Level
Other Senior Secondary studies in the following non-English speaking countries:	✓	2 years	≤2 years	<ul style="list-style-type: none"> Meets the additional criteria below
	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	
Other Senior Secondary studies in the following non-English speaking countries:	✓	n/a	≤4 years	<ul style="list-style-type: none"> Meets the additional criteria below
	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 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)	

Exclusion Category	Conditions			Additional notes
Prior Study – Post Secondary or Tertiary	Taught & assessed in English	Min amount completed	Max timeframe attended prior to IHM course start	
Partial or Completed Post-secondary/Tertiary studies undertaken outside Australia (from a recognized institution)	✓	≥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.
Partial or Completed cognate Australian AQF Level 5 or higher 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		Additional notes
Work Experience (English speaking)	Min duration of continuous work experience in English language		
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

SECTION 3

Associated information

Related Internal Documents	<p>Access and Equity Policy Admission Checklist Agent Appointment, Monitoring and Management Policy and Procedure Conditional Offer Letter Confirmation of Admissions Course Application Form Course Handbook Credit and Prior Learning Policy and Procedure Deferment Application Domestic Student Handbook Fees, Charges and Refunds Policy and Procedure Genuine Temporary Entrant Form (GTE) International Student Handbook Marketing of Courses to Overseas and Offshore Students Policy and Procedure Offer Letter and Offer Acceptance Offshore Delivery Policy and Procedure Outcome Letter for Rejection Pre-enrolment Document Records Management Policy and Procedure Student Complaints and Appeal Policy and Procedure Student Selection, Admission and Enrolment Policy</p>
Related Legislation, Standards and Codes	<p>Tertiary Education Quality and Standards Agency (TEQSA) Act 2011 Higher Education Support Act 2003 and Guidelines Australian Qualifications Framework (AQF) Education Services for Overseas Student (ESOS) Act 2000 and National Code 2018 Department of Home Affairs - Student Visa requirements Privacy legislation: https://www.oaic.gov.au/privacy/the-privacy-act/ HESF (2021): Higher Education Standard Framework Domain 1: Student participation and attainment TEQSA Admissions transparency TEQSA (2020). Communication on English waivers</p>
Date Approved	18/08/2023
Date Endorsed	23/08/2023
Date of Effect	19/08/2023
Date of Next Review	01/07/2026
Approval Authority	Academic Board endorsed by Board of Directors
Responsibility for implementation	Academic Registrar
Responsible Department	Academic Department
Document Custodian	Learning and Teaching Committee
PinPoint Doc ID	IHM-SSAP2

Change history

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