

Student Selection and Admission Procedure



Institute of Health &
Management Pty. Ltd.

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SECTION 1

Purpose

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

Scope

3. This procedure applies to all Australian Qualifications Framework (AQF) and Non- Australian Qualifications Framework 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** - AQF is the national policy for regulated qualifications in the Australian education and training sector, incorporating the qualifications from each education and training sector into a single comprehensive national qualifications framework.
 - c) **AQF Qualification** - This qualification is the result of an accredited complete 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

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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 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.

Suite documents

- 5. This procedure is linked to the following documents:
 - c) Student Selection and Admissions Policy
 - d) See Associated Information listed in the 'Related Internal Documents' in Section 3 below.

SECTION 2

Admission Procedure

6. Assessment of English Language Proficiency

- a) All applications for admission to a course in IHM need to be assessed against the English language proficiency level required for the course.
- b) If student has satisfactory English language proficiency test results (listed under entry requirements and authenticated appropriately) and meets all other requirements, the applicant will be offered a place in the chosen course.
- c) If an applicant cannot produce a satisfactory English language proficiency test score, and there are

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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 of required for entry as listed in the Course Brochure.

- d) Evidence of English language proficiency test scores will be required in accordance with the English language requirements that apply to the visa eligibility for the country assessment level published by Department of Home Affairs (DOHA).
- e) IHM accepts satisfactory performance in the following tests as evidence of English language proficiency: International English Language Testing System (IELTS), Pearson Test of English (PTE), Test of English as a Foreign Language (TOEFL), Occupational English Test (OET) and International Test of English Proficiency Academic Plus (iTEP Academic Plus).
- f) Applications from domestic, online and offshore students who does not have valid English language proficiency test score are required to pass either IHM EAP Direct Entry Test with overall score 70 or iTEP Academic Plus test with minimum score of 3.9.
- g) Generally, an English proficiency test will not be required under the following situations:
 - a. a minimum of one year of full-time (or comparable part-time) tertiary study in one of the following English-speaking countries before the start of applicants course: American Samoa, Australia, Bahamas, Barbados, Belize, Botswana, Canada, Fiji, Gambia, Ghana, Gibraltar, Guyana, Republic of Ireland, South Africa, United Kingdom, Jamaica, Kenya, Lesotho, Liberia, New Zealand, Nigeria, Papua New Guinea, Singapore, and United States of America.
 - b. If English is not the applicant's first language and applicant have lived and worked consistently in an English-speaking country (as indicated above) for at least three years prior to the start date of their course, IHM may be able to assess their English competence based on the relevance of their work experience. Applicant must supply a work reference letter on company letterhead with specific information on the type of work, dates of employment, and contact information for a supervisor.
 - c. If applicant studied in another country, applicant can demonstrate their English proficiency if they have completed a minimum of five years of continuous education in English language including higher secondary and above levels.
 - d. English waivers are usually case-by-case admissions decisions that take place outside the English requirements. Life experience' and 'circumstances' could mean professional accreditation, relevant work experience, citizenship or other factors deemed sufficient for an English waiver may be considered for admission decision by the course coordinator or delegates.

7. Course Entry Requirements

- a) All applications for admission to a course in IHM need to be assessed against the English language proficiency level required for the course.
- b) The minimum entry requirements into a course at IHM include the following:

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- 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.
- Course academic requirements must meet the appropriate Australian Qualifications Framework (AQF) level or professional experience as needed by course specific requirements
- 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.
- Minimum age requirements (18 years)
- Applicants must be able to demonstrate that they meet the minimum age and academic requirements.

8. Course-specific Entry Requirements

- Course-specific entry requirements may be set for any course at IHM and may include a specified level of prior study or equivalent study, English language requirements and significant work experience in the relevant field.
- These entry requirements must be documented and made available to applicants through the Course Handbook, Course Brochures, the IHM website and social media.
- The below Table will provide overall English language requirement for IHM award courses:

IHM Course	IELTS	PTE	OET	TOFEL	EAP	IHM EAP Direct Entry Test Score *Applicable only to online delivery mode	iTEP Score *Applicable only to online delivery mode
Master of Nursing (MON)	Overall 6.5 with no bands less than 6	Overall 56 with no band less than 46	Minimum B in each component	79 (Listening 19, Speaking 19, Reading 18, Writing 22)	Completion of EAP with an Australian ELICOS provider with an exit level of CEFR C1, equivalent to IELTS 6.5 or 7	EAP with 70 marks	3.9
Graduate Certificate in Advanced	Overall 6.5 with no bands less than 6	Overall 56 with no band less than 46	Minimum B in each component	79 (Listening 19, Speaking 19, Reading 18, Writing 22)	Completion of EAP with an Australian ELICOS	EAP with 70 marks	3.9

Nursing (GCAN)					provider with an exit level of CEFR C1, equivalent to IELTS 6.5 or 7		
Graduate Diploma of Nursing (GDN) – available only online	Overall 6.5 with no bands less than 6	Overall 56 with no band less than 46	Minimum B in each component	79 (Listening 19, Speaking 19, Reading 18, Writing 22	Completion of EAP with an Australian ELICOS provider with an exit level of CEFR C1, equivalent to IELTS 6.5 or 7	Overall 70	3.9
Graduate Certificate in Nursing (GCN)	Overall 6.5 with no bands less than 6	Overall 56 with no band less than 46	Minimum B in each component	79 (Listening 19, Speaking 19, Reading 18, Writing 22	Completion of EAP with an Australian ELICOS provider with an exit level of CEFR C1, equivalent to IELTS 6.5 or 7	Overall 70	3.9

9. Waiver of entry requirements

- In some exceptional cases IHM may waive course admission criteria if an applicant clearly demonstrates they have capability to successfully complete the course.
- A recommendation for a waiver to be considered will be directed by the Admission Officer to the Registrar for approval.
- English requirements may be waived for students undertaking nursing courses who are currently registered and working as registered nurses in Australia or other English speaking countries including but not limited to Canada, New Zealand, Republic of Ireland, South Africa, United Kingdom, Singapore and United States of America.
- To accommodate the impact of COVID-19 on students meeting the English language requirements, see section 17 COVID-19 Temporary Admission Arrangements 2021 and 2022.

10. Online Study Requirements

- Online study requirements at IHM require students to have good computer skills and an internet connection to access the e-learning platform.
- Students are expected to:

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- a. Communicate using email and attachments.
- b. Create basic documents, spreadsheets and presentations using Microsoft Office programs.
- c. Manage and back-up files using common file formats.
- c) IHM will provide students with basic computer orientation and training to use the e-learning platform.
- d) The minimum system requirements and standards to be met for effective study at IHM include:

Minimum hardware requirements:

- a. Computer with 1 GHz processor
- b. 1GB of SDRAM
- c. Microsoft® Windows® XP or later
- d. 1024 x 768 display
- e. 128 GB (Gigabyte) hard disk
- f. CD/DVD drive
- g. Speakers/Headphones and Microphone. A noise-cancelling headset is recommended
- h. Keyboard and mouse are recommended
- i. 256 Kbps or higher modem or Macintosh equivalent.

Software and Plugins:

- a. One of the following web browsers:
 - Microsoft IE 9.0 (Windows)
 - Firefox 10.0 (Windows and Mac)
 - Google Chrome 20.0 (Windows and Mac)
 - Safari 5.0 (Mac)
- b. Java Run Time Environment (JRE) version 6. To download the latest version, please visit:
<http://www.java.com/en/download/index.jsp>
- c. Flash Player 9.0. To download the latest version, please visit
<http://get.adobe.com/flashplayer/>
- d. Acrobat Reader 8.0. To download the latest version, please visit:
<http://get.adobe.com/reader/>
- e. A word processor program; for example, Microsoft® Word

11. Application Process

- a) 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.

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- 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.

12. Selection Process

- 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 select 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.

13. Accepting an Offer and Converting to Enrolment

- a) Applicants are considered on the basis of entry requirements and successful applicants are sent formal notification of outcome.
- b) When applicant receives the notification of offer, he/she must ensure the following:
 - a. all details provided in the Offer Letter are correct.
 - b. has read, understands and agrees to all the terms and conditions of the Offer Letter.
 - c. has read and understood the admission principles and policies.
 - d. To accept the offer the student must accept the Offer Letter by completing and signing the Acceptance of Offer.
 - e. 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, or
 - f. Applicants can defer their acceptance of the offer until the next commencing intake for that course.
 - g. Failure to either accept or defer the offer by the relevant deadline may result in the offer lapsing.

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- c) 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.

14. Deferment of Studies: Before and After Course Commencement

- a) An applicant, who has received an Offer letter may apply for deferment of their studies within five working days, following the process of deferment.
- 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 Student Administration and Registration 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 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.
- 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.

15. Re-admission

- a) An applicant who fails to 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.
- d) Cancellation or withdrawal from offer acceptance and enrolment

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- e) 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.
- f) Any action taken under section 15 (a-e) must be notified in writing to the student within three working days.
- g) 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.
- h) 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.

16. 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 Admission Officer within 10 business days of the selection decision.
- c) The Admission 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.

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- 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.

17. COVID-19 Temporary Admission Arrangements 2021 and 2022

- a) As a result of many English centres currently closed due to the COVID-19 pandemic, IHM has made some temporary revisions to the English language requirements.
- b) For the course commencing in 2021 and 2022
 - a. IHM will temporarily extend the time validity of existing approved official IELTS, TOEFL and Pearson PTE Academic test scores from 2 to 3 years before the intended commencement of courses requiring IELTS 6.5 or equivalent.
 - b. The TOEFL iBT Home Edition version is temporarily being accepted as equivalent to existing accepted TOEFL tests.
 - c. Any other test not listed above or in our existing English Language Requirement will not be accepted.
- c) If a student wishes to defer his/her offer to a course commencing in 2023, then the student will be required to meet the approved English language entry requirement as per the IHM Student Selection and Admission Policy and Procedure.
- d) Implementation of this procedure (section 9 and 17) will be subject to review once authorised testing centres reopen.
- e) This procedure (section 9 and 17) only applies to the IHM course offer and does not affect the student's visa requirements.

SECTION 3

Associated information

Related Internal Documents	Access and Equity Policy Admission Checklist Agent Appointment and Monitoring Policy Conditional Offer Letter Confirmation of Admissions Course Application Form Course Handbook Credit and Prior Learning Policy Credit and Prior Learning Procedure Deferment Application Domestic Student Handbook Genuine Temporary Entrant Form (GTE)
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	<p>International Student Handbook</p> <p>Marketing Policy</p> <p>Offer Letter and Offer Acceptance</p> <p>Offshore Delivery Policy</p> <p>Offshore Delivery Procedure</p> <p>Outcome Letter for Rejection</p> <p>Overseas Student Transfer Policy</p> <p>Pre-enrolment Document</p> <p>Records Management Policy</p> <p>Student Complaints and Appeal Policy and Procedure</p> <p>Student Complaints and Appeal Procedure</p> <p>Student Selection and Admissions Policy</p>
Related Legislation, Standards and Codes	<p>Improving the transparency of higher education admissions</p> <p>TEQSA Admissions transparency</p> <p>Higher Education Support Act 2003 and Guidelines https://www.education.gov.au/higher-education-support-act-2003-and-guidelines</p> <p>Australian Qualifications Framework (AQF) https://www.aqf.edu.au/</p> <p>Education Services for Overseas Student (ESOS) Act 2000 and National Code 2018 https://internationaleducation.gov.au/Regulatory-Information/Pages/Regulatoryinformation.aspx</p> <p>National ELICOS Standards 2018 https://internationaleducation.gov.au/Regulatory-Information/Education-Services-for-Overseas-Students-ESOS-Legislative-Framework/ELICOSnationalstandards/Pages/Default.aspx</p> <p>Tertiary Education Quality and Standards Agency (TEQSA) Act 2011 https://www.teqsa.gov.au/teqsa-act</p> <p>Department of Home Affairs - Student Visa requirements https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500</p> <p>Privacy legislation https://www.oaic.gov.au/privacy/the-privacy-act/</p> <p>HESF (2021). Higher Education Standard Framework Domain 1: Student participation and attainment</p> <p>TEQSA (2020). Communication on English waivers</p>
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Responsibility for implementation	Academic Registrar
Document Custodian	Academic Dean or Chair, Learning and Teaching Committee
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Change history

Version Control		Version 4.3
Change Summary	Date	Short description of change, incl version number, changes, who considered, approved etc
	26/07/2021	<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))