

Admissions Policy

1. Preamble

- 1.1 Deakin College's strategic mission is to provide quality educational opportunities to domestic and overseas students and to prepare them for success in further studies. However, Deakin College is also committed to maintaining the highest standards in student academic performance, the integrity of its courses and its academic standing. To that end, this policy ensures that entry standards and assessment criteria are applied to all applicants in order that they can achieve success in their chosen field of studies.
- 1.2 This policy establishes the principles, criteria and processes guiding the selection of an applicant into a course at Deakin College.
- 1.3 An application will be assessed fairly, objectively and on its merits. Unsuccessful applications will be provided with avenues of appeal, as per section 12 of this policy and the policy *Grievance Procedures Relating to Academic Matters*.
- 1.4 Deakin College reserves the right to limit or refuse admission to applicants from high risk regions or countries, as may be determined from time to time by the Department of Immigration or internal market data analysis.
- 1.5 Deakin College also reserves the right to refuse an applicant entry into a course or single unit(s) for reasons which may include filling of unit, course or college registration quotas, an applicant assessed as not meeting the Admission Criteria under section 5 of this policy, where insufficient information or documentation is provided to the Deakin College assessing officer, where fraudulent information has been submitted, or where the applicant has been excluded from Deakin College or another education provider.
- 1.6 By way of legislative instrument under the *Migration Regulations 1994 (Cth)*, Deakin University is an eligible university participating in the Streamlined Student Visa Processing (SSVP) arrangements. Deakin College is listed as an eligible and nominated business partner of Deakin University where the SSVP arrangements will apply to an overseas student intending to study at Deakin College on a package with a Deakin University Bachelor degree.
- 1.7 Under the SSVP arrangements, an applicant for a student visa with a Confirmation of Enrolment (CoE) from a participating University and its eligible and nominated business partner will be treated by the Department of Immigration as a low migration risk. This will minimise the level of scrutiny with which the applicant's application will be assessed and the amount of evidence that the applicant will need to supply.
- 1.8 Deakin University and Deakin College are required to recruit high-quality, genuine international students that will comply with the requirements of their student visa. To that end, intending overseas students will also be assessed under the 'genuine student' criteria under subsection 5.6 of this policy.

- 1.9 This policy ensures that the assessment of Deakin College’s overseas students, with respect to eligibility of entry into a course, is also managed in accordance with the requirements of the *Education Services for Overseas Students (ESOS) Act 2000* and the *National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007* (the National Code 2007), specifically standard 2 (Student Engagement Before Enrolment), standard 5 (Younger Overseas Students), standard 8 (Complaints and Appeals), standard 12 (Course Credit) and standard 13 (Deferring, Suspending or Cancelling the Student’s Enrolment).
- 1.10 The Admissions and Selection Committee (ASC) is responsible for implementation of this policy and for ensuring its quality assurance.

2. Scope

- 2.1 This policy applies to all courses and all campuses of Deakin College.

3. Definitions

Key Term or Acronym	Definition
Applicant	A person applying for admission to a course at Deakin College.
Appeal	A submission by a student or applicant for a review of a decision made by an officer or department at Deakin College.
ASC	<i>Admission and Selection Committee.</i> The committee which provides leadership and quality assurance in all matters relating to student selection and admission into the Certificate IV and Diploma courses.
CoE	<i>Confirmation of Enrolment.</i> A document registered with DEEWR and Department of Immigration to confirm a student’s acceptance into a course for a specified duration.
Course	A program of instruction.
Course Progress	The measure of advancement within a course towards its completion.
Cross-Institutional Studies	Single units of study undertaken at Deakin College by a student enrolled in a primary course with another education provider, where permission is granted by that provider for the units at Deakin College to be credited back to the primary course.

Key Term or Acronym	Definition
Current Year 12 Students	A VTAC applicant who at the time of applying for courses, is enrolled in VCE, Australian Year 12 or IB studies in Australia or New Zealand.
Deakin College Appeals	A body which determines appeals from students. This is the final avenue of appeal available to students at Deakin College.
Deferment	To temporarily put studies on hold.
Department of Immigration	The Australian Federal Government's administrative division on all immigration and visa matters.
Domestic student	Defined as an Australian or New Zealand citizen or holder of a permanent residency visa. This term refers both to applicants and students.
DUELI	Deakin University English Language Institute. Offers a range of English language programs to prepare students for entry into a Deakin College or Deakin University course.
ESOS Act 2000	The <i>Education Services for Overseas Students Act 2000</i> . This Act regulates the delivery of education services to overseas students.
Exclusion	Cancellation of enrolment for reasons which may include unsatisfactory course progress and disciplinary reasons.
Genuine Student	An overseas student who intends to obtain a successful education outcome and has the language, educational and financial background to have a reasonable chance of achieving this educational outcome.
IB	International Baccalaureate. An international organisation offering three programs of education: Primary Years Program, Middle Years Program and the Diploma Program.
Mature Age Applicant	An applicant aged 21 years and older, who does not meet academic requirements for a course but seeks to gain admittance into a Deakin College course upon demonstrable expertise and relevant work experience.

Key Term or Acronym	Definition
National Code 2007	<i>The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007.</i> Nationally consistent standards and procedures for providers who deliver international educational services.
Non-Year 12 Applicant	A domestic VTAC applicant who at the time of applying for courses, is not enrolled in any VCE, Australian Year 12 or IB studies in Australia or New Zealand.
Overseas Student	For the purposes of this policy, this refers to a person on an overseas student visa or a person intending to apply for an overseas student visa.
PRISMS	<i>Provider Registration and International Student Management System.</i> A database developed jointly by DEEWR and Department of Immigration for the purposes of administering the ESOS Act.
Recognition of Prior Learning	The granting of exemptions or course credit towards at course at Deakin College based on previous relevant formal studies or upon demonstrable expertise and relevant work experience.
SEAS	Special Entry Access Scheme. An alternative entry scheme through VTAC for applicants who have experienced short and long-term disadvantage.
Suitable Nominated Relative	A grandparent, brother, sister, aunt, uncle, niece or nephew, or a step-grandparent, step-brother, step-sister, step-aunt, step-uncle, step-niece or step-nephew. The suitable nominated relative must be nominated by a parent, aged at least 21 and be of good character.
SSVP	Streamlined Student Visa Processing. Under this scheme, an overseas applicant for a student visa with a CoE from a participating University and its eligible and nominated business partner(s) will be treated by the Department of Immigration as low migration risk.
Trimester	A defined and formal period of study of 13 weeks' duration which includes one non-teaching week and one examination week. Deakin College runs three formal trimesters annually.

Key Term or Acronym	Definition
UK NARIC	National Recognition Information Centre. An agency responsible for providing information, advice and expert opinion on vocational, academic and professional skills and qualifications from over 180 countries worldwide
Unit	A component of study within a course. Also referred to as a subject.
VCE	Victorian Certificate of Education. A certificate which the majority of students in Victoria receive on satisfactory completion of their secondary education, which provides pathways into further study and training.
VTAC	Victorian Tertiary Admissions Centre. The central office that administers the application and offer process for places in higher education courses in Victoria.

4. Mode of Application

- 4.1 'Current Year 12 Students' in Victoria must apply through the Victorian Tertiary Admissions Centre (VTAC) by the nominated closing date for entry in trimester 1 of any given year. Direct applications may be lodged with Deakin College after the VTAC 'very late' closing date in December where the applicant has not accessed the VTAC system.
- 4.2 'Non-year 12 Applicants' must also apply through VTAC by the nominated closing date for entry in trimester 1 of any given year. Direct applications may be lodged with Deakin College after the VTAC 'very late' closing date in December where the applicant has not accessed the VTAC system.
- 4.3 Overseas students currently studying the Victorian Certificate of Education (VCE) or the International Baccalaureate (IB) program in Victoria are required to apply through VTAC by the nominated closing date for entry in trimester 1 of any given year. Direct applications may be lodged with Deakin College after the VTAC 'very late' closing date in December where the applicant has not accessed the VTAC system.
- 4.4 Further to subsection 4.3, overseas students will be required to complete supplementary forms in order to assess genuine student eligibility, as per section 5.6 of this policy. Further information will be provided in the VTAC Guide (www.vtac.edu.au).
- 4.5 Further to subsections 4.1, 4.2 and 4.3, applicants who have applied through VTAC but have not listed a Deakin College course on their preference list, may access the VTAC irregular offer process after the change of preference has closed. VTAC applicants who wish to change their preference and select a Deakin College course, which was lower than the one offered in the first/main round offers may also access the VTAC irregular offer process.

- 4.6 All other overseas students apply directly to Deakin College by completing the Deakin College Application Form. Supplementary forms will be provided to the applicant in order to assess genuine student eligibility, as per section 5.6 of this policy.

5. Admission Criteria

5.1 Academic

- 5.1.1 For entry into a Deakin College Diploma course, students must demonstrate successful completion of Year 12, or equivalent.
- 5.1.2 For entry into the Deakin College Certificate course, students must demonstrate successful completion of Year 11, or equivalent.
- 5.1.3 For overseas students, specific academic entry requirements will vary with each country. A guide on country specific equivalents is published on the Deakin College website and Deakin College Prospectus, providing indication on the academic assessment criteria that will be applied to a given application.

5.2 Age

- 5.2.1 Deakin College does not apply a minimum age requirement to an applicant seeking admission to its courses.
- 5.2.2 An overseas student who is accepted into a Deakin College course or a preparatory Deakin University English Language Institute (DUELI) course who, at the time of commencement of their studies:
- (a) will be under the age of 18 at Deakin College or DUELI; and
 - (b) will not be living with a parent, guardian or a suitable nominated relative,
- will be required to apply to Deakin College and/or DUELI so that they can assume full responsibility for the accommodation, support and general welfare arrangements of that student. Provisions of Deakin College's *Care of International Students Under the Age of 18 Policy* will apply.

5.3 English Language

- 5.3.1 Overseas students must demonstrate a suitable level of English language proficiency before being admitted to a course at Deakin College. Applicants are required to provide results of an English language test from a range of English language test providers. The Deakin College website and Deakin College Prospectus provide information on the English language tests that will be accepted by Deakin College and the results required for each test for admission to Deakin College.
- 5.3.2 Overseas student applicants are advised that Department of Immigration may place additional English language proficiency requirements, or require an applicant to undertake additional English language instruction onshore before commencing their course at Deakin College. Applicants are referred to the Department of Immigration website for further information (www.border.gov.au).

5.4 Mature Age Consideration

- 5.4.1 Applicants who do not meet the academic requirements under subsection 5.1 of this policy may be admitted to a course on the basis of demonstrable expertise and relevant work experience.
- 5.4.2 Applicants are required to provide a personal statement and information on work experience, including details of employer, length of employment, position held, and duties undertaken in the role. References and/or a statement from the employer substantiating the work claim will also be required.
- 5.4.3 An applicant must be 21 years of age and over.
- 5.4.4 A mature age applicant who is unable to demonstrate work experience may be considered for mature age entry through the VTAC Special Entry Access Scheme (SEAS), category 1: Personal information and location (Age) (please refer to section 5.5 of this policy).

5.5 VTAC Special Entry Access Scheme (SEAS)

- 5.5.1 For VTAC applicants, Deakin College will consider a range of VTAC alternative entry SEAS categories, taking into account an applicant's short and long-term educational disadvantage.
- 5.5.2 The SEAS program allows Deakin College to grant extra consideration for course entry to applicants, but it is not a replacement for course entry requirements.
- 5.5.3 The categories of alternative entry and specific institutional requirements are published in the VTAC Guide (www.vtac.edu.au).

5.6 Genuine Student

- 5.6.1 A 'genuine student' is an overseas student applicant who intends to obtain a successful education outcome at Deakin College and Deakin University and has the language, educational and financial background to have a reasonable chance of achieving this educational outcome.
- 5.6.2 Without limiting this provision, in determining whether an applicant is a genuine student, a Deakin College assessing officer may have regard to a range of circumstances of the applicant, including:
- (a) The value of the course to the applicant's future;
 - (b) The applicant's statement of purpose;
 - (c) Relevance of the course to the applicant's previous education;
 - (d) Reasonable gaps between academic activities in the applicant's academic history between high school, tertiary education and the proposed commencement of studies at Deakin College;
 - (e) Relevance of the course to the applicant's past or proposed future employment, either in their home country or in a third country;
 - (f) Previous academic history, whether in Australia or overseas;
 - (g) Economic circumstances of the applicant and his or her family.

- 5.6.3 A Deakin College assessing officer must be satisfied that, in addition to the English language proficiency and academic prerequisites stipulated under subsections 5.1, 5.3, 5.6.1 and 5.6.2 of this policy, the applicant has demonstrated financial capacity to meet course and living costs and compliance with his or her student visa conditions.
- 5.6.4 Acceptable evidence of financial capacity may include bank statements, deposit certificates, financial statements, a signed undertaking from a scholarship provider detailing the value and conditions of the scholarship, or documentation of a loan from a recognized financial institution.
- 5.6.5 'Compliance with student visa conditions' is an assessment which takes account of a number of circumstances of the applicant including previous visa applications, compliance with student visa conditions, or previous student visa breaches.

6. Verification of Overseas Qualifications

- 6.1 All applications must include certified copies of all academic transcripts and certificates obtained.
- 6.2 All overseas qualifications will be checked by the Deakin College assessing officer against:
- (a) National Office of Overseas Skills Recognition (NOOSR) guidelines published by the Department of Education, Employment and Workplace Relations for equivalence to Australian qualifications; or the
 - (b) National Recognition Information Centre for the United Kingdom (UK NARIC), being the United Kingdom National Agency which provides an official comparison of international education and training systems and overseas skills qualifications.

7. Recognition of Prior Learning

- 7.1 Recognition of prior learning refers to the granting of exemptions or course credit towards a course at Deakin College based on previous relevant formal studies or upon demonstrable expertise and relevant work experience.
- 7.2 The provisions of the Deakin College *Recognition of Prior Learning Policy* detail the grounds on which recognition of prior learning will be considered, requirements for award at Deakin College and the recognition of prior learning application process.
- 7.3 Applicants are encourage to apply for recognition of prior learning at least one month prior to the commencement of their studies or no later than the official trimester finish date in the first trimester of study.

8. Enrolment in Single Units

- 8.1 Enrolment in single unit(s) is available to a domestic applicant. However, the academic selection criteria under section 5 of this policy continue to apply in assessing the applicant's eligibility.

- 8.2 Overseas students at Deakin College must maintain full time enrolment in order to satisfy the requirements of grant of their student visa. However, an overseas student studying with another provider may apply to Deakin College for cross-institutional study where the unit or units undertaken at Deakin College will be credited back to their course at their home provider.
- 8.3 For overseas students, cross-institutional study is only possible with the home provider's written permission that the study undertaken at Deakin College will be credited back to the home provider's course. Deakin College's academic selection criteria under section 5 of this policy continue to apply in assessing the applicant's eligibility.
- 8.4 Overseas students on cross-institutional study will be issued a CoE by Deakin College covering the period of cross-institutional study. A note in the 'comments' field of the CoE will indicate that the student is enrolled in cross-institutional studies.
- 8.5 Notwithstanding that Deakin College is a host provider, an overseas student on cross-institutional study will be subject to all policies of Deakin College, including *Attendance Policy* and *Satisfactory Course Progress Policy*, and his or her academic progress and attendance will be monitored in accordance with its policies and the National Code 2007. A student on cross-institutional study may access all amenities afforded to all students at Deakin College, including academic support services and appeals.
- 8.6 All applicants must satisfy unit prerequisites before being permitted to undertake study in that unit.

9. Deferment of Commencement of Studies

- 9.1 An applicant who has been admitted to a Deakin College course is limited to one deferment of commencement of studies to a following trimester.
- 9.2 For overseas students, once a CoE has been issued by Deakin College, a deferment of commencement of studies can only be granted upon compassionate or compelling circumstances.
- 9.3 'Compassionate or compelling circumstances' are those beyond the control of the student and which have an impact upon the student's course progress or wellbeing. These could include:
- (a) Serious illness or injury where a medical certificate states that the student is unable to attend class;
 - (b) Bereavement of close family members such as parents or grandparents;
 - (c) Major political upheaval or natural disaster in the home country, requiring emergency travel and this has impacted upon the student's studies;
 - (d) A traumatic experience;
 - (e) Inability to commence a course due to delay in receiving a student visa.
- 9.4 Documentary evidence of compassionate or compelling circumstances is required for a deferment of commencement of studies to be approved.

- 9.5 Overseas students are advised that a deferment of commencement of studies may affect their student visa and are referred to the Department of Immigration website or their local Department of immigration office for further advice (www.border.gov.au).
- 9.6 Deferment will not be granted for enrolments in single unit(s) or cross-institutional enrolments at Deakin College. Applicants must re-apply at the time when they are ready to undertake their unit(s).

10. Withdrawal of Offer

- 10.1 Irrespective of whether an offer has been accepted, Deakin College has a right to withdraw a letter of offer where it is found that fraudulent information has been submitted, where an applicant has omitted to disclose their exclusion from another education provider, or any other information which, if disclosed, would have led to the person's application for admission to the course or unit of study being refused.
- 10.2 For VTAC applicants, in addition to subsection 10.1, Deakin College may withdraw an offer after the offer has been released in the following circumstances:
- (a) Where the applicant does not enroll at the stated time on the offer letter;
 - (b) Where the applicant has not divulged information in the application;
 - (c) Where offers have been made in error either by courses or VTAC to applicants, and applicants of a higher standard have not, as a result of the error, been offered.

11. Readmission After Exclusion or Withdrawal from Deakin College

- 11.1 Applications for readmission from students who have been excluded from Deakin College are subject to an exclusion period. Exclusion from Deakin College for unsatisfactory course progress is 12 months following the conclusion of any appeals. Applications will be assessed against the criteria under section 5 of this policy.
- 11.2 Discontinuation from a course at Deakin College or failure to re-enrol in a course by the last date for re-enrolment will be treated as a new application for admission, and will be assessed against the section 5 selection criteria of this policy.

12. Appeals

- 12.1 Applicants who have been unsuccessful in seeking admission to Deakin College and who are dissatisfied with the outcome of their application are entitled to a review of this decision by the Deakin College Appeals. Further information can be obtained from the policy *Grievance Procedures Relating to Academic Matters*.

Policy Title	Admissions Policy	
Policy Owners	Compliance Manager	
Contact Persons	Stase Kaintatsis (stasek@deakin.edu.au)	
Key Stakeholders	Course Applicants; Education Agents	
Approval Body	Deakin College Executive Committee	Agenda item and meeting date approved Item 9.3 – Meeting 17-2015
Relevant Legislation	<ul style="list-style-type: none"> - Education Services for Overseas Students (ESOS) Act 2000. - Migration Regulations 1994 (Cth). - National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007. 	
Related Policies	<ul style="list-style-type: none"> - Attendance Policy. - Care of International Students Under the Age of 18 Policy. - Grievance Procedures Relating to Academic Matters. - Recognition of Prior Learning Policy. - Satisfactory Course Progress Policy. 	
Related Guidelines	<ul style="list-style-type: none"> - The Department of Immigration Guidelines for University Participation in Streamlined Student Visa Processing Arrangements. - VTAC Rules and Procedures Manual for VTAC Institutions. - VTAC Conditions of Participation as an Associate Institution. 	
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