

## Academic

### Admission and Enrolment

Version Control and Modification History Table				
Date	Version	Modification	Approval Authority	Approved & Published Date
21/03/2013	1.0	Policy developed	Roger Stevens	21/03/2013
10/08/2017	2.0	Updated	Roger Stevens	10/08/2017
28/02/2018	3.0	Updated	Roger Stevens	28/02/2018
14/11/2019	4.0	Updates regarding Admissions criteria	Natalie Simmons	14/11/2019
25/11/2019	5.0	Addition of section 3.6	George Brown	25/11/2019
22/01/2020	5.1	Changes to policy title	George Brown	22/01/2020
Feb 2020	5.2	Changes to position titles	CEO and Principal	May 2020

## 1 POLICY STATEMENT AND PURPOSE

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The purpose of this policy is to define the criteria under which applicants can be enrolled and admitted to ICHM courses with reasonable expectation of progression and completion.

## 2 SCOPE

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The policy covers admission and enrolment of admitted applicants and applies to admissions, re-admissions and transfers for all the College higher education courses.

## 3 DEFINITIONS

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“College” refers to ICHM trading as International College of Hotel Management.

## 4 POLICY DETAILS

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ICHM Admission policies and practises will be applied fairly and consistently to achieve equity objectives for a diverse and representative student population.

Admission and enrolment requirements will be course specific, focus on merit and promote commitment to excellence in academic standards.

Admission and enrolment of students into College courses will be based on clearly defined, consistent and equitable requirements which are available in a manner that is easily accessible and does not require contact with the College to obtain. At a minimum, Course admission criteria will be published in the Prospectus and the website in advance of the opening date for applications for the next applicable academic period. In particular, the information includes

- a. Course duration
- b. Fees and charges
- c. Eligibility for Recognition for Prior Learning
- d. Policies for refund

Admission requirements for undergraduate and postgraduate coursework courses will be developed, reviewed and approved by the Academic Board.

### **Admission Criteria - minimum admission requirements**

Admission criteria may include (but not be limited to):

- Applicants must be properly identified, usually through sighting of a birth certificate or passport.

- Academic requirements as detailed in Entry Requirements for TPP and Undergraduate, Postgraduate and Study Abroad program policy documents.
- *Academic requirements* such as completion of high school certificate, a minimum ATAR requirement, prior completion of a relevant VET or higher education or other tertiary qualification(s).
- Progression in other courses and educational institutions is taken into account.
- For international students - genuine student, genuine temporary entrant, and/or financial capability requirements.
- Attainment of a minimum English language proficiency requirement as detailed in Entry Requirements for TPP and Undergraduate / Postgraduate and Study Abroad program policy documents.
- With a requirement to undertake study in kitchen, restaurant and housekeeping environments, as well as industry placements, there are workplace health and safety factors to consider before a student with an impediment can be accepted. Refer to the Diversity, Equity and Inclusion Policy.
- And *other requirements*, such as prior professional experience supply of a written explanation of reason for studying course, portfolio examples.

Meeting entry requirements alone does not guarantee an admission offer. ICHM has adopted a ‘first come – first enrolled’ process applied consistent with the policy principles above.

College course admission criteria include facility for the admission and enrolment of students who do not meet the standard admission requirements entering the course on a conditional and/or provisional basis. The criteria for such admission and enrolment will be made explicit and clear in course admission and enrolment information.

#### **Admissions arrangements for minors**

International students who are under 18, are not admitted to College programs unless they meet the requirements described within the regulations as set out in Standard 5 of the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (as updated from time to time).

The Admission of minors is subject to the approval of the Principal. The details are contained in the Enrolment of Minors policy.

#### **Admission articulation arrangements and award of credit or RPL for prior studies**

The College adheres to policies and procedures for course articulation and transfer and acceptance of credit and/or RPL consistent with the College’s Recognition of Prior Learning Policy.

Credit for prior learning is granted only where the prior study or experience is assessed as equivalent in content and level to the subject for which credit is being sought.

Credit granted must be academically defensible and take into account the student's ability to make satisfactory academic progress and to successfully complete the requirements of the remainder of the course.

Credit decisions should preserve the broad integrity and the intended Graduate Qualities profile of the ICHM degree course.

Credit will not normally be granted for subjects completed more than ten years before application unless there is evidence of substantial relevant experience during the intervening period.

Please refer to ICHM Recognition of Prior Learning policy for details.

### **Entry for Aboriginal and Torres Strait Islander Peoples**

Consistent with ICHM's *Diversity, Equity & Inclusion Policy*, ICHM encourages and supports applications to study from Aboriginal and Torres Strait Islander peoples.

### **Admission and Contractual Arrangements**

All admission and contractual arrangements will be in writing, including course duration, fees and charges, refund policies, particular conditions of enrolment, health requirements for students due to the practical nature of part of the study and the work integrated learning placements.

### **Documents supporting applications/ Verifying admission applicants' credentials**

Original documents (or certified copies) must be sighted and checked for verification in the case of testamurs and/or transcripts, related academic awards, and, where relevant, character references, employers' testimonials.

It is a condition of application that the applicant must provide permission for the College to verify the academic qualifications and/or transcript(s) of academic record presented by the applicant with the issuing institution.

### **Refusal of application, withdrawal of an offer of admission and cancellation of admission or enrolment**

ICHM reserves the right to refuse an application, withdraw an offer of admission and cancel admission or enrolment under the following conditions:

- Where the applicant does not meet the admissions criteria included in the section above - Admission Criteria - minimum admission requirements;
- when the applicant or enrolled student has provided untrue, inaccurate or incomplete information;
- when the College is not satisfied that an international applicant meets the Genuine Temporary Entrant and/or Genuine Student requirements;
- where students have been excluded from other ICHM courses and other educational institutions.

### **Commencement date and late arrivals**

All students are required to be on campus from the first day of ICHM semester.

- The latest date a new student can commence a semester is two weeks after semester start date. Students who are unable to commence by the Monday of week 3 of semester, will be required to defer their enrolment into a future semester. Exceptional circumstances must be approved by the Principal.
- If an international student is not granted a visa by the end of the first week of the semester, the student will be required to withdraw their visa application. ICHM will cancel the student's CoE and negotiate a new enrolment date for the student. Exceptional circumstances must be approved by the Principal.
- ICHM will not issue a CoE for a student when the request is received less than 6 weeks from commencement of the semester unless authorised by the Principal.

## **Deferral of Admission**

Deferral relates to postponing an offer of a place in a course before the course or the first course in a package of courses has commenced. This may take place on application and shall remain in force for a maximum of one year, after which time either the student shall enrol or ICHM may withdraw the offer of a place.

International students shall be advised that deferral of their enrolment may affect their visa.

## **Appeals Rights**

Admission applicants and enrolled students have the right to appeal College decisions based on the provision of untrue or incomplete information in accordance with the College's Non-Academic Grievance Policy.

## **Review**

Admissions Criteria are reviewed by the Academic Board annually.

On a three-year basis the Principal is to:-

- Benchmark Admission criteria with other Australian Higher Education providers
- Analyse academic performance of students to determine if Entry Requirements are appropriate.

## **5 ASSOCIATED DOCUMENTATION**

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### **Related Legislation and ICHM Policies**

Higher Education Support Act 2003  
Tertiary Education Quality and Standards Agency Act 2011  
Education Services for Overseas Students (ESOS) Act 2000 and  
National Code of Practice for Providers of Education and Training Services to Overseas Students 2018

### **Associated policies**

Diversity, Equity and Inclusion  
English and Second language  
Enrolment of Minors  
Non-Academic Grievance  
Mature age Entry  
Recognition of Prior Learning

## **6 RESPONSIBILITIES AND AUTHORITIES**

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The policy owner is the Principal and changes to this policy must be approved by the Chief Executive Officer and Principal.

**7 REVIEW**

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The Principal is responsible for the review of this policy on an annual basis.

**8 ACKNOWLEDGEMENT (if applicable)**

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Not applicable.

**9 APPROVAL**

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<b>ADMISSION AND ENROLMENT</b>	
<b>Policy Owner</b>	Principal
<b>Version Number</b>	5.2
<b>Approval Authority</b>	Chief Executive Officer and Principal
<b>Approval Date</b>	May 2020
<b>Next Review Date</b>	May 2021