

# Admissions Policy – Undergraduate – Higher Education

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**Policy Code:** STU-012    **Version:** 20.0    **Effective Date:** 18 December 2017

## Purpose:

The Study Group Australia: Higher Education Division is committed to ensuring its admissions policies and procedures are fair, transparent, ethical and timely, making study accessible to a diverse range of prospective students. The Colleges have developed a policy framework to assist students to be equipped and prepared for study, regardless of academic background. This policy outlines admissions processes and requirements for undergraduate courses only.

**Definition of “College”** – *In the higher education sector, Australian College of Natural Medicine Pty Ltd trades as Endeavour College of Natural Health (Endeavour); Study Group Australia Pty Limited trades as Martin College and Martin Higher Education (Martin HE). For the purpose of this policy, any reference to ‘College’ or ‘the Colleges’ should be considered a reference to each or any of these respective entities or trading names.*

*Note: This policy no longer encompasses students of ACPE Pty Ltd (ACPE).*

## Scope:

- All campuses (including online)
- Domestic students enrolling in Higher Education undergraduate courses

## Policy Statement:

Admission requirements focus on merit and fostering academic success.

1. Each College encourages lifelong learning, including formal, informal and non-formal learning. They provide applicants for admission to the Colleges’ courses with the opportunity to have relevant, previous learning considered in their application.

2. Processes for admission of students shall be governed by the overarching principles of fairness, consistency, transparency, and timeliness.
3. Each College is an open access institution and admission is granted through the normal tertiary process of direct entry. Prospective students may be admitted via direct application, provided they can supply appropriate certified copies of previous qualifications and/or experience being used as the basis for admission.
4. Each College shall take into account possible educational disadvantage when determining admission requirements.
5. Staff involved in the admission process must not divulge to any unauthorised person any information related to an individual student's application or admission.
6. Each College reserves the right to refuse entry to any applicant based on an individual's inability to meet the educational and financial requirements of the College, including the Inherent Course Requirements (where stated) for the course into which they are applying for admission.
7. Upon admission it is the student's responsibility to make themselves aware of and comply with each College's policies and procedures.

## Admission Requirements – Endeavour College of Natural Health

To support a successful study experience with the College, applicants are required to meet the following entry requirements:

1. Students entering Bachelor courses (or higher education subjects as general interest studies) are expected to have completed Year 12 or an equivalent qualification. (e.g. Tertiary Preparation Certificate, Certificate IV, Diploma, one year study at another higher education institution etc).
2. Mature age students (21 years or over) who have not completed Year 12 and who have relevant study, work and/or life experience that indicates they would be able to manage the level of coursework required, will be considered for admission on a case by case basis. Note that evidence of this experience will be required. Eg. Transcripts, graduate certificates, CV and/or professional references.

3. Applicants who may not meet the educational requirements outlined above but who can demonstrate some educational disadvantage in schooling (see definitions), will be considered on a case by case basis.
4. For those courses that involve clinical practicum subjects where students may deal with children (i.e. under 18 years of age) such as education courses, the applicant must be aware that a valid Working with Children Check will be required to be supplied to the College prior to the student undertaking the relevant subjects. If the applicant knows of any reason why they will not pass a Working with Children Check, they should not apply for entry to these courses.

## Admission Requirements – Martin Higher Education

To support a successful study experience with the College, applicants are required to meet the following entry requirements:

1. Applicants to Martin HE aged between 18 and 21 years must have completed Year 12 and must have a minimum NSW HSC English Band 3/QLD QCE English Sound (S) achievement and have achieved a NSW HSC average of 60 or QLD QCE average of a Sound (S) achievement or equivalent.
2. Applicants to Martin HE aged between 18 and 21 years who have not completed Year 12 or who do not meet all of the above requirements may be considered eligible for entry with at least 6 months of other post-school study (e.g. Tertiary Preparation Certificate, Certificate IV, Diploma, one year study at another higher education institution etc).
3. Applicants to Martin HE who are aged over 21 years and have completed NSW HSC English Band 3/ QLD English overall sound achievement or equivalent, must have a suitable educational background, relevant work experience and maturity to successfully undertake the course. Note that evidence of this experience will be required. Eg. Transcripts, graduate certificates, CV and/or professional references
4. Mature age students (21 years or over) who have not completed Year 12 and who have relevant study, work and/or life experience that indicates they would be able to manage the level of coursework required will be considered for admission on a case by case basis.
5. Applicants who may not meet the educational requirements outlined above but who can demonstrate some educational disadvantage in schooling (see definitions), will be considered on a case by case basis.

## Entry Requirements - All Colleges

1. All applicants must attend a final admissions interview upon submission of their enrolment paper work. Admissions interviews may be conducted face to face, by other verbal medium (e.g. teleconference or Skype) or a combination of these mediums. At the completion of the admissions process an applicant may be requested to complete modules on the Learning Support Hub to support successful transition to study.
2. All applicants for entry to any College must meet self-declared minimum computer literacy standards as determined by the College and have unrestricted access to the internet and a personal email account.
3. Applicants aged under 18 years at the time of application **must turn 18** in their first enrolled semester of study or within 6 months of acceptance into the course. Prospective students under the age of 18 must have their enrolment paper work witnessed by a parent or guardian. High-performing students who fall under the age requirements will be considered on a case by case basis for special entry consideration.
4. It is the responsibility of all students admitted to each of the Colleges' programs to acquire the required text books, training tools and resources required to fully participate on campus and/or in online subjects.
5. It is the responsibility of all potential students to read and understand the Inherent Course Requirements for the course into which they are seeking admission and accept the Inherent Course Requirements prior to initial enrolment in the course (where stated).
6. Students will only be permitted to enrol in one (1) single higher education course at each College at any one time – no concurrent enrolment will be permitted.
7. In the normal admissions process, it may be determined that applicants are potentially unequipped for successful study at the College because they do not meet all or some of the Admissions Requirements. The process for managing an applicant in this circumstance is outlined in the [Admissions Procedure](#).

## English Language Proficiency Requirements - All Colleges

Higher Education applicants for whom English is an additional language including permanent residents must have a grasp of the English language appropriate to higher

education study, and will be required to show evidence of English language proficiency to a certain level depending on the degree and College entity. These levels have been set to ensure the student will have the ability to successfully engage in study in their selected field. Refer to the [English Proficiency Policy – Higher Education](#) for further details. At the discretion of each College, prospective students may be required to undertake an assessment of English language at their own cost and, depending on the course of enrolment, achieve a result at least equivalent to:

**All courses at Martin HE:**

- IELTS 6.0 (overall score)
- Cambridge English: Advanced (CAE 169-175)
- Pearson (PTE) Academic Score of 51 (overall score)
- Paper based (PBT) TOEFL (Test of English as a Foreign Language) score of 550
- Internet based (iBT) TOEFL score of 79.

**Endeavour Bachelor of Health Science (Nutritional and Dietetic Medicine),  
Bachelor of Complementary Medicine:**

- IELTS 6.5 (overall score)
- Cambridge English: Advanced (CAE 176-184)
- Pearson (PTE) Academic Score of 59 (overall score)
- Paper based (PBT) TOEFL (Test of English as a Foreign Language) score of 577
- Internet based (iBT) TOEFL score of 90.

**All other Bachelor degrees at Endeavour:**

- IELTS 7.0 (overall score)
- Cambridge English: Advanced (CAE 185-190)
- Pearson (PTE) Academic Score of 65 (overall score)
- Paper based (PBT) TOEFL score of 600
- Internet based (iBT) TOEFL score of 100.

## Provisional Admission or Enrolment

Applicants may be admitted to an undergraduate award course on a provisional basis if:

1. They are being admitted under an Educational Access or Special Admissions Scheme

2. They have a record of failure or suspension/expulsion at any of the Colleges or another tertiary institution
3. They have been admitted under the general authority accorded to the peak academic body of the relevant College entity
4. They are seeking Recognition of Prior Learning or Advanced Standing in a specific course and therefore undertake the assessment process relating to this.

An applicant who is being considered for provisional enrolment may be requested to provide evidence that will demonstrate they have a reasonable likelihood of success in their studies at the College.

A student who has been admitted to a course on a provisional basis due to previous academic performance may have additional conditions attached to their enrolment such as (but not limited to):

- they may be required to undertake a reduced study load (50 – 90%) rather than a full-time load.
- they may be required to satisfactorily complete further literacy and/or numeracy training or tests.
- they may be required to attain a certain grade in all or certain subjects undertaken in the first semester of study (e.g. pass grade requirement).

All students who have been admitted to a course on a provisional basis due to previous academic performance will have their academic progress reviewed at the end of the first semester of enrolment. If progress is considered unsatisfactory, the provisional admission will be withdrawn and the student will not be permitted to continue with enrolment in that course.

## Verification of Qualifications

An applicant seeking admission to the College must submit evidence of any relevant previous qualifications, such as a certified copy of the Academic Transcript or qualification certificate. Each College reserves the right to verify legitimacy of qualifications which may include contacting the previous institution, in which case some of the applicant's personal details may be required to be divulged.

An applicant seeking admission who cannot provide documentary evidence of previous qualifications due to special circumstances (e.g. refugee) must provide a statutory

declaration stating the qualification and the reasons for the inability to obtain the documentation.

## Refusal and Exclusion

Each College reserves the right to refuse admission of a prospective student based on the following criteria:

1. The applicant demonstrates behaviours that do not meet the standards set out in the [Student Code of Conduct – Higher Education](#).
2. The applicant does not meet the minimum entry requirements, conditional course requirements (e.g. is aware that they will not pass a Working with Children Check), or ongoing course requirements, and is not prepared to pursue the advice provided by each College to gain additional knowledge prior to commencing study.
3. The applicant feels they will be unable to meet the Inherent Course Requirements as outlined to them.
4. Serious financial, personal or health issues that will affect the student's ability to meet the Inherent Course Requirements or to continue in the relevant award.

Applicants deemed unequipped to enrol may be referred to other educational institutions to seek additional learning prior to reapplying to the College.

Applicants may not apply for admission to each College during a period of exclusion from any other tertiary education institution. Applicants who have completed a period of academic exclusion must provide details of the exclusion penalties that were applied with their application. Applicants who have met the admissions requirements but who have been excluded previously from a course, at the College or at another tertiary institution, must demonstrate that they have an improved likelihood of success in the course for which they are applying.

Applicants who have been excluded for misconduct from the College or any other tertiary institution must show cause by providing a statement outlining why they should be considered for readmission.

## Cross-Institutional Study

Applicants who are enrolled in an award course at another higher education provider in Australia (or an overseas provider with an approved agreement with the relevant College) may apply to enrol in one or more subjects for cross-institutional enrolment. These applicants will be enrolled into the relevant degree for reporting and FEE-HELP purposes as agreed with their 'home' institution.

Applications for cross-institutional study from any other institution will be considered by the National Admissions Centre and may be subject to provisional enrolment conditions.

Students who are enrolled in a College course wishing to complete one or more subjects at another institution (and have those subjects credited to their award course at the College) should apply to the relevant decision-maker as outlined in the [Educational Pathways Policy – Higher Education](#).

## Non Award Study

Applicants may enrol in miscellaneous higher education subjects (as non award study); however, some entry requirements still apply.

The maximum amount of non award study allowed by any one student in higher education subjects will be up to five (5) subjects. If after exhausting their allocation of non award studies, students wish to continue their enrolment with the College, students must enrol in an award course. General interest study enrolment **does not** guarantee a direct pathway into an award course.

Please refer to the College's [Non Award Study Policy](#) for further details.

## Study Load

In order to ensure appropriate course progression, applicants who are enrolled in an award program must meet a minimum part time study load of at least 50% of a full time credit point load for subjects attributed to a given semester of study (thus allowing for online study intakes). The number of credit points and contact hours making up this load will vary depending on program of enrolment; the full time load for each course is clearly defined on the publicised course structure.

At times it may be necessary for each College to set rules for courses that fall outside of the standard course enrolment requirements. In those instances, the rules will be documented and advised to students. For instance, a course that is available for full-time enrolment only will require students to enrol in 100% of a full-time load (excepting if they have received advanced standing). Similarly, if the College decides to discontinue a course, students must adhere to the documented teach-out or transition plan or they will be identified as 'at risk' and may be excluded from the course.

## Intake Quotas

Each College reserves the right to impose intake quotas on any course or subject. Each College reserves the right to cancel an intake into a course if insufficient students are



admitted, and/or to reallocate enrolled students to alternative delivery modes for the same subject such as an online intake. Refer to the [Course and Subject Viability Policy – Higher Education](#) for further information.

## Campus Course Offerings

Each College reserves the right to schedule and promote intakes for accredited courses at selected campuses where it is best resourced to do so. Accreditation of a specific course in any given jurisdiction does not automatically guarantee enrolments will be taken.

## Fee Payment

Students who do not pay fees as required will have their enrolment suspended and reviewed by Student Services.

1. Self-funding students must pay all enrolled course fees in full prior to the published census date for the relevant intake. Failure to meet the payment deadline with result in suspension from the course until all fees are paid. Failure to make payment will result in withdrawal from the enrolled program.
2. Students undertaking FEE-HELP assistance are wholly responsible for completion of forms required to establish the loan. To apply for FEE-HELP assistance for a degree course, students must be enrolled in a minimum part time load of 9 contact hours per week.

## Admissions Standards

Admissions standards will be monitored on an annual basis, and management will undertake adjustments to standards where required, advising the peak academic bodies of each College of any substantive new standards as developed.

All decisions relating to Admissions and the scope of this policy are the responsibility of the National Student Recruitment Manager, Higher Education through the Office of the Executive Director, Higher Education and governed by the College's Boards.

## Responsibility

This policy is the responsibility of each of the College Boards, who have delegated responsibility for the academic standards within the policy to the peak academic bodies for each College entity (College Council (Endeavour), Academic Board (East) (Martin HE)). The peak academic bodies have developed the admissions standards within this policy to

be clear and transparent, to allow ease of operational application. Responsibility for admissions decisions has been delegated to the Admissions Centre.

The Admissions Centre has responsibility for implementation of this policy on behalf of all College entities and will report regularly to the College Boards on application of this policy.

The Director, Student Services & Retention has responsibility for oversight of any grievances raised about decisions made under this policy (see [Grievance Policy – Domestic Students - HE](#)).

## Related Procedures:

[Admissions Procedure](#)

[Reasonable Adjustment Procedure](#)

### Definitions:

**Admissions** is the process of applying for, being provided with a letter of offer, accepting an offer of admission and being admitted to an accredited award course or to non award study. This process is triggered by a candidate submitting to the College an expression of interest in enrolment, including but not limited to an Application form for New Students (ACPE), a Higher Education Enrolment Form (ACNM), a Non Award Study Enrolment Form (all Colleges) or an online Enrolment Form.

**Applicant** is an individual who has applied to the College or its agent for admission to an award course or to non award study at the College.

**Award course** is a formally accredited and approved program of study which can lead to a qualification granted by the College.

**Bridging course** means a short online course designed to provide applicants to the College with additional foundation knowledge in core disciplines such as biosciences, social sciences and study skills.

**Census Date** is the official count of the student population for each study period in each course and subject.

- Endeavour's *census* date is the *4<sup>th</sup> Friday after each agreed starting day* for a course, which means the 4<sup>th</sup> Friday after the day on which the course was scheduled and advertised to start.
- ACPE's *census* date is the *4<sup>th</sup> Wednesday after each agreed starting day* for a course, which means the 4<sup>th</sup> Wednesday after the day on which the course was scheduled and advertised to start.
- Martin HE's *census* date is the *3<sup>rd</sup> Monday after each agreed starting day* for a course, which means the 3<sup>rd</sup> Monday after the day on which the course was scheduled and advertised to start.

**Computer Literacy Standards** are the computer skills required to engage in study and student life at the College. The minimum standard includes the student being able to:

- organise work files in directories or computer files
- make, save, and find files
- use the internet to find information and send emails
- open and save attachments
- use simple text skills such as typing, formatting and printing
- resolve minor application problems

**Cross-Institutional Study** is the enrolment of a student in a subject or subjects offered at one (or more) higher education institutions for the purpose of attaining credit that can be transferred to an award course that he or she is admitted into at another higher education institution.

The higher education institution at which the award course is to be completed is referred to as the 'home' institution; the higher education institution at which subject/s are being undertaken for the purpose of attaining transferable credit is referred to as the 'host' institution.

**Direct Entry** means that prospective students may apply for enrolment in offered courses through direct contact with the College or institution.

**Domestic student** is an Australian citizen or permanent resident in Australia, or a New Zealand citizen or permanent visa holder for New Zealand (including a diplomatic or consular representative of New Zealand, a member of the staff of such a representative or the spouse or dependent relative of such a representative). Anyone not meeting this definition is classified as an International Student.

**Educational disadvantage** is any circumstance that has prevented an applicant from achieving performance levels in schooling commensurate with those required for entry to a tertiary institution. Such disadvantage may derive from disabilities, serious or chronic illness, disrupted education, lack of support for study, serious family problems, excessive family responsibilities, and/or lack of opportunity stemming from Aboriginal or Torres Strait Islander heritage, in recognition of the past exclusion and current disadvantage in these peoples' experience.

**Inherent Course Requirements** are the documents outlining the specific skill, knowledge, performance or behavioural requirements that a student must meet in order to successfully complete each higher education course offered by the College and to enable graduates to register with professional associations or licensing bodies.

**IELTS** is the International English Language Testing System and is a language requirement for entry to all courses in further and higher education where teaching is conducted in English. IELTS General Training module is suitable for candidates who are migrating to English-speaking countries or going to English-speaking countries to complete their secondary education or undertake training programs.

**Learning Support Hub** is designed to assist students and prospective students to identify content areas in which they may

need to develop a stronger knowledge base, and provides skill tutorials around certain content areas. It also assists the College to provide appropriate study support to students and informs the best possible teaching methods to create an inclusive and supportive learning environment.

**National Admissions Centre** is the College's administrative support unit tasked with supporting prospective students to be admitted to the College's award courses and qualifications.

**Open Access** is a type of education institution that may admit students to courses who do not hold an Australian Tertiary Admissions Rank (ATAR) or Overall Position (OP) and therefore are not required to apply via a Tertiary Admissions Centre.

**Pearson Academic Score** is assigned to an applicant who completes the Pearson Academic Test and indicates proficiency in the English language.

**Provisional enrolment** means an applicant who has been offered admission to an undergraduate course on the basis of his/her completion of bridging courses or additional requirements advised by the College prior to the commencement of the award course.

**Student** is an individual person who is formally enrolled to study at the College. The individual person is that who appears on the College's documents such as enrolment, admission and payment documents, and who is assigned an individual student ID.

**Unequipped applicant** is a prospective student who does not have demonstrated theoretical or practical knowledge in core disciplines prior to being admitted to the College and who may not meet all or some of the Admissions Requirements.

## Further Information:

**Related Policies:**      [Disability and Special Needs Policy](#)  
                                 [Educational Pathways Policy – Higher Education](#)  
                                 [Fees Policy – Higher Education](#)

Course and Subject Viability Policy – Higher Education

English Proficiency Policy – Higher Education

Non Award Study Policy

Student Code of Conduct – Higher Education

Grievance Policy – Domestic Students - HE

**Benchmarking:** Charles Sturt University, ACPE, Martin College

**Supporting Research  
and Analysis:** Not applicable

**Related Documents:** Not applicable

**Related Legislation:** Not applicable

**Guidelines:** Not applicable

<b>Policy Author:</b>	National HE Compliance Manager
<b>Policy Owner:</b>	National Student Recruitment Manager, Higher Education
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<b>Recommending Body:</b>	HE Division Policy Harmonisation team Recommendation date: 20 May 2016
<b>Approval Body:</b>	College Council (ACNM) Meeting Date: 8 July 2016 Academic Board (East) (SGA) Meeting Date: October 2016
<b>Policy Status:</b>	Revised – policy harmonised to encompass all HE brand requirements.
<b>Responsibilities for Implementation:</b>	<ul style="list-style-type: none"> <li>• <i>National Student Recruitment Manager, Higher Education</i></li> <li>• <i>Enrolment Advisers</i></li> </ul>
<b>Key Stakeholders:</b>	<ul style="list-style-type: none"> <li>• <i>Director of Education</i></li> <li>• <i>National Student Recruitment Manager, Higher Education</i></li> <li>• <i>Enrolment Advisers</i></li> <li>• <i>Director, Student Services</i></li> <li>• <i>All prospective students</i></li> </ul>