

### **EFFECTIVE UNTIL 31 DECEMBER 2025**

## **Purpose and Scope**

This procedure applies to all staff and prospective International Students applying for all coursework offerings in Australia and must be read alongside the *Admissions (Coursework) Policy*. Refer to the *Graduate Research Degrees Regulations* and the *Graduate Research Degrees Procedure* for admission for research offerings.

### **Objectives**

- To ensure compliance with the *Education Services for Overseas Students Act 2000 (ESOS Act)*, the *National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code)*, and the *Higher Education Standards Framework (Threshold Standards) 2015 (HES)*.
- To specify which roles have responsibility in relation to providing admission information to prospective students, assessing admission applications, making admission offers, and determining the eligibility of an Applicant to enrol.

## **Overarching Policy**

*Admissions (Coursework) Policy*

## **Procedure**

1. In this procedure, the following terms have the following meanings:
  - 1.1. “Advanced Standing” is defined within the *Advanced Standing Policy*.
  - 1.2. “Agent” is defined within the *Agent Procedure*.
  - 1.3. “Applicant” means a prospective student.
  - 1.4. “Confirmation of Enrolment” means a document, provided electronically, which is issued by the University to intending International Students and which must accompany their application for a student visa. It confirms the

International Student's eligibility to enrol in a course if the student requires a student visa.

- 1.5. "Deferral" means an approved delay to the commencement of study requested by an Applicant up to and including the first census date in their course.
- 1.6. "Genuine Temporary Entrant" means a requirement set by the Australian Government for all Applicants for a student visa to show they are coming to Australia temporarily to gain a quality education.
- 1.7. "Informal Learning" means learning gained through work, social, family, hobby or leisure activities and experiences. Unlike Non-Formal learning, informal learning is not organised or externally structured in terms of objectives, time or learning support.
- 1.8. "International Student" means a person (within or outside Australia) who requires a temporary visa to study in Australia, or a person who is not an Australian citizen, not a New Zealand citizen, or does not hold an Australian permanent resident visa, and is not a Transnational Student.
- 1.9. "Non-Formal Learning" means learning that takes place through a structured program of learning but does not lead to an officially accredited qualification.
- 1.10. "Pathway Provider" means an educational institution that offers students alternative forms of entry into university courses.
- 1.11. "Principal Course" is defined in the *International Student Transfer Procedure*.
- 1.12. "PRISMS" is defined in the *Suspension, Cancellation, Approved Leave and Withdrawal from Courses Procedure*.
- 1.13. "Transnational Student" means a person who intends to be, or is, enrolled to study via a Murdoch location outside of Australia.

### **Information for prospective students**

2. Admission requirements may include categories such as, but not limited to:
  - 2.1 Course admission requirements, such as:
    - 2.1.1 academic admission requirements;
    - 2.1.2 English language requirements;
    - 2.1.3 inherent requirements;
    - 2.1.4 non-academic course specific requirements; and
    - 2.1.5 relevant professional accreditation requirements;
  - 2.2 application submission requirements;
  - 2.3 Genuine Temporary Entrant requirements; and
  - 2.4 requirements for Applicants under the age of 18.
3. Director Academic Quality, Curriculum Management and Policy is responsible for ensuring information about course admission requirements is not false or

misleading, is publicly available and accessible, and is presented in a timely, clear and consistent manner.

4. Director Student and Library Services is responsible for ensuring information about all comparable course admission requirements is not false or misleading, is publicly available and accessible, and presented in a timely, clear and consistent manner.
5. Refer to the *Curriculum Policy* and *Curriculum Management Procedure* for information regarding the approvals process and governance oversight for course admission requirements.
6. Specific English language requirements for each course are approved in accordance with the *Curriculum Policy* and *Curriculum Management Procedure* against a threshold. Equivalencies for English language thresholds are governed by the Academic Courses and Admissions Committee.
7. Refer to the *Admissions (Coursework) Policy* for more information regarding admission requirements.

#### ***Submission of applications***

8. Applications for admission may be sent by a prospective student direct to the University, via a Pathway Provider, or via an Agent approved by the University.
9. Director Student and Library Services or nominee may determine that a prospective student must apply via an Agent.

#### ***Assessment of applications***

10. Director Student and Library Services or nominee must determine whether an Applicant has submitted their application in accordance with submission requirements specified in the *Admissions (Coursework) Policy*.
11. Director Student and Library Services or nominee is responsible for assessing whether an Applicant meets the academic admission requirements.
12. Applicants can meet academic admission requirements through a variety of qualifications and/or experiences such as, but not limited to:
  - 12.1 a university preparation course;
  - 12.2 secondary education;
  - 12.3 tertiary studies;
  - 12.4 work experience;
  - 12.5 a portfolio of Non-Formal Learning or Informal Learning; or
  - 12.6 a combination of the above.
13. Where an Applicant supplies one or more qualifications, Director Student and Library Services or nominee must:
  - 13.1 verify the authenticity of supplied qualifications; and
  - 13.2 determine the comparability of each qualification obtained outside of Australia to qualifications within the Australian Qualifications Framework.
14. Director Student and Library Services or nominee must assess whether an Applicant meets the English language entry requirements.

15. Applicants can meet English language entry requirements through a variety of qualifications, tests and/or experiences, such as, but not limited to:
  - 15.1 results of a recognised English language proficiency test such as, but not limited to, the International English Language Testing System, the Test of English as a Foreign Language, or the Pearson Test of English Academic;
  - 15.2 English as the language of instruction from previous studies;
  - 15.3 completion of English as a subject at high school; and/or
  - 15.4 completion of an English language course.
16. Director Student and Library Services or nominee must verify the results of English language proficiency tests.
17. Director Student and Library Services or nominee must assess whether an Applicant meets the inherent requirements and/or non-academic course specific requirements.
18. The relevant Academic Chair must be consulted where there is ambiguity around whether an Applicant meets the course admission requirements, or where the Applicant is being assessed based on:
  - 18.1 work experience;
  - 18.2 a portfolio of Non-Formal Learning or Informal Learning; or
  - 18.3 a combination of the above.
19. Director Student and Library Services or nominee must determine whether an Applicant who will require a student visa to study in Australia will meet the requirements of a Genuine Temporary Entrant set by the Department of Home Affairs.
20. See the [Admissions \(Coursework\) Policy](#) for admission requirements specific to Applicants requiring Australian student visas who are under the age of 18.
21. The [Admissions \(Coursework\) Policy](#) sets out which roles can confirm eligibility for admission or approve admission. The outcome of an application must be determined in a timely manner.
22. See the [International Student Transfer Procedure](#) for information regarding Applicants with an Australian student visa who have not yet completed six months of their Principal Course.

### **Offers**

23. Director Student and Library Services or nominee must determine which of the following is the most suitable response to an application:
  - 23.1 Full offer, in writing, which may be issued where an Applicant has met all admission requirements. This could be for the course applied for, or an alternative related course.
  - 23.2 Conditional offer, in writing, which may be issued where the Applicant has not met all admission requirements. Conditions may include, but are not limited to:
    - 23.2.1 successful completion of a qualification;

- 23.2.2 demonstration of sufficient English language proficiency;
  - 23.2.3 evidence to validate information previously supplied; or
  - 23.2.4 provision of information related to Genuine Temporary Entrant requirements.
- 23.3 Packaged offer, in writing, which may be issued where the Applicant has not met all admission requirements, and through the completion of one or more pathway courses, the Applicant would be able to demonstrate the outstanding requirements.
- 23.4 No offer, which may be determined where the Applicant has not or will not be able to demonstrate all admission requirements, or it has been determined that the Applicant will not be issued an offer in accordance with the *Admissions (Coursework) Policy*. Where a decision has been made not to issue an offer, this decision, and the reasons for it, must be communicated to the Applicant in writing.
24. Director Student and Library Services must ensure that all written offers meet the requirements of HES, ESOS Act and Standard 3 of the National Code.
25. Where an Applicant accepts a packaged offer and they require an Australian student visa to study, Director Student and Library Services must ensure the Applicant is issued with a valid Confirmation of Enrolment if:
- 25.1 there are no grounds to refuse admission as specified in the *Admissions (Coursework) Policy* and Director Student and Library Services or nominee has received:
    - 25.1.1 evidence of payment of the packaged offer deposit;
    - 25.1.2 a completed and signed acceptance of packaged offer contract;
    - 25.1.3 evidence of payment for overseas student health cover for the duration of the student visa;
    - 25.1.4 a copy of the Applicant's valid photo identification; and
    - 25.1.5 evidence of fulfilment of any other requirements specified in the written packaged offer or evidence of other requirements specified by Director Student and Library Services or nominee.
26. Where Director Student and Library Services or nominee determines an Applicant fulfils all the conditions in a packaged offer or conditional offer, Director Student and Library Services or nominee must determine whether a full offer, or no offer, is the most suitable response to an Applicant, as per information above.
27. Director Student and Library Services must ensure that before fees are accepted, Applicants are provided with information in accordance with requirements set by the HES, the ESOS Act and supporting legislative instruments. This includes, but is not limited to, information required to be communicated to Applicants as per Standard 2 of the National Code.
28. Applicants may accept, defer or decline an offer.
29. Advanced Standing is covered by the *Advanced Standing Policy* and *Assessment and Award of Advanced Standing Procedure*.

30. To accept an offer, the offer must be signed by the Applicant unless they are under 18 years of age, in which case the Applicant's parent or legal guardian must sign the offer.

### **Acceptance of offers**

31. Where an Applicant accepts a full offer, Director Student and Library Services or nominee may determine that the Applicant is eligible to enrol if there are no grounds to refuse admission as specified in the [Admissions \(Coursework\) Policy](#), and Director Student and Library Services or nominee has received:
  - 31.1 a completed and signed acceptance of offer contract;
  - 31.2 evidence of full payment of the tuition fee deposit;
  - 31.3 if a student visa is required, evidence of payment for overseas student health cover for the duration of the student visa;
  - 31.4 a copy of the Applicant's valid photo identification; and
  - 31.5 evidence of fulfilment of any other requirements specified in the written offer or specified by Director Student and Library Services or nominee.
32. Director Student and Library Services must ensure all students who are eligible to enrol and require an Australian student visa to study are issued with a valid Confirmation of Enrolment.

### **Deferral of offer**

33. Applicants may request to Defer the commencement of study.
34. Director Student and Library Services must ensure that any Applicant who requires a student visa to study in Australia and requests Deferral is informed that Deferral may affect their student visa.
35. When assessing an application for Deferral, Director Student and Library Services or nominee should consider documentary evidence provided to support the claim, and keep a copy of this evidence.
36. Where an Applicant has a student visa, Director Student and Library Services or nominee must grant Deferral where the Applicant has compelling or compassionate circumstances beyond the Applicant's control that will impact the Applicant's ability to commence the course or impact the Applicant's wellbeing. Such circumstances must be considered on an individual basis, and may include, but are not limited to:
  - 36.1.1 a serious illness or injury supported by a medical certificate;
  - 36.1.2 a bereavement of a close family member, supported by a death certificate if possible;
  - 36.1.3 a major political upheaval or natural disaster in the Applicant's home country requiring emergency travel, supported by a travel itinerary;
  - 36.1.4 a traumatic experience supported by a statement from the police or a health worker;
  - 36.1.5 where Murdoch was unable to offer a pre-requisite unit; or

- 36.1.6 where the Applicant is required to undertake military service in their home country.
37. Director Student and Library Services or nominee must not grant Deferral where:
- 37.1 the Applicant has an Australian student visa and has no compelling or compassionate circumstances as explained above; or
  - 37.2 the Applicant is seeking to Defer for a time period longer than permitted by the *Admissions (Coursework) Policy*; or
  - 37.3 the Applicant has misrepresented their capacity to pay and cannot pay required fees; or
  - 37.4 the course or course components are being discontinued and the units required to be completed by the Applicant will not be available when they intend to commence their study; or
  - 37.5 enrolment in the course or required units is limited, and there will be no availability when the Applicant intends to commence their study; or
  - 37.6 admission requirements for the course the Applicant intends to commence study in are different and the Applicant will not meet these requirements; or
  - 37.7 the Applicant is not able to produce valid documentation to show that the admission requirements will be met for the new study commencement date.
38. For any Deferral initiated by the University, Director Student and Library Services is responsible for ensuring that the Applicant is given a notice of the intention for the enrolment to be Deferred, and the detailed reasons for doing so, and the duration of the Deferral in writing.
39. Where an Applicant has been granted Deferral, Director Student and Library Services is responsible for ensuring the Applicant is advised of the potential implications of the Deferral on course duration and fees.
40. Where an Applicant has been granted Deferral, and the Applicant requires an Australian student visa to study, Director Student and Library Services is responsible for ensuring:
- 40.1 the Applicant is informed of the need to seek advice from the Department of Home Affairs on the potential impact on their student visa;
  - 40.2 the Applicant is advised of the implications of the Deferral on their overseas student health cover; and
  - 40.3 that if the Applicant has been issued with a Confirmation of Enrolment:
    - 40.3.1 the change of enrolment is reported in PRISMS in accordance with section 19 of the ESOS Act; and
    - 40.3.2 they receive a new Confirmation of Enrolment with a start date that reflects their intended date of return to studies, and an appropriate end date, or where it is not known when the Applicant will commence, the Confirmation of Enrolment is cancelled.

41. Where an Applicant has been granted Deferral, the assessment of application and acceptance of offers processes may be repeated prior to determining the Applicant is eligible to enrol.
42. See the [Admissions \(Coursework\) Policy](#) for more information regarding Deferral.

**Other information**

43. Director Student and Library Services must ensure accurate records are kept for all steps undertaken within the admissions process, at the level of the individual Applicant. This information must include reasons for why a decision was made, which role made the decision, the date when the decision was made, and where the decision is in relation to Deferral, the dates and timeframe of the Deferral.
44. Director Student and Library Services must ensure accurate and up-to-date enrolment information is maintained in PRISMS in accordance with section 19 of the ESOS Act.
45. Student cohorts who are identified at admission as potentially requiring additional support during their studies are monitored.
46. See the [Student Appeals Policy](#) and [Student Appeals Procedure](#) for information regarding appeals of decisions, and the [Complaints Management Policy](#) and [Student Complaints Management Procedure](#) regarding complaints in relation to this procedure.

## Governance

<b>Approval Authority</b>	Deputy Vice Chancellor Education
<b>Owner</b>	Deputy Vice Chancellor Education
<b>Legislation mandating compliance</b>	
<b>Category</b>	Primarily academic
<b>Related University Legislation and Policy Documents</b>	<a href="#">Admissions (Coursework) Policy</a> <a href="#">Admission and Support of International Students Policy</a> <a href="#">Advanced Standing Policy</a> <a href="#">Assessment and Award of Advanced Standing Procedure</a> <a href="#">Complaints Management Policy</a> <a href="#">Curriculum Policy</a> <a href="#">Enrolments Policy</a> <a href="#">International Student Transfer Procedure</a> <a href="#">Student Appeals Policy</a> <a href="#">Student Appeals Procedure</a> <a href="#">Student Complaints Management Procedure</a>

<b>Date effective</b>	08/08/2023
<b>Review date</b>	24/09/2024

## Revision History

<b>Approved/Amended</b>	<b>Date Approved</b>	<b>Resolution No. (if applicable)</b>
Administrative Amendment	08/08/2023	
Administrative Amendment	23/05/2023	
Approved	24/09/2021	

*Please refer to the electronic copy in the Policy and Procedure Manager to ensure you are referring to the latest version.*