

# International Student's Qualification, Experience and English Proficiency Assessment Procedure

<b>Supporting plans, policies and procedures</b>	<ul style="list-style-type: none"> <li>• Academic Assessment and Moderation Policy and Procedure</li> <li>• Academic Progress and Student At-Risk Policy and Procedure</li> <li>• Admissions and Enrolment Policy and Procedure</li> <li>• Privacy Policy</li> <li>• Records, Data and Information Management and Security Policy</li> <li>• Student Complaints and Appeals Policy and Procedure</li> <li>• Student Welfare, Wellbeing and Support Policy and Procedure</li> </ul>
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0.1	Draft prepared by CEO	
1.0	Reviewed and approved by the Academic Board via email circulation on 11 March 2022	Minor grammatical and structural changes made

## Background and Scope

This document establishes the framework for assessing a prospective international student's qualifications, experience and English language proficiency is sufficient to enable them to enter the MIHE course. Applicants must have the English language proficiency skills to successfully complete the learning and assessment requirements of their chosen course of study as reflected in the Australian Qualifications Framework. All international applicants must provide evidence of English language proficiency, experience and prior qualifications.

All applicants need to provide original or certified copies of the following documents, but not limited to, as evidence and verification in accordance with the accuracy and authenticity principle of this policy:

- their identity: name, place of birth and age (with date of birth details);
- their Citizenship and residential address;
- their Visa status (for international students);
- any educational qualification or achievement required for admission; and

- English language proficiency (international students)

Prior qualifications and prior experience of all applicants must be assessed to ensure they meet the entry requirements of the course and to assess for Credits or RPL. All applications are to be made directly to MIHE with application due dates to be published on the MIHE website. Applications received after the published due date may be accepted at the discretion of the Dean or Administration Manager.

To qualify for admission and enrolment into MIHE courses applicants must meet all of the entry requirements of the course published on the MIHE website and available in the Course Information Guide. Applicants may be required to attend an interview (via video conference, zoom or other facilities as appropriate) and will be advised ten (10) business days prior to an interview if this is required.

## English Language Proficiency (ELP) Requirements

All international applicants must meet the minimum English language proficiency requirements. International applicants must provide certified evidence that they have met the minimum English language proficiency requirements. The test results must have been officially obtained within 12 months of the proposed commencement date for the MIHE course.

The table below (Table 1.1) outlines the English language proficiency requirements of students in assessing a suitable entry into the Bachelor of Business (Marketing) course. These requirements have been established with reference to other comparable course entry requirements published by other Higher Education Providers (see Course Proposal for details).

**Table 1.1 English Language Proficiency**

English Language Test	Undergraduate Requirement
International English Language Testing System (IELTS) – Academic	Overall 6.0 (min. 6.5 in writing and no other band less than 5.5)
Test of English as a Foreign Language (TOEFL) – Paper Based Test	500 (min. 4.5 TWE – Test of Written English)
Test of English as a Foreign Language (TOEFL) - Internet Based Test (IBT)	60 (Listening 12, Speaking 16, Reading 14, Writing 18)
Pearson Test of English (PTE)	Overall 50 (writing not less than 50 no other skill score < 42)
Cambridge English Advanced (CAE)	Level B2 (169) (writing not less than 169)

The proposed ELP criteria are consistent with MIHE' s minimum ELP requirements.

English language proficiency testing may include the following:

- For International students an evidenced copy of their IELTS exam or equivalent
- International applicants who have lived and worked in Australia need to provide a demonstration of their proficiency in an interview and/or in producing a written essay. They may also need an IELTS test.
- At the Dean's discretion there may be other avenues for enrolment which will be considered on a case-by-case basis.

### Educational Qualifications Requirements

All international applicants must meet academic entry requirements. International students must have successfully completed Year 12 (or equivalent) with required minimum ATAR (or equivalent) of 60 or the following:

ATAR	=> 60
GPA	=> 3.5 out of 7
STAT	=> 120

### Alternative Admission Pathways

The below list outlines some alternative pathways of admission. International applicants must meet one of the following entry requirements:

- **Applicants with higher education study:** Successful completion of at least one year of a higher education course at an Australian higher education provider (at AQF level 7) within the last 10 years.
- **Applicants with vocational education and training (VET) study:** Successful completion of a Vocational Education and Training (VET) award at Certificate IV or higher at an Australian Registered Training Organisation (or equivalent) or higher education provider (within the last 10 years).
- **Mature Age Students - Applicants with work and life experience:** MIHE will review applications on a case-by-case basis from persons of at least 21 years of age, who do not have formal qualifications for entry but who seek admission to courses on the basis of their educational and skills development through experience and informal study.

- **Applicants with recent secondary education (within the past two years):** Successful completion of Year 12 (or equivalent). To find out the required minimum score for Year 12 equivalency for entry into a course at MIHE, please refer to Appendix 1 at the end of this document.

Applicants who do not meet any of these requirements will be assessed on a case-by-case basis. This assessment may include recent higher education study results, or VCE or equivalent study scores, and, a personal statement outlining academic history, desire to study the course and personal circumstances.

## Document Verification

MIHE Student Administration staff will check the application for completeness including:

- All applicant's details are included
- All fields of the application have been filled
- All documentation required is added and has been certified and verified

If any of this is missing the Student Administration staff must contact the applicant and request the missing detail before the application is processed.

## Letter of Offer and Student Agreement

All applicants will receive a formal notification of the admission outcome from MIHE Student Administration staff as follows:

- A Letter of Offer (unconditional offer);
- A Letter of Offer (conditional offer)
- A refusal letter.

## Letter of Offer

All eligible and successful applicants will be sent a Letter of Offer that is either unconditional or conditional which must include the following:

- Course details (start dates, location etc)
- Details outlining the fees to be paid by the student
- Acceptance of Offer to be signed by the student
- Policies and arrangements for potential Credit or RPL application

- Policies on charges for withdrawal or deferral and refunds of charges where applicable
- Options available for unsuccessful applicants

A Conditional Letter of offer requires the applicant to meet specified conditions before enrolling in the Course. An unconditional Letter of offer does not impose any conditions on the applicant.

## **A Refusal Letter**

Applicants who are unsuccessful will be provided with reasons for the decision.

## **Student Agreement**

The Student Agreement is the contract between the student and MIHE. It must include all the requirements and conditions that are set out under the various regulatory requirements, including the ESOS Act.

The Student Agreement should be as transparent as possible and ensure the student is given all relevant information of the rights and obligations under the contract.

## **Acceptance of Offer**

Student Administration staff will provide information and instructions on how an applicant may formally accept an offer from MIHE. The Acceptance of Offer Form that is included in the Letter of Offer must be signed and submitted to MIHE before the course fees can be paid and enrolment can be confirmed.

## **Confirmation of Enrolment (CoE)**

For applicants applying for an Overseas Student Visa, once Student Administration staff receives a signed acceptance of the offer, evidence of any conditions provided and payment of course fees, a Confirmation of Enrolment (CoE) is created in PRISMS. The CoE is then issued to the student for visa application purposes.

## Appendix 1

### Secondary Education (Year 12) minimum score requirement for international applicants

The table below provides secondary education (Year 12) scores achieved in different countries that are equivalent to ATAR => 60.

Country	Equivalent qualifications to Australian secondary education	Score equivalent to ATAR => 60	Calculation method
Bangladesh	Higher Secondary Certificate or equivalent	GPA 4	GPA of all the studied Year 12 subjects
Canada	Alberta High School Diploma or British Columbia Senior Secondary School Graduation Diploma or Nova Scotia High School Completion Certificate or Ontario Secondary School Diploma or equivalent	60%	Overall percentage of the 6 best subjects

Country	Equivalent qualifications to Australian secondary education	Score equivalent to ATAR => 60	Calculation method
People's Republic of China	Senior Middle 3 or equivalent	70%	Overall percentage of all the studied subjects
Hong Kong	Diploma of Secondary Education (HKDSE) or equivalent	13	Overall score of the 5 best subjects including 4 cores and 1 elective
India	All India Senior School Certificate (CBSE), or Indian School Certificate (CISCE) or equivalent	60%	Overall percentage of 4 best academic subjects
Indonesia	Secondary School Certificate of Graduation SMA 3 or SMK 3 or equivalent	75%	Overall percentage from the last two semesters
International	International Baccalaureate (IB) Diploma Programme	22	Overall score of all studied subjects
Germany	A-Levels/ Abitur or equivalent	3.5	Overall grade of 3 in English
Japan	Upper Secondary School Certificate of Graduation or equivalent	2.50	Overall average of all studied subjects
Kenya	Certificate of Secondary Education (KCSE) or equivalent	C+(6)	Overall score of the 7 best subjects including English

Country	Equivalent qualifications to Australian secondary education	Score equivalent to ATAR => 60	Calculation method
Malaysia	Malaysian Higher School Certificate (STPM) or equivalent	GPA 2.67	GPA of all the studied Year 12 subjects
Nepal	Nepal School Leaving Certificate Examination (Year 11 and 12) or equivalent	3.0%	Overall percentage of all the examined subjects
Singapore	A Levels or equivalent	6	Overall score of 3 H2 level subjects
Sri Lanka	General Certificate of Education Advanced Level or equivalent	6	Overall score of 3 H2 level subjects
South Korea	Upper Secondary Certificate or equivalent	70%	Overall percentage of all the studied subjects
Taiwan	Senior High School Diploma or equivalent	70%	Overall percentage of all the examined subjects
Thailand	Matayom 6 Certificate of Secondary Education or equivalent	GPA 2.40	GPA of all the studied Year 12 subjects
United States of America	Senior High School Diploma or equivalent	GPA 2.40	GPA of all the studied Year 12 subjects
Vietnam	Upper Secondary School Graduate Diploma or equivalent	GPA 7.00	GPA of all the studied Year 12 subjects



Country	Equivalent qualifications to Australian secondary education	Score equivalent to ATAR => 60	Calculation method
West Africa	West African Senior School Certificate Examination or equivalent	20	Overall score of the 5 best subjects including English

Note: If an international applicant's country is not listed in the above table, please contact MIHEs' staff on call +61 8686 9127 or email on [info@mihe.com.au](mailto:info@mihe.com.au)