

Admissions and Enrolment Policy and Procedure

Supporting plans, policies and procedures	<ul style="list-style-type: none"> • Academic Integrity Policy and Procedure • Academic Progression and At Risk Student Policy and Procedure • Assessment & Moderation Policy and Procedure • Conferral of Awards and Graduation and Academic Documentation Policy • Credit and Recognition of Prior Learning Policy and Procedure • Deferral, suspension or cancellation policy and procedure • Learning and Teaching Policy • Equity, Diversity and Aboriginal and Torres Strait Islander Peoples Framework Policy • Marketing and Student Recruitment Policy • Non-Academic Misconduct Policy and Procedure • Student Complaints and Appeals Policy and Procedure • Student Refund Policy and Procedure • Student Support, Welfare and Wellbeing Policy and Procedure • Student Refund Policy and Procedure •
Related legislation and references	<ul style="list-style-type: none"> • Higher Education Standards Framework (Threshold Standards) 2021 Tertiary Education Quality and Standards Agency (TEQSA) Act 2011
Version	3.3
Approved by	Academic Board
Date approved	06 Dec 2023
Document Review	This document is to be reviewed every two-years at a minimum from the date of final approval

Version	Review Date and Person/Body	Notes
0.1	Developed and reviewed at 4 February 2020 Learning and Teaching Committee meeting	
1.0	Presented to Academic Board on 18 February 2020 for approval	LTC recommends this Policy and Procedure for AB approval
2.0	Approved by Academic Board on 18 February 2020	“Special consideration” term replaced with “specific consideration” to align with the terms used in the Higher Education Standards Framework (Threshold Standards) 2021
2.1	Reviewed and approved at 20 October 2020 Academic Board meeting	Minor amendments following comments from external reviewers
3.0	Reviewed and approved by the Academic Board via email circulation on 23 July 2021	Updates made following the response to the TEQSA Request for Information 23 July 2021
3.1	Reviewed and approved by the Academic Board via email circulation on 11 March 2022	Minor grammatical and structural changes made
3.2	Reviewed and approved the Academic Board via email circulation on 6 th Dec. 2023	Minor update on the policy including updates to the admission policy with enrolment conditions and numbering of the admission/enrolment requirements.

Background and Scope

This document outlines the requirements and processes for the admission and enrolment of students (both domestic and international students) into all MIHE courses.

Definitions

Refer to Glossary of Terms.

Policy

MIHE's admissions and enrolment processes must adhere to the following principles:

- MIHE will only admit and enrol students over the age of 18 upon commencement of any MIHE course;
- Minimum entry requirements for admission into each MIHE course must be established to ensure students have the best chance of successful completion;
- Entry requirements for each MIHE course are determined by the Academic Board and must be appropriate to commence and obtain the AQF level of the course and must be based on the student's knowledge and skills at the time of admission;
- Students applying to study at MIHE must meet all entry requirements to be eligible for admission;
- Decisions related to satisfaction of the academic entry requirements, will be made by appropriately qualified staff.
- Admission and enrolment processes must be transparent, fair, consistent, and equitable and ensure that application documentation is accurate and authentic;
- Enrolment and admission process will have reliability and transparency;
- An efficient and equitable student admissions process for applicants which includes suitable adjustment for applicants who have been disadvantaged in educational experience but who demonstrate potential to succeed;
- A commitment to maximising student success in academic study;
- Compliance with ESOS Act and TEQSA Higher Education Threshold Standards on enrolment/admission and course entry;
- An offer may be withdrawn or an enrolment cancelled under certain circumstances including where the offer was made on the basis of inaccurate, fraudulent or misleading information or due to administrative error;
- Eligible students are admitted irrespective of gender, race, nationality, marital status, faith or disability; and

- Admissions decisions must be flexible regarding the promotion of diversity and equity, taking into consideration students from a disadvantaged or underrepresented background in accordance with the *Equity, Diversity and Aboriginal and Torres Strait Islander Peoples Framework Policy*.
- Cohort data is collected in the Student Management System (Wisenet) during admission and is regularly updated, including when students become 'at risk'. This data will be extracted from the Student Management System and used to inform improvements in MIHE policies and procedures as part of the process of reviewing all policies and procedures at least every two years.

Admission / Enrolment Requirements

1. All applicants must provide original or certified copies of the following documents as evidence and verification in accordance with the accuracy and authenticity principle of this policy:
 - a. identity: name, place of birth and age (with date of birth details);
 - b. citizenship and residential address;
 - c. Visa status (for international students);
 - d. any educational qualification or achievement required for admission; and
 - e. English language proficiency (international students)
 - f. MIHE does not accept enrolment of overseas students who are under 18 years of age at the time of commencing their studies.
2. All applications are to be made directly to MIHE in accordance with the application due date published on the MIHE website. Applications received after the published due date may be accepted at the discretion of the Dean or Administration Manager.
3. Each overseas student who is offered a place must sign the MIHE Acceptance Agreement prior to or at the same time as any money for tuition fees is paid to MIHE.
4. The Enrolment Acceptance Agreement between MIHE and overseas students sets out the services to be provided, fees payable and information in relation to refunds of course money. (see *Student Refund Policy and Procedure*)
5. MIHE International Student Enrolment Acceptance Agreement will:
 - a. Identify the course(s) in which the overseas student is to be enrolled;
 - b. Identify any conditions on the overseas student's enrolment such as any pre-requisite course or attaining a specific level of English Language Proficiency.
 - c. Provide an itemised list of tuition and non-tuition fees and the payment structure/schedule;
 - d. Set out the circumstances under which personal information about the overseas student may be shared between MIHE and the Australian Government and designated

authorities and, if relevant, the TPS and the ESOS Assurance Fund Manager. This information includes personal contact details, course enrolment details and changes, and the circumstances of any suspected breach by the overseas student of a student visa condition; and

- e. Advise the overseas student of their responsibility to notify MIHE of a change of address while enrolled in the course (s).
6. MIHE will also include in the Agreement the following information, consistent with the requirements of the ESOS Act, in relation to refund of course money in the event of a provider default:
- a. Amounts that may be repaid to the overseas student (including any course money collected by MIHE agent on behalf of MIHE)
 - b. Processes for students to claim a refund;
 - c. MIHE will write a plain English explanation of what happens in the event of a course not being delivered in MIHE brochures and Student handbooks;
 - d. MIHE provides guarantee for overseas student in case of MIHE in the event of a course not being delivered, in such a case MIHE will refund the course money or under the TAS protection will arrange the refund or transfer as per TPS framework; and
 - e. MIHE will write the following statement in its acceptance agreement “This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under the Australian’s consumer protection laws”

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.

Special Consideration for Admission

Applicants that do not meet the minimum entry requirements may be granted Special Consideration for admission at the discretion of the Dean. Special Consideration may be granted in accordance with the promotion of diversity and equity, taking into consideration students from a disadvantaged or underrepresented background in accordance with the *Equity, Diversity and Aboriginal and Torres Strait Islander Peoples Framework Policy*, including applicants with learning or language difficulties, with a disability, from a socioeconomic disadvantaged background, etc. To allow MIHE to determine the reasonable adjustment requirements to best support the applicant in their course of study where special consideration is granted, applicants are required to provide information regarding the basis for special consideration.

Credit and Recognition of Prior Learning

Applications for course credit or Recognition of Prior Learning (RPL) are able to be made at the time of applying for a MIHE course or following enrolment. Any credit or RPL awarded will be

determined on a case by case basis and in accordance with the *Credit and Recognition of Prior Learning Policy and Procedure*. The outcome of the applicant's RPL assessment should be included in the Letter of Offer.

Fees and charges (including withdrawal from Courses)

The MIHE student handbooks and website outlines the fee structure for all MIHE courses. The student handbooks also contains all relevant information regarding details of what and how fees are payable, potential changes to fee structure, the procedure for applying for a refund of fees on withdrawal (if any). For details refer to *the Student Refund Policy and Procedure*.

MIHE Offers to successful applicants

MIHE will provide successful applicants with an offer of admission that may be unconditional (where the applicant meets all of the entry requirements) or conditional (where the applicant's enrolment and commencement in the course are subject to certain conditions being met). For applicants receiving an unconditional offer they may, upon acceptance of the offer, enrol and commence the offered MIHE course. Applicants receiving a conditional offer they may need to provide proof of English proficiency, successful completion of prior qualification or other official documentation.

Enrolment Deferral

Successful applicants may defer their enrolment in MIHE courses, but the deferment period must not exceed one year. They must apply to the Dean in writing of their intention to defer the commencement of course. The Dean will determine and communicate to the applicants the process, terms and conditions of any deferment. For more detail refer to deferment, suspension and cancelation policy.

Admission Refusal

Admission may be refused (including the withdrawal of offer) on the following grounds:

- Entry requirements have not been met;
- Acting in a dishonest, deceitful or fraudulent manner when applying for admission to MIHE or another higher education provider;
- Previously having been expelled or excluded from MIHE or another higher education provider;
- Nominated course has been discontinued at MIHE; or
- Admission is contrary to Australian law.

Any rejection or refusal of admission will include reasons for that refusal that must be of sufficient detail and clarity to allow the applicant to understand the basis of the decision and to determine whether they wish to appeal the decision.

In accordance with the principles of transparency and fairness, any decision to reject or refuse an admission application, regardless of reason, can be appealed and will be dealt with in accordance with the *Student Complaints and Appeals Policy and Procedure*

Admissions Procedure

The admissions procedure has five major steps that are described in the table below.

Steps	Description and Notes
1. Expression of Interest and Application Submission	<p>An applicant is a prospective student interested in studying a course at MIHE having reviewed information from the MIHE website and/or from talking to staff on campus or via email or phone. Prospective students can also access to (or be provided with) admission requirements and other relevant information via the MIHE website or by talking to staff on campus or via email or phone. Prospective students wanting to apply to study a MIHE course must complete an application form, provide the required documentary evidence and submit them to MIHE.</p>
2. Assessment of Application	<p>MIHE student administration staff will review and assess all applications received, including if the application is complete (i.e. does the application include all the applicants details, are all fields of the form completed and are all required supporting evidence/documentation included). If the application is not complete, student administration staff must contact the applicant and request for further information and clarification. Once all the information in the application is received student administration staff will assess if the applicant meets all the entry requirements for the course that they are applying for. All MIHE courses have course specific minimum entry requirements. If the application meets the minimum entry requirements for admission into the course which the applicant has applied for, the application will proceed, and the applicant will be sent a Letter of Offer and Student Agreement as set out in step 3 below.</p> <p>If the applicant does not meet the course specific minimum entry requirements for admission into the course, they will be assessed to see if they are eligible for specific consideration (see below specific considerations notes).</p> <p>If the application does not qualify for Special Consideration, the applicant will be informed in writing that the application has been rejected or refused. The reason for the rejection or refusal will also be provided to the applicant, along with a link to the Student Complaints and Appeals Policy and Procedure in case they wish to have the decision reviewed.</p> <p>Special Considerations notes</p> <p>Admission by Special Consideration can only be approved by the Dean. Student administration staff should refer applications to one of these authorised staff members to assess eligibility for specific consideration.</p> <p>Special Consideration may be granted for any of the following reasons for applicants:</p> <ul style="list-style-type: none"> • with a disability; • with learning or language difficulties; • from a socioeconomic disadvantaged background; • from remote or isolated areas; • first-in-family learners; • of Aboriginal or Torres Strait Islander descent as outlined in the Aboriginal and Torres Strait Islander Peoples Framework Policy; and • who have suffered some other disadvantage to their ability to access education. <p>Applicants seeking special consideration need to provide information regarding the basis for special consideration and the support required to allow MIHE to determine the reasonable adjustments required to best support the applicant in their course of study where special consideration is granted. If an applicant is eligible for special consideration, any additional support provided will be in accordance with the Student Support, Welfare and Wellbeing Policy and Procedure. Where additional support is provided, particularly additional academic support, the student will require additional monitoring by academic staff and early intervention should be fast</p>

	<p>tracked and closely monitored to avoid the student falling into the “At Risk” category under the Academic Progression and At Risk Student Policy and Procedure.</p> <p>Applicants with a disability or learning or language difficulties The applicant needs to provide documentation from their health professional, providing support for the applicant seeking specific consideration on this basis, and if Special Consideration is granted, provide details of the support that the applicant would need (for those with learning or language difficulties these details can be provided by their previous educator/tutor/specialist) to reasonably:</p> <ul style="list-style-type: none"> • participate in class and tutorials; • complete individual and group course assignments and assessments; and • independently complete examinations. <p>Applicants from socioeconomic background, from remote or isolated areas, applicants who are first-in-family learners and applicants who have suffered some other disadvantage impacting their ability to access education The applicant needs to provide documentation from their previous educator, tutor or teacher supporting the applicant seeking special consideration, and if special consideration is granted, provide information about the support that the applicant would require, to reasonably meet the academic demands of a course of study including:</p> <ul style="list-style-type: none"> • participate in class and tutorials; • complete individual and group course assignments and assessments; and • independently complete examinations. <p>Applicants of Aboriginal or Torres Strait Islander descent Applicants who identify as being of Aboriginal or Torres Strait Islander descent will be considered under the Aboriginal and Torres Strait Islander Peoples Framework Policy. To be eligible for specific consideration, prospective students who identify as being of Aboriginal and Torres Strait Islander descent must satisfy the following: 1) be of Aboriginal and Torres Strait Islander descent; 2) identify themselves as being of Aboriginal and Torres Strait Islander descent when making an application; 3) be accepted as an Aboriginal and Torres Strait Islander in the community where lived (or have lived); and 4) be able to provide a Confirmation of their Aboriginal and Torres Strait Islander heritage. Once a prospective student has provided the relevant information and documentation that supports these four points, they will be asked to attend an interview at the MIHE campus. The interview will be conducted with a senior member of staff and may include the Dean. The purpose of the interview is to assess what additional support, if any, may be required to provide the student the best opportunity to succeed in their academic endeavours. Additional support can include but is not limited to: English Language Support, Additional Academic and Tutorial Support, Counselling and Mental Health Services, Cultural and Pastoral Support, additional IT and Systems Support. Once the senior staff member (such as the Dean) has approved a prospective student for admission via specific consideration written approval (via email) is provided to MIHE student administration staff. If the applicant has been assessed that they do not meet the course entry requirements and/or do not qualify for specific consideration, the applicant will be informed in writing that their application has been rejected. The applicant will also be provided a link to the Student Complaints and Appeals Policy and Procedure if they wish to have the decision reviewed.</p>
<p>3. Issuing a Letter of Offer (LOO) and Student Agreement</p>	<p>If the application:</p> <ul style="list-style-type: none"> • meets the minimum entry requirements for admission into the course which the applicant has applied for; or • upon receipt of the written approval by a senior staff member (such the Dean), for those applicants where their special consideration is approved

Admissions and Enrolment Policy and Procedure

	<p>MIHE student administration staff will enrol the student and send a Letter of Offer and Student Agreement to the applicant. The Student Agreement is the contract between MIHE and the student and must include all the required information and conditions set out under relevant regulatory requirements, including the ESOS Act. The Student Agreement must provide the student a thorough understanding of their rights and obligations under the contract.</p>
4. Acceptance of Offer and Payment of Fees	<p>The student accepts the offer by signing the LOO and Student Agreement and returning these to MIHE. Subject to all conditions being met, after a student signs a LOO and Student Agreement and returns both to MIHE, they will be admitted into the course in accordance with their application. A deposit may be required to hold a place for domestic students and for international students a deposit must be paid prior to confirmation of admission. Students will be informed of all fees required to process the admission and they must be given a schedule of fees and given access to the Student Refund Policy and Procedure.</p> <p>For international students, under the ESOS Act, MIHE cannot charge more than 50% of the total tuition fees for a course prior to commencement. However, the student (or the person paying the fees on behalf of the student) may pay more than 50% of the tuition fees if they so choose. The minimum deposit required to confirm admission for international students is stated in the LOO and the Student Agreement. If the student (or the person paying the fees on behalf of the student) chooses to pay more than 50% of the total tuition fees for a course prior to commencement, they must confirm this in writing by ticking a box in the Student Agreement which acknowledges they have chosen to do so.</p> <p>Once the deposit has been received by MIHE, the student will be sent a receipt for their deposit and a letter confirming their admission.</p>
5. Confirmation of Admission	<p>Confirmation of admission of domestic and international students are largely identical except for a difference in student confirmation letters and the use of the PRISMS system for international students. All students will be provided with confirmation of enrolment and orientation details (or orientation pack with details of what they need to commence their studies with MIHE).</p> <p>Domestic students are sent a Confirmation of Course Enrolment (CCE). This is formal acceptance of the student into the course.</p> <p>International students will have their details input into the PRISMS system which will generate a Confirmation of Enrolment (CoE) and is sent electronically to the international student. The CoE is used by the student to apply for their visa. Once the student has provided proof that their student visa has been approved, admission is complete. If the student visa is rejected, the CoE must be cancelled in PRISMS.</p>

The major steps in the admissions procedure is summarised in the diagram in attachment 1, including who is responsible for each step and key decision points.

Enrolment

Subject to TEQSA approval, MIHE only offers one course, the Bachelor of Business (BBus) which is a three-year degree for full time students (with three trimesters per year). The BBus requires 24 units to be completed with each unit worth 10 credit points. Students require a minimum of 240 credit points to be awarded the BBus. Refer to the Course Proposal or student handbooks for details.

Unit Enrolment

Students are required to nominate the selection of units for each trimester in accordance with the course requirements. It is the student's responsibility to ensure that the selection of units conforms

to the requirements of the BBus. MIHE will assist students to enroll if impediments preventing the students from enrolling and MIHE will monitor and manage classes.

International students must comply with the study load requirements specified in their Confirmation of Enrolment (CoE). The maximum enrolment for any student will normally be restricted to 30 credit points per trimester (three units per trimester). Students may enrol in more than three units only if approved by the Dean. Consideration for enrolling in more than three units may include failing a unit which is a prerequisite for a later unit or left with only one more unit to graduate the course. The standard and expected enrolment for a full-time student is 80 credit points in an academic year. Students are not permitted to undertake more than the minimum number of credit points required to complete their degree without the approval of the Dean.

Suspension or Termination of Enrolment

When students are suspended or terminated, they will not be allowed to attend classes or tutorials. The reasons for suspension or termination may be either academic or non-academic and may include:

- Providing false or misleading information;
- Failure to obtain a waiver from unit prerequisites;
- Unsatisfactory academic progress;
- Failure to pay fees and other charges;
- Academic or non-academic misconduct;
- Cancellation of unit due to low student enrolment or unavailability of teaching staff.

Students will be informed in writing of the suspension or termination of their enrolment including the reason(s) for the decision. Students will be advised on their avenues to appeal the decision.

Census Date

The Census Date will be the last date in which a student may withdraw from a unit without any academic penalty. The Census Date will be 21 days after commencement of the unit. Domestic students will not incur a debt or financial penalty if they withdraw prior to the Census Date. International students may be liable for fees and financial penalties if they withdraw after unit commencement and prior to the Census Date depending on their Student Agreement and the Student Refund Policy and Procedure.

Unit Completion

Students must complete the requirements to pass a unit which could include attendance requirements, completing and passing assessment requirements (such as quizzes, group or

individual presentations, group or individual assignments, workbooks, exams, etc) as detailed in the unit outline provided to students at the commencement of the unit.

Prerequisite Units

Students can only enrol in a unit which has a prerequisite unit/s if they have achieved a minimum pass grade for the prerequisite unit(s). The Dean may waive this requirement under exceptional circumstances which will be assessed on a case-by-case basis.

Withdrawal from unit(s) or course

Students that withdraw from a unit or the course:

- on or prior to the Census Date will not incur an academic penalty (units withdrawn from on or prior to the Census Date will not appear on a student's Academic Transcript).
- after the Census Date will incur an academic penalty (the units that they withdraw from after the Census Date will appear on their Academic Transcript as Withdrawn (W) in accordance with the Assessment & Moderation Policy and Procedure).

Students that withdraw from a unit after the Census Date shall be deemed to have failed that unit unless there are specific circumstances which are assessed and approved by the Dean. Students may apply to the Dean for withdrawal without academic penalty and this may be granted if the Dean is satisfied that the cancellation is justified under specific circumstances not related to the student's academic ability or diligence. These applications will be assessed by the Dean on a case-by-case basis and would consider the following as potential acceptable grounds for granting withdrawal without academic penalty:

- Serious health issue or personal trauma since the Census Date. Students will need to provide evidence of the health issue or trauma, such as medical or counsellor certificates.
- Demonstrable change in personal circumstances since the Census Date as supported by personal declaration by way of a signed Statutory Declaration and other independent and professional documentation (such as medical certificate) and supporting evidence (such as severe financial stress, severe illness or demise of an immediate family member, etc.).

Attachment 1 – Admissions Procedure

