

Policy Title

Admissions Policy

Preamble

This policy was approved by Academic Board of Studies on 19 April 2018 and supersedes the previously approved policy by the Academic Board of Studies on 6 November 2015.

This policy is consistent with:

- The Higher Education Support Act (HESA) 2003
- The Higher Education Standards Framework 2015 (Threshold Standards)
- The Education Services for Overseas Students Act 2000 (ESOS Act)
- The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018 (National Code 2018)
- The Migration Regulations 1994
- The VTAC Rules and Procedures Manual for VTAC Institutions
- The VTAC Conditions of Participation as an Associate Institution.

Purpose

This policy establishes the principles, criteria and processes guiding the admission of an applicant into a course at Deakin College.

Scope

This policy applies to all courses and all campuses of Deakin College.

Policy

1. Principles

- 1.1.** This Policy is underpinned by the following principles:
- Assessment for admission is consistent with the relevant legislation;
 - Detailed and comprehensive course information, including academic, English language entry requirements and course delivery are provided to students prior to admission via the Deakin College website and Deakin College brochures (see Admissions Procedure) ;
 - All applications will be assessed fairly, objectively and on its merits;
 - Applicants will be advised in writing of the outcome of their application;
 - Deakin College admits students who have the appropriate educational qualifications and/or work experience and, English language proficiency to undertake and complete the course.

2. Mode of Application

- 2.1.** An application for admission to a Deakin College course may be submitted via the following avenues:

- **Victorian Tertiary Admission Centre (VTAC)**

Current Year 12 student, including overseas students currently studying the Victorian Certificate of Education (VCE) or the International Baccalaureate (IB) program in Victoria and, non-year 12 applicants must apply through the Victorian Tertiary Admissions Centre (VTAC) by the nominated closing date for entry in trimester 1 of any given year.

Applicants who have applied through VTAC but have not listed a Deakin College course on their preference list, may access the VTAC Supplementary Offer process after the change of preference has closed.

VTAC applicants who wish to change their preference and select a Deakin College course, which was lower than the one offered in the first/main round offers may also access the VTAC Supplementary Offer process.

- **Directly to Deakin College**

Current Year 12 student, including overseas students currently studying the Victorian Certificate of Education (VCE) or the International Baccalaureate (IB) program in Victoria and, non-year 12 applicants who did not access the VTAC system after the VTAC 'very late' closing date may apply directly to Deakin College.

- **Deakin College or Navitas Education Agent**

Overseas students may apply through one of the approved Deakin College's Education Agents. Details of approved Deakin College Education Agents are listed on the Deakin College website.

3. Admission Criteria

3.1. Academic

- For entry into a Deakin College Diploma course, students must demonstrate successful completion of Year 12, or equivalent.
- For entry into the Deakin College Foundation Program, students must demonstrate successful completion of Year 11, or equivalent.
- For overseas students, specific academic entry requirements will vary with each country as per the Academic Entry Requirements (Schedule A).

3.2. Age

- Deakin College does not apply a minimum age requirement to an applicant seeking admission to its courses.
- All applications from students under 18 of age must be approved and signed by parents or legal guardians. Special arrangements for the care and welfare of under 18 students are required in Australia. The *Care of Under 18 Students Policy* details the arrangements

and processes put in place to ensure that these students have the appropriate accommodation, support and supervision.

3.3. English Language

- All students must demonstrate a suitable level of English language proficiency before being admitted to course at Deakin College as specified in the English Language Entry Requirements (Schedule B).
- Students are required to provide results of an English language test from a range of English language test providers.
- Deakin College will accept English language test up to two years prior to trimester of commencement.

3.4. Mature Age Consideration

- Applicants who do not meet the academic requirements under subsection 2.1 of this policy may be admitted to a course on the basis of demonstrable expertise and relevant work experience.
- An applicant must be 21 years of age and over.
- Applicants are required to provide a personal statement and information on work experience, including details of employer, length of employment, position held, and duties undertaken in the role. References and/or a statement from the employer substantiating the work claim will also be required.
- A mature age applicant who is unable to demonstrate work experience may be considered for mature age entry through the VTAC Special Entry Access Scheme (SEAS), category 1: Personal information and location (Age) (please refer to section 5.5 of this policy).

3.5. VTAC Special Entry Access Scheme (SEAS)

- For VTAC applicants, Deakin College will consider a range of VTAC alternative entry SEAS categories, taking into account an applicant's short and long-term educational disadvantage.
- The SEAS program allows Deakin College to grant extra consideration for course entry to applicants, but it is not a replacement for course entry requirements.
- The categories of alternative entry and specific institutional requirements are published in the VTAC Guide (www.vtac.edu.au).

3.6. Genuine Student

- A 'genuine student' is an overseas student applicant who intends to obtain a successful education outcome at Deakin College and Deakin University and has the language, educational and financial background to have a reasonable chance of achieving this educational outcome.
- Assessment of the genuine student criteria takes into account a student's visa history including but is not limited to:
 - previous visa applications;
 - compliance with student visa conditions; or
 - previous student visa breaches.

4. Verification of Overseas Qualifications

4.1. All applications must include translated and certified copies of all academic transcripts and certificates obtained. Outside Australia, the following people are authorised to certify documents:

- a justice of the peace;
- notary public;
- Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the Consular Fees Act 1955);
- employee of the Commonwealth or the Australian Trade Commission;
- a Deakin College or Navitas Educational Agent.

5. Credit for Prior Learning

5.1. The provisions of the Deakin College *Pathways and Credit for Prior Learning Policy* detail the grounds on which credit for prior learning will be considered, requirements for award at Deakin College and the recognition of prior learning application process.

5.2. Applicants are encourage to apply for credit for prior learning at least one (1) month prior to the commencement date of their studies or no later than the official trimester finish date in the first trimester of study.

6. Written Agreements

- 6.1.** All applicants admitted to Deakin College is provided with a written agreement which includes an Offer Letter.
- 6.2.** The written agreement must be signed or otherwise accepted prior to or, concurrently with the payment of tuition fees or, for eligible students, request for FEE-HELP assistance. For students under 18 years of age, the written agreement must be accepted and signed by their parent or legal guardian.
- 6.3.** Acceptance of a place offered by Deakin College also signifies acknowledgement that this policy and fees will be reviewed and amended from time to time.

7. Enrolment in Single Unit(s) and Cross-institutional enrolment

- 7.1.** Enrolment in single unit(s) is available to a domestic applicant. However, the academic selection criteria of this policy continue to apply in assessing the applicant's eligibility.
- 7.2.** Students enrolled in another higher education provider, may apply for cross-institutional enrolment where the unit or units undertaken at Deakin College will be credited back to their course at their home provider. Deakin College's academic criteria will apply in assessing the applicant's eligibility.
- 7.3.** Written permission from the home provider is required to approve the cross-institutional enrolment.
- 7.4.** All applicants must satisfy unit prerequisites before being permitted to undertake study in that unit.

8. Deferral of Commencement of Studies

- 8.1.** An applicant who has been admitted to a Deakin College course is limited to one (1) deferral of commencement of studies to a following trimester.
- 8.2.** For overseas students, once a Confirmation of Enrolment has been issued, a deferral of commencement of studies can only be granted in the following circumstances:
 - Inability to obtain a student visa in time for entry into the trimester for which the admission application was submitted;
 - Failure to meet academic or English language entry requirements; or
 - Compassionate or compelling circumstances beyond the student's control.
- 8.3.** A written request for deferral and documentary evidence is required for a deferral of commencement of studies to be approved.
- 8.4.** Overseas students are advised that a deferral may affect their student visa and are referred to the Department of Home Affairs.

- 8.5.** Deferment will not be granted for enrolments in single unit(s) or cross-institutional enrolments. Applicants must re-apply at the time when they are ready to undertake their course or unit(s).
- 8.6.** Where a student has been granted a deferment, Deakin College will hold the tuition fees paid without penalty until the subsequent trimester, as per the *Refund Policy*.

9. Withdrawal of Offer

- 9.1.** Students may withdraw their offer acceptance for a course at any point in time but may be liable for fees depending on the timing of the withdrawal, as per the *Refund Policy*.
- 9.2.** Irrespective of whether an offer has been accepted, Deakin College has a right to withdraw a letter of offer where it is found that:
- fraudulent information or documentation has been submitted;
 - an applicant has omitted to disclose their exclusion from another education provider or
 - any other information which, if disclosed, would have led to the person's application for admission to the course or unit of study being refused.
- 9.3.** For VTAC applicants, Deakin College may withdraw an offer after the offer has been released in the following circumstances:
- Where the applicant does not enroll at the stated time on the offer letter;
 - Where the applicant has not divulged information in the application;
 - Where offers have been made in error either by courses or VTAC to applicants, and applicants of a higher standard have not, as a result of the error, been offered.

10. Readmission after Exclusion or Withdrawal from Deakin College

- 10.1.** Students who have been excluded from Deakin College due to unsatisfactory academic progress may apply for readmission after the completion of the exclusion period, usually 12 months following the conclusion of any appeals.
- 10.2.** Students who withdraw or failed to re-enrol by the last date of (re)enrolment will be required to apply for readmission to continue in their original course of enrolment.
- 10.3.** Students applying for readmission will be assessed against the Admission Criteria outlined in this policy and, may be required to apply for credit for prior learning.
- 10.4.** Students readmitted into a course may be subject to previous enrolment conditions imposed by the Board of Examiners.

11. Appeals

- 11.1.** Applicants who have been unsuccessful in seeking admission to Deakin College and who are dissatisfied with the outcome of their application are entitled to a review of this

decision by the Deakin College Appeals. Further information can be obtained from the *Appeals Policy*.

Schedule A

Academic Admission Requirements

Overseas Students

Foundation Program

Entry to the Foundation Program requires the successful completion of Year 11 or equivalent:

Country	Requirements
Australia	Successful completion of Year 11 or equivalent
Bangladesh	Please contact Deakin College Admissions team: dcoll-admissions@deakin.edu.au
Brunei	Successful completion of Form 5 (GCE O-levels: passes in 3 subjects with minimum E grade); or equivalent
Cambodia	Successful completion of year 11 with a C grade average
China	Extended Foundation Program: Successful completion of Senior Middle 2 (Gao Er) with 55%: Standard Foundation Program: Successful completion of Senior Middle 2 (Gao Er) with 60%. Vocational Technical Program – 60% <i>(* students are eligible to transfer to Diploma first trimester upon obtaining 70% average in first trimester standard foundation program)</i>
Fiji	Successful completion of Form 6 School Leaving Certificate with an overall score of 260
France	Please contact the Deakin College Admissions team
Ghana	Successful completion of O-levels: passes in 3 subjects with a minimum E grade
Hong Kong	Completion of Form 5 (HKCEE) with passes in 4 subjects
India	Partial completion of the All India Senior School Certificate at an approved level determined by Deakin College

Indonesia	Completion of SMU II with an average grade of 7.0 in 4 academic subjects
Japan	Successful completion of Kotogakko Year 2 with a B grade average
Kenya	Completion of KCSE with a D grade average; or GCE O-levels: passes in 3 subjects with a minimum E grade
Korea	High School Leaving Certificate Year 2 with a grade 5 average in 4 academic subjects
Kuwait	Completion of Shahadat Al-Thawayya Al-Aama (General Secondary Education Certificate) with minimum overall grade of 60%
Macau	Completion of Senior Middle 2 with an average of 80% in 4 subjects
Malawi	Successful completion of O-levels: passes in 3 subjects with a minimum E grade
Malaysia	Successful completion of Form 5 (SPM); or successful completion of Senior Middle 2 or equivalent
Nepal	Completion of Higher Secondary School Leaving Certificate (Year 11) with a grade average of 50%
Oman	General Secondary Education Certificate/Thanawiya Amma
Pakistan	Completion of Higher Secondary School Certificate (Year 11) with a grade average of 50%
Papua New Guinea	Higher School Certificate with a grade average of 60%
Saudi Arabia	General Secondary Education Certificate/Thanawiya Amma
Singapore	Successful completion of Form 5; or Sec 4 (Express); or GCE O-levels: passes in 3 subjects with a minimum E grade
South Africa	Successful completion of Year 11
Sri Lanka	Successful completion of Year 11 (GCE O-levels: passes in 3 subjects with a minimum E grade); or equivalent. Students who do not meet the Diploma requirement may be offered Foundation Program subject to approval.
Sweden	Contact the Deakin College Admissions team

Taiwan	Successful completion of Senior Middle 2 with an average of 60% in 4 academic subjects
Tanzania	Successful completion of O-levels: passes in 3 subjects with a minimum E grade
Thailand	Successful completion of Matayom 5 with a GPA of 2.5
Turkey	Contact the Deakin College Admissions team
Uganda	Successful completion of O-levels: passes in 3 subjects with a minimum E grade
USA	Contact the Deakin College Admissions team
Vietnam	Successful completion of Year 11 with a 6.0 GPA
Zambia	Successful completion of O-levels: passes in 3 subjects with a minimum E grade
Zimbabwe	Successful completion of O-levels: passes in 3 subjects with a minimum E grade

Diploma Courses

Entry to Diploma courses requires the successful completion of Year 12 or equivalent:

Note: Diploma of Engineering requires a pre-requisite of mathematics (Year 12 or equivalent).

Country	Requirements
Australia	Satisfactory VCE ATAR score or IB 22
Bangladesh	Successful completion of Higher School Certificate with GPA 4.5 or above
Brunei	2 passes in GCE A-levels
Cambodia	Diploma of Upper Secondary Education with a C grade average
China	Successful completion of Senior Middle 3 (Gao San) with 60%. Vocational Academic Program - 60%
Fiji	Successful completion of Form 7 with a B in English and Maths and a pass in all other units, with an overall score of 240
France	Baccalaureate with an average of 10
Ghana	2 passes in GCE A-levels
Hong Kong	1 A-level pass and 2 AS-level passes in the HKALE; or Level 2 in 4 academic units in HKDSE

India	Completion of the All India Senior School Certificate or State Board with an approved level determined by Deakin College
Indonesia	Completion of SMU III with an average grade of 7.0 in 4 academic units
Japan	Successful completion of Kotogakko Year 3 a B grade average or a GPA of 3
Kenya	Completion of KCSE with a C grade average; or 2 passes in GCE A-levels
Korea	High School Leaving Certificate Year 3 with a grade 5 average
Kuwait	Completion of Shahadat Al-Thawayya Al-Aama (General Secondary Education Certificate) with a 70% average in final results.
Macau	Successful completion of Senior Middle 3 with a B or 75% average in 4 academic units
Malawi	2 passes in GCE A-levels
Malaysia	2 passes (minimum E grade) in the STPM; or 4 B grades in academic units in Senior Middle 3
Nepal	Completion of Higher Secondary School Leaving Certificate (Year 12) with a grade average of 50%
Oman	Additional year of study following General Secondary Education Certificate or Year 12 American program
Pakistan	Completion of Higher Secondary School Certificate (Year 12) with a grade average of 55%
Papua New Guinea	Higher School Certificate with a grade average of 70%
Saudi Arabia	Additional year of study following General Secondary Education Certificate or Year 12 American program
Singapore	2 H2 passes in GCE A-levels
South Africa	Successful completion of Year 12
Sri Lanka	2 passes in GCE A-levels or equivalent 2 passes in Sri Lanka A-levels (General English is not counted)

	For A-Level scores that do not meet Diploma entry, students might be offered the Foundation Program with 50% condition if applicable.
Sweden	Avgangsbetyg with a grade average of 2.5 and a 4 in English
Taiwan	Successful completion of Senior Middle 3 with a B or 60% average in 4 academic units
Tanzania	2 passes in GCE A-levels
Thailand	Successful completion of Matayom 6 with a GPA of 2.0
Turkey	Successful completion of Lise Diplomasi with GPA of 3.0
Uganda	2 passes in GCE A-levels
USA	Contact the Deakin College Admissions team
Vietnam	Successful completion of Year 12 with a 6.0 GPA
Zambia	2 passes in GCE A-levels
Zimbabwe	2 passes in GCE A-levels

Masters Qualifying Program

Completion of three year post-secondary study qualification (equivalent to post-year 12).

Note: applications are assessed by Deakin University.

Domestic Students (citizen, permanent resident and other temporary visa other than student visa)

Education Level	Entry Requirement
Applicants with higher education study	Completion or part completion of an Australian higher education qualification or equivalent*
Applications with vocational education and training (VET) study	Completion or part completion of an Australian VET qualification or equivalent*
Applications with secondary education	Satisfactory completion of Year 12, OR the equivalent from any Australian state or territory, Foundation Programs, International Baccalaureate, A levels or other international equivalents. Applicants are assessed on the basis of work experience relevant to the program; determined by

	type and level of employment, details of employer and length of employment. References and/or a statement from the employer substantiating the work claim are required.
Applicants with work and life experience	Applicants are also required to submit a short statement articulating how they will use the knowledge, skills, abilities and personal qualities gained through life experience to succeed in their chosen course. If applicants are unable to demonstrate work experience, Deakin College will require an interview.

Domestic applicants with overseas qualifications

Domestic applicants with academic qualifications are assessed for comparability using, but not limited to, the following resources

- a) The National Office of Overseas Skills Recognition (NOOSR) Country Education Profiles (CEPs). These can be accessed online at <https://internationaleducation.gov.au/services-and-resources/pages/qualifications-recognition.aspx>
- b) The National Recognition Information Centre (NARIC) (UK company.) NARIC can be accessed online at www.naric.org.uk.

Mature age students (21 years of age and over) may be admitted to a course without meeting the formal academic requirements if they have relevant work experience and other acceptable qualifications.

Schedule B

English Admission Requirements

Domestic and International Students

All students must be able to demonstrate English language proficiency before being admitted to a course.

English Test/Level	Results required for direct entry to Foundation and Diploma (excluding the Diploma of Media and Communication)	Results required for direct entry to Diploma of Media and Communications	Results required for the Foundation Program (Extended) and Mixed Diploma*

Cambridge: English Advanced (CAE)	FCE Level B2	CAE1 Level C1	Contact the Deakin College Admissions Team
Deakin University English Language Institute (DUELI)	EAP 2	EAP 3	Contact Deakin College Admissions Team
GCE O-Level	C6	B4	Contact Deakin College Admissions Team
HK Form 5	60% in Form 5 English Language	Contact Deakin College Admissions Team	Contact Deakin College Admissions Team
HKDSE	Level 3 HKDSE English	Contact Deakin College Admissions Team	Contact Deakin College Admissions Team
IELTS	Foundation Program (Standard): 5.5 with no band score below 5. Diploma: 5.5 with no band score below 5.5	6.0 with no band score below 5.5	5.0 with no band score below 4.5
Pearson Test of English Academic (PTE)	42 – 49	50 – 57	Contact Deakin College Admissions Team
SPM English	C4	B4	Contact Deakin College Admissions Team
TOEFL Computer Based	196	213	Contact Deakin College Admissions Team
TOEFL Paper Based	525	550	Contact Deakin College Admissions Team

TOEFL IBT	69 – 70	79 – 80	Contact Deakin College Admissions Team
Year 12 English (Australia)*	Pass	Pass	Contact Deakin College Admissions Team

*Entry for school leavers will be based on their performance in the Victorian Certificate of Education (VCE) or its equivalent, with pre-requisite Units 3 and 4; a study score of at least 20 in any English.

Related Policies

- Appeals Policy
- Complaints Policy
- Enrolments, Fees and Charges Policy
- Pathways and Credit for Prior Learning Policy
- Privacy Policy
- Refund Policy

Related Documents

- Deakin College Brochure
- <https://www.deakincollege.edu.au/international-students>

Procedure

- Admissions Procedure

Definitions

Key Term or Acronym	Definition
Applicant	A person applying for admission to a course at Deakin College.
Appeal	A submission by a student or applicant for a review of a decision made by an officer or department at Deakin College.
ASC	<i>Admission and Selection Committee.</i> The committee which provides leadership and quality assurance in all matters relating to student selection and admission into the Certificate IV and Diploma courses.
CoE	<i>Confirmation of Enrolment.</i> A document registered with Department of Education and Training and Department of Home Affairs to confirm a student's acceptance into a course for a specified duration.

Compassionate or compelling circumstances	<p>‘Compassionate or compelling circumstances’ are those beyond the control of the student and which have an impact upon the student’s course progress or wellbeing including inability to commence a course due to delay in receiving a student visa. These could include:</p> <ul style="list-style-type: none"> (a) Serious illness or injury where a medical certificate states that the student is unable to attend class; (b) Bereavement of close family members such as parents or grandparents; (c) Major political upheaval or natural disaster in the home country, requiring emergency travel and this has impacted upon the student’s studies; (d) A traumatic experience; (e) Inability to commence a course due to delay in receiving a student visa.
Course	A program of instruction.
Course Progress	The measure of advancement within a course towards its completion.
Cross-Institutional Studies	Single units of study undertaken at Deakin College by a student enrolled in a primary course with another education provider, where permission is granted by that provider for the units at Deakin College to be credited back to the primary course.
Current Year 12 Students	A VTAC applicant who at the time of applying for courses, is enrolled in VCE, Australian Year 12 or IB studies in Australia or New Zealand.
Deakin College Appeals	A body which determines appeals from students. This is the final avenue of appeal available to students at Deakin College.
Deferment	To temporarily put studies on hold.
Department of Home Affairs	The Australian Federal Government’s administrative division on all immigration and visa matters.
Domestic student	Defined as an Australian or New Zealand citizen or holder of a permanent residency visa. This term refers both to applicants and students.
DUELI	Deakin University English Language Institute. Offers a range of English language programs to prepare students for entry into a Deakin College or Deakin University course.

Genuine Student	An overseas student who intends to obtain a successful education outcome and has the language, educational and financial background to have a reasonable chance of achieving this educational outcome.
International Baccalaureate (IB)	An international organisation offering three programs of education: Primary Years Program, Middle Years Program and the Diploma Program.
Mature Applicant	An applicant aged 21 years and older, who does not meet academic requirements for a course but seeks to gain admittance into a Deakin College course upon demonstrable expertise and relevant work experience.
Non-Year 12 Applicant	A domestic VTAC applicant who at the time of applying for courses, is not enrolled in any VCE, Australian Year 12 or IB studies in Australia or New Zealand.
Overseas Student	For the purposes of this policy, this refers to a person on an overseas student visa or a person intending to apply for an overseas student visa.
PRISMS	<i>Provider Registration and International Student Management System.</i> A database developed jointly by DEEWR and Department of Immigration for the purposes of administering the ESOS Act.
Credit for Prior Learning	The granting of exemptions or course credit towards at course at Deakin College based on previous relevant formal studies or upon demonstrable expertise and relevant work experience.
Special Access Scheme (SEAS)	An alternative entry scheme through VTAC for applicants who have experienced short and long-term disadvantage.
Suitable Nominated Relative	A grandparent, brother, sister, aunt, uncle, niece or nephew, or a step-grandparent, step-brother, step-sister, step-aunt, step-uncle, step-niece or step-nephew. The suitable nominated relative must be nominated by a parent, aged at least 21 and be of good character.
Trimester	A defined and formal period of study of 13 weeks' duration which includes one non-teaching week and one examination week. Deakin College runs three formal trimesters annually.
National Recognition Information Centre (NARIC)	An agency responsible for providing information, advice and expert opinion on vocational, academic and professional skills and qualifications from over 180 countries worldwide.
Unit	A component of study within a course. Also referred to as a subject.

VCE	Victorian Certificate of Education. A certificate which the majority of students in Victoria receive on satisfactory completion of their secondary education, which provides pathways into further study and training.
VTAC	Victorian Tertiary Admissions Centre. The central office that administers the application and offer process for places in higher education courses in Victoria.

Status and Details

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Enquiries Contact	Elisha Rulton