Student Selection and Admissions Procedure

Policy Category	Procedure
Review	3 years from the date of approval
Policy Code	AP034P
Contacts	policy@imc.edu.au

Version	Approval Authority	Approval Date	Commencement Date
2023.10	Provost	12 October 2023	12 October 2023

1. Purpose

The purpose of this Procedure is to provide information for staff and students on procedures applied in relation to selection of students and admission to the Institute. This document and its implementation is consistent with the Australian Qualifications Framework (AQF) and the Higher Education Standards Framework (Threshold Standards) 2021.

Admission procedures support the Institute's mission and values of integrity, capability and honesty. The Institute values education as an important lifelong experience for people from all cultures, irrespective of age and gender. All principles and procedures relation to student admission are fair, ethical and transparent.

2. Student Selection and Admission Procedure

2.1 Applying for admission

To be considered for selection, domestic applicants must lodge a Domestic Student Application Form, supporting documentation and relevant forms.

To be considered for selection, international applicants must lodge an International Student Application form, supporting documentation and relevant forms.

Necessary forms and details of documentation requirements are available on the Institute 's website**.**

Applicants are also invited to submit applications for RPL and/or Scholarships if appropriate.

IMC also has an online application system available such that applicants can submit a course application directly through https://www.imc.edu.au/future-students/how-to-apply. In order to be considered for a place at the Institute, applicants must submit their application on time, in the correct manner and format, and complete with all required documentation.

2.1 Selection

- To be considered for selection for admission in a course or other program of study, applicants must meet the eligibility criteria and be assessed as being likely to succeed. Eligibility and 'likelihood of success' does not guarantee selection.
- The Institute will only accept students when there are the available resources and infrastructure to accommodate student requirements.
- Where necessary, applicants who are eligible for admission will be ranked in comparison to one another and offers will be made in order of highest rank in terms of academic performance,
- English language proficiency and education background. the Institute may limit the number of places in a course at its discretion.

- A designated officer from the Admissions Office will review applications and identify applicants who meet the Institute's entry requirements.

- From these applicants, the Admissions Office will identify applicants who meet specific course or other program entry requirements and have the likelihood of success in the course, including minimum academic and English language proficiency requirements.

- International applicants who apply on the basis of overseas secondary or tertiary qualifications are considered for selection against criteria that are comparable to the relevant course criteria on IMC's website based on 'Overseas qualification recognition'.

- Assessment of prior learning and consideration for credit based on RPL will also be conducted by the Dean or Dean's nominee.

- An application will be considered in its entirety. Greater weight may be placed on the applicant's most recent and/or relevant previous qualifications, studies or experiences.

- Course entry requirements and selection methodology will be applied consistently to all applicants for a course.

- Following assessment of applications, eligible applicants may be required to attend an interview with the Dean or Dean's nominee for some programs. The interview establishes criteria such as relevant communication skills and motivation and assures that the program is suitable for the applicant's personal and career aspirations.
- A designated officer from the Admissions Office will verify an applicant's documents, such as academic qualifications, evidence of training or professional experience and evidence of English proficiency.

- Where an applicant provides false or misleading information in their application for admission or withholds information relevant to their application for admission to a course, program or unit, the application will be rejected. Where an offer of admission has already been made, or the applicant has commenced studies at the Institute, the offer of admission will be withdrawn or cancelled.

2.3 Acceptance of offers

- Offers to successful applicants will be made by the Admissions Office in writing. Expiry dates for offers may be specified at the discretion of the Institute.

- Prior to acceptance of an offer, the Institute will provide all relevant information to applicants including information to assist in course planning and participation; the Institute's obligations and policies; student support services that are available; and grievance resolution procedures.
- An Acceptance link https://student.imc.edu.au will be sent to individual students which includes terms and conditions. The acceptance on the link must be read through before the Accept key will be available.
- Tuition fees must be paid before the application can be processed.
- Requests for deferral of offers should be made to the Admissions Office, with decisions made at the discretion of the office. An offer may be deferred for up to 2 terms.

2.4 Appeals

If an applicant wishes to formally appeal an admission decision, the applicant must lodge an appeal with the Senior Student Services Manager within 20 working days of the receipt of the decision. (Refer to *Student Complaints and Appeals Policy and Procedure* for further information).

3. RELATED DOCUMENTS

Access and Equity Policy
Recognition of Prior Learning (RPL) Policy
Higher Degree Research Admission Policy
Student Complaints and Appeals Policy and Procedure
Student Selection and Admissions Policy

4 Version Control

Historical Version	Approved by	Approval Date
2023.10	Academic Board	12 October 2023
2020.10	Academic Board	26 October 2020
2017.10	Academic Board	3 October 2017
2016.08	Academic Board	16 August 2016
2013.12	Academic Board	19 December 2013
2010.08	Academic Board	4 August 2010