STUDENT SELECTION AND ADMISSIONS PROCEDURE

Category	Procedure		
Review	3 years from date of Approval		
Code	AP034P		
Contact	policy@imc.edu.au		
Version	**Approval Authority**	**Approval Date**	**Review Date**
2024.10	Deputy President (Education)	10 October 2024	10 October 2027

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 to identify applicants who meet the Institute's entry requirements (in the case of HDR applicants they will also be responsible for overseeing the completion of the Application Assessment proforma found in Appendix A.
- 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 Deputy President (Education) or delegate.

- 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 Deputy President (Education) or delegate 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

i. Access and Equity Policy
ii. Recognition of Prior Learning (RPL) Policy
iii. Higher Degree Research Admission Policy
iv. Student Complaints and Appeals Policy and Procedure
v. Student Selection and Admissions Policy

4 Version Control

Historical Version	Approved by	Approval Date
2024.10	Deputy President (Education)	10 October 2024
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

The Deputy President (Education) oversees the implementation and compliance of this procedure. Please contact the Deputy President's office via - policy@imc.edu.au for any enquiries or clarifications related to this procedure.

Appendix A – Application Assessment Form

PhD Application Assessment Proforma

IMC Australian National Institute of Management and Commerce

Applicant Details

- Applicant Name: _____
- Date Application Received: _____
- Proposed Research Area (outline in the box below)

Stage 1: Initial Eligibility Assessment
Academic Qualifications (check one)

☐ Bachelor's degree with first-class Honours from Australian institution*

☐ Bachelor's degree with second-class Honours from Australian institution*

☐ Another degree with a substantial research/thesis component*

☐ NOOSR-recognized equivalent qualification

☐ Alternative admission pathway (requires additional assessment)

If alternative pathway, evidence provided:

☐ Written case demonstrating research experience

☐ Refereed publications

☐ Commissioned reports

☐ Professional/government publications

☐ Other evidence (outline in the box below)

English Language Requirements

☐ Degree completed in English (English-speaking context) <u>or</u>

☐ IELTS overall score ≥ 6.5 (no band below 6.0)

☐ Other: equivalent English test: _____

☐ Score: _____

(NB – If the applicant doesn't meet basic requirements proceed to stage 4.)
(* - One of the candidate's entry qualifications must be in the Broad Field: 08 - Management and Commerce)

Stage 2: Research Proposal Assessment

Research Proposal Submission

☐ Research area clearly identified

☐ Research questions articulated

☐ Methodology outlined

☐ Rationale provided

☐ Alignment with IMC research areas

☐ Industry relevance demonstrated

Comments on the proposal's strengths and weaknesses:

Supervision Capacity

☐ Appropriate supervisor available

Proposed potential Principal Supervisors:

1. _____

2. _____

3. _____

Resource Requirements

☐ Required facilities available

Special equipment needs identified:

Additional resources required

(NB – If applicant research proposal is underdeveloped or cannot be supported proceed to stage 4.)

Stage 3A: Industry Placement Assessment

(NB. To be completed prior to submission to the HDRESC)

Proposed Placement Organization

- Organization Name: _____

- Contact Person: _____

Stage 3B: Industry Placement Assessment

(NB. To be completed if given approval by the HDRESC)

- ☐ Initial placement discussion held with partner on: Date _____
- ☐ Placement scope defined
- ☐ Resource commitment confirmed

Contract Status

- ☐ Contract sent to organization on: Date _____
- ☐ Contract signed by organization
- ☐ Contract signed by IMC. Date completed: _____

Stage 4: Application Assessment

Completion Timeline

International student visa required?   YES / NO

(If required) International student visa requirements met?   YES / NO

Study Mode: FULL-TIME / PART-TIME

Proposed start date: _____

Expected completion date: _____

HDRESC Review

- Date of review: _____
- Decision:

    [ ] Approved

    [ ] Conditional

    [ ] Rejected

Conditions (if any):

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Final Decision (To be completed after completion of stage 3b)

Decision:
           [ ] Approve
           [ ] Reject
           [ ] Pending

Date: _____

Authorized by: _____

Stage 5: Follow-up Actions

- ☐ Applicant Acceptance / Rejection letter issued
- ☐ Student acceptance received
- ☐ Enrolment processed
- ☐ Orientation scheduled
- ☐ Supervisor meeting scheduled

Notes/Comments: