

Admissions Procedure

Policy Category	Academic		
Policy Owner	General Manager HE		
Responsible for Implementation	Dean		
Review Date (2 years)	October 2025		
Relevant to	IGI students, IGI staff		
Related Documents	Aboriginal and Torres Strait Islander Peoples Education Policy Access and Inclusion Policy Admissions Policy Credit for Prior Learning Policy and Procedure Complaints and Appeals Policy Complaints and Appeals Procedure Diversity, Equity and Inclusion Policy English Language Proficiency Policy Enrolment Terms and Conditions Privacy Policy Record Management Policy Refund Policy Refund Procedure		
Version	Authorised by	Approval Date	Effective date
2.1	Academic Board	15.12.2023	15.12.2023

1. Purpose

1.1. The Admissions Procedure gives effect to the Admissions Policy so that:

- admission requirements and processes are documented and are applied fairly, consistently, and objectively;
- admitted students have the academic preparation, age and proficiency in English needed to participate in their intended study, and no known limitations that would be expected to impede their progression and completion; and
- admission and other contractual arrangements with students are in writing and include any conditions of enrolment.

2. Definitions

Definitions	
Admission	The procedures and processes involved when enrolling a student into IGI courses.
Conditional Offer	An offer of admission made to an applicant which has conditions attached to it which must be satisfied in order for the applicant to enrol in the course
Confirmation of Enrolment (CoE)	An official document generated via PRISMS (Provider Registration International Student Management System), which contains information about the provider, course of study and duration of study in which the student has

Definitions	
	enrolled. This document is required by the Department of Home Affairs before issuing a student visa.
Country Education Profiles	An online qualifications recognition tool (managed by the Dept. of Education and Training) designed to assist providers in understanding overseas higher education and postsecondary technical and vocational education qualifications.
Course	A course of study comprising units of study, which, when successfully completed, results in awarding a qualification, such as a bachelor's degree.
Domestic Students	Australian citizens, New Zealand citizens, or holders of an Australian permanent visa (holders of all categories of permanent resident visas, including Humanitarian Visas).
English Language Proficiency	The student's ability to successfully use the English Language to communicate in an academic and discipline context.
Enrolment	The period during which an IGI student progresses through the course to complete all course requirements, including the scheduled breaks between study periods.
Letter of Offer	Official IGI document to offer a place in a course
Overseas Student/ International Student	A student who is not a domestic student and who may hold a student visa and is protected by the Education Services for Overseas Students Act 2000.

3. Scope

This Procedure applies to all domestic and international applicants for admission to IGI undergraduate courses of study and units, and all staff involved in admissions decisions.

4. Application Process

4.1 Applying for Admission

- 4.1.1 Information about intakes, start dates, and application deadlines are published on IGI's website. Applicants can apply directly (in person or online) or through an education agent representative (onshore or offshore international applicants).
- 4.1.2 Applications must be submitted before closing dates, made using the prescribed application form, and accompanied by the required supporting documents, which may include but are not limited to:
- Academic transcripts and testamurs/completion certificates
 - Proof of English language proficiency
 - Official translations for documents not issued in English
 - Additional documents required for the Credit for Prior Learning application (as per IGI's *Credit for Prior Learning Policy and Procedure*)
 - Other documents as requested by IGI.

4.2 Assessment of Applications for Admission

- 4.2.1 Applications for admission are assessed by the Admissions team who will consider the following:
- a) if the entry requirements for the course are met, including English language proficiency and/or the requirements for the alternative or special entry pathway
 - b) the supporting evidence, including:
 - if all required documents have been submitted

Admissions Procedure

- original or certified copies
 - Documents must have been sighted by either: an authorised IGI agent, a public notary, a Justice of the Peace, staff from an Australian Education Centre, Staff from an Australian Embassy or Consulate or the issuing body who issued the original, e.g the educational institution who issued the academic record.
- official translations of documents not issued in English

c) If a Genuine Student (GS)¹ check is required

The equivalency of international qualifications and recognition of overseas institutions will be assessed using the Country Education Profiles Services (internationaleducation.gov.au).

IGI reserves the right to verify the applicant's academic credentials by contacting the issuing institution.

- 4.2.2 When a Genuine Student (GS) check is required, applicants will be asked to go through additional checks that may include, but are not limited to, providing a Statement of Purpose, completing the GS form, financial checks, and an interview.
- 4.2.3 Applicants may be eligible for credit for prior learning for their tertiary studies, including completed or partially completed higher education awards and completed Vocational Education and Training (VET) qualifications (Diploma and above). If the applicant for admission has applied for credit for prior learning, the application is forwarded to the IGI Dean for assessment. Refer to IGI's *Credit for Prior Learning Policy* for details.
- 4.2.4 Applicants who have applied for special entry, such as an Aboriginal and/or Torres Strait Islander person or a person with a disability that requires special learning needs, will be assessed in accordance with other admissions options such as special consideration, as outlined in the *Admissions Policy*.

4.3 Offers for Admission

- 4.3.1. Following assessment of the application for admission, and subject to meeting the entry requirements, the applicant deemed eligible for entry will be issued with a written offer for admission in their chosen course.
- 4.3.2. An applicant yet to meet specific requirements, such as submitting further documentation, may be issued a conditional offer. This will allow enrolment only if the conditions are met before a prescribed date. If conditions have not been met by this date, the applicant may re-apply for admission in a future study period.
- 4.3.3. Applicants who apply through a package or pathway course will receive conditional offers which admission requirements will be fulfilled once the packaged or pathway course has been successfully completed.
- 4.3.3. Applicants will receive a full Letter of Offer and Written Agreement when the assessment outcome determines that no further information is required, and the admission requirements have been met. The Letter of Offer and Written Agreement will comprise the following:

¹ Previously known as "Genuine Temporary Entrant (GTE) requirement"
<https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500/genuine-student-requirement>

Admissions Procedure

- Information about the course that the student is admitted into, including course name and duration, expected commencement, end date, and orientation date; delivery mode(s); campus location; modes of study (including any compulsory online, work-based, or community-based learning or research training); pre-requisites, English language requirements and conditions of enrolment (if any); credit granted for prior learning (if applicable).
 - Fee information: outlining all tuition and non-tuition fees payable by the student, due dates for these payments, study periods they relate to, and payment options.
 - Terms and conditions of enrolment and IGI policies the students must be informed about before accepting an offer, covering information about refunds, privacy and complaint processes.
 - ESOS Framework information (for international student offers only).
- 4.3.4. Upon receipt of the offer, the applicants must confirm their acceptance by signing the written agreement and returning the required documentation to IGI. This must include proof of payment of required fees as specified in the offer. Details on how to accept the offer and make the payment will be included in the Letter of Offer and Written Agreement.
- 4.3.5. International students must return the signed Acceptance of Offer and Written Agreement and make payment before a Confirmation of Enrolment (CoE) can be issued. The CoE is required as part of their student visa application.
- 4.3.6. Unsuccessful applicants will be informed of the outcome in writing, including why their admission application was rejected.

4.4 Deferral, Withdrawal, or Cancellation of an Offer

- 4.4.1. Applicants who have received an offer and wish to delay the commencement of their course must refer to the *Deferral Procedure*.
- 4.4.2. IGI reserves the right to cancel or withdraw an offer for admission where:
- The offer was conditional, and the applicant did not meet the condition(s) by the required date.
 - The offer was made based on documents found to be inaccurate, fraudulent, or misleading provided by the applicant.
 - The offer was made following an error in the application assessment process.
 - IGI is unable to offer the course due to insufficient enrolments.

5. Responsibilities

5.1 The applicants are responsible for:

- providing true and accurate information;
- providing authentic and genuine documentation; and
- agreeing to the terms and conditions of their enrolment and the relevant policies and procedures.

5.2 IGI is responsible for:

- publishing the latest admission requirements, dates and policy;
- ensuring the policy and procedure and admission requirements are easily accessible;
- having transparent and equitable procedures; and
- providing timely responses to applicants throughout the admission process.

5.3 The Dean (or delegated officer) is responsible for overseeing the implementation and dissemination of this procedure.

5.4 The Admissions team ensures admission arrangements with students, or where legally required, with their parent or guardian, are in writing and include any particular conditions of enrolment and participation for undertaking particular courses of study that may not apply to other courses more generally.

6. References

- Australian Qualifications Framework (2nd Edition)
- Higher Education Standards Framework (Threshold Standards) 2021
- Higher Education Support Act 2003
- Education Services for Overseas Students (ESOS) Act 2000
- The National Code of Practice for Providers of Education and Training to Overseas Students 2018 (The National Code)
- TEQSA Guidance Note: Diversity and Equity
- TEQSA Guidance Note: Admissions (Coursework)
- TEQSA Glossary of Terms

7. Document History

Version	Date	Author	Reason	Sections
1.0	Jun 2022	PBL Education	New policy	All
1.1	Oct 2023	IGI	Rebrand and review	All
2.0	Dec 2023	Registrar	Major review following policy update.	All
2.1	April 2024	Registrar	Update GTE terminology.	All