



WENTWORTH INSTITUTE OF HIGHER EDUCATION

Document: Student Selection and Admissions Policy and Procedure		
Approved by: Wentworth Institute of Higher Education Pty Ltd Academic Board	Version: 2.2	Date: 11.23

1. Student selection

Wentworth Institute of Higher Education Pty Ltd (“WIN Higher Education”) upholds the principle that all applicants seeking to enrol are treated fairly and equitably. To ensure this, WIN Higher Education has open, fair, clear and transparent procedures that are based on clearly defined entry criteria for making decisions about the selection of students.

Students will be selected on merit based on the published criteria. WIN Higher Education will ensure that throughout the process of selection and admission, applicants are treated courteously and expeditiously.

Entry criteria and application procedures are published in WIN Higher Education’s Prospectus and on WIN Higher Education’s website for the information of persons seeking to enrol with WIN Higher Education.

2. Relationship to the *Higher Education Support Act 2003*

WIN Higher Education is an approved FEE-HELP provider, WIN Higher Education therefore undertakes to abide by the *Higher Education Support Act 2003* having open, fair and transparent procedures that are based on merit for making decisions about:

- a) the selection, from among persons who seek to enrol with WIN Higher Education in a subject of study who are, or would be, entitled to FEE-HELP assistance; and
- b) the treatment of students who are, or would be, entitled to FEE-HELP assistance undertaking a subject of study.

The above undertakings do not prevent WIN Higher Education taking into account, in making decisions about the selection and treatment of students, educational disadvantages that a particular student has experienced.

The opportunities and benefits of Commonwealth assistance will be made equally available to all eligible students upon enrolment.

3. General admission requirements

Persons seeking to enrol in a higher education course with WIN Higher Education are required to submit acceptable evidence that they meet the published entry criteria for their chosen course.

Applicants can be broadly categorised into three main groups as follows:

1. Domestic Students

A student is considered to be a **domestic** student if they are an Australian citizen, a New Zealand citizen (or dual citizenship holders of either Australia or New Zealand), an Australian permanent resident, or an Australian humanitarian visa holder.

2. International Offshore Students

International **offshore** students are international students who are applying to enrol in our courses while living in their country of origin. The academic requirements for all offshore based applicants are listed in the [Country Specific Academic Entry Equivalences](#) which is also published on our website. This document details the minimum academic requirements for WIN Higher Education *Undergraduate* and *Postgraduate* qualifications and maps the equivalency status of their local qualifications.

3. International Onshore Students

International **onshore** students are international students who are applying to enrol in our courses while based in Australia on an appropriate Visa. This group of applicants could be:

- an existing student enrolled at an RTO offering VET qualifications and seeking to enrol in our higher education courses; or
- an existing student enrolled at a Higher Educational Institution or University in Australia who wishes to transfer to Wentworth Institute of Higher Education due to personal, academic or financial reasons; or
- an existing student who has completed their undergraduate degree at a Higher Educational Institution or University in Australia, and wishes to enrol into our postgraduate courses; or
- an eligible person who is in Australia on an appropriate visa with no restrictions on studying while on their existing visa.

WIN Higher Education has established quality benchmarks of assessing the eligibility of these applicants to ensure we enrol students who have the demonstrated ability, academic capabilities, English proficiency and the right attitude to succeed in our programs.

3.1 Admission requirements for Domestic students

Domestic students must satisfy the following requirements:

Undergraduate Applicants

- Be 18 years of age or over
- Meet one of the following:
 - Attained an Australian Senior Secondary Certificate or its equivalent (refer to [Country Specific Academic Entry Equivalences](#)); or
 - Completed an approved tertiary preparation program; or
 - Completed an accredited course of Certificate IV or above; or
 - Successfully undertaken Higher Education at a recognised institute or University in the last 3 years; or
 - If mature age (21 years or over) provided evidence of the likelihood of academic success.

Postgraduate Applicants

- Meet one of the following:
 - Successfully completed a Bachelor degree (of a minimum 3 years duration) or higher at a recognised University or Higher Education provider in Australia or overseas (refer to [Country Specific Academic Entry Equivalences](#)); or
 - Demonstrated through work experience and/or other studies evidence of the likelihood of academic success

All applicants (undergraduate and postgraduate) will be interviewed by an Academic Advisor to deem suitability for the course being applied for prior to an offer being made.

Aboriginal or Torres Strait Applicants

- Be 18 years of age or over
- Meet one of the following:
 - Attained an Australian Senior Secondary Certificate or its equivalent (refer to [Country Specific Academic Entry Equivalences](#)); or
 - Completed an approved tertiary preparation program; or
 - Completed an accredited course of Certificate IV or above; or
 - Successfully undertaken Higher Education at a recognised institute or University in the last 3 years; or
 - If mature age (21 years or over) provided evidence of the likelihood of academic success.
 - Significant work or life experience and suitability for studies as determined by the Dean.

3.2 Admission requirements for International Offshore students

International Offshore student must satisfy all of the following requirements:

Undergraduate Applicants

- Meet Academic Achievement Requirements for an undergraduate degree (refer to [Country Specific Academic Entry Equivalences](#))
- Meet English Language Proficiency requirements of an IELTS overall band score of at least 6.0 (Academic) and no band lower than 5.5 (or certified alternative demonstrating equivalent proficiency) with the test being undertaken within the previous two years. (Refer to *Appendix 1 – English Language Proficiency Requirements*).
- Meet required Visa conditions

Postgraduate Applicants

- Meet Academic Achievement Requirements for a postgraduate degree (refer to [Country Specific Academic Entry Equivalences](#))
- Meet English Language Proficiency requirements of an IELTS overall band score of at least 6.5 (Academic) and no band lower than 6.0 (or certified alternative demonstrating equivalent proficiency) with the test being undertaken within the previous two years. (Refer to *Appendix 1 – English Language Proficiency Requirements*).
- Meet required Visa conditions

3.3 Admission requirements for International Onshore students

International Onshore students must satisfy the following requirements.

Undergraduate Applicants

Category 1: Onshore undergraduate applicants meeting the following criteria will be made an offer without the need for an interview:

- Provision of full and complete academic records
- At least 12 months remaining on their Visa
- Satisfied the English language requirements
- No previous enrolment in undergraduate studies **OR** have enrolled in only one previous institution and/or course with no more than one semester having a greater than 50% failure rate.

Category 2: Onshore undergraduate applicants meeting the following criteria will be made an offer without the need for an interview:

- At least 12 months remaining on their Visa
- Acceptance into a WIN VET Diploma with a pathway package to a Higher Education Degree*

** WIN Higher Education reserves the right to cancel a student's enrolment in the Bachelor if they fail to successfully complete the VET Diploma as per their individual pathway options.*

Category 3: Onshore undergraduate applicants meeting the following criteria will be made an offer without the need for an interview:

- Provision of full and complete academic records
- At least 12 months remaining on their Visa
- Satisfied the English language requirements
- Completed a VET course from an RTO with a current vocational Visa at AQF Certificate IV or above.

All other onshore undergraduate applicants will be interviewed by the Dean or the Dean's authorised representative who will determine whether or not an offer will be made. No offer will be made or interview given if full and complete academic records are not supplied.

Postgraduate Applicants

Onshore postgraduate applicants meeting the following criteria will be made an offer without the need for an interview:

- An appropriate undergraduate degree (refer to [Country Specific Academic Entry Equivalences](#))
- Provision of full and complete academic records
- At least 12 months remaining on their Visa
- Satisfied the English language requirements
- No previous enrolment in postgraduate studies **OR** have enrolled in only one previous institution and/or course with no more than one semester having a greater than 50% failure rate.
- No unexplained gap or gaps in onshore academic history

All other onshore postgraduate applicants will be interviewed by the Dean or the Dean's authorised representative who will determine whether or not an offer will be made. No offer will be made or interview given if full and complete academic records are not supplied.

International Students will also need to provide the following documents:

- Evidence of their financial viability which may include 12 months' bank statements, a sponsorship letter with the sponsor: applicant relationship, certified, notarised or attested annual income documents (*only applicable to International Offshore students*)
- Certified, notarised or attested documents for academic achievements (and transcript if relevant)
- A certified, notarised or attested copy of their passport
- A certified copy of English language proficiency (Refer to *Appendix 1 – English Language Proficiency Requirements*).
- Copy of their visa (if applicable)
- An agent declaration sheet (in Application Form)
- A brief statement of 'purpose' to provide insight into a student's motivation, knowledge of their course of study and studying in Sydney
- Employment history (if relevant)
- If married, the spouse's passport (all pages), certified marriage certificate, certified academic and employment history of spouse, number of dependants (*only applicable to International Offshore students*)

4. Additional requirements

In addition to the general admission requirements stipulated above, certain courses may specify additional requirements which applicants are required to meet in order to demonstrate their capacity for success in the course. These may include, but are not limited to:

- Specific studies (prerequisites); and/or
- Attendance at interviews; and/or
- Presentation of folios of prior and current academic and professional work at the interview and/or submission of supplementary information forms.

Additional requirements shall be published in WIN Higher Education's Prospectus and on WIN Higher Education's website for the information of persons seeking to enrol with WIN Higher Education.

5. Applications

Applications for admission to a course shall be made on the prescribed form and lodged in the manner prescribed on the form.

6. Assessment of applications and verification of evidence

All applications will be assessed by qualified Student Administration staff.

Applicants who apply to undertake a course of study at WIN Higher Education must submit documentary evidence that demonstrates they meet the published entry requirements (including English proficiency requirements) of their chosen course. An original or certified copy of documentation must be provided and sighted by Student Administration.

Qualifications submitted in a language other than English must be accompanied by a certified official translation.

Where there is any doubt about the authenticity of any documentation provided, Student Administration may correspond with the issuer of the document and make relevant enquiries. All applications and their assessment will be validated by the Registrar on the basis of the admissions criteria as set by the Academic Board.

7. Offers

Based on the documentation provided and subject to the application meeting the published entrance criteria, a written offer of a place in the course will be made to the applicant.

Acceptance of an offer of a place shall be taken to constitute acceptance by the applicant of all published regulations of WIN Higher Education.

8. Cancellation of enrolment

A student's enrolment may be cancelled if statements made by the student in their admission application are shown to be false.

A student shall be deemed to be no longer enrolled in a course if the student has been excluded on academic or disciplinary grounds.

9. Appeals

An applicant may appeal against a decision to refuse admission to a course. Applicants who wish to appeal a decision made under this policy must do so within ten working days of receiving notification of the admission decision. The grounds for appeal are that the decision is inconsistent with this policy. Appeals must be made in writing and lodged with the Dean within ten working days of the applicant receiving written notification of the decision to refuse their application. The Dean will normally respond in writing to the appeal within twenty working days and may confirm or vary the decision. All decisions made by the Dean will be reviewed by Academic Board.

10. English waivers

A waiver to English language proficiency requirements may be granted by the Dean in certain circumstances and on a case-by-case basis.