

Admissions Policy for International Students

Purpose

This policy establishes the principles and processes by which Macleay College will assess applications to study at Macleay College in accordance with college rules, the *TEQSA Threshold Standards*, the *Education Services for Overseas Students (ESOS) Act 2000* and the *National Code 2007*.

Scope

This policy applies to all international students who seek admission to a course of study at Macleay College. This policy also applies to college staff when assessing and processing international student enrolment applications.

Australian citizens or permanent residents seeking admission to a course of study at Macleay College should refer to the college **Admissions Policy for Domestic Students**.

Related Policies

This policy should be read in conjunction with the following college policies:

- Recognition of Prior Learning for Admission & Course Credit
- Grievance & Appeals Policy

All college policies referenced in this document can be found Enrolment FAQs section of the college website and myHandbook section of the myMacleay Student Portal (<http://mymacleay.edu.au/>).

Delegation Levels

Stages of Admission	Authorisor/s
Enquiry	Admissions Coordinators Admissions Manager Heads of Faculty
Application	Admissions Coordinators Admissions Manager Registrar Heads of Faculty
Enrolment	Admissions Coordinators Registrar Heads of Faculty
Orientation	Marketing Academic Coordinators Registrar Heads of Faculty

A detailed *Student Admissions Delegations & Levels of Authority Matrix* is provided at Scheduled A to this policy. Where there is any doubt as to whether an applicant meets all admission requirements to a course of study at Macleay College, the final decision lies with the respective Heads of Faculty.

A. International Students Admissions Policy

CRICOS Provider Number 00899G Macleay College Pty Limited

Macleay College has the capacity to host 50 international students. With relevant CRICOS accreditation in place it is our objective to increase our number of international enrolments each year until we have optimised the permitted quota. Macleay College subscribes to the TPS (Tuition Protection Service) and to the prescribed national standards.

International students will only be accepted into a course of study at Macleay College if they meet the minimum admission criteria (see section titled **Criteria for Admission**), and enrolment will only be finalised when the student is in possession of a valid student visa (see section titled **Criteria for a Confirmation of Enrolment**).

Course Offerings for International Students

The following accredited courses will be offered to International Students:

Course of Study	CRICOS Code	Visa Sub-Class
Bachelor of Advertising & Media	092900B	Higher Education (573)
Bachelor of Business	080556A	Higher Education (573)
Bachelor of Digital Media	094006E	Higher Education (573)
Bachelor of Journalism	080557M	Higher Education (573)
Diploma of Advertising & Media	056023G	Higher Education (573)
Diploma of Business Management	061395D	Higher Education (573)
Diploma of Digital Media	094059C	Higher Education (573)
Diploma of Marketing	061396C	Higher Education (573)
Diploma of Journalism	056025F	Higher Education (573)

Enquiries

Applicants with any enquiries about studying at Macleay College or are seeking course advice prior to making an application, can contact the Admissions Team using one of the following methods:

Sydney Campus

Telephone: +61 2 9267 3311

In Person: Level 2, 28 Foveaux Street
Surry Hills NSW 2010

Online: <https://www.macleay.edu.au/enrolment>

All course enquiries are handled by the Admissions team and also the Head of Faculty who is available to provide any specific course advice.

Criteria for Admission

1. An international student applicant must be at least 18 years of age at the time of application.
2. The minimum entry requirement is the completion of the overseas equivalent to an Australian Senior Secondary Certificate, completed at the end of Year 12 in Australian secondary schools.
3. All applicants are required to complete the Macleay College “*Application Form*” and copies of academic transcripts should be included with this application.
4. An international student whose first language is not English should be able to speak and write English well. To be accepted for enrolment, an international student is required to produce evidence of English Language Proficiency at one of the following levels (or equivalent) with no individual band score below 5.0:

Courses	Minimum English Proficiency Assessment Scores			
	IELTS Band Score	Cambridge CAE Range	Pearson Academic Range	TOEFL iBT Range
Advertising & Media Programs	6.0	52-57	48-52	60-78
Business Programs	6.0	52-57	48-52	60-78
Digital Media Programs	6.0	52-57	48-52	60-78
Journalism Programs	6.5	58-66	56-60	79-93

Applicants who do not meet the minimum English Proficiency Levels can take an intensive English course to gain the required level of proficiency. A list of the Macleay College recognised ELICOS providers can be found at the *International Student* page of the college website.

5. Applicants must also participate in a short admission interview to ensure the applicant clearly understands the nature of the program and the commitment they are making, and that any questions are addressed. Where the applicant has not yet arrived in Australia, the interview can take place via Skype.

Successful applicants will receive a **Letter of Offer** and an **International Student Acceptance Agreement**, with references and links to the Student Handbook and International Student Guide, within two weeks of receipt of their application. The Letter of Offer will request return of the signed International Student Acceptance Agreement, payment of Initial Tuition Fee and evidence of Overseas Student Health Cover (OSHC). Macleay College will only issue a Confirmation of Enrolment (CoE) once these tasks have been completed (see Criteria 6-8 below). A CoE is required by the Department of Immigration & Border Protection (DIBP) before they will grant a visa to study in Australia.

Criteria for a Confirmation of Enrolment (CoE)

6. A signed International Student Acceptance Agreement, payment of the Initial Tuition Fee and evidence of OSHC must be received by the Registrar before they are able to issue a Confirmation of Enrolment (CoE) which is required for the application of a student visa with the DIBP.
7. Payment of the Tuition Fees for Trimester 1 (Initial Tuition Fee) is required prior to the processing of enrolment. Tuition fees for each subsequent trimester are due two weeks prior to the commencement of the trimester ie. Trimester 2 fees are due two weeks before the Commencement Date for Trimester 2.
8. Australian Government regulations require all international students to have Overseas Students Health Cover (OSHC) for their period of time in Australia. A CoE will not be issued by Macleay until evidence is provided that Overseas Students Health Cover has been obtained.

Before enrolment is finalised by Macleay, all international students must be in possession of the appropriate student visa as issued by DIBP and have provided a copy to the Office of the Registrar for the student file.

Course Credit

Students can apply for course credit if they have suitable prior learning. Where an application for course credit for a unit is successful, the student is exempt from attending and completing that particular unit in order to complete the qualification. International students should be aware that receiving course credit may affect the course cost, course duration and your student visa. If gaining course credit will affect the duration of your course, it will also affect the duration of your visa and these changes will be reported to DIBP via PRISMS. More detail on the course credit process is outlined in the *Recognition of Prior Learning for Admission & Course Credit Policy* which can be found Enrolment FAQs section of the college website and myHandbook section of the myMacleay Student Portal (<http://mymacleay.edu.au/>).

B. International Student Admission Procedures

1. Application Form

Information for international students regarding their educational requirements for admission, available courses, dates, fees, overseas student health cover, recognition of prior learning, enrolment confirmation and refund policy can be found on the *International Student* section of the college website at *About Macleay College > International Students* section of our website.

International students can complete an application online using the *Online Application Form* accessible at <https://www.macleay.edu.au/enrolment> (from the *Home Page* of the college website).

2. Review and assessment of completed application form against admission criteria

a) Confirm necessary supporting documentation is attached to the application form

The submitted '*International Student Application Form*' and any application for RPL or RPE is checked for completeness by the Marketing & Admissions Manager. All sections of the application are required to be completed and any RPL or RPE applications signed. It is the responsibility of the applicant to attach the following documentary evidence which is a compulsory requirement of international students when applying to study at Macleay:

- Certified evidence of English proficiency or enrolment in a recognised ELICOS course
- Certified evidence of previously attained qualifications
- Evidence of experience

The completed *International Student Application Form* is reviewed and assessed against the 'Criteria for Admission' by the Marketing & Admissions Manager. Application forms are not accepted without the appropriate supporting documentation.

All attachments should be copies of originals as certified by a Justice of the Peace or a Registered International Education Agent. Any international documentation should be translated to English. Where original documentation is presented with the application, the Marketing & Admissions Manager will take copies of the documentation and witness them as being true copies of originals presented. The original documentation will be returned to the applicant.

Application forms are not accepted without the appropriate supporting documentation.

b) Academic qualifications and credentials are verified

The minimum entry requirement is the completion of the overseas equivalent to an Australian Senior Secondary Certificate, completed at the end of Year 12 in Australian secondary schools. As part of the assessment process, academic qualifications and credentials must be verified using:

- Higher Education Providers - www.teqsa.gov.au/national-register
- RTO and VET Qualifications - www.training.gov.au
- International Baccalaureates - www.ibo.org/country/
- International Qualifications - CEP Online database

c) Establish English Language Proficiency levels

All students must be sufficiently competent in the English language to participate effectively in their course of study and produce a certified copy of their English proficiency scores with their application. The English entry requirements must be met by all students prior to admission as outlined on page 2 of this policy document.

If the applicant cannot produce a satisfactory IELTS or equivalent score, or there are doubts about the English language skills to cope in the academic environment, the Marketing & Admissions Manager will pass the application to the respective Head of Faculty. The Head of Faculty will then assess the application and recommend the applicant to enrol in an English (ELICOS) course to achieve the minimum IELTS requirement of their chosen course of study.

d) Assessment of any applications for admission by RPL or RPE

- **Application by RPL: Evidence for recognition of prior learning is reviewed**

In accordance with the *Recognition of Prior Learning for Admission or Course Credit Policy*, and the procedures contained within, any applications for admission and course credit by RPL must be approved by the Head of Faculty. Where an application to for admission to Macleay College is accompanied by an Application for RPL, both applications are to be forwarded to the respective Head of Faculty for assessment.

Once a decision is made by the Head of Faculty, both applications will be returned to the Marketing & Administrations Manager to continue with the process for admission at Step 3.

- **Application by RPE: Evidence for prior work or life experience is reviewed**

In accordance with the *Recognition of Prior Learning for Admission or Course Credit Policy*, and the procedures contained within, any applications for admission and course credit by RPE must be approved by the Head of Faculty. Where an application to for admission to Macleay College is accompanied by an Application for RPE, both applications are to be forwarded to the respective Head of Faculty for assessment.

Once a decision is made by the Head of Faculty, both applications will be returned to the Marketing & Administrations Manager to continue with the process for admission at Step 3.

3. Participation in a short interview

Participation in a short informal interview is required by all international students to ensure the applicant clearly understands the nature of the program and the commitment they are making, and that any questions are addressed,

The Marketing & Admissions Manager will contact the applicant to organise a mutually convenient time. Where the applicant has not yet arrived in Australia, the interview can take place via Skype.

4. Letter of Offer & International Student Acceptance Agreement

After review and assessment of the application form against admission criteria (including English proficiency or enrolment in an ELICOS course) and the successful completion of an audition, the Marketing & Admissions Manager will send a Letter of Offer, International Student Acceptance Agreement, with references and links to the Student Handbook and International Student Guide, within two weeks of receipt of their application.

The Letter of Offer will request return of the signed International Student Acceptance Agreement, payment of Trimester 1 tuition fees (Initial Tuition Fee) and evidence Overseas Student Health Cover. Macleay College will issue the Confirmation of Enrolment (CoE) once these items have been actioned and witnessed by the Registrar.

5. Confirmation of Enrolment (CoE)

The student will be issued a Confirmation of Enrolment (CoE) by the Registrar so that visa applications may commence, once the following actions have been received:

- returned a signed copy of the International Student Acceptance Agreement
- payment of the Initial Tuition Fee has been received by Macleay College
- evidence of the possession of Overseas Students Health Cover (OSHC)

They will also be referred to the Student Handbook and an International Student Guide again which includes information on homestay and medical services etc.

6. Course Commencement

Once the student visa is granted, the original visa should be presented to the Registrar for verification so that enrolment can be finalised.

Once a copy of the visa is provided to the Office of the Registrar, enrolment will be finalised and the student will receive confirmation of course commencement including a Student ID Number, timetable and details about Orientation Week.

7. Track Student Progress & Default

In accordance with the *National Code 2007*, the following international student defaults will be reported to the Secretary via PRISMS within five business days:

- Student payments are not forthcoming
- Student fails to arrive for their course

If Macleay College is unable to deliver the nominated program due unforeseen circumstances, the Secretary and the TPS Director will be notified via PRISMS within three business days.

Student data such as attendance and assessment results will be tracked and recorded in the Macleay College student management system to ensure completion within the expected duration (in accordance with Standard 9 of the *National Code 2007*) and satisfactory course progression (in accordance with Standard 10 of the *National Code 2007*).

Conduct of Macleay Staff

Staff must conduct themselves with integrity and honesty. All Macleay College communications must comply with Australian Law and all applicable education legislation especially those which regulate the treatment of students both domestic and international.

Approvals:

Next Policy Review Cycle: October 2017

As part of the college Policy Review Cycle, this policy was approved by the Teaching & Learning Committee at the meeting of 15 November 2016 and ratified by the Academic Board at the meeting of 6 December 2016.

Student Admissions Delegations & Levels of Authority Matrix

Item	Authorisation Levels	Delegated Authority
Enquiry	Applicant Information Collation & Creation of a Student File	Admissions Coordinators
	Course Advice (General Advice)	Admissions Coordinators
	Course Advice (High-Level Admission or Course Specific Advice)	Admissions Manager Head of Faculty
Application	Application Acknowledgement & Arrange Interview	Admissions Coordinators
	Assessment of Application against Admission Criteria	Admissions Coordinators Admissions Manager
	Verification of Academic Qualifications	Admissions Coordinators Registrar
	Conduct Interview Process	Admissions Coordinators Head of Faculty
	Final Decision to Offer Place (where any doubt)	Head of Faculty
	Issue Letter of Offer	Admissions Coordinators
Enrolment	Review of Signed Letter of Offer & Student File (for completeness)	Registrar
	Recognition of Prior Learning & Recognition of Prior Experience	Head of Faculty
	Enrolment into Course & Units in the Student Management System	Registrar
	Issue 'Confirmation of Enrolment' Advice (Domestic Students)	Registrar
	Issue 'Confirmation of Enrolment' Advice and CoE (International Students)	Registrar
	File copy of Student Visa (International Students)	Registrar
Orientation	Set Orientation Dates	Registrar Heads of Faculty
	Issue 'Confirmation of Orientation Dates' Advice	Registrar