WESTERN SYDNEY UNIVERSITY

International College

Admissions Policy

1. Purpose

This document sets out the principles and policy which govern the admission of international students to Western Sydney University International College (WSUIC).

2. Scope

2.1 This policy applies to all applications for admission to WSUIC.

2.2 The language of instruction at WSUIC is English. International students must demonstrate the required level of English proficiency set down by WSUIC for the course concerned before being admitted to a course.

2.3 WSUIC admission policy and practices are designed to put into effect the following principles:

2.3.1 Offer Letters are made to applicants who are assessed to have the background and abilities to have a reasonable expectation of success in the program to which they are made an offer and who are likely to benefit from study in a higher education institution.

2.3.2 Admission offers are merit based on demonstrated achievement, especially academic achievement, but may also take into account other factors such as demonstrated commitment and specific achievements related to particular fields of endeavour.

3. Definitions

"Applicant"

An applicant is one who does not hold citizenship or permanent resident status of Australia or New Zealand.

"Genuine Student"

A 'genuine' student is an international student who intends to obtain a successful education outcome at WSUIC and has the language, educational and financial background to have a reasonable chance of achieving this educational outcome and has the intent to return to their home country upon completion.

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"*Principal Course*"

The main course that a student is studying. This particularly applies to students who are studying on a "Packaged Offer" where the current course of study would be a pathway course and the Principal Course would be the Bachelor course at Western Sydney University
(WSU).

"IELTS"

The International English Language Testing System (IELTS) For the purpose of Admissions to WSUIC courses, WSUIC only accepts IELTS Academic stream

"TRF"

A candidate who has taken IELTS is given a TRF (Test Report Form) which details the candidate's test scores.

"TOEFL"

The Test of English as a Foreign Language

"PTE"

The Pearson Test of English. For the purpose of Admissions to WSUIC courses, WSUIC only accepts PTE Academic

"*Immigration"*

Refers to the *Department of Home Affairs;* the Australian government agency responsible for assessing and issuing students with visas.

4. Policy Statement

4.1 WSUIC ensures that all applicants are treated equitably with open, fair and transparent procedures that are based on published entry criteria and requirements that have to be met in order for an offer to study to be made.

4.2 WSUIC will ensure that:

4.2.1 The WSUIC Admissions Team will assess all applications so that all decisions relating to student admission are consistent and based on clear evidence against the published entry requirements and that throughout the admission process, applicants experience a transparent process.

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4.2.2 Entry criteria and application procedures are published in the WSUIC Study Guide and on the website for prospective applicants seeking to enrol in a course of study.

5. Applications

5.1 All prospective students can apply directly to WSUIC by completing the WSUIC Online/ Paper Application Form. The Application Form can be found on the WSUIC website or through the WSUIC's list of 'Approved Education Agents'.

5.2 The completed Application Form needs to be submitted to the WSUIC office or can be emailed to mypathway@westernsydney.edu.au. Online application is preferable method of application submissions and can be found visa Studylink Connect on WSUIC website at https://internationalcollege.westernsydney.edu.au/apply. The paper-based Application Form needs to be submitted to the WSUIC office or can be emailed to mypathway@westernsydney.edu.au

For all international applicants, agents are required to submit a completed Genuine Temporary Entrant (GTE) Information Document.

5.3 International students will be assessed against GTE criteria to determine if they are a genuine applicant.

6. Admissions Criteria for WSUIC Courses

6.1 Applicants will be assessed against the minimum Academic and English language entry requirements as outlined in WSUIC's entry requirements guideline. Applications that do not meet standard entry requirements will be assessed on a case by case basis by the Academic Director and Admissions Manager.

6.1.1 Academic Criteria

6.1.1.1 In order to gain entry into the WSUIC Diploma Courses, applicants must demonstrate successful completion of Australian Year 12 or its international equivalent including academic minimum levels published on the WSUIC website.

6.1.1.2 In order to gain entry into the WSUIC Foundation Courses, applicants must demonstrate successful completion of Australian Year 11 or its international equivalent including academic minimum levels published on the WSUIC website.

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6.1.2 English Language Criteria

6.1.2.1 All students must demonstrate the required level of English language proficiency set down by WSUIC before being admitted to the program, through provision of evidence of achieving a satisfactory IELTS score (or recognised equivalent such as TOEFL and PTE) or successful prior study in the medium of English.

6.1.2.2 It is acknowledged that immigration may, from time to time in accordance with visa assessment level guidelines, place additional English language proficiency requirements on students from particular nations or require students to undertake additional English language instruction onshore before commencing the WSUIC program.

6.1.3 Applicants can refer to the Immigration Website for further information: https://www.homeaffairs.gov.au/.

6.2 Special Needs/Educational Disadvantage

WSUIC may give special consideration for admission to programs to applicants who have suffered educational disadvantage.

6.3 Age

Students who are admitted to WSUIC programs and will be under the age of 18 at the time of commencement of studies will be required to demonstrate acceptable living and welfare arrangements, as required under the **Education Services for International students Act 2000** before commencing their program of study. Students must be 17 or older at the point of commencement. The arrangements for international students in the WSUIC Under 18 Policy gives further details.

6.4 Foundation Studies to Principal Course(s)

Students who successfully complete their Foundation studies and achieve the required GPA as stated in their offer letter at WSUIC can proceed directly to the principal course at WSU. Students may extend their studies to repeat the unit(s) required to gain direct entry.

6.5 Admission Requisites

Requisites are the minimum requirements an applicant must satisfy to be considered for admission to a particular course. Requisites may include Year 11 and/or Year 12 subjects completed to a specified level of achievement, or other requirements such as

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particular qualifications, experiences, or performance in specified tests, or fulfilling requirements such as medical certification or criminal history checks.

6.6 Genuine Student (International)

In determining whether the applicant is a genuine student, WSUIC will consider a range of circumstances of the applicant, in addition to academic and English capability. These may include:

6.6.1 Applicant's statement of purpose
6.6.2 Relevance of the course to the applicant's previous education
6.6.3 Study gaps in each applicant's academic history
6.6.4 Relevance of the program to the applicant's past or proposed future employment
6.6.5 Financial capability
6.6.6 Family situation of the applicant
6.6.7 Previous visa rejections / visa breaches
6.6.8 Establishing a profile through formal and informal logical course progression which may influence their study, career and life outcomes.

6.7 Application Declaration

6.7.1 All applicants are required to complete a declaration at the time of submitting their application for admission, which includes a statement that all information provided for the purpose of admission to WSUIC is true and correct.

6.7.2 An applicant who provides fraudulent or misleading information shall have their offer of admission withdrawn and their enrolment terminated. An applicant who provides fraudulent information shall not be eligible to apply for admission to WSUIC in current or future intakes. WSUIC may contact the institution who issued the qualifications to verify them.

6.8 Conditional Entry Offer

6.8.1 If a student has not met some or all of the entry requirements for an offer to a WSUIC course, the student may be permitted a conditional offer of enrolment to a Pathway or to a WSUIC course based on submission of evidence prior to course commencement.

For example:

- Academic entry requirement: a student is waiting on the results for Year 12 or equivalent academic results

- English language entry requirement: a student has met the academic entry requirements and is undertaking an English language course from a WSUIC

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approved English language education provider.

6.8.2 A conditional offer will need to be made to those applicants seeking release from another registered provider in cases where they have not completed six months of their Principal Course at another provider.

6.9 Verification of Qualifications

6.9.1 All applications are required to be accompanied by true and certified copies of documents verifying academic qualifications and results. For the purposes of an application, a certified copy is one that is signed as sighted by the education agent or a Justice of the Peace. The agent must mark each page with their company stamp, date, name and signature. A Justice of the Peace certification is not necessary if documents are certified by the education agent. Faxed/scanned agent certified and sighted copies are acceptable. Direct applicants who have documents certified by a Justice of the Peace are not required to post the actual certified copies to WSUIC.

6.9.2 If official qualification documents are not in English, the applicant must submit the original language transcript of studies showing subjects and results and a certified English translation of these documents.

6.9.3 All international qualifications will be checked with the following:

6.9.3.1 The Department of Education and Training that manages qualifications and professional recognition activities formerly undertaken by the National Office for Overseas Skills Recognition (NOOSR)

6.9.3.2 ECCTIS formly known as National Recognition Information Centre for the United Kingdom (UK NARIC), which is the UK National Agency providing official source of comparison information and advice on international education and training systems and overseas skills qualifications;

6.9.3.3 Other databases registered for verification of qualifications and English Proficiency test (including IELTS TRF Verification Service or TOEFL Verification Service.

6.9.4 If the Institution from which the applicant comes from is not listed on the Country Education Profiles, WSUIC may check to see if the Institution is accredited by a regulatory body in the home country.

6.9.5 WSUIC may request the applicant to have:

6.9.5.1 The translation certified by the closest Australian embassy

6.9.5.2 A document signed by a bilingual notary or

6.9.5.3 Provide transcripts (or other relevant documents) in sealed envelopes to be posted to our offices directly from the Institution concerned.

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6.9.6 Should the applicant be unable to meet any of the above requirements, WSUIC reserves the right to not offer the student a place to study in a program

7. Advanced Standing

Students may apply for advanced standing, including credit transfer, towards granting of credit for a unit of study based on the WSUIC Recognition of Prior Learning Policy.

8. Review of Entry Criteria

Periodic reviews and updates of the Admissions Entry Criteria will be undertaken by WSUIC in association with WSU.

9. Withdrawal of Admissions Offer

WSUIC reserves the right to withdraw an offer and cancel the enrolment of any person where:

- An offer was made on the basis of incomplete or false information supplied by the applicant or a certifying authority
- An applicant was excluded from any tertiary institution or tertiary course at any time.
- an error has been made in assessing or processing the application
- the condition of the offer has not been satisfied by the specified date, or

10. Transfer to Another Course Offer by WSUIC Before Commencing Study

Applicants who have received an Offer Letter and who have not yet commenced study in the course to which they have been admitted, and who wish to change to another course offered by WSUIC may apply to Admissions for a course transfer. If the applicant meets all the requirements for admission to the new course, the request to transfer may be approved.

11. Deferment

11.1 If an applicant wishes to defer their offer to a future term they or their agent must advise WSUIC in writing, outlining the reasons for their request.

11.2 Where a Deferral of Offer request is based on compassionate or compelling circumstances, documentary evidence must support the request.

11.3 The Admissions Manager or nominee will consider all applications for deferral of offer, and advise the applicant in writing of the outcome of their request.

11.4 Where a Deferral of Offer is approved, WSUIC will hold any fees paid until

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commencement of the new term of offer and will not levy a cancellation charge for the deferral. WSUIC will issue a new Offer Letter and cancel any Confirmations of Enrolment that have been issued to the student and/or agent. New Confirmations of Enrolment will be issued upon receipt of signed acceptance documents for the new offer commencing in the subsequent term, or earliest following term in which the course is offered.

11.5 If the applicant subsequently rejects their new offer, cancellation charges will be applied as at the date of the initial deferral relevant to the initial term of offer unless exceptional circumstances are demonstrated by the applicant. Where a Deferral of Offer is not approved, the applicant will be deemed to have requested a withdrawal and cancellation charges will be applied based on the date of the original deferral request. Where an applicant who has had a Deferral of Offer application refused wishes to reapply for admission to WSUIC, the applicant will need to re-apply in the normal manner.

11.6 WSUIC will normally only allow applicants to defer the commencement of studies twice. If a third request for Deferral of Offer is made, WSUIC may refuse the request, with cancellation charges applied as the date of the initial deferral unless there are exceptional circumstances demonstrated by the student. The student must submit a new application with supporting documentation.

12. Admission After Exclusion from Another Education Provider

12.1 Applicants seeking admission to a WSUIC program, who have been excluded from another education institution for academic or non-academic reasons, must submit an Application Form available on the WSUIC website, together with a letter, directed to the Director of Marketing and Admissions, outlining a case for admission. In assessing an application of this nature, the Director of Marketing and Admissions, in consultation with the Academic Director and the Admissions Manager, may consider the following factors:

12.1.1 Evidence of study completed prior to the program of study which resulted in exclusion

12.1.2 Evidence of English language competency

12.1.3 Time elapsed since exclusion

12.1.4 Changed circumstances since exclusion

12.1.5 Academic and/or focus and drive since exclusion

I. maturity and

ii. motivation

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12.2 If necessary, the Academic Director and/or Director of Marketing and Admissions may require the student to attend a pre-admission interview before making a final decision on the application.

12.3 Where an application for admission following exclusion from another institution is not approved by the Academic Director in consultation with the Director of Marketing and Admissions, the decision on the application may be appealed as per the WSUIC Student Complaint Handling Policy.

13. Appeals

Applicants who have been unsuccessful in seeking admission to WSUIC, and who are dissatisfied with the outcome of their admission application, may seek to appeal this decision through the WSUIC Student Complaint Handling Policy.

14. Quality and Compliance

This policy is reviewed periodically (at a minimum every two years) to ensure regulatory compliance, operational currency, the identification of continuous improvement opportunities and risk identification and mitigation. This review is reflected in WSUIC's Quality Management Framework and Risk Management Framework.

14.1 This policy will be available on the WSUIC website for students and the WSUIC SharePoint site for staff access.

14.2 Emails will be issued to all staff to inform and update them on any changes to the policy and/or procedures and guidelines.

14.3 New staff will receive policy information during the induction process where it relates to their position.

15. Related Documents

- Application Form
- Admission Letter of Offer
- WSUIC Prospectus
- Acceptance Form
- Confirmation of Enrolment
- Genuine Temporary Entrant Information
- Advanced Standing Application Form

16. Related Policies, Procedures, Guidelines and Legislation

- POL 02 WSUIC Recognition of Prior Learning Policy

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- POL 45 WSUIC Students Under 18 Policy
- POL 20 WSUIC Student Complaint Handling Policy
- POL 36 WSUIC International Student Fees and Refunds Policy
- Western Sydney University Admissions Policy
- Western Sydney University GTE Manual
- Western Sydney University International Qualifications Table
- Western Sydney University International English Language Entry Requirements
- ESOS National Code Standard 2 Recruitment of an overseas student; Standard 3 Written agreements
- National Standards for Foundation Programs Standard 2
- Higher Education Standards Framework (HESF) 2015 Domain 1.1 Admission and 1.2 Credit and Recognition of Prior Learning

Approval and Amendment History

Approval Authority:	Western Sydney University International College Academic Board
Policy Owners:	Marketing and Admissions
Approval Date:	2 November 2016
Date for Next Review:	15 October 2022

Amendments

Revision Date	Version	Summary of changes
2/11/2016	1	New Policy Developed
14/2/2017	1.1	Clause 3 Addition of definitions for IELTS and TRF Clause 5.4.5 Remove reference to Student Services Policy as this document does not exist Clause 5.9.3 Removal of point (b) as NOOSR no longer produces guidelines. Clause 17. Addition of Policy numbers.

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Amendments		
Revision Date	**Version**	**Summary of changes**
29/06/2018	1.2	R-format (clause order/numbering) Clause 3.2 added a last sentence 'the intent to their home country upon completion'. Where in policy, replaced 'admission offers' and 'letter of offer' with 'Offer Letter'. Where in policy, replaced principle/principles with 'principal/principals" Clause 6.2 and 6.3 updated 'Academic' as 'Academic Criteria Clause 6.3 c) updated immigration website. Clause 5.3.2 Removed. Clause 6.6 Mentioned GPA requirement. Clause 6.10.2 Addition of 6.10 Conditional Entry Offer. Clause 6.11.3 a) Amended 'UK NARIC' to 'AEI NOOSR', and 'UK' to 'Australian'. Clause 6.11.5 Amended 'NARIC' to 'AEI NOOSR'. Clause8.1 Replaced 'Third Party Agreement' with 'Services Agreement'. Clause 11 Removed Sub clause 1.1 and 1.2. Clause 13 Removed clause and its sub clauses. updated Section 16 with relevant National Code and HESF Standards. Reviewed as part of the Foundation Studies application. Appendix A removed Clause 6.3 – English language criteria. Include in definitions should recognises what is an equivalent. Usually refer to international students, but reference to 'overseas student' – need to have consistency in terminology even if need reference back to external documents. - Review policy and remove procedure Where in policy, replaced 'overseas student/s' with international
26/02/2019	1.3	Minor/cosmetic changes: formatting changes throughout; replaced Western Sydney University International College with WSUIC; removed reference to AEI NOOSR and replaced with Department of Education and Training; removed reference to Services Agreement;
16/10/2020	2.0	Minor changes throughout the document, reviewed as part of Diploma of Arts application submission.

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Amendments		
Revision Date	**Version**	**Summary of changes**
9/11/2022	2.1	Include of criteria of GTE in Policy statement, extension of scenario which Offer can be cancelled or withdrawn

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