



STUDENT SELECTION AND ADMISSION POLICY AND PROCEDURES

Policy Statement	Admission to all Kent Institute Australia (Kent) courses will be assessed and processed in accordance to the requirements of this policy. This policy and procedure supports: <ul style="list-style-type: none"> • TEQSA, Higher Education Standards Framework, (Threshold Standards) 2015, Domain 1, Domain 7 Section 7.2 • Standards for Registered Training Organisations (RTOs) 2015 • National Code Practice for Providers of Education and Training to Overseas Students 2018, Standards 1 and 2. • Country Education Profiles (CEP).
Responsibility for Implementation	Chief Executive Officer (CEO), Executive Manager Student and Campus Services, Manager Student Services, Executive Dean, Associate Deans, Head of Vocational Education
Compliance and Monitoring	Manager Risk and Compliance/Governing Board Secretary, Executive Dean, Head of Vocational Education, Academic Board, Governing Board

Purpose

To detail the admission requirements and procedure for persons applying for entry into Kent courses.

Scope

All domestic and international applicants to courses offered by Kent.

Aim

To provide efficient and effective procedures to receive and assess applications for Kent courses and to ensure compliance with approved minimum entry requirements. This includes fostering student diversity and creating equivalent opportunities for students with barriers to entry.

PROCEDURE

1.0 Applying for Admission

A person who is applying for admission into Kent's courses, and is 18 years of age or older at time of commencement of the course, must complete the relevant application form(s). The application forms can be accessed on-line via Kent Website [MyKent Public Link](#)> **FORM- Application for Admission (International students) Form** or **Application for Admission (Domestic students) Form**> Public Login 'public@kent.edu.au' and enter Password 'AccessKent!'.

Prospective students wishing to undertake single higher education units of study for cross-institutional purposes or as a Non Award course must complete the Kent Website [MyKent Public Link](#)> **FORM- Application for Admission – Non Award Form** or **Application for Admission- Cross Institutional Enrolment Form**> Public Login 'public@kent.edu.au' and enter Password 'AccessKent!'.

All completed applications must be signed by the applicant. Applications completed and/or signed by a third party will not be accepted.

All supporting documentation for applications must be in original form or certified as a true and accurate copy by an authorised Kent representative, Justice of the Peace (JP), a Commissioner for Declarations,

Public Notary or an authorised Australian Embassy or Consulate staff member. All documents must be made available in English.

All completed application forms are to be accompanied by supporting documentation where applicable, and include:

- Evidence the applicant meets the academic entry requirement for the proposed course(s) of study
- Evidence the applicant meets the English proficiency requirement for the proposed course(s) of study (*international applicants*). Refer to Kent Website **English Language Proficiency Requirements** (Kent Website [MyKent Public Link](#)> DOC – English Language Proficiency Requirements> public Login ‘public@kent.edu.au’ and enter Password ‘AccessKent!’).
- Passport details (*international applicants*) or government issued proof of identity (*domestic applicants*),
- Relevant academic transcripts, unit outlines or detailed work history/experience (*applicants seeking advanced standing in courses under recognition of prior learning [RPL] or course credit, or mature entry applicants*) Refer to the Kent Website **Course Credit and Articulation Policy & Procedures** (Kent Website [MyKent Public Link](#)> POLICY – Course Credit and Articulation Policy & Procedures>public Login ‘public@kent.edu.au’ and enter Password ‘AccessKent!’). (Refer to Clause 11.0 below for further details).
- Current visa, study history and Confirmation of Enrolment (CoEs) (*international onshore applicants*)
- Release confirmation from institution if currently studying in Australia and not yet completed six (6) months of the principal course of study (*international onshore applicants*).
- Any other document deemed necessary by Kent to assess the student against the Australian Department of Home Affairs (DHA) Genuine Temporary Entrant (GTE) and Genuine Student (GS) criteria - (*international applicants*).

Where a Kent course is offered through a third party provider, the entry requirements for admission into the Kent course are as stated in this policy and all selection decisions are made by Kent staff.

2.0 Academic Entry Requirement

To be eligible for admission into Kent courses, all applicants must meet the relevant academic entry requirements for the respective course as published on the courses page of the Kent website <http://kent.edu.au/courses/>. Academic entry requirements are specific to each course offered by Kent, as approved by Kent’s Academic Board.

All overseas academic qualifications will be assessed by Kent against the *Country Education Profiles* (CEP) on the Australian government’s *Department of Education and Training* website, for the relevant country, education level and/or institution to ascertain the deemed equivalency to the required Australian qualification level. Refer to the Kent **Academic Entry Equivalencies (Country Specific) Document** (Kent Website [MyKent Public Link](#)> DOC– Academic Entry Equivalencies (Country specific)> ‘public@kent.edu.au’ and enter Password ‘AccessKent!’).

In some instances, Kent may request that a testamur, diploma, certificate and/or academic transcript be accompanied by the **certified translated version** to ascertain the relevance, total credit points and/or duration of the qualification used to meet the academic entry requirement for a Kent course.

In the event that an application is not successful due to assessment of entry requirement, the applicant may request in writing to the Manager Student Services to review the application.

3.0 English Language Entry Requirements

All international students are required to meet the minimum English language proficiency requirements for entry into Kent courses. The English language requirements are specific to each course offered by

Kent, as approved by Kent's Academic Board and published on the courses page of the Kent website <http://kent.edu.au/courses/>. The minimum levels required for Kent courses are prescribed under the International English Language Testing System (IELTS) Academic scores (not General IELTS). To better assist international students from all regions of the world, Kent recognises a variety of formal English language tests and previous studies, which can be accepted as a deemed equivalency to meet Kent **English Language Proficiency Requirements** (Kent Website [MyKent Public Link](#)> *Public Policies and Forms* > *DOC – English Language Proficiency Requirements*>'public@kent.edu.au' and enter Password 'AccessKent!').

It is acknowledged that the DHA may, from time to time in accordance with student visa assessment level guidelines, place additional English language proficiency requirements on students from particular countries, or require students to undertake additional English language instruction onshore before commencing study in Australia, in order to obtain a student visa. Applicants can refer to the DHA website for further information (www.homeaffairs.gov.au).

4.0 Non-Award Students

Students applying to study individual higher education units of study will be required to show evidence that they have the Academic and English Language proficiency level to undertake the respective unit(s). Cross Institutional applicants can meet this requirement by providing an approval letter from their home institution. Other Non-Award students will need to show that they meet the Academic and English proficiency level required by the Kent course in which the applicable unit(s) belong to, including any additional unit pre-requisite requirements. International applicants of Non-Award or Cross Institutional enrolments are not issued a Confirmation of Enrolment (CoE).

5.0 Mature Age Students

Kent understands that preparation for study is not restricted to formal educational attainment and that valuable intellectual and skills development can be gained through wide ranging experiences. Kent will review applications on a case by case basis from persons of at least 21 years of age, who do not have formal qualifications for entry but who seek admission to courses on the basis of their educational and skills development through experience and informal study.

6.0 Students with Disabilities

Kent is committed to upholding the fundamental entitlements of people with disabilities and to developing an institutional culture that values and strives for standards of excellence in all areas of access, including premises, curriculum design, communication and technology. A 'disability' can be a medical condition, mental health condition, learning difficulty, or any disability that impacts on study. Students who have a pre-existing disability requiring assistance and support, access services, assessment arrangements or reasonable adjustments must note this on the application form. This information is required to ascertain the resources required to support the students learning and to assess for course suitability. The Executive Manager Student and Campus Services is responsible for liaising with the appropriate Kent Units and coordinating the preparations, admission assessment and outcome.

7.0 Diversity and Equity

Domestic students who do not meet the published criteria for admission to a course may be eligible for admission by completing foundation or pathway coursework and/or approved placement tests. Australian students who have experienced significant barriers to study or who are of Aboriginal or Torres Strait Islander descent can apply for special consideration to increase access and create equal opportunities for higher education. This process takes into consideration an applicant's educational history, cultural knowledge, work experience, educational goals, and other achievements. A personal letter accompanied by relevant documentation from the student should be provided with the **Application for Admission (Domestic students) Form**. The Executive Manager Student and Campus Services in consultation with the Executive Dean is responsible for the application assessment and outcome.

8.0 Offer of Admission

Eligible Applicants will be issued a relevant Offer of Admission – Student Enrolment Agreement document from Kent in writing. The Offer of Admission will be valid for a period of four (4) calendar months from the date of issue, or until the last day to enrol for the applicable intake has passed; whichever is first

No offer of admission will be made for a commencement date of more than one (1) year from the time of application, except where a student applies for admission through an approved packaged pathway of enabling courses to meet entry requirements.

International applicants currently in Australia, or current Australian student visa holders, will not be offered admission for a commencement date more than six (6) months in advance, except in the case where a student applies for admission through an approved packaged pathway of enabling courses to meet entry requirements.

Verbal offers of admission are not made or accepted as they are not formal and not binding.

9.0 Acceptance of Offer

Applicants are required to read the offer of admission, including the terms and conditions, and return the relevant completed and signed Offer of Admission – Student Enrolment Agreement to formally accept the offer of admission into the course(s) specified.

International students will be issued a CoE to apply for an Australian student visa only upon receipt of their signed 'Offer of Admission – International Student Enrolment Agreement', payment of any required application fee and tuition fee deposit and evidence that any conditions stipulated on the Offer of Admission are met (*including CoE from partner providers for approved packaged offers of admission*).

10.0 Deferment

Students wishing to defer their course commencement need to notify Kent in writing. Kent will hold all prepaid tuition fees in trust without penalty until the student enrolls in the course.

International students who have been issued with a CoE from Kent and hold a valid student visa may defer the commencement of their proposed course of study once only and only due to compassionate and compelling circumstances. These include the failure to meet an entry requirement through unsuccessful progression in, or completion of, a packaged pathway of course(s) or illness supported by acceptable documentation evidencing an inability to study. Furthermore, the deferment can be granted only for up to a maximum of one Trimester (Higher Education) or six months (VET).

International students who have been issued with a (CoE) from Kent and do not hold a valid student visa will have each deferment case assessed to ensure their circumstances are still considered to meet the GTE and GS criterion at that time. In this case deferment may be granted up to a maximum of one year.

11.0 Course Credits

Students may be eligible for exemption from studying part of a course as a result of previous study, experience or recognition of a competency currently held. This includes academic credit and recognition of prior learning (RPL). Students must provide original or certified documentation such as relevant transcripts, subject descriptions and work experience in support of their application. Completed applications must be submitted within four (4) weeks of the course commencing. Refer to Kent Website **Course Credit & Articulation Policy & Procedures** (*Kent Website [MyKent Public Link](#) > POLICY – Course Credit & Articulation Policy & Procedures > Public Login 'public@kent.edu.au' and enter Password 'AccessKent!'*).

Depending on an individual's application requirements there are different forms to be completed. If applying for academic credit the *Course Credit Application Form (HEd)* or *Course Credit Application Form (VET)* (relevant discipline) should be completed. Refer to the Kent Website [MyKent Public Link](#)> Public Policies and Forms > FORM – Course Credit Application Form >Public Login 'public@kent.edu.au' and enter Password 'AccessKent!'.

If applying for credit on the basis of work experience the *Recognition of Prior Learning Application Form* should be completed relevant to the Kent course of study. Refer to the Kent Website [MyKent Public Link](#)>Public Policies and Forms > FORM – Recognition of Prior Learning Application Form> Public Login 'public@kent.edu.au' and enter Password 'AccessKent!'.

All applications should be accompanied by sufficient documentary evidence to support the application as detailed in the Form.

NB: International students, who are granted course credits after receiving a CoE from Kent, will have their proposed course end date amended and a revised CoE issued. Upon completion of a course, Kent is required to notify DHA of the student's completed studies, and this may require cancellation of the student's visa.

12.0 Incomplete or Inaccurate Information and Fraudulent Documents

Where a person has been granted a place or permitted to enrol in a course as a result of providing incomplete, inaccurate or fraudulent information, Kent reserves the right to withdraw the offer immediately and cancel the student's enrolment.

All information and advice given to international students who hold or who are applying for an Australian student visa, must be accurate, not misleading and must meet applicable statutory requirements.

13.0 Non-commencing Students

Students who do not start their course in the commencement period specified on the 'Offer of Admission' and who are not granted a deferment of commencement, will be deemed to have forfeited their place in the Kent course and the offer of admission will lapse.

If a student wishes to start at a later date, they may be required to lodge a new application for admission to Kent and issued a new offer of admission. Students may incur additional fees for processing.

Kent will notify the DHA by cancelling the CoE of international students who fail to enrol in the agreed commencement period. This may lead to a student's visa being cancelled.

14.0 International Student Additional Pre Screening

In an effort to protect the integrity of the Australian government student visa programme and to help maintain a low immigration risk profile for Kent, International applicants will be asked to provide additional information about their background, current circumstances and future plans. This information will be considered in determining whether they are both a Genuine Student (GS) and Genuine Temporary Entrant (GTE).

Additional information considered may include:

- Complete education history and future education plans
- Compliance with, or refusals of any other visas, not limited to Australia
- Employment history and future employment plans
- Past, present and future financial circumstances
- Likelihood of returning to their home country upon completion of studies
- Likelihood of complying with their student visa conditions

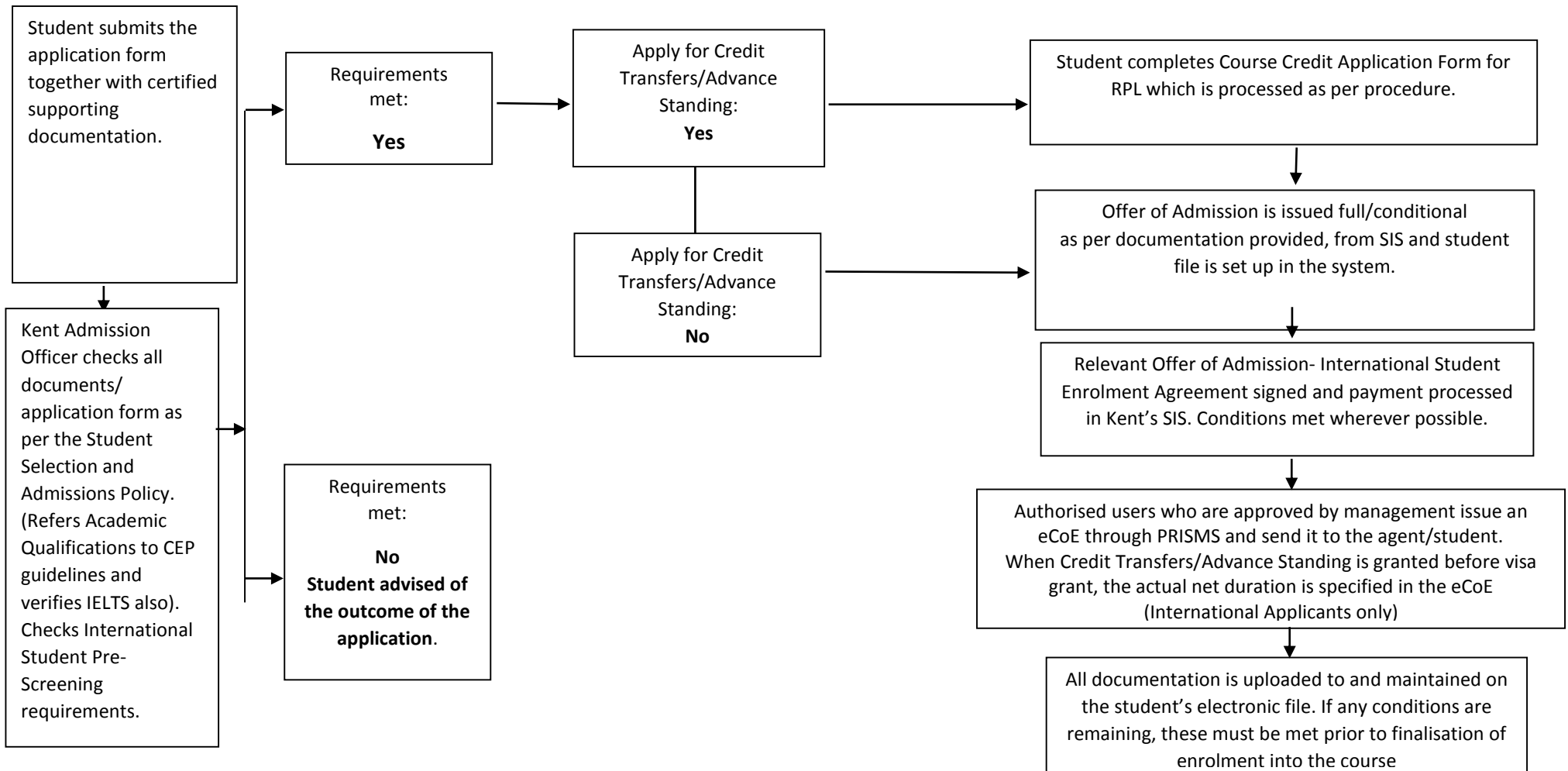
Students who have their application for admission refused on these grounds may apply for an appeal of this decision to the Manager Student Services. The outcome of this appeal is final.

15.0 Conflict of Interest

Kent staff who participate in the student admissions process shall recuse themselves in any case where they have, or appear to have, a conflict of interest concerning a student's application for admission to a Kent course. A conflict of interest is present if the staff member may have an interest in the outcome of whether a student is admitted to a Kent course or is rejected.

Flow-Chart showing procedure for Admission Decision making process:

- ❖ The Student Selection and Admission Policy & Procedures is implemented irrespective of students' choice of campus and place of application i.e. onshore or offshore admission.
- ❖ For any application for student admission, the following procedure as depicted in the flowchart below is followed:



Document Title: Student Selection and Admission Policy and Procedures	
Date Compiled: January, 2012	By: CEO
Due Date for Review: November, 2020	Website Access Permission: Public
Date Updated: 10 th September, 2014 27 th April 2015 20 th May, 2016 31 st January, 2017 26 th May, 2017 30 th October, 2017 (Minor amendments) 16 th November, 2017 (Minor amendments) 15 th February, 2018 (Minor amendments) 10 th October, 2018 (Minor amendments) 10 th October, 2019	Reviewed By: V2 CEO V3 Executive Dean V4 Executive Manager Student Engagement V5 Executive Manager Student Engagement V6 Executive Manager Student Engagement Executive Manager Student Engagement Executive Manager Student Engagement Executive Manager Student Engagement Executive Manager Student Engagement Executive Manager Student Engagement Executive Manager Student and Campus Services
Version Control Update (Current): Version 2 – 10 th September, 2014 Version 3 – 27 th April, 2015 Version 4 – 20 th May, 2016 Version 5 – 31 st January, 2017 Version 6 – 26 th May, 2017 Version 7 – 10 th October, 2019	Endorsed By: Academic Board Meeting Date: V2 - 13 November, 2014 – Written Resolution 28/10/2014 V3 – 16 th July, 2015 V4 - 24 th May, 2016 V5 - 15 th March, 2017 Approved By: Governing Board Meeting Date: V2 - 10 th December, 2014 V3 – 12 th August, 2015 V4 – 8 th June, 2016 V5 – 5 th April, 2017 Approved by: V6 Managing Director – 26 th May, 2017 Managing Director – 30 th October, 2017 Managing Director – 16 th November, 2017 CEO - 10 th October, 2018 V7 Executive Manager – 10 th October, 2019
AMENDMENTS: V5 – Clarify the Aim of this Policy and Procedure and to include statements to enhance Kent’s awareness regarding students with disabilities, as well as access and equity matters. V6 – addition of clauses related to non-award and cross institutional applications for admission to Kent Units of study. 30/10/2017 – Update Policy Statement reference to National Code 2018 and replaced NOOSR to Country Education Profiles (CEP) and minor word changes viz. Release Letter replaced by ‘Release Confirmation’. 16/11/2017 – Addition of Recognition of Prior Learning Application Form details Clause 11.0. 15/02/2018 – Update reference for government authority to Department of Home Affairs (DHA). 10/10/2018 – 12 month review requiring update of Kent position titles and minor word amendments approved by CEO. 10/10/2019 – 12 month review – minor word amendments and update of Kent position titles and Business Management System\Sharepoint Hyperlinks.	