

## STUDENT SELECTION AND ADMISSION POLICY

### PURPOSE

This document sets out the policy for admission of prospective students and applicants to CG Spectrum Institute's (CGSI) accredited higher education courses.

The policy is in accordance with the Higher Education Standards Framework, 2021 (HES).

### SCOPE

All direct applications for admission to CGSI's higher education courses will be managed according to this policy.

### DEFINITIONS

An **Aboriginal and/or Torres Strait Islander Person (ATSI)** means 'a person of Aboriginal or Torres Strait Islander descent who identifies as an Aboriginal or Torres Strait Islander (person) and is accepted as such by the community in which he or she lives'. [S51 (25) of the High Court of Australia (1983)].

An **applicant** means a person who has lodged an application to enrol in a specific course.

A **prospective student** means a person interested in studying a specific course who has not yet lodged an application.

**Direct application** means an application made directly to CGSI rather than through a tertiary admission centre.

**Late Enrolment** means the completion of any of the admission requirements after the Orientation program has been presented.

**Offers** refers to the process of offering an individual student a place in one of CGSI's higher education courses.

**Terms and Conditions of Enrolment** means CGSI's written agreement with the applicant in accordance with the requirements of Standards 1.1.2 and 1.1.3 of the Higher Education Standards Framework. This agreement must be signed by the applicant concurrently with or prior to CGSI accepting course fees.

### RESPONSIBILITIES AND AUTHORITIES

The **Academic Board** is responsible for setting admission standards.

The **Executive Dean** and relevant **Course Director** are responsible for:

- assessing all applications for admission to accredited postgraduate courses;
- assessing all applications for admission to accredited undergraduate courses;
- interviewing applicants from non-standard admission pathways.

The **Executive Dean** and relevant **Course Director** have the authority to:

- admit applicants who submit acceptable documentary evidence that they meet CGSI's admission requirements for their chosen course;
- reject those applicants whose previous academic study and/or level of English proficiency clearly does not meet CGSI's admission requirements for their chosen course.

## **POLICY**

1. CGSI welcomes all prospective students who qualify for admission to its higher education courses. There is no discrimination against prospective students and applicants on the basis of their ethnicity, culture, race, colour, age, gender identity, religion, disability, national origin, sexual orientation, intersex status, marital or relationship status, parental status, pregnancy, or political beliefs.
2. In particular, CGSI welcomes Aboriginal and Torres Strait Islander applicants and students, and is committed to creating opportunities for their academic success. This will be achieved by interactions with elders and the Aboriginal and Torres Strait Islander community to show that the strategies have been developed in a consultative fashion.
3. CGSI's admission requirements are proposed by the Executive Dean and approved by the Academic Board.
4. Prospective students and applicants for entry to CGSI courses are required to demonstrate that they meet CGSI's admission requirements, including: proof of relevant undergraduate or other postgraduate study, or academic attainment at an appropriate level.
5. All applications for entry to CGSI's courses are processed according to this policy, and admission requirements made available on the CGSI website. Admission requirements are regularly reviewed and benchmarked against national and overseas standards.
6. Application information and forms are made available to prospective students on the CGSI website. Applications are to be made on the prescribed application form and lodged in the manner prescribed on the form.
7. All applicants are treated courteously, and their applications are processed promptly, equitably and efficiently.
8. Based on the information provided, and subject to applicants meeting CGSI's admission requirements, a written offer of acceptance into the course (*letter of offer*) will be provided to applicants within a designated time frame.

9. The letter of offer will make reference to CGSI's *Advanced Standing and Credit Transfer Policy and Procedure*, and specify the maximum credit available as per these documents.
10. The letter of offer will also specify that the course is delivered entirely online.
11. Submission of the acceptance of offer form shall be taken to constitute acceptance by the applicant of all CGSI's published policies, procedures and regulations which includes liabilities and obligations (e.g. fees).
12. In order to participate in classes and other educational activities, access the LMS and online learning materials, and to receive a final grade for submitted assessments, students must be formally enrolled no later than one week after the commencement of their enrolled subject's timetabled dates (or equivalent).

### Cancellation of enrolment

A student's enrolment will be cancelled if statements made or documents provided by the student in the admission application are shown to be false. Documents will be vetted for authenticity with originals being sighted and where necessary translations by qualified translators will be required .

### Appeals

Prospective students and applicants may appeal a decision made within the framework of this policy. Appeals must follow the *Student Grievance, Complaints and Appeals Policy and Procedure*.

### FORMS

Application Form  
Letter of Offer  
Acceptance of Offer Form  
Terms and Conditions of Enrolment  
Formal Complaints and Appeals Lodgement Form

### RELATED

Admission Requirements  
Code of Conduct  
Student Grievance Complaints and Appeals Policy  
Student Grievance Complaints and Appeals Procedure  
Student Selection and Admission Procedure

### Version Control

<b>Document:</b>	Student Selection and Admission Policy	
<b>Approved by:</b>	Academic Board	<b>Date:</b> 30 November 2023
<b>Version:</b> V4.3	<b>Replaces Version:</b> 4.2	<b>Next Review:</b> 2025
V4.1	Minor adjustments	
V4.0	Minor adjustments	
V3.0, V3.1	Changes as requested	
V2.1	Refinements arising from external review and logo added	