

1. Overview

Sydney Institute of Traditional Chinese Medicine (“SITCM”) upholds the principle that all applicants seeking to enrol are treated fairly and equitably. To ensure this SITCM will have 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. SITCM will ensure that throughout the process of selection and admission, applicants are treated courteously and expeditiously.

Persons seeking to enrol in a higher education course with SITCM are required to:

- Satisfy general admission requirements (for undergraduate courses only),
- Meet English language requirements, and
- Meet course specific selection criteria listed in Appendix I.

Eligible applicants will be selected in competition with other eligible applicants.

In addition, International students must be 18 years of age or over at the time that they commence the course for which they have applied.

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

1.1 Relationship to the Higher Education Support Act 2003

As a Higher Education Provider and in accordance with the Higher Education Support Act 2003 SITCM has open, fair and transparent procedures that are based on merit for making decisions about: the selection, from among persons who seek to enrol with the Institute in a unit of study; and the treatment of students undertaking a unit study.

The above undertakings do not prevent SITCM 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.

2. General admission requirements (for undergraduate courses only)

To be considered for admission in Higher Education courses, applicants must provide evidence that they meet the requirements in at least one of the following categories:

2.1 Completion of secondary studies

- Successful completion of the NSW HSC and attainment of the required ATAR (Australian Tertiary Admission Rank) of 70; or
- Successful completion of an equivalent secondary qualification either interstate or overseas and attainment of the required entrance standard.
- The NSW Department of Education and Communities should be contacted to determine the equivalency of overseas secondary qualifications before lodging an application. For details, please visit <http://www.dec.nsw.gov.au/>.

2.2 Completion of Australian post-secondary studies

- Successful completion of accredited vocational (Certificate IV level and above) and higher education studies under the Australian Qualifications Framework (AQF); or

- Satisfactory completion of an accredited Tertiary Preparation Program or a Foundation Studies Program offered by an Australian university that would enable students to gain entry to an Australian university.

2.3 Admission to Australian tertiary studies

- Admission to candidature for a degree (Bachelor and above) at an Australian University.

2.4 Alternative admission

Applicants who do not meet the above requirements may gain entry to a course by addressing one of the following entry requirements:

2.4.1 *Special Tertiary Admissions Test (STAT)*

- Successful completion of a STAT administered by the Universities Admissions Centre (<http://www.uac.edu.au/stat/>).

2.4.2 *Completion of overseas post-secondary studies*

- Successful completion of vocational studies; or
- Successful completion of tertiary studies.

2.4.3 *Employment experience*

- Paid employment experience of one year or more.
- An applicant must provide a letter from the employer with the employer's official stationary confirming the applicant's job title, period served (start and end date), type of employment (full-time or part-time), hours worked per week, and duties involved in the job.

2.4.4 *Granting of course credit*

- Submitting an application for credit that meets the requirements of the *Credit for Prior Learning (Advanced Standing) Policy and Procedure*.
- Credit for formal studies already completed may be granted for the successful completion of units which form part of an accredited course and/or of a non-award course provided by a recognised higher education institution; accredited studies with a vocational training provider; or courses provided by a professional association or training delivered by an employer or other similar training. Credit shall be granted where there is substantial overlap with content and/or learning outcomes of the Institution unit or units for which credit is sought. Recognition of Prior Learning may also be granted where the applicant presents verified documentation and/or is able to demonstrate relevant skills, knowledge and understanding to the satisfaction of the Dean (or authorised officer).
- Application using overseas qualifications should be accompanied with validations for the qualifications by relevant authorities

Additionally, alternative admission applicants will be required to attend an interview with the Dean and at least one other senior academic staff nominated by the Dean to assess the applicant's capacity for higher education studies. The applicant should submit a portfolio of prior and current academic and professional work prior to the interview to assist in the assessment process.

The criteria used by the Dean (or nominated representative) when selecting applicants to a course under alternative admission arrangements include:

- The capacity to pursue tertiary studies;
- Motivation to pursue tertiary studies in the discipline of Chinese medicine;
- Demonstrated potential for academic studies based on the applicant's portfolio;
- Relevant professional and industry experience.

The processes used to monitor the progress of students enrolled under alternative arrangements include:

- Notification of Conditional Enrolment in the student's file which involves a reduced number of units in the first semester of study;
- Achievement of a minimum grading of Pass in each unit undertaken in the first semester of study;
- Monitoring of the student's progress by the Associate Deans at the conclusion of each semester in the first year of the student's enrolment;
- A "Review of Student Progress" meeting between the student and the Associate Deans at the conclusion of the first year of the student's enrolment.

3. English language requirements

All applicants need to demonstrate English language proficiency by providing evidence of one of the following:

- Successful completion of one of the following qualifications taught in English:
 - Completion of Year 12 secondary schooling via the medium of English;
 - A minimum of one full year of tertiary studies;
 - accredited Tertiary Preparation Program or a Foundation Studies Program (minimum period of study of 1 school year);
 - Australian qualification recognised as at least AQF Certificate IV;
 - A minimum of one year of full-time study at AQF Associate Diploma or Diploma level; or
 - Certificate IV in English for Academic Purposes (EAP).
- Successful completion of one of the following English language tests within the last two years:
 - TOFEL (Test of English as a Foreign Language): obtain a paper-based score of 575 (min. 4.5 in TWE), or internet-based score of 90 (min. 21 in writing);
 - IELTS (International English Language Testing System): achieve an overall score of 6.5 or higher with no sub-score less than 6.0;
 - PTE (Pearson Test of English) Academic: achieve an overall score of 54 (with a min. 59 in all communicative skills);
 - IB (International Baccalaureate): achieve a grade of A2 in English at higher or standard level 5;
 - GCE (General Certificate of Education) 'A' Levels (from Britain or Singapore): obtain a grade of C pass in at least one humanities subject at A2/H2 level or AS/H1 level;
 - GCSE (General Certificate of Secondary Education)/GCE 'O' Levels (from Britain or Singapore): complete 'O' levels including B pass in English Language and C pass or above in remaining subjects;
 - CCPE (Cambridge Certificate of Proficiency in English): obtain a grade of B pass;
 - STPM (Sijil Tinggi Persekolahan Malaysia): obtain a C pass in 914/920 English;
 - HKALE (Hong Kong Advanced Level Examination): obtain a grade of B pass in Use of English; or
 - STAT (multiple choice): obtain a score of 155 in the verbal component.

International students: Some Student visa applicants are required to provide the results of an English language test (for details see <https://www.border.gov.au/Trav/Stud/More/Student-Visa-English-Language-Requirements>). International students whose first language is not English must demonstrate competency in the English language. International students who do not meet the specified English proficiency requirements can undertake and successfully complete an ELICOS (English Language Intensive Courses for

Overseas Students) program that allows the student to meet the above requirements prior to undertaking the course.

4. Course specific selection criteria

In addition to the general admission and English language 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);
- Attendance at interviews;
- Presentation of folios; and/or
- Submission of supplementary information forms.

Course specific requirements are listed in Appendix I and shall be published in SITCM's Prospectus and on SITCM's website for the information of persons seeking to enrol with SITCM.

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 the Registrar.

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

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, the Registrar may correspond with the issuer of the document and make relevant enquiries.

All applications and their assessment will be validated by the Dean.

The process for assessing applications is attached as Appendix II.

7. Offers and Acceptance

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 via an *Offer of Enrolment & Acceptance Agreement* letter. Offers will be made to successful applicants in the order that applications are received up to the maximum number of places available in the course.

Applicants accept the offer of a place in the course by signing and returning a copy of the *International Student Enrolment Acceptance Agreement* as directed. Acceptance of an offer of a place shall be taken to constitute acceptance by the applicant of all published policies and procedures of the Institution.

Once an offer is accepted, the applicant is enrolled in their chosen course and sent a *Confirmation of Enrolment* letter with details about the course and arrangements for student orientation.

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. 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 in regards to appeals will be reviewed by the Teaching and Learning Committee.

If an applicant remains dissatisfied with the outcome of their appeal against a decision to refuse admission to a course they may utilise SITCM's grievance handling procedures which enables prospective students to lodge grievances of a non-academic nature.

10. Version control

Document: Student Selection and Admissions Policy and Procedure (Higher Education)		
Policy Owner: Academic Board		
Policy Developer/Reviewer: Dean	Version #: 7.0	Date: 3 March 2016

Version History

Version	Authorised by	Approval Date	Details
1.0	Academic Board	24 March 2011	Document creation
2.0	Academic Board	7 November 2011	Amendments in response to Registration Assessment Panel feedback; alignment to updated Credit for Prior Learning (Advanced Standing) Policy and Procedure
2.1	Registrar	23 November 2011	To incorporate minor changes in response to further feedback from Registration Assessment Panel Chair, and feedback from Accreditation Assessment Panel
3.0	Academic Board	29 February 2012	Removal of minimum age and requirement of at least 3 interviewers under Special / alternative admission arrangements
4.0	Academic Board	17 July 2012	Revision of general admission and English language requirements
5.0	Academic Board	25 February 2015	Regular review (no modification)
6.0	Academic Board	19 August 2015	Updated Section 1: Overview, Section 4: Course specific selection criteria Section 7: Offers & Acceptance Added Appendix 1: Course Specific Selection Criteria Moved Section 6.1 to Appendix 2
7.0	Academic Board	3 March 2016	Amended alternative admission interview to be conducted by the Dean (no representative) and at least one (instead of two) senior academic staff. Updated Section 3 to include information on English language test requirements on student visa applicants

Appendix I: Course Specific Selection Criteria

Course specific selection criteria of all SITCM Higher Education courses are listed in the tables below:

Courses:	Bachelor of Traditional Chinese Medicine
Course Specific Selection Criteria:	No additional course specific selection criteria

Courses:	Graduate Certificate of Clinical Chinese Medicine
Course Specific Selection Criteria:	Applicants seeking to enrol in the course are required to satisfy at least one of the following entry requirements: <ul style="list-style-type: none">• Advanced Diploma or Bachelor degree in TCM herbal medicine and/or acupuncture from a recognised Australian or overseas higher education provider, OR• 5 years full-time equivalent experience in TCM /CHM /ACU plus registration in Australia as a TCM practitioner, Chinese herbalist, and/or acupuncturist.

Courses:	Master of Traditional Chinese Medicine
Course Specific Selection Criteria:	Applicants seeking to enrol in the course are required to satisfy at least one of the following entry requirements: <ul style="list-style-type: none">• Advanced Diploma or Bachelor degree in TCM herbal medicine and/or acupuncture from a recognised Australian or overseas higher education provider, OR• 5 years full-time equivalent experience in TCM /CHM /ACU plus registration in Australia as a TCM practitioner, Chinese herbalist, and/or acupuncturist.

Appendix II: Procedures for assessing an applicant's qualifications, experience and English language proficiency

