

STUDENT ADMISSIONS POLICY AND PROCEDURE (HE)



Student Admissions Policy and Procedure		
Code: A1.01	Area: Academic	
Policy Owner: Academic Board		
Policy Developer/Reviewer: QAO/Dean	Version #: 1.9	Date: 08/03/18

VERSION HISTORY

Version	Updated by	Approval Date	Details
1.0	Academic Board	24 March 2011	Document creation
1.1	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
1.2	Registrar	23 November 2011	To incorporate minor changes in response to further feedback from Registration Assessment Panel Chair, and feedback from Accreditation Assessment Panel
1.3	Academic Board	29 February 2012	Removal of minimum age and requirement of at least 3 interviewers under Special / alternative admission arrangements
1.4	Academic Board	17 July 2012	Revision of general admission and English language requirements
	Academic Board	25 February 2015	Regular review (no modification)
1.5	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
1.6	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
2.0	QAO	8 March 2018	Review and update for Higher Education Framework Standards 2015 Approved by the Academic Board.
2.1	QAO	22 May 2018	Added partial completion of a HE course to alternative admission requirements. Approved by the PRG pending approval by the Academic Board.

PURPOSE AND SCOPE

The aim of this policy is:

- Outline the minimum admission requirements for applicants wishing to study BTCM at SITCM.
- Outline the admission procedures for applicants and staff of SITCM.

This policy applies to all prospective Bachelor of Traditional Chinese Medicine (BTCM) students of the Sydney Institute of Traditional Chinese Medicine (SITCM).

1 OVERVIEW

Sydney Institute of Traditional Chinese Medicine (SITCM) upholds the principle that all applicants seeking to enrol are treated fairly and equitably. Students will be selected on merit based on the criteria in this policy. SITCM will ensure that throughout the process of selection and admission, applicants are treated courteously and expeditiously.

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. All applications will be assessed against the standard of SITCM's *Fair Treatment and Equal Benefits Policy*.

This Policy and Procedure complies with the *Higher Education Standards Framework (Threshold Standards) 2015*, specifically the standard *1.1 Admission*.

2 POLICY**2.1 GENERAL ADMISSION REQUIREMENTS**

For admission to the Bachelor of Traditional Chinese Medicine (BTCM) applicants must:

- 1) Meet the minimum age requirement (2.2); AND
- 2) Meet the education requirements (2.3) OR Meet the alternative admission requirements (2.4); AND
- 3) Meet the English language requirements (2.5).

2.2 AGE REQUIREMENT

All students (DOMESTIC and INTERNATIONAL) at SITCM must be 18 years of age or over at the time they commence the course for which they have applied.

2.3 EDUCATION REQUIREMENTS

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

2.3.1 COMPLETION OF SECONDARY STUDIES

- 1) Successful completion of the NSW HSC and attainment of the required ATAR (Australian Tertiary Admission Rank) of 70; or
- 2) Successful completion of an equivalent secondary qualification either interstate or overseas and attainment of the required entrance standard.

2.3.2 COMPLETION OF AUSTRALIAN POST-SECONDARY STUDIES

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

- 2) 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.

2.4 ALTERNATIVE ADMISSION

Applicants who do not meet the above education requirements may gain entry to a course by addressing the alternative admission entry requirements.

2.4.1 ALTERNATIVE ADMISSION REQUIREMENTS

Applicants must meet one of the following criteria to be allowed to apply under alternative admission requirements. Meeting one of these criteria does not guarantee an applicant a place at SITCM. Applicants must also attend an interview with senior academic staff who will assess their capacity to undertake higher education study.

2.4.1.1 Partial completion of Australian post-secondary studies

- 1) Successful completion of at least one unit at Higher Education level.

2.4.1.2 Completion of overseas post-secondary studies

- 1) Successful completion of recognised vocational studies; or
- 2) Successful completion of recognised tertiary studies.

Applicant's may be asked to provide validations of Overseas qualifications by relevant authorities.

2.4.1.3 Credit for Prior Learning

Submitting an application for credit that meets the requirements of the *Credit for Prior Learning Policy and Procedure*.

- 1) Applicant's may be asked to provide validations of Overseas qualifications by relevant authorities.

2.4.1.4 Special Tertiary Admissions Test (STAT)

Successful completion of a STAT administered by the Universities Admissions Centre:

<https://stat.acer.edu.au/>

2.4.1.5 Employment experience

- 1) Full time paid employment experience of two years or more.
- 2) An applicant must provide a letter from the employer confirming the applicant's job title, period served (start and end date), hours worked per week, and duties involved in the job.

2.4.1.6 Mature age applicants

Applicants who are over 21 years of age, but have not completed Year 12 or equivalent studies, who apply must demonstrate a range of attributes such as life experience, motivation and maturity.

2.4.2 EDUCATIONAL DISADVANTAGE

Applicants who do not meet the above requirements but can demonstrate an educational disadvantage in schooling, may be considered for enrolment of a case by case basis.

An educational disadvantage may derive from (but are not limited to):

- 1) Disabilities,
- 2) Chronic of serious illness,
- 3) Lack of support for education,
- 4) Disrupted education,
- 5) Serious family problems and/or responsibilities.

For more information regarding the commitment to diversity and equity at SITCM please see the *Diversity and Equity Policy*.

2.4.3 ABORIGINAL AND TORRES STRAIT ISLANDERS

In recognition that Aboriginal and Torres Strait Islanders are amongst the most disadvantaged groups in Australia SITCM may provide special entry arrangements. Aboriginal and Torres Strait Islanders applicants who do not meet the entry requirements above may be given the opportunity to show their capability for higher education. Selection will be based on factors including (but not limited to): previous life experience, education and schooling.

Aboriginal and Torres Strait Islander applicants wishing to apply via special entry requirements must indicate they are of Aboriginal and Torres Strait Islander origin on the *Higher Education Student Application Form*.

For more information regarding the commitment to diversity and equity at SITCM please see the *Diversity and Equity Policy*.

2.4.4 INTERVIEW AND OTHER CRITERIA

2.4.4.1 Interview

As well as meeting one of the alternative admission requirements above applicants must attend an interview with the Dean and at least one other senior academic staff member as nominated by the Dean to assess the applicant's capacity for higher education studies. The applicant must submit a portfolio of prior and current academic and professional work prior to the interview to assist in the assessment process.

2.4.4.2 Criteria

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

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

2.4.4.3 Academic Writing Tasks

SITCM may require applicants to complete a writing task to show their capacity for higher education studies.

- 1) The writing task will be undertaken at the SITCM campus when the applicant attends the interview with the Dean.

2.4.4.4 Monitoring students under Alternative Admission

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

- 1) Notification of Conditional Enrolment in the student's file which may involve a reduced number of units in the first semester of study;
- 2) Monitoring of the student's progress by the Dean at the conclusion of each semester in the first year of the student's enrolment;
- 3) A "Review of Student Progress" *meeting* between the student and the Dean at the conclusion of the first year of the student's enrolment.

2.5 ENGLISH LANGUAGE REQUIREMENTS

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

2.5.1 ENGLISH IS YOUR PRIMARY LANGUAGE

Applicants whose primary language is English, and all their primary and secondary education was taught and assessed in English in a **recognised country** do not need to provide any further evidence.

Recognised country means one of the following countries:

- 1) Australia
- 2) Canada
- 3) New Zealand
- 4) Republic of Ireland
- 5) South Africa
- 6) United Kingdom
- 7) United States of America

2.5.2 QUALIFICATIONS TAUGHT IN ENGLISH

Applicants who have completed one of these qualifications in English do not need to provide any further evidence:

- 1) Completion of Year 12 secondary schooling via the medium of English; or
- 2) A minimum of one full year of tertiary studies; or
- 3) accredited Tertiary Preparation Program or a Foundation Studies Program (minimum period of study of one full year); or
- 4) Australian qualification recognised as at least AQF Certificate IV; or
- 5) A minimum of one year of full-time study at AQF Associate Diploma or Diploma level; or
- 6) Certificate IV in English for Academic Purposes (EAP).

2.5.3 ENGLISH LANGUAGE TESTS

Successful completion of one of the following English language tests, and minimum requirements, within the last two years:

English Language Tests	Minimum Requirement
IELTS Academic	6.5 overall (min. 6.0 in each subtest)
TOEFL Paper-based Test (PBT)	575 overall (min. 4.5 in TWE)
TOEFL Internet-based Test (iBT)	90 overall (min. 21 in writing)
Pearson Test of English (PTE) Academic	58 overall (min. 59 in all communicative skills)
Cambridge English: Advanced (CAE)	176 overall

Cambridge English: Proficiency (CPE)	176 overall
Special Tertiary Admissions Test (STAT) Multiple Choice	155 in the verbal (critical) reasoning component

2.5.4 OTHER QUALIFICATIONS

Successful completion of one of the following qualifications:

Qualification	Minimum Requirement
International Baccalaureate Diploma (IB)	Grade 4 in one of the following English courses: <ul style="list-style-type: none"> English B at higher level English A: language and literature at standard or higher level English A: literature at standard or higher level
United Kingdom GCE A Levels	C grade in at least one Humanities subject at AS or A2 level
Singapore-Cambridge GCE A Levels	C grade in at least one Humanities subject at H1 or H2 level
Sijil Tinggi Persekolahan Malaysia (STPM)	C pass in 920 Literature in English
Hong Kong Diploma of Secondary Education (HKDSE)	Level 4 in English Language or Literature in English
English Language Intensive Courses for Overseas Students (ELICOS)	Successful completion of an ELICOS Program

2.5.5 REGISTRATION AS A HEALTH PRACTITIONER

Applicants who wish to register as a Traditional Chinese Medicine practitioner at the completion of their BTCM course must meet the Australian Health Practitioner Regulation Agency (AHPRA) *Registration Standard: English Language Skills*. These standards differ from the standards required for admission to SITCM.

For more information please see: <https://www.ahpra.gov.au/registration/registration-standards/english-language-skills.aspx>

2.6 OTHER CRITERIA

2.6.1 HEALTH ISSUES

Applicants with serious health issues that may affect their ability to successfully complete the course requirements must attend an interview with the Dean (or other nominated senior staff member) even if they MEET all other criteria.

Examples of health issues that may affect applicant's ability to successfully complete the BTCM course include, but is not limited to:

- 1) Degenerative diseases (Examples include but are not limited to: Parkinson's Disease, Alzheimer's Disease, Muscular Dystrophy, Multiple Sclerosis etc.)
- 2) Shaky hands or tremors.

Applicants must notify SITCM if they have any serious health issues in Section 9 of the *Higher Education Student Application Form*. SITCM has processes in place to provide support to students with health and medical issues. Information about what support is available can be found in the *Student Support Services Policy and Procedure*.

Applicants who have serious health issues that may affect their ability to successfully complete the BTCM course may be refused admission to SITCM. No applicant will be refused admission without the opportunity to attend an interview with the Dean (or other nominated senior staff member).

2.6.2 CRITERIA FOR CLINICAL PRACTICE

Students at SITCM are required to complete 900 hours of Clinical Practice Program from Semester 2 of Year 1 of the BTCM. Clinical Practice courses require students to interact with the general public.

To undertake Clinical Practice Program at SITCM students MUST have:

- 1) A National Police Clearance Certificate (NPC)
<https://www.service.nsw.gov.au/transaction/apply-national-police-certificate>.
- 2) A Working with Children check
<https://www.service.nsw.gov.au/transaction/apply-working-children-check>.
- 3) A Senior First Aid Certificate.

Students who do not meet these criteria before undertaking ACU207 TCM Practice 1 (Acupuncture Techniques) of the BTCM course will not be able to progress into Year 2.

- Further information about progression can be found in *Student Progression and Exclusion Policy*.

2.7 VERIFICATION OF QUALIFICATIONS AND OTHER SUPPORTING DOCUMENTS

Applicants to SITCM must submit evidence of relevant qualifications and other supporting documents.

- 1) Applicants must supply a CERTIFIED COPY of Academic Transcripts/Testamurs and other supporting documents.
- 2) Applicants who are unable to supply certified copy of Academic Transcripts/Testamurs and other supporting documents due to special circumstances (e.g. they are a refugee) must provide a statutory declaration. The statutory declaration must include:
 - a. The qualification.
 - b. The reasons why the applicant is unable to obtain the documentation.
- 3) Applicant's may be asked to provide validation of Overseas qualifications by relevant authorities.

Applicants who do not submit certified copies of qualifications and other supporting documents or a statutory declaration will be refused admission to SITCM.

Where there is any doubt about the authenticity of documentation provided the Registrar may contact the applicant for further evidence and/or information. If the Registrar is not satisfied that the documentation is authentic the applicant will be refused admission.

A CERTIFIED COPY is:

- 1) A photocopy of the original document signed and dated by a Justice of the Peace.
- 2) An original copy cited by the Registrar.

2.8 APPLICATIONS

2.8.1 PRE-APPLICATION

- 1) Applicants can find course information and fees information in the SITCM Prospectus <http://www.sitcm.edu.au/wp-content/uploads/HE-Prospectus-2018.pdf> and on the SITCM website (add in Fees page)
- 2) Applicants can find information about potential eligibility for credit for prior learning in the *Credit for Prior Learning Policy and Procedure* <http://www.sitcm.edu.au/wp-content/uploads/Credit-for-Prior-Learning-Advanced-Standing-Policy-and-Procedure2.pdf>.
- 3) Applicants can find information about *Withdrawal Policy*, *Tuition Protection* and *Refund Policy* on the SITCM website <http://www.sitcm.edu.au/he-courses/he-policiesforms/>.

2.8.2 ASSESSMENT OF APPLICATIONS AND VERIFICATION OF EVIDENCE

All applications will be assessed by the **Registrar**.

- 1) Applicants who apply to undertake a course of study at SITCM must submit documentary evidence that demonstrates they meet the entry criteria of their chosen course. An original or JP certified copy of all documentation must be provided and sighted by the Registrar or other nominated staff member.
 - a. Proof of age, and
 - b. Proof of qualifications, and
 - c. Proof of English language proficiency, and
 - d. Any other documentation as requested by SITCM
- 2) Qualifications submitted in a language other than English must be accompanied by a certified official translation.
- 3) 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.
- 4) All applications and their assessment will be validated by the **Dean** (or other nominated staff member).

2.8.3 OFFERS AND ACCEPTANCE

- 1) Applicants who meet the eligibility criteria for admission to the SITCM BTM course will receive a written offer of a place in the course via an *Offer of Enrolment & Acceptance Agreement* letter.
- 2) 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.
- 3) Applicants accept the offer of a place in the course by signing and returning a copy of the *Offer of Enrolment & Acceptance Agreement* as directed.
- 4) 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.
- 5) 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.

2.8.4 CANCELLATION OF ENROLMENT

- 1) A student's enrolment may be cancelled if statements made by the student in their admission application are shown to be false.
- 2) A student shall be deemed to be no longer enrolled in a course if the student has been excluded on academic or disciplinary grounds.

2.9 REFUSAL OF ADMISSION

SITCM may refuse admission to the BTCM course:

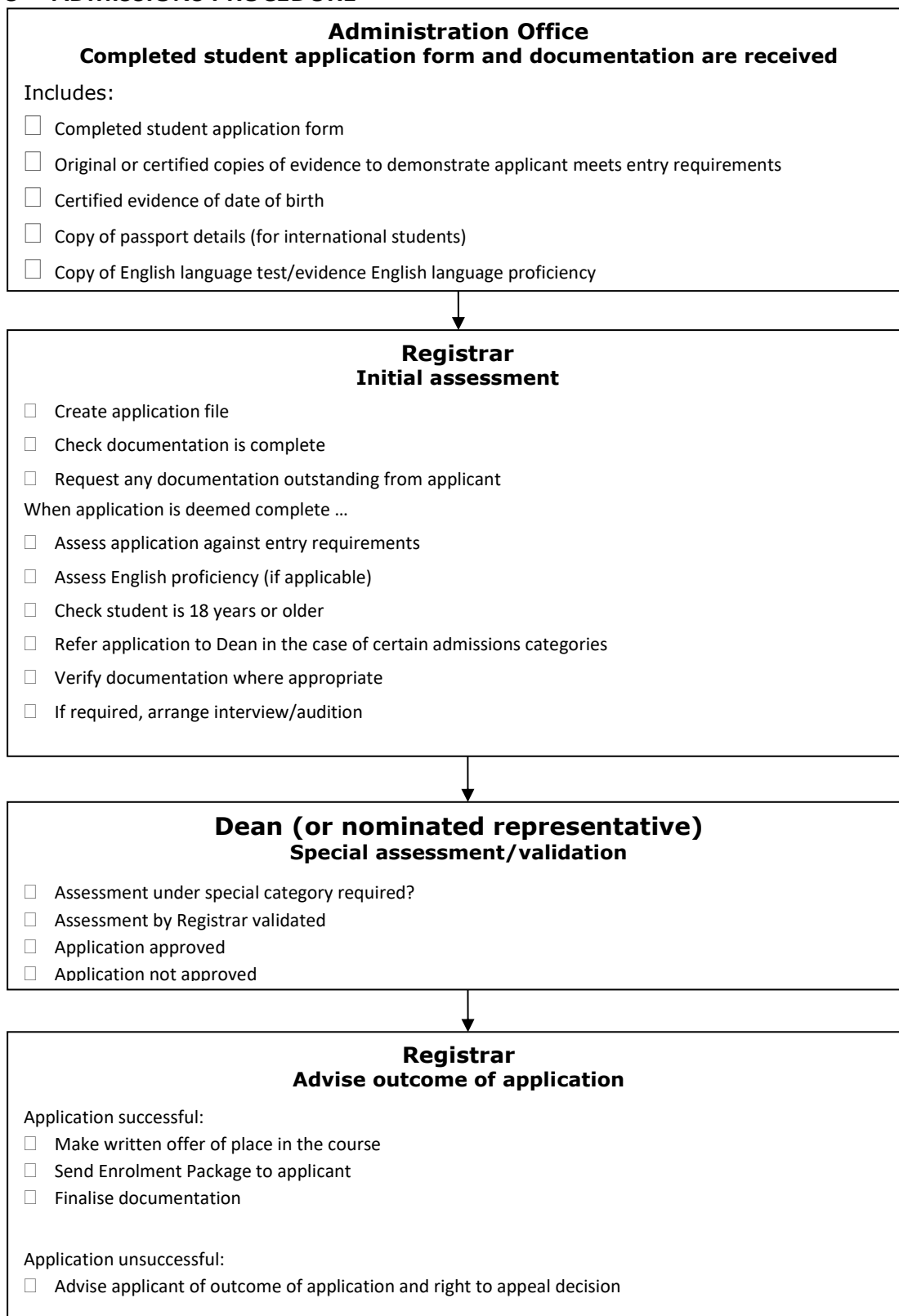
- 1) If the applicant has been excluded from SITCM or another tertiary institution due to unsatisfactory Academic progress or Academic Misconduct.
- 2) If the applicant has been excluded from SITCM or another tertiary institution due to Non-Academic Misconduct.
- 3) If the applicant is deemed unlikely to successfully complete the BTCM course for Academic reasons.
- 4) If the applicant does not provide certified copies of supporting evidence.
- 5) If the applicant has serious health issues that may hinder their ability to progress through the course.
- 6) If the applicant feels that they will be unable to complete the course requirements and progress through the course.

2.10 APPEALING A DECISION

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.

- 1) Appeals must be made in writing and lodged with the Dean within 10 (ten) working days of the applicant receiving written notification of the decision to refuse their application.
- 2) 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 regarding appeals will be reviewed by the Teaching and Learning Committee (TLC).
- 3) 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 *Non-Academic Grievance Policy and Procedure* which enables applicants and students to lodge grievances of a non-academic nature.

3 ADMISSIONS PROCEDURE



4 RELATED POLICY AND OTHER DOCUMENTATION

- 1) A1.02 Fair Treatment and Equal Benefits Policy.
- 2) A1.03 Credit for Prior Learning Policy and Procedure
- 3) A1.09 Student Progression and Exclusion Policy.
- 4) E2.02 Student Support Services Policy and Procedure
- 5) E2.04 Diversity and Equity Policy
- 6) E2.07 Non-Academic Grievance Policy and Procedure
- 7) Offer of Enrolment & Acceptance Agreement
- 8) Higher Education Student Application Form