# STUDENT ADMISSIONS POLICY AND PROCEDURE

Sydney Institute of Traditional Chinese Medicine

| Student Admissions Policy and Procedure | | |
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| Code: A1.01 | Area: Academic | |
| Policy Owner: Academic Board | Version #: 2.5 | Date: 26 Mar 2021 |
| Policy Developer/Reviewer: QAM | Review date: 16 Dec 2022 | |

**VERSION HISTORY**

| Version | Updated by | Approval Date | Details |
|---|---|---|---|
| 1.0 | AB | 24 Mar 2011 | Document creation |
| 1.1 | AB | 7 Nov 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 Nov 2011 | To incorporate minor changes in response to further feedback from Registration Assessment Panel Chair, and feedback from Accreditation Assessment Panel |
| 1.3 | AB | 29 Feb 2012 | Removal of minimum age and requirement of at least 3 interviewers under Special / alternative admission arrangements |
| 1.4 | AB | 17 Jul 2012 | Revision of general admission and English language requirements |
| 1.5 | AB | 19 Aug 2015 | Updated Section 1: Overview, Section 4: Course specific selection criteria Section 7: Offers & Acceptance<br>Added Appendix 1: Course Specific Selection Criteria<br>Moved Section 6.1 to Appendix 2 |
| 1.6 | AB | 3 Mar 2016 | Amended alternative admission interview to be conducted by the Dean (no representative) and at least one (instead of two) senior academic staff.<br>Updated Section 3 to include information on English language test requirements on student visa applicants |
| 2.0 | AB | 8 Mar 2018 | Review and update for HEFS 2015 |
| 2.1 | AB | 22 May 2018 | Added partial completion of a HE course to alternative admission requirements. |
| 2.2 | PRG | 29 Jul 2019 | Removed Cert IV and ELICOS from English language requirements. |
| 2.3 | AB | 16 Dec 2019 | Amended English language requirements for international applicants (qualifications taught in English is only applicable for domestic applicants)<br>Removal of a ground for refusal of admission to the BTCM: 2.9(9) |
| 2.4 | AB | 3 Mar 2020 | Several structural changes, added work experience as potential pathway to meeting English language requirements (Section 2.5.4). |
| 2.5 | PRG | 26 Mar 2021 | Office Manager can act if Registrar is unavailable, added "Enrolment Profile" and "Admissions Benchmarking Report" sections based on QAF update. |

**PURPOSE AND SCOPE**

The aim of this policy is:

- Outline the minimum admission requirements for applicants wishing to study the Bachelor of Traditional Chinese Medicine (BTCM) at Sydney Institute of Traditional Chinese Medicine (SITCM).
- Outline the admission procedures for applicants and staff of SITCM.

This policy applies to all prospective BTCM students of 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 persons seeking to enrol with SITCM. All applications will be assessed against the standard of SITCM's *Diversity and Equity Policy and Procedure.*

This Policy and Procedure complies with the *Higher Education Standards Framework (Threshold Standards) 2015*, specifically 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 (2.1.1); AND
2) Meet the education requirements (2.1.2) OR Meet the alternative admission requirements (2.1.3); AND
3) Meet the English language requirements (2.1.4).

### 2.1.1 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.

### 2.1.2 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:

#### 2.1.2.1 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.

#### 2.1.2.2 Completion of 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 overseas equivalent; 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.

#### 2.1.2.3 Completion of Overseas Post-Secondary Studies

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

Applicants may be asked to provide validations of overseas qualifications by relevant authorities.

### 2.1.3 ALTERNATIVE ADMISSION

1) Applicants who do not meet the above education requirements may gain entry to a course by meeting the alternative admission entry requirements.
2) Applicants must meet one of the following criteria to be allowed to apply under alternative admission requirements:
    a. Successful completion of at least one unit at Higher Education level in Australia.
    b. Successful completion of a STAT administered by the Universities Admissions Centre: https://stat.acer.edu.au/.
    c. Full-time paid employment experience of two (2) years or more.
        i. The 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.
    d. Applicants who are over 21 years of age, but have not completed Year 12 or equivalent studies, and who demonstrate a range of attributes such as life experience, motivation and maturity.
    e. Applicants who can demonstrate an educational disadvantage in schooling, including but not limited to:
        i. Disabilities,
        ii. Chronic or serious illness,
        iii. Lack of support for education,
        iv. Disrupted education, or
        v. Serious family problems and/or responsibilities.
    f. Aboriginal and Torres Strait Islanders applicants with appropriate previous life experience and/or education.
        i. 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 Enrolment Application Form*.
3) Meeting one of these criteria does not guarantee an applicant a place at SITCM.
4) Applicants must also attend an interview with the Dean and at least one other staff member, as nominated by the Dean, to assess the applicant's capacity to undertake higher education study.
    a. The applicant must submit a portfolio of prior and current academic and professional work prior to the interview to assist in the assessment process.
5) When evaluating applicants under alternative admissions arrangements, the Dean (and/or nominated representative) will consider:

a. The applicant's capacity to pursue higher education studies;
b. The applicant's motivation to pursue higher education studies in the discipline of Chinese medicine;
c. The applicant's demonstrated potential for academic studies based on the applicant's portfolio; and
d. Relevant professional and industry experience.

6) Alternative admission applicants may be required to commence the course through conditional enrolment, which involves a reduced number of units in the first semester of study and the close monitoring of their progress in the first year of study.
7) The processes used to monitor the progress of students enrolled under alternative arrangements include:
   a. Notification of Conditional Enrolment in the student's file which may involve a reduced number of units of study in the first semester of study;
   b. Monitoring of the student's progress by the Dean at the conclusion of each semester in the first year of the student's enrolment;
   c. A "Review of Student Progress" meeting between the student and the Dean at the conclusion of the first year of the student's enrolment.

### 2.1.4 ENGLISH LANGUAGE REQUIREMENTS

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

#### 2.1.4.1 Qualifications Taught in English

1) Completion of secondary studies; or
2) Completion of a qualification at bachelor level (AQF level 7 or overseas equivalent) or above; or
3) Completion of at least one year of full-time study in an accredited Tertiary Preparation Program or Foundation Studies Program (domestic applicants only); or
4) Completion of at least one year of full-time study in a qualification that is AQF level 5 or higher, or its overseas equivalent, as assessed by SITCM on a case-by-case basis (domestic applicants only).
   a. Applicants must also pass an interview with the Dean and the Academic Support Officer, in which they must complete a writing task to demonstrate their English proficiency.

#### 2.1.4.2 English Language Tests

Successful completion of one of the following English language tests, and minimum score requirement, within the last two (2) years:

| English Language Tests | Minimum Score 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. 50 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 |

#### 2.1.4.3 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:<br>• English B at higher level<br>• English A: language and literature at standard or higher level<br>• 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 |

#### 2.1.4.4 WORK EXPERIENCE

1) Strong evidence of proficient verbal and written English skills through work experience in a professional environment in which the sole language of communication is English, for at least three (3) years immediately before enrolment at SITCM.
    a. Applicants must also pass an interview with the Dean and the Academic Support Officer, in which they must complete a writing task to demonstrate their English proficiency.
    b. The acceptability of evidence provided under this section will be determined at the discretion of the Dean.

### 2.1.5 OTHER CONSIDERATIONS

#### 2.1.5.1 Health Issues

1) 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.
2) Examples of health issues that may affect an applicant's ability to successfully complete the BTCM course include, but is not limited to:
    a. Degenerative diseases (Examples include but are not limited to: Parkinson's Disease, Alzheimer's Disease, Muscular Dystrophy, Multiple Sclerosis etc.)
    b. Shaky hands or tremors.
3) Applicants must notify SITCM if they have any serious health issues in Section 9 of the *Higher Education Enrolment Application Form*.
4) SITCM has processes in place to provide support to students with health and medical issues.
5) Information about what support is available can be found in the *Student Academic Support Policy and Procedure*.
6) Applicants who have serious health issues that may affect their ability to successfully complete the BTCM course may be refused admission to SITCM.
7) No applicant will be refused admission without the opportunity to attend an interview with the Dean (or other nominated senior staff member).

#### 2.1.5.2 Additional Requirements for Clinical Practice

1) Students at SITCM are required to complete 900 hours of Clinical Practice Program from Semester 2 of Year 1 of the BTCM.
2) Clinical Practice courses require students to interact with the general public.
3) To undertake the Clinical Practice Program at SITCM students must have:
    a. A National Police Clearance Certificate (NPC) https://www.service.nsw.gov.au/transaction/apply-national-police-certificate.
    b. A Working With Children Check https://www.service.nsw.gov.au/transaction/apply-working-children-check.
    c. A Senior First Aid Certificate.
4) 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.
5) Further information about progression can be found in the *Student Progression Policy and Procedure*.

#### 2.1.5.3 Additional Requirements for Registration as a Health Practioner

1) Applicants who wish to register as a Chinese Medicine practitioner at the completion of their BTCM course must meet the Australian Health Practitioner Regulation Agency (AHPRA) *Registration Standard: English Language Skills*.
2) These standards differ from the standards required for admission to SITCM.
3) For more information please see: https://www.ahpra.gov.au/registration/registration-standards/english-language-skills.aspx.

### 2.2 VERIFICATION OF QUALIFICATIONS AND OTHER SUPPORTING DOCUMENTS

1) Applicants must supply a certified copy of supporting documents, including Academic Transcripts/Testamurs.
2) A certified copy is:
    a. A photocopy of the original document signed and dated by a Justice of the Peace; or
    b. An original copy cited by the Registrar; or
    c. The necessary information and authorisation for SITCM to verify the authenticity of the document with the issuing institution.
3) Applicants who are unable to supply a 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.
4) Applicants may be asked to provide validation of overseas qualifications by relevant authorities.
5) Applicants who do not submit certified copies of qualifications and other supporting documents or a statutory declaration will be refused admission to SITCM.
6) Where there is any doubt about the authenticity of documentation provided, the Registrar may contact the applicant for further evidence and/or information.
7) If the Registrar is not satisfied that the documentation is authentic, the applicant will be refused admission.

## 2.3 APPLICATIONS

### 2.3.1 PRE-APPLICATION

1) Applicants can find course information and fees information in the *BTCM Student Prospectus*, which is available on the SITCM website.
2) Applicants can find information about fees in the *BTCM Student Prospectus* and in the *Fees Policy*, both of which are available on the SITCM website.
3) Applicants can find information about potential eligibility for credit for prior learning in the *Credit for Prior Learning Policy and Procedure*, which is available on the SITCM website.
4) Applicants can find information about deferring and withdrawing in the *Deferral and Withdrawal Policy and Procedure*, which is available on the SITCM website.
5) Applicants can find information about refunds in the *Refund Policy* and the *Special Circumstances Refund Policy and Procedure*, which are available on the SITCM website.

### 2.3.2 ASSESSMENT OF APPLICATION

1) All applications will be assessed by the Registrar.
    a. If the Registrar is unavailable, the Office Manager may temporarily fill the role of Registrar.
2) Domestic applicants who apply to undertake the BTCM course must submit to the SITCM Administration Office both a *Higher Education Enrolment Application Form* (available from the Administration Office and on the SITCM website's Apply Online page) and certified copies of supporting documents, including:
    a. Proof of age;
    b. Proof of qualifications;
    c. Proof of English language proficiency; and
    d. Any other documentation as requested by SITCM.
3) International applicants who wish to apply to undertake the BTCM course must submit to the SITCM Administration Office both a *International Student Application Form* (available from the Administration Office and from the SITCM website's Apply Online page) and certified copies of supporting documents, including:
    a. Proof of age;
    b. Proof of qualifications;
    c. Proof of English language proficiency; and
    d. Any other documentation as requested by SITCM.
4) Qualifications submitted in a language other than English must be accompanied by a certified official translation.
5) 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.
6) All applications and their assessment will be validated by the Dean (or other nominated staff member).

### 2.3.3 OFFER AND ACCEPTANCE

1) Applicants who meet the eligibility criteria for admission to the SITCM BTCM course will receive a written offer of a place in the course via an *Offer of Enrolment & Acceptance Agreement*, together with a *Student Manual*.
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 SITCM.
5) Once an offer is accepted, the applicant is enrolled in their chosen course and sent an email with details about the course and arrangements for student orientation.
    a. International students are issued with an electronic Confirmation of Enrolment (CoE).

#### 2.3.4 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.

#### 2.3.5 REFUSAL OF ADMISSION

1) SITCM may refuse admission to the BTCM course:
    a. If the applicant has been excluded from SITCM or another tertiary institution due to unsatisfactory academic progress or misconduct (academic or non-academic in nature).
    b. If the applicant is deemed unlikely to successfully complete the BTCM course for academic reasons.
    c. If the applicant does not provide certified copies of supporting evidence.
    d. If the applicant has serious health issues that prevent them from progressing through the course.
2) An applicant may appeal against a decision to refuse admission to a course.
3) The appeal must follow the process outlined in SITCM's *Academic Grievance Policy and Procedure*, which is available on the SITCM website.

### 2.4 ORIENTATION

1) Newly admitted students are required to attend orientation before the commencement of their first semester.
2) For more information on orientations, refer to the *Student Support Policy and Procedure*.

### 2.5 ENROLMENT PROFILE

1) No more than one month after the census date for a new intake of the BTCM course, the Registrar creates an *Enrolment Profile*.
2) This *Enrolment Profile* indicates the demographics and enrolment pathways of all students in the new intake.
3) This Enrolment Profile is presented at the next meeting of the Teaching and Learning Committee, Academic Board and Board of Directors.

### 2.6 ADMISSIONS BENCHMARKING REPORT

1) At least once every two years, the Quality Assurance Manager will benchmark the admissions requirements of SITCM's BTCM course against the admissions requirements of comparable BTCM courses in Australia.
2) The result of this benchmarking will be presented to the Academic Board in the form of an *Admissions Benchmarking Report*.

# 3 ADMISSIONS PROCEDURE

**Administration Office**
**Complete student application form and documentation are received**

Includes:

- ☐ Complete application form
- ☐ Original or certified copies of evidence to demonstrate applicant meets admission requirements

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**Registrar (or Office Manager)**
**Initial assessment**

- ☐ Create application file
- ☐ Check documentation is complete
- ☐ Request any documentation outstanding from applicant

When application is deemed complete …

- ☐ Assess application against admission requirements
- ☐ Refer application to Dean in the case of certain admissions categories
- ☐ Verify documentation where appropriate
- ☐ If required, arrange interview

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**Dean (or nominated representative)**
**Assessment/validation**

- ☐ Assessment of applicants with serious health issues (if required)
- ☐ Assessment by Registrar validated
- ☐ Application approved or not approved

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**Registrar (or Office Manager)**
**Advise outcome of application**

Application successful:

- ☐ Make written offer of place in the course
- ☐ Send Enrolment Package to applicant
- ☐ Finalise documentation

Application unsuccessful:

- ☐ Advise applicant of outcome of application and right to appeal decision

## 4 RELATED POLICY AND OTHER DOCUMENTATION

1) Higher Education Standards Framework (Threshold Standards) 2015.
2) E2.04 Diversity and Equity Policy.
3) Higher Education Enrolment Application Form.
4) International Student Application Form.
5) A1.07 Student Academic Support Policy and Procedure.
6) A1.09 Student Progression Policy and Procedure.
7) BTCM Student Prospectus.
8) A1.03 Credit for Prior Learning Policy and Procedure.
9) E2.14 Fees Policy.
10) E2.09 Deferral and Withdrawal Policy and Procedure.
11) E2.15 Refund Policy.
12) E2.12 Special Circumstances Refund Policy and Procedure.
13) A1.14 Academic Grievance Policy and Procedure.
14) E2.02 Student Support Policy and Procedure.
15) Offer of Enrolment & Acceptance Agreement.
16) Confirmation of Enrolment.
17) Enrolment Profile.
18) Admissions Benchmarking Report.