

Student Admissions Policy and Procedure		
Code: A1.01	Area: Academic	
Policy Owner: Academic Board	Version #: 2.10	Date: 19 Feb 2025
Policy Developer/Reviewer: CEO	Review date: 19 Feb 2028	

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 CPL Policy and Procedure.
1.2	Registrar	23 Nov 2011	Minor changes due to feedback from Registration Assessment Panel Chair & Accreditation Assessment Panel.
1.3	AB	29 Feb 2012	Removal of min. age & requirement of at least 3 interviewers under Special/alternative admissions.
1.4	AB	17 Jul 2012	Revision of general admission and English requirements.
1.5	AB	19 Aug 2015	Updated Sections 1: Overview, 4: Course specific selection criteria & 7: Offers & Acceptance. Added Appendix 1: Course Specific Selection Criteria. 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 1 (not 2) senior academic staff. Updated Section 3 to include info 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 HE courses to alternative admissions.
2.2	PRG	29 Jul 2019	Removed Cert IV & ELICOS from English requirements.
2.3	AB	16 Dec 2019	Amended English language requirements for international applicants; removed a ground for refusal of admission.
2.4	AB	3 Mar 2020	Added work experience as potential way to meeting English 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, added Enrolment Interview Form.
2.6	AB	7 Mar 2022	Added Advanced Level English on the German Abitur to English proficiency requirements in Section 2.1.4.3.
2.7	PRG	6 Jun 2022	Clarified international student transfers to SITCM.
2.8	AB	1 Sep 2022	Interviews now conducted by 2 senior academic staff (not Dean & 1 other senior staff).
2.9	PRG	6 May 2024	English requirements updated to reflect external changes.
2.10	AB	19 Feb 2025	Completion of 1 year FTE of an accredited HE course now sufficient to meet education requirements.

PURPOSE AND SCOPE

The aim of this policy is to:

- 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) 2021*, 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 an accredited vocational (Certificate IV level and above) course under the Australian Qualifications Framework (AQF) or overseas equivalent; or

- 2) Successful completion of at least one year's full-time equivalent study of an accredited higher education (Diploma level and above) course under the AQF or overseas equivalent; or
- 3) 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.

2.1.3 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 two senior academic staff 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 assessors 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) At the conclusion of the interview:

- a. The assessors provide the completed *Enrolment Interview Form* to the Dean, with a recommendation that the Dean approve or not approve the application.
 - b. The Dean approves or does not approve the application, and informs the Registrar of the decision.
 - c. The Registrar notifies the applicant of the outcome.
- 7) 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.
- 8) 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 an accredited Tertiary Preparation Program or Foundation Studies Program; or
- 4) Either:
 - a. For domestic applicants only: Completion of at least one year of full-time study in a qualification that is AQF level 5 or higher, or its overseas equivalent, taught and assessed in English, as assessed by SITCM on a case-by-case basis; or
 - b. For international applicants only: Completion of a qualification that is AQF level 5 or higher, taught and assessed in English, and gained within the last two years;

AND approval for enrolment by the Dean after the applicant has been interviewed by two senior academic staff and completed a writing task to demonstrate English proficiency, with the two senior academic staff providing the Dean a recommendation for approval based on the applicant's performance in the interview and writing task.

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 Internet-based Test (iBT)	90 overall (min. 21 in writing)
Pearson Test of English (PTE) Academic	58 overall (min. 50 in all communicative skills)
C1 Advanced Cambridge (formerly known as CAE – Cambridge Advanced English)	176 overall

C2 Proficiency Cambridge (formerly known as CPE – Cambridge Proficiency English)	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: <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
German Arbitur	3 (on a 6-point scale) or 8 (on a 15-point scale) in Advanced Level English (AF)

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; and
- 2) Approval for enrolment by the Dean after the applicant has been interviewed by two senior academic staff and completed a writing task.
 - a. The two senior academic staff must provide the Dean a recommendation that the application be approved or not approved on the basis of the applicant's performance at the interview and in the writing task.
 - b. The acceptability of evidence provided under this section will be determined at the discretion of the assessors.

2.2 OTHER ADMISSION CONSIDERATIONS

2.2.1 INTERNATIONAL STUDENT TRANSFERS

- 1) This section applies to an overseas student who holds a student visa.
- 2) SITCM cannot knowingly enrol an international student seeking to transfer to SITCM from another registered provider's course prior to the international student completing six (6) months of that other course, unless:
 - a. The other provider has ceased to be registered;
 - b. The ESOS agency has imposed a sanction on the other provider that prevents the international student from continuing the course there;

- c. A government sponsor of the international student has provided written support stating that they consider the change to be in the student's best interests; or
- d. The other provider has agreed to the international student's release, either unconditionally or on the sole condition that SITCM provides the student an offer of enrolment, and has recorded the date of effect and reason for release on PRISMS.

2.2.2 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 are 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 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).

2.2.3 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 enrol in ACU207.
- 5) Further information about progression can be found in the *Student Progression Policy and Procedure*.

2.2.4 ADDITIONAL REQUIREMENTS FOR REGISTRATION AS A HEALTH PRACTITIONER

- 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>.

2.3 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 VERIFICATION OF QUALIFICATIONS AND OTHER SUPPORTING DOCUMENTS

- 1) Applicants must supply a certified copy of each supporting document, including Academic Transcripts/Testamurs.
- 2) A certified copy is an unaltered photocopy of the original document that has been sighted and certified to be a true copy of the original by a person authorised to do so.
- 3) For documents certified overseas (not including New Zealand), an authorised officer includes:
 - a. The official records department of the institution that originally issued the document(s).
 - b. An official SITCM Education Agent.
 - c. An Australian embassy, high commission or consulate.
 - d. Austrade.
 - e. A Notary Public.
- 4) For documents certified in Australia, an authorised officer includes:
 - a. The official records department of the institution that originally issued the document(s).
 - b. An official SITCM Education Agent.
 - c. A Justice of the Peace currently registered in Australia.
 - d. Anyone who is not related to the applicant and currently holds one of the following positions in Australia or New Zealand as:
 - i. An accountant who is a member of the Institute of Chartered Accountants in Australia or New Zealand, CPA Australia, the National Institute of Accountants or the Association of Taxation and Management Accountants.
 - ii. A barrister or solicitor.
 - iii. A manager of an Australia Post Office.
 - iv. A health professional registered with the Australian Health Practitioner Regulation Agency (e.g. doctor, pharmacist, Chinese medicine practitioner or nurse).
 - v. A police officer.
 - vi. A Registrar or Deputy Registrar of a Court.

- vii. A commissioned officer in the Defence Force.
- 5) Original documents can be photocopied, sighted and certified at the SITCM Administration Office.
- 6) 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.
- 7) Applicants may be asked to provide validation of overseas qualifications by relevant authorities.
- 8) Applicants who do not submit certified copies of qualifications and other supporting documents or a statutory declaration will be refused admission to SITCM.
- 9) Where there is any doubt about the authenticity of documentation provided, the Registrar may contact the applicant for further information and/or the issuing institution for verification.
- 10) If the Registrar is not satisfied that the documentation is authentic, the applicant will be refused admission.

2.3.3 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).

2.3.4 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*.

- a. A *Welcome Pack* and the *Student Manual* accompany each offer of enrolment.
 - b. If an offer of enrolment is conditional, the conditions will be prominently stated in the offer.
- 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).

2.3.5 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.

2.3.6 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

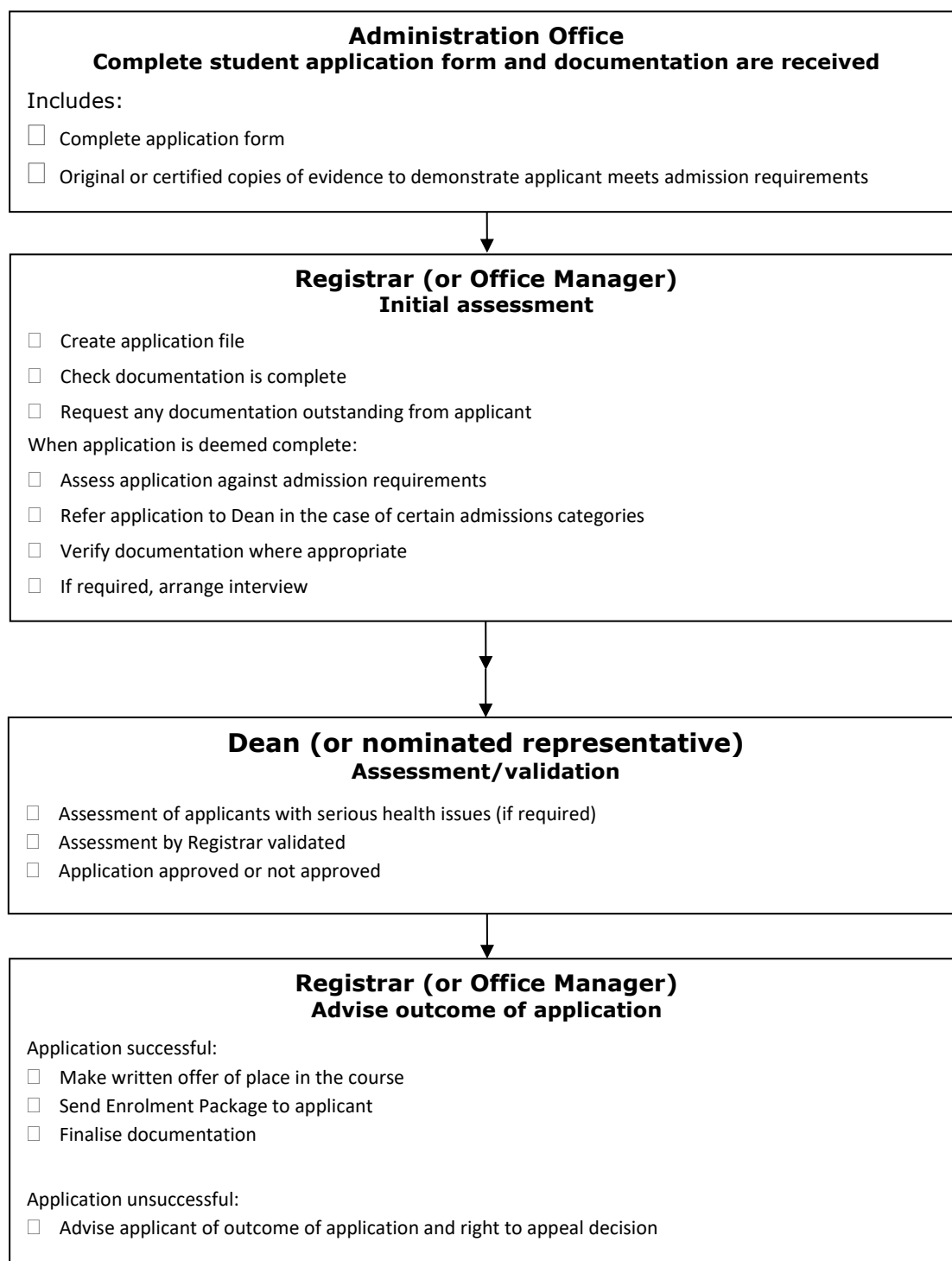
- 1) No more than one month after the census date for a new intake of the BTCM course, the Registrar creates an *Enrolment Profile*.
- 2) This *Enrolment Profile* indicates the demographics and enrolment pathways of all students in the new intake.
- 3) This *Enrolment Profile* is presented at the next meeting of the Teaching and Learning Committee, Academic Board and Board of Directors.
- 4) A subset of the *Enrolment Profile* called the *Student Profile* is published on the [SITCM website](#) to give an indication of the likely peer cohort for new students at SITCM.

2.6 ADMISSIONS BENCHMARKING REPORT

- 1) At least once every two (2) 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 PROCEDURES

3.1 GENERAL ADMISSIONS PROCEDURE



3.2 INTERNATIONAL STUDENT TRANSFER PROCEDURE

- 1) The international student or their agent informs the Registrar that they wish to transfer to SITCM from another provider.
- 2) If the transfer occurs more than six (6) months after the student commenced the principal course at the other provider, an admissions application must be processed in accordance with Section 3.1 (General Admissions Procedure) above.
- 3) If the transfer occurs within six months of the student commencing their principal course at the other provider:
 - a. The Registrar must firstly ensure that Section 2.2.1 (International Student Transfers) is complied with; and
 - b. An admissions application must then be processed in accordance with Section 3.1 (General Admissions Procedure) above.

4 RELATED POLICY AND OTHER DOCUMENTATION

- 1) Higher Education Standards Framework (Threshold Standards) 2021.
- 2) Diversity and Equity Policy.
- 3) Higher Education Enrolment Application Form.
- 4) Enrolment Interview Form.
- 5) International Student Application Form.
- 6) Student Support Policy and Procedure.
- 7) Student Progression Policy and Procedure.
- 8) BTCM Student Prospectus.
- 9) Credit for Prior Learning Policy and Procedure.
- 10) Fees Policy.
- 11) Deferral and Withdrawal Policy and Procedure.
- 12) Refund Policy.
- 13) Special Circumstances Refund Policy and Procedure.
- 14) Academic Grievance Policy and Procedure.
- 15) Offer of Enrolment & Acceptance Agreement.
- 16) Electronic Confirmation of Enrolment.
- 17) Enrolment Profile.
- 18) Admissions Benchmarking Report.
- 19) ESOS Act 2000.
- 20) National Code of Practice for Providers of Education and Training to Overseas Students 2018.