



# **QUANTUM INSTITUTE OF HIGHER EDUCATION**

**Admission Policy and Procedure**

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# Admission Policy and Procedure

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## Purpose

The Admission Policy and Procedure ('the Policy) lays the framework in which Quantum Institute of Higher Education's (the 'institute' or 'QIHE') admission will be conducted to ensure that students' admissions are done effectively in a fair and consistent manner. This Policy will also outline the guidelines and procedures for the admission process to uphold transparency and equity of students' admission to QIHE.

## Scope

The Policy will be upheld by all members, staff as well as all prospective and enrolled students of QIHE who are involved in the admission and enrolment process.

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## I. Policy Principles

In regard to admissions, QIHE upholds these principles as follows:

- i. **Fairness and Consistency.** QIHE will assess all applicants with fairness and consistency;
- ii. **Integrity.** Admissions are offered to applicants who have been assessed to properly meet the requirements and regulations set in place for successful applications to ensure integrity;
- iii. **Equity, Diversity and Inclusion.** QIHE aims to promote inclusive admission practices that accommodates everyone, with no regard to their background, to ensure that equity and diversity are held;
- iv. **Responsibility.** Everyone, whether within QIHE or external, should be aware of the requirements of QIHE in place;
- v. **Compliance.** QIHE ensures that admission practices are in compliance with legislative and regulatory requirements in place.

The general principles and requirements that are set in place in this Policy apply to applicants for both the Bachelor of Business and Bachelor of Information Technology programs.

## 2. Entry Requirements

### 2.1 Domestic Applicants

Applicants who are:

- i. Australian citizens or;
- ii. holds an Australian permanent resident and is residing in Australia or;
- iii. completed their prior studies in Australia from an Australian institution.

are considered as domestic applicants.

Entry requirements for domestic applicants are set as:

- i. Secondary Education: successfully completed year 12 of Australian Senior Secondary Certificate of Education or;
- ii. ATAR: successfully completed a minimum score of 55 or;
- iii. Post Secondary Studies: Successful completion of Diploma AQF level 5 or;
- iv. Successful completion of authorised Tertiary Preparation Program or equivalent from an accredited Australian higher education institution such as TAFE Institutes, or Government-approved Registered Training Organisations (RTOs). Generally, for Vocational Education and Training (VET) qualifications, entry is set at AQF Level 4 or higher.

## **2.2 International Applicants**

For international students outside Australia, entry requirements are set as:

- i. Equivalent to a successful year 12 of Australian Senior Secondary Certificate of Education completion or 12 years of formal studies that are recognised as comparable by the Australian Government Department of Education's Country Education Profiles (CEP) (formerly known as NOOSR/AEI-NOOSR);
- ii. Equivalent to a successful completion of Certificate IV or greater at an accredited education provider which is recognised by the Australian Government Department of Education's Country Education Profiles (CEP) (formerly known as NOOSR/AEI-NOOSR), preferably in alignment with the related chosen Program;
- iii. International Baccalaureate (IB) diploma with a minimum of 24 points.

## **2.3 English Language Requirements**

International students, whose prior study is conducted in languages apart from English, must submit proof of English language proficiency to meet the English language requirements.

English language requirements for admission are set as follows:

- i. IELTS (Academic) overall score of 6.0 with no band less than 5.5 or;
- ii. TOEFL (IBT) overall score of minimum 60 or;
- iii. PTE Academic overall score of minimum 55.

Other English language tests may also be eligible to fulfill the English language requirements. Detailed requirements and exemptions are outlined in the *English Language Policy*.

## **2.4 Age Requirements**

- i. Domestic applicants: must be at least 18 years of age in the year in which the applicant is enrolling in the Institute.

- ii. International applicants: must be at least 18 years of age in the year in which the applicant is enrolling to QIHE.
- iii. Applicants who are 21 years of age or older at the time of their application and do not qualify for admission based solely on formal academic achievement, may apply to the Institute as Mature Age applicants.

## 2.5 Age Requirements

Applicants must be aware that some programs may have inherent requirements or fitness to practice standards, which refer to the core capabilities essential for achieving the learning outcomes of the program and for participation in workforce of the program and for participation in workplace-based learning. These may include, but are not limited to:

- i. Physical, cognitive and communications abilities;
- ii. Ethical and professional behaviour;
- iii. Emotional resilience and psychological wellbeing.

Details of these requirements will be made available on the course webpage and program guides. Applicants are encouraged to discuss their individual circumstances with QIHE's Admission Officer or the Student Services Team, where adjustments or support plans may be needed.

# 3. Application and Selection

## 3.1 General Application Process

- i. Applications to QIHE can be made directly to the Institute or via appointed education agents. Applicants may apply in person or online via QIHE's website.
- ii. Applicants to QIHE must follow the application process that shall be detailed on the website or as advised by QIHE's Admission Policy and Procedure. All information regarding application and admission shall be provided on the website.
- iii. Applicants must provide complete and accurate documentation as required. Applicants must also fill in a complete *Admission Application Form*.
- iv. Transcripts that are written in languages apart from English, must be accompanied by an English translation of the document which is translated by an accredited translator.

## 3.2 International Applicants

- i. International applicants to the Institute must provide the following documents:
  - a. Signed Application Form to the Institute;

- b. Notarised Passport;
  - c. Academic credentials, including academic transcripts and/or testamur;
  - d. If English is not the first language of the applicants, a Proof of English Proficiency.
- ii. The Institute will carefully assess applications and proceed to issue a Letter of Offer to indicate admission to the Institute;
  - iii. Applicants must then proceed to undertake the process of verification for 'Genuine Student' (GS) requirement, as required by the Australian Department of Home Affairs. Therefore, applicants must provide the following documents:
    - a. Completed GS Form
    - b. Signed copy of the Letter of Offer;
    - c. Signed and completed Financial Declaration Form;
    - d. Statement of Purpose;
    - e. Proof of Funds;
    - f. OSHC fee payment.
  - iv. Should it be required, an interview may be conducted as part of the GS verification process;
  - v. Upon the completion of the GS verification and payment of required tuition fees, the Institute will then issue a Confirmation of Enrolment (CoE) to the applicant. The applicant can then lodge a student visa application to the Australian Government using the CoE;
  - vi. The Institute will keep track of the progress of the student visa application. The applicants should provide the Institute with the successful visa proof to indicate that they have the right to study in Australia.

### **3.3 Alternative Admission Arrangements**

In line with QIHE's commitment to inclusion, the Institute is committed to providing an equal opportunity for everyone, therefore QIHE provides alternative admission arrangements to accommodate applicants that require special considerations. Applicants are encouraged to disclose any individual circumstances or requirements at the time of application so that suitable arrangements can be made. This could be provided to:

- i. Aboriginal and Torres Strait Islander;

The Institute recognises the statistical disadvantages faced by the Aboriginal and Torres Strait Islanders. Thus, QIHE is committed to providing

opportunities to support the Aboriginal and Torres Strait Islanders students in their academic and professional development. Applicants from Aboriginal and Torres Islander backgrounds wishing to apply under the alternative admission arrangements may inform QIHE and will be assigned to undergo a special admissions test and interview. The Dean will make the decision of alternative admission arrangements with the approval of the Academic Board.

ii. **Mature Age applicants;**

Applicants who are 21 years of age or older and do not qualify through the general academic entry criteria as detailed in the sections above but believe that they already possess the ability to successfully pursue a degree, may apply to QIHE as Mature Age applicants. Vocational Education or Training (VET) holders may also apply as Mature Age applicants.

Mature Age applicants may apply to QIHE by demonstrating their skills and experiences and presenting the following proof for consideration:

- a. Document detailing the highest level of formal education that the applicant has obtained, including the state/country, year of completion, courses taken and results;
- b. Resume or CV to detail the experiences and skills of the applicant;
- c. Proof(s) of work experience and other study, training or courses taken which must be in accordance with their Resume or CV;
- d. A personal statement that details their motivation, commitment and ability to pursue the chosen program;
- e. A minimum of two (2) professional references.

Applicants will be assessed based on their merits and shall be considered on a case-by-case basis. The decision to admit Mature Age applicants shall be made by the Dean and will be reported to the Academic Board for approval.

- iii. People with disadvantaged backgrounds, whether socially or educationally;
- iv. Under-represented designated subgroups.

Applicants requiring special assistance as detailed above shall contact the Admissions Officer to be considered under the Alternative Admission arrangements. Students who are admitted to QIHE with alternative admission arrangements will be provided with assistance as required. Furthermore, their academic progress will also be monitored.

### **3.4 Selection**

- i. Applicants with complete applications will be assessed by the Admission Officer.

- ii. Eligibility of an applicant doesn't guarantee admission to QIHE. The Admission Officer will look into several factors for admission with merit being the basis of selection.

### **3.5 Offers and Deferrals**

- i. Offers of admission must only be made in writing by the Dean acting on behalf of QIHE. The offer will be given to the applicants as a Letter of Offer.
- ii. QIHE reserves the right to withdraw or make amendments to an offer.
- iii. QIHE may cancel the offer and enrolment of a candidate if:
  - a. The offer is made as an error;
  - b. There are insufficient documents provided;
  - c. There are insufficient enrolments which makes the program not viable to commence;
  - d. There are revisions to be made to the program.
- iv. Upon acceptance of the official offer from QIHE, applicants opting to accept the offer must do so within 30 days after the date of acceptance.
- v. Applicants opting to accept the offer are advised to carefully read the Letter of Offer as well as the terms and conditions detailed. Shall applicants accept all the terms in the Letter of Offer, applicants may sign and return it to the Admission Officer to indicate their acceptance and proceed to the next step of the enrolment process.
- vi. Applicants who wish to defer their commencement may do so and may defer their commencement up to 12 months. Request for deferrals must be made in writing to QIHE, stating their reason behind the deferral. For detailed provisions regarding deferrals, please refer to *Deferment, Withdrawal and Cancellation Policy and Procedure*.
- vii. International students who chose to defer their commencement and have gained approval from QIHE, are advised to seek advice from the Department of Home Affairs regarding their student visa. QIHE will also report regarding any enrolment changes in alignment with Section 19 of the ESOS Act 2000.
- viii. The official offer from QIHE will lapse if the applicant does not respond or request for deferral after 30 days.

### **3.6 Fee**

- i. All applicants must pay the Institute a processing fee. This fee must be paid as they are applying to the Institute.
- ii. If an applicant is rejected due to not meeting the requirements for admission or an incomplete application, the processing fee is not refundable, and

applicants are required to submit another application as well as pay another application fee.

- iii. Tuition fee must be paid for the issuance of Confirmation of Enrolment (CoE).
- iv. In accordance with the Australian Government regulations, tuition fees is refundable in circumstances such as:
  - a. The student that is enrolled defers or withdraws from a program or a course before the commencement date;
  - b. Delayed approval of the student's student visa due to circumstances beyond the student's control;
  - c. The discontinuation of the program by QIHE or other regulatory bodies, in line with the provisions from the ESOS Act 2000 and the ESOS Regulations 2001;
  - d. Withdrawal of the offer from QIHE.
- v. For further information regarding refunds, please refer to the *Fee Refund Policy*.

## 4. Rights to Appeal

Applicants may submit a request to appeal the decision made by QIHE, particularly in regard to the refusal of admissions to programs. Appeals can be made in accordance with the *Complaints and Appeal Policy and Procedure*.

## 5. Privacy and Records Management

QIHE upholds the importance of everyone's privacy. All records and information regarding applicants and students will remain confidential within database. All records will be kept in accordance with the *Records Retention Policy*.

QIHE will only disclose information to authorised State or Territory Government agencies that require the information as disclosed under the Higher Education Support Act (HESA) 2003 and other legislation in place. This may include the Department of Education, Department of Immigration and Border Protection and Commonwealth.

# Glossary

**Advanced Standing** is the condition when students are awarded credit towards an award course that is granted to them based on prior studies or work experiences.

**Assessment** refers to a process used to determine a student's achievement of expected learning outcomes (AQF 2013 p.92).

**ATAR (Australian Tertiary Admission Rank)** refers to a ranking system used in Australia to indicate a student's overall academic achievement in relation to their peers upon completion of secondary school. The ATAR is used by universities and higher education providers to assess and select students for admission to undergraduate courses.

**AQF** refers to the Australian Qualifications Framework, the national policy for regulated qualifications in Australian education and training.

**Confirmation of Enrolment (CoE)** refers to an official document issued by an Australian education provider to confirm that an international student has accepted an offer and enrolled in a course.

**Course** refers to QIHE's units of study or subjects.

**Governing Body** refers to all the functional bodies within the organisation that are detailed in the 'Organisational Structure' section of this document.

**IELTS (International English Language Testing System)** refers to the globally recognised English language designed as a proficiency test for non-native English speaker, jointly owned by the British Council, IDP IELTS and Cambridge University Press & Assessment.

**OSHC (Overseas Student Health Cover)** refers to a type of health insurance required for international students studying in Australia on a student visa.

**Program** refers to the Bachelor of Business and Bachelor of Information Technology degrees of QIHE.

**Secondary Education** refers to the level of schooling that follows primary education which completion will result in the High School Certificate (HSC) or an equivalent qualification. Equivalent qualifications in other countries include high school diplomas or similar certifications.

**Test of English as a Foreign Language (TOEFL)** refers to a standardised test to measure the English language ability of non-native speakers going to enrol in English-speaking universities by the Educational Testing Service.

**TEQSA (Tertiary Education Quality and Standards Agency)** refers to the independent national regulator for the higher education sector in Australia.

# Version Control

Version	1.1
Last Review	22 August 2025
Policy Category	Academic Board
Related Documents	<i>Advanced Standing, Credit Transfer and Articulation Policy Complaints and Appeal Policy and Procedure Deferment, Withdrawal and Cancellation Policy and Procedure English Language Policy Fee Refund Policy Records Retention Policy</i>
Legislation References	TEQSA Higher Education Standards Framework (Threshold Standards) 2021 Higher Education Support Act 2003 Education Services for Overseas Students Act 2000 (ESOS Act)
References	Australian Institute of Higher Education Kent Institute Australia University of Wollongong College Macquarie University La Trobe University University of Sydney Western Sydney University