

# Postgraduate Admission for International Students

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## ***Rationale and Scope***

The revised National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (National Code 2007) requires UNE to demonstrate its compliance with the National Code 2007 at the point of CRICOS registration and throughout its CRICOS registration period.

This compliance requirement also applies to courses delivered in association with another provider where UNE is the registered provider. UNE is responsible for breaches of the National Code, whatever the nature of its contractual or other arrangements with another provider.

With regard to the admission of international students, Standard 2 of the National Code 2007 requires UNE to have documented procedures in place and implement these procedures to assess whether an international student's qualifications, experience and English language proficiency are appropriate for the course in which admission is sought.

This procedural document is to ensure that postgraduate admission procedures for international students comply with the above requirements.

For the purposes of this procedure, a postgraduate student is defined as *a student undertaking study at a higher level than a bachelor degree. Postgraduate courses include: graduate certificate, graduate diploma, postgraduate certificate, postgraduate diploma, masters, and doctorates.*

## Procedures

### 1.0 Receipt of All Admission Applications

- 1.1 All international students applying for a postgraduate coursework degree, including those wishing to study at a domestic partner must complete the UNE International Student Admission Application Form.
- 1.2 All international students applying for a postgraduate research degree must complete the UNE International Students Application for Candidature/Scholarship Form.
- 1.3 All international applications are submitted to Manager, International Recruitment and Admissions in International Marketing and Pathways electronically or in hardcopy. These are date stamped on the day of receipt.
- 1.4 Applications are recorded in Direct Admissions in UNESIS (Callista) and allocated a UNE Student Identification Number.
- 1.5 Applications are checked to ensure the applicant has supplied all required supporting documentation as stated on the application form. International Marketing and Pathways will contact the applicant and/or their education agent to request any missing documentation.

### 2.0 Postgraduate Coursework Applications

#### 2.1 Assessment of Applications

Where International Marketing and Pathways identifies that an international applicant is applying for a postgraduate coursework program, including those offered at a domestic partner, the following procedures apply:

##### 2.1.1 Academic Admission Requirements

International Marketing and Pathways assesses complete applications against the admission rules/requirements for the proposed course of study as stated in the UNE Handbook. This includes assessing qualifications in accordance with the Australian Qualifications Framework (AQF), the Country Education Profiles published by the National Office of Overseas Skills Recognition (NOOSR), and any other relevant published qualification assessment guidelines.

##### 2.1.2 English Language Admission Requirements

International Marketing and Pathways assesses each applicant's English Language proficiency against the *Policy on English Language Requirements for Admission*. Applicants must provide documentary evidence that they meet one of the criteria of the policy.

A summary of each student's assessment is recorded on an International Student Admission Assessment sheet and placed in TRIM together with the complete admission application as a record of the basis for admission.

#### 2.2 Admission Outcome

Where an international applicant meets both the academic and English Language requirements for admission, International Marketing and Pathways issues an unconditional offer of a place to UNE. Where an applicant is working towards meeting both the academic and English requirements for admission, a conditional offer is issued.

International Marketing and Pathways notifies applicants of the outcome of their application by sending an electronic copy of their offer and offer guide or rejection letter to a nominated email address with a copy to their education agent if applicable.

International Marketing and Pathways records the admission outcome in UNESIS and in the IMP Admissions "Log".

### **3.0 Postgraduate Research Applications**

#### **3.1 Assessment of Applications**

Where International Marketing and Pathways identifies that an international applicant is applying for a postgraduate research program (as specified in the *UNE Postgraduate Research Degree Handbook*), the following procedures apply:

##### **3.1.1 Academic Admission Requirements**

International Marketing and Pathways assesses the applicant's qualifications in accordance with the Australian Qualifications Framework (AQF), the Country Education Profiles published by the National Office of Overseas Skills Recognition (NOOSR), and any other relevant published qualification assessment guidelines.

##### **3.1.2 English Language Admission Requirements**

International Marketing and Pathways assesses each applicant's English Language proficiency against the *Policy on English Language Requirements for Admission*. Applicants must provide documentary evidence that they meet one of the criteria of the policy.

A summary of each student's assessment is recorded on an International Student Admission Assessment sheet and placed on the student file and in TRIM as a record of the basis for admission.

An electronic copy of the application, complete with International Student Admission Assessment sheet is sent to the Research Higher Degrees & Scholarships Officer in Research Services for further processing in liaison with the relevant School/Faculty.

#### **3.2 Admission Outcome**

Where an international applicant meets both the academic and English Language requirements for admission, Research Services issues an unconditional offer of a place to UNE. Where an applicant is working towards meeting both the academic and English requirements for admission, a conditional offer is issued.

Research Services notifies applicants of the outcome of their application by sending an electronic copy of their offer, offer guide and other relevant information to a nominated email address with a copy to their education agent if applicable and with a copy to International Marketing and Pathways.

Research Services records the admission outcome in UNESIS and International Marketing and Pathways records the admission outcome in the IMP Admissions "Log".