

# Undergraduate 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 the student's qualifications, experience and English language proficiency are appropriate for the course in which the enrolment is sought.

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

For the purposes of this policy an undergraduate student is defined as *a student undertaking study at a course at the Diploma, Advanced Diploma or Bachelor level.*

## **Procedure**

### **1. Receipt of Applications**

- 1.1 All international students applying for an undergraduate award must complete the UNE International Student Admission Application Form. The exception to this is an international student studying an Australian Year 12 qualification on or offshore, an International Baccalaureate in Australia or a New Zealand National Certificate of Educational Achievement Level 3; such students must apply through UAC International.
- 1.2 All international applications (with the exception of those listed in 1.1) are submitted to the Manager, International Recruitment and Admissions in International Marketing & Pathways (IM&P) electronically or in hardcopy. These are date stamped on the day of receipt.
- 1.3 The Manager, International Recruitment and Admissions and Admission Assistants, IM&P, record applications in Direct Admissions in UNESIS (Callista) which allocates a UNE Student Identification Number.
- 1.4 The Manager, International Recruitment and Admissions, and Admission Assistants, IM&P, check applications to ensure the applicant has supplied all required supporting documentation as stated on the application form. The Manager International Recruitment and Admission and Admission Assistants will contact the applicant and/or their education agent to request any missing documentation.

### **2. Assessment of Applications**

#### **2.1 Assessment of Applications**

Where the Manager, International Recruitment and Admissions and Admission Assistants, IM&P identify that an international applicant is applying for an undergraduate program, the following procedures apply:

##### **2.1.1 Academic Admission Requirements**

The Manager, International Recruitment and Admissions and Admissions Assistants IM&P, assess completed applications against the Undergraduate Academic Entry Requirements

##### **2.1.2 English Language Admission Requirements**

The Manager, International Recruitment and Admissions and Admission Assistants, IM&P assess 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 relevant 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, the Manager, International Recruitment and Admissions and Admission Assistants, IM&P issue 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.

The Manager, International Recruitment and Admissions and Admission Assistants, IM&P notify 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. The admission outcome is then recorded in UNESIS (Callista) and in the IM&P Admissions "Log".