

Overview

The National Code of Practice for Providers of Education and Training to Overseas Students (National Code 2018) requires UNE to demonstrate compliance with the National Code 2018 at the point of CRICOS registration and throughout its CRICOS registration period.

This compliance requirement also applies to students enrolled in 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.

Scope

With regard to the admission of international students, Standard 2 of the National Code 2018 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.

Standard 7 of the National Code 2018 also requires the University to not knowingly enrol an international student wishing to transfer from another registered provider prior to that student completing six months of their principal course of student, except in certain circumstances.

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

Procedures

1. Receipt of All Admission Applications

- 1.1. All international students applying for a postgraduate coursework degree, must complete the UNE International Student Admission Application Form on the UNE website at <http://www.une.edu.au/study/international/applying>
- 1.2. All international students applying for a postgraduate research degree, must complete the UNE International Student – Application Form For Candidature on the UNE website at <http://www.une.edu.au/research/hdr/hdrformsandpolicies>
- 1.3. All international postgraduate coursework admission applications are received electronically by UNE International (UNEI) via the online international admission application system. Applications are automatically date stamped with the time and date of receipt.
- 1.4. The International Admissions Manager and International Admission Officers within UNEI check each application to ensure the applicant has completed the form and supplied all required supporting documentation. Applicants and/or their education agent are requested to supply any missing documentation prior to any assessment being undertaken.
- 1.5. The Manager, International Admissions Manager and Admission Officers within UNEI check each application requesting to transfer to UNE from another Australian provider to ensure the applicant has completed, or will complete six months of their principal course at their current provider before commencing studies at UNE. This condition is placed on any offer issued after assessment steps (as outlined in Section 2) have been completed.

2. Postgraduate Coursework Applications

2.1. Assessment of Applications

Where international admissions staff identify that an international applicant is applying for a postgraduate coursework program, the following procedures apply:

2.1.1 Academic Admission Requirements

Assess completed applications against the admission rules/requirements for the proposed course of study as stated in the UNE Course and Unit Catalogue. This includes assessing qualifications in accordance with the Australian Qualifications Framework (AQF), the Country Education Profiles published by the Australian Government Department of Education and Training, and any other relevant published qualification assessment guidelines such as UK NARIC.

2.1.2 English Language Admission Requirements

Assess the applicant's English Language proficiency against the University's *Admission, Credit and Enrolment Guidelines* and/or *English Language Requirements Higher than the University Minimum Requirement Annex*. Applicants must provide documentary evidence that they meet one of the criteria of the policy.

2.1.3 Recording of Assessment

Record a summary of each applicant's academic and English assessment in the online application system.

2.1.4 Academic School Approval

Where an applicant applies for a course that requires approval by an Academic Coordinator, international admission staff will refer the application to the School. School approval or rejection, will be recorded in TRIM.

2.2 Admission Outcome

Where an international applicant is assessed as meeting both the academic and English Language requirements and they will be either studying online outside of Australia or are *not identified as having a high risk Student Visa Profile*, they will be issued with an unconditional Offer of Admission to UNE. Where an applicant is working towards meeting either or both the academic and English requirements for admission, a conditional Offer of Admission may be issued. Where an applicant is deemed not to meet the academic admission requirements, they will be issued with a rejection explanation letter.

Applicants are notified of the outcome of their application through the online international admission application system by being sent either their Offer of Admission or a rejection letter to their nominated email address with a copy to their education agent if applicable. Their application status is then automatically updated in the online application system.

3. Postgraduate Research Applications

3.1. Assessment of Applications

Where international admissions staff identify that an international applicant is applying for a postgraduate research program, the following procedures apply:

3.1.1 Academic Admission Requirements

UNE International admission staff assess the applicant's qualifications in accordance with the Australian Qualifications Framework (AQF), the Country Education Profiles published by the Australian Government Department of

Education and Training, and any other relevant published qualification assessment guidelines such as UK NARIC.

3.1.2 English Language Admission Requirements

UNE International assesses each applicant's English language proficiency against the University's *Admission, Credit and Enrolment Guidelines* and/or *English Language Requirements Higher than the University Minimum Requirement Annex*. Applicants must provide documentary evidence that they meet one of the criteria specified in the policy.

3.1.3 Recording of Assessment

UNE International records a summary of each applicant's academic and English assessment.

3.1.4 Forward to Research Services

The complete application and assessment is forwarded to the Research Higher Degrees and Scholarships Officer in Research Services. Research Services then liaise with the relevant academic areas regarding the allocation of supervisors and confirmation or rejection of HDR candidature.

3.2 Admission Outcome

Where an international applicant is assessed as meeting both the academic and English Language requirements, has their candidature confirmed by Research Services and they will be either studying online outside of Australia or are *not identified as having a high risk Student Visa Profile*, UNE International will issue the applicant with an unconditional Offer of Admission to UNE. Where an applicant is deemed not to meet the academic admission requirements, they will be issued with a rejection explanation letter.

Applicants are notified of the outcome of their application by being sent either their Offer of Admission or a rejection letter to their nominated email address with a copy to their education agent if applicable.

4. Genuine Temporary Entrant (GTE) Assessment under Simplified Student Visa Framework (SSVF)

UNE is required to ensure that all international students applying for a Student Visa under SSVF have the greatest chance of a successful visa grant. International applicants for a postgraduate program that present with a high risk Student Visa Profile must undergo additional assessment to determine they meet Ministerial Direction 69 - Genuine Temporary Entrant (GTE) (Migration Act 1958 – Section 499, Dated 2016) *and* have adequate evidence to show they have the financial capacity to fund their studies and living in Australia. Where an applicant meets academic and English language requirements but has a high risk Student Visa Profile, they will be issued with an Offer of Admission conditional upon undergoing additional GTE assessment. Where an applicant is working towards meeting either or both the academic and English requirements for admission, they will be issued with an Offer of Admission conditional upon meeting academic, English and GTE assessment requirements

4.1 Send Application to Third Party for Assessment

Applicants who receive an Offer of Admission conditional upon undergoing additional GTE assessment will be required to complete a *UNE International Student GTE Assessment Form*. The complete admission application together with the Offer of Admission and the GTE form and supplied documents will be forwarded to the appropriate University's contracted third party undertaking the GTE assessment.

4.2 Recording Third Party Assessment Outcome

When the contracted third party formally advises the University of the outcome of the GTE assessment, this advice will be recorded in TRIM in the individual applicant's record.

4.3 Advising Applicant of Outcome

Where the contracted third party advises the applicant meets GTE requirements, the applicant will be notified in writing by UNEI admission staff. Where an applicant is deemed not to meet GTE requirements, they will be issued with a rejection letter explaining why they did not meet the requirements.

5.0 Acceptance of Offer of Admission

5.1 Postgraduate Coursework Applicants

When an applicant accepts their Offer of Admission via the online admission system, International Admission staff check that all conditions have been met and that tuition fees and compulsory Overseas Student Health Cover (for on campus students) has been paid or arranged prior to issuing the Confirmation of Enrolment (COE) for the Student Visa Application (for on campus students). UNEI staff record the applicant's details in Direct Admissions in UNESIS (Callista) which allocates a UNE Student Identification Number and prepares the record for enrolment.

5.2 Postgraduate Research Applicants

When an applicant accepts their Offer of Admission, International Admission staff check that all conditions have been met and that tuition fees and compulsory Overseas Student Health Cover has been paid or arranged prior to issuing the Confirmation of Enrolment (COE) for the Student Visa Application and notifying Research Services of the acceptance. UNEI staff record the applicant's details in Direct Admissions in UNESIS (Callista) which allocates a UNE Student Identification Number and prepares the record for enrolment by Research Services Staff.

Definitions

For the purposes of this operating 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.

Administration

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Related policies or other documents:

ESOS Act (Education Services for Overseas Students) legislative framework

National Code 2018 (National Code of Practice for Providers of Education and Training to Overseas Students 2007) Regulations
Admission, Credit and Enrolment Guidelines

UNE International Student GTE Assessment Form

Genuine Temporary Entrant Requirements – Department of Home Affairs

Simplified Student Visa Framework – Department of Home Affairs