

Admission Procedures

These procedures support the provisions of the Admission Policy by stating detailed requirements for admission processes, and they should be read alongside the Admission Policy.

These procedures are in place to ensure that admission processes are fair and consistent, and that the admitted students have the academic prerequisites and proficiency in English language required to participate and succeed in their studies at Nan Tien Institute (NTI).

Scope

1. These procedures apply to admission to all courses offered by NTI, as well as admission into non-award and cross-institutional study.

Transparency of Admission

2. NTI is committed to publishing transparent information about its admission requirements.
3. NTI will ensure that accurate and timely information is available to prospective students to enable them to make informed decisions about their studies at NTI. This information will be written in plain English and include details about courses on offer, mode of delivery, recognition of prior learning, tuition fees and other known charges associated with the course.

Academic Requirements for Admission

4. Academic admission requirements for each course offered by NTI are listed on NTI's website and in the Student Handbook (downloadable from the website).

English Language Requirements for Admission

5. All applicants for admission to an NTI award course must provide evidence that their English language ability meets the minimum requirements for admission.

Previous Study in English

6. Applicants will be deemed to have satisfied NTI's English language requirements if they have successfully completed a minimum of two (2) years of tertiary study at an institution within the last two (2) years where:
 - a) the language of instruction was English; and
 - b) the institution is located in a country where the official language is English.

7. Applicants from countries where the official language is not English, but whose prior academic study has partially or fully been undertaken in English, will be assessed via 'Assessment of previous studies by country' list maintained by the Admissions Team within Student Services. The list will be reviewed at least every three (3) years. These applicants must have successfully completed two (2) years of full-time (or equivalent) studies in English in the last two (2) years.
 - Successful completion is considered to be a pass result in no less than fifty (50) per cent of attempted units/courses in any assessable period in the academic year.
8. Applicants who can demonstrate that they have successfully completed a substantial component (at least one (1) year full-time) of an Australian higher education degree (at AQF Level 7 or higher), within the past two (2) years, may meet NTI's English language requirements. These applicants will be required to provide the relevant academic transcripts from an accredited Australian higher education institution.

English Language Tests

9. Satisfactory performance in an English language test will meet NTI's English language requirements, provided the test was taken no more than two (2) years prior to the commencement of the NTI course.
10. NTI recognises a number of English language tests, the primary one being the International English Language Testing System (IELTS).
11. The list of accepted English language proficiency tests is provided on the NTI website and as an attachment to the Admission Policy.
12. NTI sets the minimum IELTS (or equivalent) standard for its postgraduate courses at an overall score of 6.5, with no sub-band score less than 6.0. The list of equivalence for other tests is published on NTI website and in the Student Guide.

English for Academic Purposes Courses

13. International applicants with an IELTS score of 6.0 (or equivalent) may be admitted if they complete an English for Academic Purposes course with an NTI-recognised provider prior to their course commencement. This condition of admission will be recorded in the Letter of Offer.

Individual Assessment of English Language Proficiency

14. Where English language test results' score is just below the required threshold, or where alternative evidence of English language proficiency exists, an application may be referred to the relevant Head of Program for additional assessment.
15. The Head of Program may request additional information be submitted by the applicant to support this assessment of English language proficiency. Examples of evidence that may be taken into consideration include, but are not limited to:
 - interview with the applicant
 - sample of written work attested to by an independent source
 - evidence of work experience requiring English language proficiency
16. The outcome of the Head of Program's assessment will be recorded and communicated to the applicant in writing.

Applications for Admission

17. All applications for admission must be lodged through NTI's online application system.
18. The following information is required by NTI in order to process applications for admission:
 - a) all applications are to include:
 - a completed online application form
 - copies of transcripts and award certificates from previous tertiary education
 - proof of citizenship or residency, where relevant
 - evidence of English language proficiency, where relevant
 - b) additional requirements for students on international student visa are:
 - evidence of English language proficiency
 - a completed Genuine Temporary Entrant (GTE) form for international applicants
19. An official translation must accompany all documents written in a language other than English.
20. Students experiencing issues with attaching documentation to their online application for admission are invited to contact the Student Services Office via enquiry@nantien.edu.au.

Offers

21. All applicants will be sent a formal notification of outcome of their application for admission, which will be one of the following:
 - an unconditional offer
 - a conditional offer
 - a packaged offer
 - no offer
22. An offer of a place in a course is issued to the successful applicant in writing on the NTI Letter of Offer.
23. The Letter of Offer is NTI's contract with the student and will clearly set out the student's rights and obligations, including all known fees and charges associated with the proposed course; as well as information on changes to or withdrawal of offers, acceptance and enrolment, course commencement date and refunds of charges.

Conditional Offers

24. The Letter of Offer will clearly identify any conditions of admission or enrolment that might apply, such as:
 - progression rules requiring completion of certain subjects before enrolling in other subjects
 - successful completion of an English for Academic Purposes course prior to the commencement of the principal NTI course
 - providing certified documentation as evidence of meeting admission requirements
 - providing certified documentation as evidence of meeting visa or other legal obligations

Packaged Offers

25. A packaged offer of admission may be issued where a student does not meet NTI's direct entry requirements and is required to complete a preparatory course such as an English language program or the pathway program.

26. Students will be admitted into the next level of study only once their eligibility to progress has been confirmed. A new application is not required.

Accepting Offers

27. On receipt of a written Letter of Offer, an applicant will either:
 - a) accept the offer;
 - b) apply to defer commencement;
 - c) decline the offer; or
 - d) take no action, in which case the offer will lapse after 12 months or when the proof of English proficiency expires (for students who were required to provide proof of English proficiency during their application process).
28. To accept an offer, the applicant must complete the Acceptance Form and return it to NTI with the payment of the enrolment fee, where applicable. International applicants attending face-to-face classes are also required to pay the specified amount of tuition fees, upon receipt of which NTI will issue an electronic Confirmation of Enrolment (COE).
29. The admission process will be deemed to be completed when an applicant has accepted an offer and enrolled in subjects as per the NTI Student Enrolment Policy.
30. If an applicant fails to enrol in any subjects of the course into which they have been admitted, and has not been granted a deferral, the offer of admission will lapse after 12 months.

Deferring an Offer

31. An applicant, who has received a Letter of Offer, may request to defer the commencement of their studies for up to 12 months.
32. Applicants must submit a formal request by completing NTI Deferment Application Form available from Student Services Office.
33. Applicants accepted for deferral will be issued a new Letter of Offer with a new commencement date.
34. NTI reserves the right to withdraw a deferred offer if the applicant fails to enrol in the deferred course by the enrolment date.
35. Students on international student visa can only defer their studies because of compassionate or compelling circumstances, which include, but are not limited to:
 - a) medical illness or injury to the student or student's immediate family member/s that required hospitalization and/or impairs the student's ability to commence their studies – this includes episodes of mental illness or cognitive function impairment;
 - b) the bereavement of an immediate family member;
 - c) an adverse experience that has impacted on the student's physical or mental wellbeing;
 - d) documented instances where the student is unable, through no fault of their own, to commence their studies;
 - e) situations where the student is unexpectedly required to care for a close relative;
 - f) major political upheaval or natural disaster in a student's home country that have

- negatively impacted on a student's ability to commence their studies;
- g) changes to family circumstances in the student's home country that have negatively impacted on a student's ability to pay tuition fees or reasonable personal living expenses.
36. All applications for deferment will be assessed by the relevant Head of Program within ten (10) working days from receipt of application and students will be informed of the outcome in writing.
 37. If the application to defer is approved for a student on international student visa, the student will receive a new Letter of Offer for the following (or subsequent) semester and a new electronic Confirmation of Enrolment (COE) will be issued when the student accepts their second offer.

Admission to Non-Award Study

38. Students may be admitted to study one or more subjects on a non-award basis.
39. Applications for admission to non-award study are made by completing the online application form.
40. Applicants must be able to demonstrate their reasons for seeking admission to non-award study and provide documentary evidence that allows NTI to assess the likelihood of the applicant to successfully complete the intended subject.
41. Admissions to non-award studies are coordinated by Student Services and are subject to the availability of places in the particular subject.

Admission to Cross-Institutional Study

42. Students from other higher education institutional may be admitted to NTI to complete a subject as part of their course at their home institution.
43. Applications for admission to cross-institutional study are made by completing the online cross-institutional application for admission.
44. NTI requires applicants to provide documentary evidence that their home institution has approved the cross-institutional enrolment, and that any proposed subjects are appropriate for the student. This documentary evidence must specifically refer to the approved subject/s for a particular semester.

Right of Appeal

45. An applicant refused admission to NTI, or an applicant who had their offer withdrawn by NTI, may appeal the decision on the ground specified in the Admission Policy.
46. In the first instance, the unsuccessful candidate will raise the concern with NTI's Student Services and Academic Support Manager, who will review the application and inform the applicant whether an offer of admission will be made or not.
47. If the applicant is dissatisfied with the decision of NTI's Student Services and Academic

Support Manager, they must lodge a written statement, specifying the grounds on which the appeal is being made, to the Dean of Studies within twenty (20) working days of receiving notification that their application for admission has been unsuccessful.

48. The Dean of Studies will consider the appeal and review the application for admission, in consultation with the Student Services Office. Upon consideration of the appeal, the Dean of Studies will determine whether the appeal is denied or upheld and notify the applicant of the appeal outcome in writing within ten (10) working days of receipt of their written statement.
49. If an appeal is upheld, the Dean of Studies will recommend for the Student Services Office to issue a Letter of Offer to the course for which the application was made.
50. If the appeal is denied, the applicant will be notified that they will not be receiving a Letter of Offer to study at NTI.

Roles and Responsibilities

51. Positions with authority to make admission decisions are specified in NTI's Delegations Policy.
52. Broad responsibilities for admission processes and decision making are detailed below.

Academic Board is responsible for:

- Review and approval of admission requirements, including English language requirements
- Quality assurance of admission processes and procedures

Education Committee is responsible for:

- Recommending course admission requirements for approval by the Academic Board

Dean of Studies is responsible for:

- Recommending changes to admission requirements
- Determining appeals made against an admission decision

Heads of Program are responsible for:

- Assessing all applications for admission into award programs
- Determining all applications for deferment

Student Services are responsible for:

- Conducting a preliminary review of all applications for admission and determining if they meet the requirements for admission
- Issuing offers to students approved for admission
- Maintaining appropriate records of admission, including the basis of admission and reasons for decision making
- Maintaining the information about admission processes and requirements accurate and timely