

Student Admissions and Advanced Standing Policy

1. Purpose	This Policy sets the criteria for admission to EIA's courses, including the policy on the advanced standing applications.
2. Regulatory Alignment	<p>HESF: 1.1 Admission; 1.2 Credit and Recognition of Prior Learning; 2.2 Diversity and Equity; 2.4 Student Grievance and Complaints; 6.3 Academic Governance; 7.1 Representation; 7.2 Information for Prospective and Current Students</p> <p>ESOS Act - National Code of Practice for Providers of Education and Training to Overseas Students 2018: Standard 1 Marketing Information and Practices; Standard 2 Recruitment of an Overseas Student.</p> <p>Australian Qualifications Framework: Pathway Policy.</p>
3. Scope	This policy applies to all the prospective and current students who apply for EIA course entry and/or advanced standing and the EIA staff who are involved in the assessment of student applications and the issuing of Letter of Offer, Acceptance Agreement and Confirmation of Enrolment (CoE).
4. Policy	
4.1 General	<p>4.1.1 EIA encourages, supports and promotes student diversity and equal education opportunity for all students. EIA staff and students will foster and maintain a welcoming, inclusive and respectful learning environment to support students regardless of race, disability, gender or sexuality or educational disadvantage.</p> <p>4.1.2 EIA welcomes and encourages applications from Aboriginal and Torres Strait Islander peoples.</p> <p>4.1.3 The admission criteria and the advanced standing rules for each EIA's course must follow a comparative benchmarking analysis under the proper academic governance oversight.</p> <p>4.1.4 EIA's Academic Board sets the admission requirements for all EIA higher education courses.</p> <p>4.1.4 EIA will not accept enrolment of international students who are under the age of 18 at the time of the commencement of their studies.</p> <p>4.1.5 Mature age applicants (21 years of age and over) may be admitted to a course without meeting the EIA specified academic entry requirements where they can demonstrate the attainment of relevant and</p>

	<p>recognised prior learning experience. However, such applicants are required to demonstrate capacity to meet course entry requirements. For example, this may necessitate evidence of prior training or other learning, an interview with EIA, employer references and/or a portfolio of professional work.</p> <p>4.1.6 In the case of international students, EIA may also assess whether a student is a Genuine Temporary Entrant (GTE) in determining whether an offer of admission will be made. In reviewing whether a student is a Genuine Temporary Entrant, EIA may consider issues such as the student's previous study, study gap, financial capacity, employment situation and the choice of EIA's course(s) (Refer to https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500/genuine-temporary-entrant).</p> <p>4.1.7 If a student failed all units with a mark lower than 10% in the last study period from another institution, they will be evaluated on GTE. The Admissions Manager will make the admission decision in consultation with the Dean.</p> <p>4.1.8 Students who have a study gap of longer than 6 months (excluding the university break from November to March, if they are enrolled in a university) will need to provide a written explanation for the reasons behind the study gap, along with the supporting documentation. Valid reasons for the study gap may include returning to their home country or experiencing a medical issue.</p> <p>4.1.9 If students or prospective students are unhappy with any aspects of their admission process, are entitled to lodge a complaint following the EIA's Complaints and Appeals Policy. If they are still not satisfied with the resolution of the complaint, they may appeal the decision by following the same policy.</p> <p>4.1.10 EIA is not a FEE-HELP provider. Domestic fee-paying students shall follow the same admissions criteria and assessment processes as the international students, except that the CoE process is not required.</p>
<p>4.2 Admissions</p>	<p>4.2.1 EIA is committed to having the consistent, fair, transparent and equitable admissions assessment process in place to ensure applicants meet the English and academic requirements (Refer to Admission Criteria Schedule on this document) into the course of study and do not have any limitations that might impede their study progression.</p> <p>4.2.2 To apply for admission to a course at EIA, students must complete the Application Form and provide supporting document, including:</p> <ul style="list-style-type: none"> • Evidence that they meet the English language requirements for the specific course they are applying for;

	<ul style="list-style-type: none"> • Proof that they meet the academic entry requirements, such as copies of their transcripts and qualifications. If the transcripts are from an overseas institution, they must be translated into English; • Any other supporting documents that EIA requests, such as resumes. <p>4.2.3 Overseas qualifications will be assessed for equivalence in Australia using tools such as the Country Education Profiles online tool provided by the Australian Government Department of Education, Skills and Employment.</p> <p>4.2.4 In the application process, students are given the opportunity to disclose issues which may affect their studies with EIA.</p> <p>4.2.5 EIA provides accessible support services to all students, including personalized support for those with special needs. EIA offers assistance to students with disabilities and strives to ensure they have equal opportunities compared to other EIA students, within the boundary of reasonable accommodation.</p> <p>4.2.6 Each student that satisfies the admission criteria will be offered a place via a Letter of Offer and Acceptance Agreement. The Acceptance Agreement between EIA and the student sets out the services to be provided, fees payable and information in relation to refunds of the application and course fees (Refer to the Fees and Charges Policy and Refunds Policy).</p> <p>4.2.2 The EIA Acceptance Agreement must include the information of:</p> <ol style="list-style-type: none"> a. The course(s) in which the international student is to be enrolled; b. Any conditions on the international student's enrolment such as any prerequisite course or attainment of a certain level of English language proficiency; c. An itemised list of tuition or course fees to be made payable by the student and the payment structure/schedule; d. The length of each study period for the course for the location, and the tuition fees for each study period for the course for the location; e. Not require more than 50% of the student's total tuition fee for a course before the student has begun the course unless the course has a duration of 25 weeks or less; f. Refunds of tuition and non-tuition fees including: <ul style="list-style-type: none"> • The refund requirements that apply if the student defaults in relation to a course at a location,
--	--

	<ul style="list-style-type: none"> • Amounts that may or may not be repaid to the student (including any tuition or non-tuition fees collected by education agents on behalf of the registered provider) and • Processes for claiming a refund; <p>g. The circumstances under which personal information about the international student may be shared between EIA and the Australian Government and designated authorities. This information includes personal contact details, course enrolment details and changes, and any circumstance of suspected breach by the international student of a student visa condition;</p> <p>h. Advise to the international student of their responsibility to notify EIA of a change of address while enrolled in their course(s);</p> <p>i. Explanation in plain English of what happens in the event of a course not being delivered;</p> <p>j. A statement that 'This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer protection laws';</p> <p>k. Advise to the students, that in the event of a course not being delivered by EIA, EIA will refund the course fees or under the Tuition Protection Service (TPS) will arrange a refund or transfer as per the TPS Framework.</p> <p>4.2.3 The EIA Acceptance Agreement must be signed by the student prior to, or at the same time as, any money for tuition fees are paid.</p> <p>4.2.4 The CoE will not be issued until the Acceptance Agreement has been signed by the student and the relevant fees paid to EIA.</p>
4.3 Advanced Standing	<p>4.3.1 EIA ensures academic integrity and the standards of EIA's qualifications are safeguarded in the advanced standing assessment processes.</p> <p>4.3.2 Advanced Standing is granted for units of study at EIA only when the student can demonstrate that all of the Unit Learning Outcomes have already been achieved.</p> <p>4.3.3 When mapping between accredited courses at the same AQF level, EIA will identify whether there is sufficient correlation of the courses structure, learning outcomes, assessment methods and volume of learning.</p> <p>4.3.4 EIA will ensure that students granted advanced standing are not disadvantaged in achieving the Course Learning Outcomes.</p> <p>4.3.5 EIA may grant advanced standing for the following, either individually or in combination:</p> <ul style="list-style-type: none"> • Specified units;

	<ul style="list-style-type: none"> • Unspecified units (electives); or • A combination of unspecified and specified units <p>4.3.6 Advanced standing may result from an individual application by a student or through an arrangement between institutions.</p> <p>4.3.7 EIA may grant advanced standing via recognition of student's prior learning through formal, non-formal, or informal experiences, such as through previous study, work experience and life experience.</p> <p>4.3.8 Students can apply for advanced standing at any point in time between their initial application for the EIA course and before the start of their final study period for the course with EIA. However, applications must be submitted prior to the commencement of any unit for which an exemption is being sought.</p> <p>4.3.9 EIA will conduct a fair, detailed and evidence-based assessment to determine a student's eligibility for credit towards an EIA qualification award. Evidence that applicants are required to submit with the application include:</p> <p>Formal learning</p> <ul style="list-style-type: none"> • A certified transcript of their academic records indicating the unit(s) completed, year completed, and grade obtained; • Details for the grading system; • An official course outline (or similar) showing and course learning outcomes and the weighting of the unit as a proportion of the total course; and • A copy of the unit outline, including the unit learning outcomes and syllabus. <p>Non-formal and informal learning</p> <ul style="list-style-type: none"> • A Curriculum Vitae; • A written reference from line managers, trainers or supervisors to support and validate the evidence of prior learning; • Portfolio of work related to the learning outcomes of the unit in question (e.g. projects, reports, articles); • Any other information considered relevant by the student; • If the student is an overseas student, who had completed prior study or informal learning, in a country where English is not the formal language, the evidence must be translated into English by a certified translator.
--	--

	<p>4.3.10 EIA can not ensure that credits granted by other educational institutions can be transferred. A new advanced standing application must be submitted for credits to be granted by EIA.</p> <p>4.3.11 Students and prospective students possess the right to decline an offer of exemption, but they are not allowed to apply for exemption for the same unit again once they have rejected the offer.</p> <p>4.3.12 Credit will generally not be awarded for studies completed more than 5 years prior to the date of application.</p> <p>4.3.13 EIA will not grant partial credit for a unit.</p> <p>4.3.14 Credit will not be granted for capstone units.</p> <p>4.3.15 Credit will not be granted for any unit which has been previously attempted at EIA.</p> <p>4.3.16 Advanced standing applications are assessed and approved for a particular course/specialisation at EIA. They cannot be automatically transferred from the authorized course/specialization to another course/specialisation.</p> <p>4.3.17 EIA does not charge a fee for application or approval of advanced standing.</p> <p>4.3.18 Assessment of advanced standing will be undertaken on a case-by-case basis and by the Course Coordinator of the related discipline. The process will be overseen by the Dean.</p> <p>4.3.19 The highest number of units that can be granted as advanced standing is:</p> <ul style="list-style-type: none"> • A full year must be completed at EIA for an associate degree or further higher education study linked to an EIA's bachelor's degree, except in exceptional cases such as provider default at another institution • 50% credit for an Advanced Diploma or associate degree linked to an EIA's bachelor's degree • 33% for a Diploma linked to an EIA's bachelor's degree <p>4.3.20 The Course Coordinator may limit the assessment of professionally accredited courses to equivalent units in a course offered by another registered institution, at their discretion.</p> <p>4.3.21 When advanced standing is awarded, it will be noted on a student transcript as an exemption (EX) and will not be graded.</p> <p>4.3.22 If students apply to study at EIA due to a provider default at another institution, they may be granted more credit units than the maximum allowed. However, the decision to approve such students starting</p>
--	--

		at EIA under these conditions is at the discretion of the Academic Board. It is noted that undergraduate students will not be granted more than 20 units of credit, regardless of prior experience, and they will have to complete at least 4 of the third year units, including the capstone unit. This policy clause aims to support students who have been unfairly impacted by circumstances beyond their control. When students are admitted to EIA due to provider default at another institution, the EIA Academic Board must be notified.
Administrative Details		
Policy Owner		Managing Director
Implementation Officer		Dean
Approved Authority		Academic Board
Definitions		See EIA Glossary of Terms
Version History		
Version	Approved/Effective Date	Amendments
3.0	13/07/02023	<ul style="list-style-type: none"> • Integrated the existing Admissions Policy and Procedure, Domestic Student Application Policy and Procedures, Course Credit and Articulation Policy and Credit Transfer and Exemptions Procedures • Separated policies and procedures • Refined the sections on diversity and equity • Added the GTE assessment on the students with all fails in the last study period • Revised the wording on the maximum credit can be granted by removing the situation of 4 year of bachelor's degree • Added the clause of '75% credit for a bachelor's degree linked to an EIA's bachelor's degree' • Added that credit is not given to the capstone unit • Added the clause on the advanced standing assessment for students apply for EIA due to the provider default from another institution

Admission Criteria Schedules

Schedule 1 Admissions Criteria

Course	Academic Requirement
All EIA courses	Satisfactory completion of Australian Year 12 Senior Secondary Certificate of Education or Successful completion of Australian University Foundation Program or Successful completion of Australian AQF level 4 course
All EIA courses except for Diploma of Business	English Requirement IELTS (Academic) over all 6.0 (with no band score less than 5.5) or equivalent
Diploma of Business	English Requirement IELTS (Academic) over all 5.5 (with no band score less than 5.0) or equivalent
Bachelor of Information Technology (ICT Security)	Course Specific Requirement
Bachelor of Information Technology (Information Systems)	A passing score in any VCE math units or equivalent.
Diploma of Information Technology	

Schedule 2 Equivalent to Australian Year 12 by Country

Country	Equivalent to Australian Year 12
General	Completion of a post-secondary course at a recognised institution (refer to AEI Country Education Profile)
Argentina	Bachillerato/Tecnico de Nivel Medio/Bachillera to Especializado
Bangladesh	Higher Secondary Certificate/vocational higher secondary certificate (Minimum CGPA is 3.5 or 60% in HSC/First Division pass) GCE A-Level (2 passes)
Bhutan	Bhutan Higher Secondary School Certificate or Middle Secondary School Certificate plus 2 year relevant vocational diploma
Brazil	Certificado /diploma de Ensino Medio (Year 12 equivalent)
Brunei	Brunei Cambridge General Certificate of Education Advanced Level (Brunei - Cambridge A level) – 2 passes
Cambodia	Diploma of Upper Secondary Education/Baccalaurate
Canada	High School Diploma
Chile	Licencia de Educación Media (Certificate of Secondary Education Certificate) Tecnico- Profesional or Tecnico
China	General Senior Secondary Unified Graduation (Certificate of Graduation) or Certificate from Vocational Secondary School
Colombia	Bachillerato (Secondary School Certificate)
Cuba	Diploma de Bachiller en Ciencias y Letras/ Título de Bachiller (nivel medio superior de la Education General Politecnica Laboral) - Certificado de Fin de Estudios Secundarias/ TécnicoMedio/Maestro Primario, etc. (Certificado de Fin de Estudios Secundarias)
Czech Republic	Maturita (Matriculation Certificate)/School Leaving Certificate
Denmark	Studentereksamensbevis (Upper Secondary School Leaving Certificate)
Egypt	General Secondary Education Certificate, Al-AzharSecondary Education Certificate, Technical Secondary Education Certificate, Commercial Secondary Certificate or the Agriculture Secondary Certificate
Finland	Ylioppilastutkintotodistus (Certificate of Matriculation) Secondary School Leaving Certificate

France	Baccalaureat/ Brevet professionnelles
Germany	Achgebundene Hochschulreife/ FachgebundeneHochschulreife (Leaving Certificate) or Zeugnis der Reifeor Reifezeugnis or Abitur or Fachhochschulreife
Ghana	Successful completion of Senior Secondary School Certificate/West African School Certificate AND a minimum of 2 passes (minimum E grade) at the GCE A level. Note: Assessment for a waiver of the GCE A level requirement may be made on a case-by-case basis and will be based in academic merit. Students with a C average an above may be considered without the A level requirement
Greece	Apolytirio Lykeiou (Leaving certificate)
Hong Kong	Hong Kong Diploma of Secondary Education (HKDSE) or Hong Kong Advanced Level Examination (HKALE)
Hungary	Gimnaziumi Erettsegi Bizonyitvány, / Gymnasium Maturity Certificate
India	All India Senior School Certificate or Indian School Certificate or Certificate of Vocational Education or Senior Secondary Certificate or State Boards of Secondary/Senior Secondary Education certificates, GCE A-Levels (2 passes)
Indonesia	Certificate of Completion of Senior Secondary Education (Ijazah/STTB SMA/STTB SMK) or Certificate of Graduation (SKHUN)
Ireland	Leaving Certificate/GCE A Levels (2 passes)
Israel	Teudat Bagrut (High School Certificate)
Italy	Diploma di Superamento dell'Esame di Stato conclusivodei Corsi di Istruzione Secondaria Superiore (Upper Secondary School Leaving Certificate) or Diploma of State Examination
Japan	Upper Secondary School Certificate of Graduation (Kotogakko Sotsugyo Shosho
Jordan	Twajihi (General Secondary Education Certificate)
Kenya	Kenya Certificate of Secondary Education (KCSE) or GCE A level – 2 passes
Lebanon	Baccalaureat Libanaise (Baccalaureat 2) or Baccalaureat Technique/ Technicien or Certificat Professionne/ de Maltrise/Technicien
Macau	Senior Secondary School Diploma Year 12, or GCE A Level – 2 passes, or Form 6
Malaysia	STPM Senior Secondary Certificate of Education or GCE A Levels - 2 passes , UEC
Mauritius	GCE A-level – 2 passes
Mexico	2-3 year Preparatoria or Bachillerato program
Myanmar	Matriculation/Basic Education High School (BEHS) plus minimum completed 2 years at Professional College or Secondary Technical College or GCE A- Level (2 subject passes) or A level (1 A and 2 AS level passes)
Nepal	Higher Secondary Education Board Certificate (Grade 12)
New Zealand	National Certificate of Educational Achievement (NCEA) – Level 3, minimum 60 credits
Netherlands	Voorbereidend wetenschappelijk onderwijs (Diploma VWO) or Hoger algemeen voortgezet onderwijs Diploma HAVO)
Nigeria	Senior Secondary School (WAEC/NECO) examinations (5 subjects passes C grade average) GCE A Levels (2 passes)
Norway	Vitnemal fra den videregående skolen (Certificate from upper secondary school)
Oman	School Leaving Certificate
Pakistan	Higher Secondary School Certificate/ Intermediate Certificate
Papua New Guinea	Higher School Certificate
Peru	Certificado de Educación Secundaria Común Completa(Secondary Common Education Graduation Certificate) plus a Technical Diploma or entrance to University

Philippines	High School Diploma or a Certificate of Graduation + two years of bachelor degree OR from 2018, Grade 12 Senior High School Diploma
Poland	Matura Swiadectwo Dojrzalosci LiceumOgólnokształcącego (Certificate of Matriculation of the General Lyceum)
Portugal	Certificado de Fim de Estudos Secundarios or Diploma de 12 Ano de Escolaridad (Secondary Certificate)
Russia	Attestat o Srednem (polnom) Obshchem Obrazovanii(Certificate of Secondary (Complete) General Education)
Saudi Arabia	Shahadat al-thanawiyyah al-'aama or shahadat al-marhalat al-thanawiyyat (General Secondary Education Certificate) Form 7 or University Foundation Year
Singapore	GCE A-levels - 2 passes
Slovakia	Maturitni Vysvedceni/Maturitnej Vysvedcenie(Matriculation Certificate)
Slovenia	Spričevalo o poklicni mature or Spričevalo o poklicnimature or Svidetelstov zo položen zavresen
South Africa	National Senior Certificate (Year12) Senior Certificate (Year 12) GCE A-Levels 2 Passes, International Baccalaureate Diploma
South Korea	General/Academic Senior High School Certificate/Diploma (Immungye Kodung Hakkyo Choeupchang
Spain	Titulo de Bachiller
Sri Lanka	GCE A-levels – 2 passes
Sweden	Slutbetyg Från Gymnasieskola
Switzerland	Federal Maturity Certificate/ Maturitätszeugnis, Certificatde Maturité/ Attestato di Maturità
Taiwan	Senior High School Diploma or Senior Vocational School Diploma
Thailand	Matayom 6 or MS 6. (Certificate of Secondary Education)
Turkey	Lise Diplomasi (Secondary School Diploma) Technical or Vocational School Diploma (Teknik or Meslek Lise Diplomasi)
United Arab Emirates	Tawjihiyya or Thanawiyya Al-A'ama (General Secondary Certificate), Technical Secondary School Certificate, Commercial Secondary School Certificate or Certificate from an Agriculture Institute
UK	GCE A-Levels (2 subject passes)
Venezuela	Educacion Media – Academic or Tecnico (Medio), Bachillor
Vietnam	Bang Tot nghiep Trung hoc Pho thong (Upper Secondary Education Graduation Diploma)
Zambia	ZSC Year 12 (5 subject passes C grade or better) GCE A-Levels (2 subject passes) or A-levels 1 A and 2 AS level passes or Diploma in relevant area (1 year minimum)
Zimbabwe	Zimbabwe General Certificate of Education at Advanced Levels (A Levels)– 2 passes, or International Baccalaureate Diploma

Schedule 3 English Requirement

Test/qualification	Score Required
IELTS (Academic)	6.0 (no band less than 5.5)
TOEFL (Paper)	550 (TWE 4.0)
TOEFL (iBT)	60 (minimum of 20 in the writing section)
PTE	46 (with no communication score less than 36)
EAP = IELTS 6.0	Successful completion with the EAP course with the exit level of IELTS 6.0 from a NEAS or English Australia endorsed ELICOS provider
The following academic qualifications can be accepted as meeting the English language requirements if the applicant does not have a valid English test result.	
International Baccalaureate Diploma	4 in English A1 or A2 (higher and standard level) or 5 in English B (higher level)
Senior Secondary School (Year 12)	Successful completion of Year 12 – score of 30 in ESL/EAL units $\frac{3}{4}$

Australian University Foundation Program	Successful completion of program - pass in the English subject
AQF Undergraduate degree	Successful completion of one semester
AQF Advanced Diploma	Completed or successful completion of at least 50% of the course
AQF Diploma	Completed or successful completion of at least 50% of the course
AQF Certificate IV	Successful completion of program + evidence of English proficiency equivalent to IELTS 6.0
Study at a university where the medium of instruction was English for the full program (must provide an official letter from the Principal or Registrar of the institution at which the student studied).	Successfully completed studies within the past two years at an Australian Education International