

STUDENT SELECTION AND ADMISSION POLICY

PURPOSE

This document sets out the policy for admission of prospective students and applicants to CG Spectrum Institute's (CGSI) accredited higher education courses.

The policy is in accordance with the Higher Education Standards Framework, 2021 (HES) and the National Code of Practice for Providers of Education and Training to Overseas Students, 2018 (National Code).

SCOPE

All direct applications for admission to CGSI's higher education postgraduate and undergraduate courses will be managed according to this policy.

DEFINITIONS

An Aboriginal and/or Torres Strait Islander Person (ATSI) means 'a person of Aboriginal or Torres Strait Islander descent who identifies as an Aboriginal or Torres Strait Islander (person) and is accepted as such by the community in which he or she lives'. [S51 (25) of the High Court of Australia (1983)].

An Applicant means a person who has lodged an application to enrol in a specific course.

A Prospective Student means a person interested in studying a specific course who has not yet lodged an application.

Direct application means an application made directly to CGSI rather than through a tertiary admission centre.

Late Enrolment means the completion of any of the admission requirements after the first Offer Round has closed (usually one week prior to the Orientation program).

Offer round refers to the series of dates on which offers of a place in CGSI's higher education courses are made to applicants throughout the year.

Terms and Conditions of Enrolment means CGSI's written agreement with the applicant in accordance with the requirements of Standards 1.1.2 and 1.1.3 of the Higher Education Standards Framework. This agreement must be signed by the applicant concurrently with or prior to CGSI accepting course fees.

RESPONSIBILITIES AND AUTHORITIES

Academic Board is responsible for setting admission standards.

The **Academic Director** and relevant **Course Coordinator** are responsible for:

- assessing all applications for admission to accredited postgraduate courses;
- assessing all applications for admission to accredited undergraduate courses;
- interviewing applicants from non-standard admission pathways.

The **Academic Director** and relevant **Course Coordinator** have the authority to:

- admit applicants who submit acceptable documentary evidence that they meet CGSI's admission requirements for their chosen course;
- reject those applicants whose previous academic study and/or level of English proficiency clearly does not meet CGSI's admission requirements for their chosen course.

POLICY

1. CGSI welcomes all prospective students who qualify for admission to its higher education courses. There is no discrimination against prospective students and applicants on the basis of their ethnicity, culture, race, colour, age, gender identity, religion, disability, national origin, sexual orientation, intersex status, marital or relationship status, parental status, pregnancy, or political beliefs.
2. In particular, CGSI welcomes Aboriginal and Torres Strait Islander applicants and students, and is committed to creating opportunities for their academic success. This will be achieved by interactions with elders and the ATSI community to show that the strategies have been developed in consultative fashion.
3. CGSI's admission requirements are proposed by the Academic Director and approved by the Academic Board.
4. Prospective students and applicants for entry to CGSI courses are required to demonstrate that they meet CGSI's admission requirements, including: proof of relevant undergraduate or other postgraduate study, or academic attainment at an appropriate level, as set out in the admission criteria.
5. Where Emotion Focussed Therapy courses require eligibility and membership of appropriate professional bodies, prospective students are to provide letters of verification of current counselling and therapy experience and supervision of practice.
6. All applications for entry to CGSI's courses are processed according to this policy, and admission requirements made available on the CGSI website. Admission requirements are regularly reviewed and benchmarked against national and overseas standards.
7. Application information and forms are made available to prospective students on the CGSI website. Applications are to be made on the prescribed application form and lodged in the manner prescribed on the form.
8. All applicants are treated courteously, and their applications are processed promptly, equitably and efficiently.
9. Based on the information provided, and subject to applicants meeting CGSI's admission requirements, a written offer of acceptance into the course (*letter of offer*) will be provided to applicants within a designated timeframe.
10. The letter of offer will make reference to CGSI's *Advanced Standing and Credit Transfer Policy and Procedure*, and specify that the maximum credit granted is 50% of the course.
11. The letter of offer will also specify the mode by which the course is delivered – face to face, blended or entirely online.

12. Submission of the acceptance of offer form shall be taken to constitute acceptance by the applicant of all CGSI's published policies, procedures and regulations which includes liabilities and obligations (e.g. fees).
13. In order to participate in classes and other educational activities, access the LMS and online learning materials, and to receive a final grade for submitted assessments, students must be formally enrolled and in attendance, either on-campus or online, by the commencement of their enrolled subject's timetabled dates (or equivalent).

Cancellation of enrolment

A student's enrolment will be cancelled if statements made or documents provided by the student in the admission application are shown to be false. Documents will be vetted for authenticity with originals being sighted and where necessary translations by qualified translators will be required .

Appeals

Prospective students and applicants may appeal a decision made within the framework of this policy. Appeals must follow the *Grievance, Complaints and Appeals Policy and Procedure*.

FORMS

Application Form
 Letter of Offer
 Acceptance of Offer Form
 Terms and Conditions of Enrolment
 Formal Complaints and Appeals Lodgement Form

RELATED

Admission Requirements
 Code of Conduct
 Grievance Complaints and Appeals Policy
 Grievance Complaints and Appeals Procedure
 Student Selection and Admission Procedure

Version Control

Document:	Student Selection and Admission Policy	
Approved by:	Academic Board	Date: 21 March 2022
Version: V4.2	Replaces Version: 4.1	Next Review: 2025
V 4.0	CRICOS minor adjustments 24/06/2021	
V3.0, V3.1	Changes as requested	
V2.1	Refinements arising from external review and logo added	